



MEMORANDUM

January 5, 2021
21-001 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Regional Consortia Chairs
CTE Deans
Strong Workforce Directors

FROM: Sheneui Weber, Vice Chancellor
Workforce and Economic Development Division

CC: Eloy Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Sandra Sanchez, Assistant Vice Chancellor
CCCCO Staff

RE: Close Out of Strong Workforce Program 1st Four Year Cycle (FY16-17 to FY 19-20)

This memo is to provide additional guidance related to the expenditure and closeout of remaining Strong Workforce Program Funds from the first four-year cycle including fiscal years 2016-17, 2017-18, 2018-19, and 2019-20.

Closeout of Expired Funds from FY 2016-17, 2017-18, and 2018-19

By December 31, 2020, all unspent funds from Allocation Years 2016-17, 2017-18, and 2018-19 must be fully expended.

Funding from Allocation Year 2019-20

Colleges may continue to expend FY 2019-20 funds within the 30-month window. These funds will expire on December 31, 2021 and no extensions will be granted. FY 2019-20 will be the final year using the First-in First-out (FIFO) accounting method effective with the first four year funding cycle.

FY 2020-21 Funds with the Launch of SWP 2.0 in NOVA

Colleges will be able to enter plans following the launch of the new SWP 2.0 Planning workflow on December 15, 2020 in NOVA. The “Create New Plan” button will allow users to create new plans in the SWP 2.0 planning workflow. Users will also be able to continue existing plans using FY 2020-21 funds by choosing the “Continue Plan” option to the right of your current plan under “Actions.” These plans will be specific to the 2020-21 allocation year with a maximum term of 24 months.

How to Use FY 19-20 Funds Following the Launch of SWP 2.0 in NOVA

With the launch of SWP 2.0, NOVA now has two types of planning and reporting workflows with different requirements for 1.0 and 2.0 plans. The “Create New Plan” and “Continue Plan” options discussed above only apply to 2.0 plans. If you have funds remaining from FY 2019-20 which are not yet assigned to a plan in NOVA, there are two options to choose from.

Chancellor’s Office

1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.cccco.edu

1. **Adding funds to existing SWP FY 2019-20 Plans in the current instance.** Current options for modifying existing plans will continue to be available in NOVA.
2. **Request the creation of a New Plan using FY 2019-20 funds.** The “Create New Plan” button in NOVA may not be available for plans using FY 2019-20 funds, but new plans using these funds can still be created. New plans for 2019-20 funds will be created using the old SWP template. Contact your grant monitor to request the creation of a new plan using existing funds from FY 2019-20.

Additional Reporting and Reconciliation Requirements

With the end of the first four-year cycle and FIFO accounting method, grantees are expected to complete all reporting and accounting of these funds. This process will continue through the expiration of Allocation Year 2019-20 funds on December 31, 2021. However, please note the immediate steps that need to be taken that are outlined as follows.

SWP Project Leads and Fiscal Reporter Required Actions

Colleges are required to reconcile what they have reported in NOVA to their internal financial systems. This reconciliation requires finalizing NOVA plans and financial reporting and submitting documentation validating expenditures.

1. **Ensure approvals and certifications for modified plans are complete.** For colleges that have modified plans but not yet completed certification of the modified plans, the Chancellor’s Office is requiring ***all pre-existing, modified plans awaiting approval or certification be finalized no later than January 31, 2021.*** Plan modifications must be certified before fiscal reporting for these plans becomes available in NOVA.
2. **Provide documentation reconciling reported amounts in NOVA.** As part of January 2021 fiscal reporting, provide documentation from your college/district’s Accounting office validating reported expenditures in NOVA for Fiscal Years 2016-17, 2017-18, and 2018-19 match Accounting office records.
3. **Ensure certification for all outstanding fiscal reports.** The Chancellor’s Office is requiring ***all outstanding fiscal reports awaiting certification be finalized no later than February 15, 2021.*** This requirement applies to existing plans using funding from Fiscal Years 2016-17, 2017-18, 2018-19, and 2019-20.

Regional Consortia Fiscal Agent Budget Office Required Actions (Regional Funds)

Regions are required to obtain validation of expenditures from their Fiscal Agent Accounting offices for regional share dollars.

1. **Provide documentation of funds expended from expired Allocation Years.** Following the expiration of Allocation Year 2018-19 funds on December 31, 2020, Regional Consortia will be required to provide documentation confirming reported expenditure amounts. Please include Budget Summary/ Budget Detail documentation that provides sufficient evidence of expenditures related to each plan by institution. Examples of acceptable documentation such as reports from District accounting offices, shall verify expended funds against plans reconcile with the reported expenditures in NOVA. The CO shall reserve the right to request additional information when a budget summary does not provide a clear indication of expenditures related to what is entered into the NOVA system. Please use the provided upload field in NOVA for this documentation, and add your documentation as a PDF.
2. **District documentation should include the following summary with sufficient details and evidence of expenditures related to each plan by institution:**

- a. Total funds expended from each Allocation Year in the first SWP funding cycle (FY 2016-17, FY 2017-18, FY 2018-19, and FY 2019-20)
 - b. Total unspent funds, if any, for all Allocation Years (FY 2016-17, FY 2017-18, FY 2018-19, and FY 2019-20)
- 3. Documentation should be sent to strongworkforcehelpdesk@cccco.edu no later than January 31, 2021 in a PDF format.**

Going forward in SWP 2.0, documentation of actual expenditures by allocation year will be a standard requirement for fiscal reporting by colleges.

Hold Back of Funds

Beginning in FY 2021-22, SWP allocations will be held back for Regions or Districts unable to spend down SWP funds within a two year period. Regions or Districts will be required to provide a spend down plan for unspent expired funds, show a satisfactory spend rate, and demonstrate program outcomes progress for held back funds to be released.

If you have any additional questions, please email them to strongworkforcehelpdesk@cccco.edu.