



TO: Regional Consortium Chairs
Regional Consortium Fiscal Agents

FROM: Matthew Roberts, Ed.D., Dean of Field Operations
Division of Workforce and Economic Development

CC: Sheneui Weber, Vice Chancellor
Division of Workforce and Economic Development

Division of Workforce and Economic Development Staff
Sector Navigators

RE: K12 Strong Workforce Program Fiscal Agent Roles and Responsibilities

This memo is to clarify roles and responsibilities of the Fiscal Agent in distribution of K12 SWP Program funds, providing funding allocations, and timeline.

Roles and Responsibility of K12 SWP Fiscal Agent

The fiscal agent has no authority over decisions on the use of funding, rather its role is to dispense and help monitor sub-grants once spending decisions have been authorized by the CTE Regional Consortia as stipulated in K12 Strong Workforce Program legislation. The district designated as the K12 SWP fiscal agent shall perform the following roles and responsibilities:

- Provide a single-point of contact to act as an embedded member of the CTE Regional Consortium (RC) Team to account for financial operation and control associated with K12 SWP funds.
- Review sub-awardee applications for compliance with grant terms and requirements. Work with sub-awardees to resolve issues that arise.
- Review sub-award application budgets to ensure that expenditures are allowable under the grant terms and conditions, are properly classified, and that the calculations are correct. Work with the RCs and awardees to resolve any issues that arise.



- Develop policies, procedures, systems and follow timelines for disbursement of funds.
- Enforce reporting requirements where applicable, and help ensure LEAs are notified about reporting requirements.
- Utilize internal systems to track each of the contracts/grants and their status that can be shared with the RCs, the CCCCCO grant monitors, and awardees as needed.
- Be familiar with the CCCCCO NOVA reporting platform and requirements for grantees.
- Develop award agreements when applicable that incorporate the contracting requirements of the CCCCCO and the Fiscal Agent.
- Provide information, guidelines and technical assistance to awardees when applicable.
- Manage the flow of funds to sub-awardees by receiving, reviewing and approving claims for funds and ensure that proper documentation has been received to verify that what was requested conforms to what was approved when discrepancies occur.
- Issue payments when contracted.
- Verify that payments have been received.
- Work with CCCCCO monitoring staff to follow-up on missing or incorrect expenditure reports. Work with awardees to resolve issues.
- Create and submit fiscal activity reports for the RC/CCCCO quarterly and upon request.
- Refer questions on allowable expenditures in accordance with any CCCCCO guidance.



- Collaborate with RCs and CCCCCO to standardize K12 Strong Workforce Program fiscal related and reporting processes, procedures (eg common invoice) and to develop recommendations and responses through the monthly fiscal agent phone calls.
- Place on all contracts that: The State Controller will include the audit instructions necessary to enforce the requirements pertaining to the K-12 component of the Strong Workforce Program in the audit guide required by Section 14502.1.
- **Ensure that the following conditions of funding are followed: Education Code §88832 As a condition of receiving funds for purposes of the K–12 component, grant recipients shall do both of the following:**
 - (a) Certify to the K–12 Selection Committee that grant funds received and the matching funds contributed by each local educational agency shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.
 - (b) Make expenditure data on career technical education programs available for purposes of determining if the grant recipients have met the matching funds requirements specified in subdivision (c) of Section 88828, and for monitoring the use of funds provided pursuant to Section 88827.

Fiscal and Infrastructure Funding Breakdown

Attachment A shows the total funding for fiscal and regional consortium infrastructure in the 2018-19 funding year. Regions are expected to receive the same amount next funding year also.

- Education Code §88827 (d) Funds appropriated in the annual Budget Act to support consortia administrative costs shall be apportioned by the chancellor's office in an amount equal to 1 percent of each consortium's K12 allocation pursuant to this section to support the costs to administer the regional grant process and to support the duties of the K12 Selection Committee. Column 4 represents 1% of the 2018-19 allocation by region.
- A region should use a 50:50 ratio when separating Column 4. 50% of Column 4 should go toward fiscal agent costs, and the remaining 50% of Column 4 should go toward RC infrastructure costs.



- The total amount including 1% in Column 5 is scheduled to disperse to the Regional CCDs listed through apportionment on February 28, 2019.
- An additional one-time \$500,000 in funding will also be allocated to regions specifically for training and staffing. This additional one-time funding (in Column 6) is an equal split among the 7 macro regions. Funds are available to access immediately, please submit a scope of work, deliverables, and a timeline to Sarah Santoya at Rancho Santiago CCD along with other required paperwork. The funding will be distributed through subcontract in the first year only.

Expected Timeline for Grant Distribution

Department of Finance has requested that funding flow to LEA grantees this fiscal year. The timeline shows a 6/15/19 disbursement date, and fiscal agents should strive to achieve that deadline in coordination with local board approval processes. Please ensure funding paperwork is in process by 6/15/19, and that grantees are aware of the anticipated grant execution date.

Pathway Improvement submission deadlines March 15, 2019	3/15/19			
Allocation Notification to LEAs April 30, 2019		4/30/19		
Regional fiscal agents disburse Pathway Improvement allocations to LEAs June 15, 2019				6/15/19

Attachment A: K12 SWP Fiscal and Infrastructure Funding Breakdown

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Region	CCD	K12 SWP Regional Allocation	1% Administration Funds - Rounded	Total	\$500,000 - Staffing and Training
Bay Area	Cabrillo CCD	\$29,422,144.00	\$294,221.00	\$29,716,365.00	\$71,428.00
Central Valley-Mother Lode	State Center CCD	\$22,371,470.00	\$223,715.00	\$22,595,185.00	\$71,428.00
Inland Empire-Desert	Riverside CCD	\$18,961,442.00	\$189,614.00	\$19,151,056.00	\$71,429.00
Los Angeles/Orange County	Rancho Santiago CCD	\$38,888,027.00	\$388,880.00	\$39,276,907.00	\$71,428.00
North Far North	Butte-Glenn CCD	\$14,819,649.00	\$148,197.00	\$14,967,846.00	\$71,429.00
San Diego-Imperial	Grossmont-Cuyamaca CCD	\$14,701,200.00	\$147,012.00	\$14,848,212.00	\$71,429.00
South Central Coast	Santa Barbara CCD	\$10,836,068.00	\$108,361.00	\$10,944,429.00	\$71,429.00
		\$150,000,000.00	\$1,500,000	\$151,500,000.00	\$500,000.00