California Community Colleges

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Regional Consortium Chairs
CTE Deans

FROM: Sandra Sanchez, Interim Vice Chancellor
Workforce and Economic Development Division

CC: Ioanna Iatridis, Dean of SWP and K12 SWP, WEDD
Peter Callas, Division Director, California Department of Education
CCCCO Staff

RE: K12 Strong Workforce Program – Reporting Timeline Extension

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In consideration of the ongoing COVID-19 Pandemic's impact on Local Education Agencies (LEAs), this memorandum is to revise the expenditure and closeout reporting timelines for the K12 Strong Workforce Program which was communicated in the guidance memo 21-011-1 issued on October 20, 2021. Additionally, in order to accommodate for LEA closures during the Winter and Summer breaks, a one month time extension is provided to the bi-annual reporting due dates starting with Fiscal Year 2021/2022 Quarter 2.

Note: If Regional Consortia need additional time to complete their closeouts due to the timeline extensions presented below, please contact the K12 SWP monitor Katie Gilks – kgilks@cccco.edu.

The K12 Strong Workforce Program Expenditures and Progress reporting in the NOVA system has changed from a quarterly reporting schedule to a bi-annual reporting schedule. To ensure that the K12 SWP legislative reporting requirements are met, all grant recipients, both lead and partnering LEAs, are required to input Expenditure and Progress reporting into the NOVA system: https://nova.cccco.edu/login.

In addition, Annual Data Reporting will be due to Cal-PASS Plus on an annual basis: https://www.calpassplus.org/Home. *Per Education Code 88828(d)(8)(D), data collected pursuant to this section shall be reported by the grant recipient to the State Department of Education and to the grant recipient's K–14 Technical Assistance Provider by November 1 immediately following the fiscal year for which the data is being reported. The K–14 Technical Assistance Provider shall annually notify the K–12 Selection Committee in each region of any grant recipient that fails to provide the required outcome data. The K–12 Selection Committee, in consultation with the consortium, may terminate or rescind contracts and grants from grantees that fail to provide the required outcome-based data pursuant to this paragraph.*

The following tables are an addendum to the Reporting Schedules that were previously posted in the K12 Strong Workforce Program RFAs (Request for Applications):

Round One (Performance Period July 2019 – December 2021) – The complete reporting schedules for Round One (1) recipients are as follows:

Expenditures and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	2	(10/01–12/31)	~~Prior Date: 01/31/2022~~ **New Date: 02/28/2022**
		Final Report Round 1	**03/31/2022**

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2022/2023	3	(07/2021–12/2021)	11/1/2022

Round Two (Performance Period July 2020 – December 2022) – The complete reporting schedules for Round Two (2) recipients are as follows:

Expenditure and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	2	(07/01–12/31)	~~Prior Date: 01/31/2022~~ **New Date: 02/28/2022**
2021/2022	4	(01/01–06/30)	~~Prior Date: 07/30/2022~~ **New Date: 08/31/2022**
2022/2023	2	(07/01–12/31)	~~Prior Date: 01/31/2023~~ **New Date: 02/28/2023**
		Final Report Due	**03/31/2023**

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2022/2023	2	(07/2021–06/2022)	11/1/2022
2023/2024	3	(07/2022–12/2022)	11/1/2023

Round Three (Performance Period January 2021 – June 2023) – The complete reporting schedules for Round Three (3) recipients are as follows:

Expenditure and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	2	(07/01–12/31)	~~Prior Date: 01/31/2022~~ **New Date: 02/28/2022**
2021/2022	4	(01/01–06/30)	~~Prior Date: 07/30/2022~~ **New Date: 08/31/2022**
2022/2023	2	(07/01–12/31)	~~Prior Date: 01/31/2023~~ **New Date: 02/28/2023**
2022/2023	4	(01/01–06/30)	~~Prior Date: 07/28/2023~~ **New Date: 08/31/2023**
		Final Report Due	**09/29/2023**

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2022/2023	2	(07/2021–06/2022)	11/1/2022
2023/2024	3	(07/2022–06/2023)	11/1/2023

Round Four (Performance Period January 2022 – June 2024) – The complete reporting schedules for Round Four (4) recipients are as follows:

Expenditure and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	4	(01/01–06/30)	Prior Date: 07/29/2022 **New Date: 08/31/2022**
2022/2023	2	(07/01–12/31)	Prior Date: 01/27/2023 **New Date: 02/28/2023**
2022/2023	4	(01/01–06/30)	Prior Date: 07/28/2023 **New Date: 08/31/2023**
2023/2024	2	(07/01–12/31)	Prior Date: 01/26/2024 **New Date: 02/29/2024**
2023/2024	4	(01/01–06/30)	Prior Date: 07/26/2024 **New Date: 08/30/2024**
		Final Report Due	09/30/2024

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2022/2023	1	(01/2022–06/2022)	11/1/2022
2023/2024	2	(07/2022–06/2023)	11/1/2023
2024/2025	3	(07/2023–06/2024)	11/1/2024

If you have any additional questions, please email them to K12SWP@cccco.edu.