

FAQ for SWP-Regional Share in the LA/OC Region

Q1:	Can we claim FTES if our instructors are paid by general funds but the grant pays for student tuition and materials fees.
A:	<p>If general funds are used to pay for some of the class then you could claim FTES, per the following from the SWP FAQ posted on the Doing What Matters website: http://doingwhatmatters.cccco.edu/StrongWorkforce/FAQ200MRollout.aspx</p> <p style="padding-left: 40px;">"Q: Can we collect FTES apportionment on these CTE programs? A: Yes, as long as some portion is funded by general funds and the district does not otherwise receive full compensation for the direct education costs of the course(s) from any public or private agency, individual, or group in accordance with Education Code Section 84752 and California Code of Regulations, Title 5 Section 58051.5." (FAQ for \$200M Budget Rollout)</p> <p>However, it would not be allowable for SWP funds to be used to pay for student tuition and materials, unless the materials were purchased for the course and students had access to use/check out.</p> <p style="padding-left: 40px;">"Q: Can SWP funds be used to cover registration fees and other supportive costs for College Promise Programs modeled after the Long Beach Promise? A: The Ed Code does not allow colleges to use district resources to pay for student registration fees that are not otherwise waived. (The Board of Governors Fee Waiver is an example of a specifically authorized fee waiver.) See Enrollment Fee Waivers Legal Opinion O 11-03 for more information. Other expenses consistent with the goals of the legislation may be eligible." (FAW for \$200M Budget Rollout)</p> <p style="padding-left: 40px;">"Non-Allowable Activities.... Contributions or Donations - Cash or property contributions or donations are unallowable" (Guidelines, Definitions and Reasonable Standards for Strong Workforce Funding Investment)</p>
Q2:	<p>Regarding the CCCCO memo (dated 1/31/18) on the use SWP incentive funding, in particular the encouragement to “braid the positive incentive funds received to deliver ‘more and better CTE’</p> <p>....</p> <ol style="list-style-type: none"> 1) Do we have to invest the 17% in ongoing projects, or can we invest on new projects? 2) If we invest in a new project, do we have to enter this project into NOVA, and do we need to distinguish it as funded by the 17%? 3) What is the deadline to spend the 17%?
A:	<ol style="list-style-type: none"> 1) You are not required to invest the 17% in ongoing projects, and may fund new projects. The encouragement to braid funds reflects leveraging complementary work through Projects-In-Common, overseen by the Sector Navigators, AEBG Consortium work, etc. The intent is to make strategic investments to “move the needle” on the priority metrics identified by CCCCO. 2) The allocation of the 17% incentive funds will need to be entered into NOVA, whether to augment existing or to create new projects. NOTE: the 17% funds are for the 2017/2018 Fiscal Year, and could be used to augment SWP Round 2 Year 1 (2017/18) Projects, but not SWP Round 1 (16/17) or SWP Round 2 Year 2 (18/19) Projects. Currently, there is no requirement to distinguish in NOVA the projects funded by the 17% incentive funds. 3) Each fiscal year allocation of SWP-Regional Share funds consists of 83% base funding and 17% incentive funding, based upon performance metrics. Both the 83% base funding and the 17% incentive funding follow the fiscal year’s performance period under which they are allocated. So, the 17% incentive fund amounts announced in January 2018 are allocated under the SWP Round 2 Year 1 (2017/18) Fiscal Year and have the same performance period, 7/1/17 – 12/31/19. All SWP Round 2 Year 1 funds must be spent by 12/31/19.
Q3	What is the process to modify SWP-RF Round 1 projects?
A	Changes within a project are generally considered minor modifications, as they do not reduce or increase the overall SWP-RF allocation to a project or to the college, and <u>if</u> they do not substantially change the

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	<p>activities or outcomes of a project. For minor modifications an email to the Fiscal Agent, copying the Project Lead and the LAOCRC Director, to describe the change and/or submit a modified budget and workplan is sufficient.</p> <p>However, if the modification would require an amendment to a Participation Agreement, then a more formal process would be required, as per the SWP-RF Master Agreement terms:</p> <p style="text-align: center;">7. MODIFICATIONS</p> <p>If a Sub-recipient desires to change the amount, scope of work, or make substantial revision to the outcomes of a Participation Agreement the following process must be followed:</p> <ul style="list-style-type: none"> A. The Sub-recipient notifies the Fiscal Agent and the Project Lead of the desired changes. B. The Sub-recipient notifies the other colleges involved in the regional project related to the Participation Agreement, and secures agreement of the change(s) from the other colleges and/or the Project Lead. C. The Fiscal Agent will conduct a technical review of the requested changes to ensure compliance with the grant terms and conditions, and will modify the Participation Agreement to reflect the requested changes. D. The Sub-recipient and Fiscal Agent will sign the amended Participation Agreement, which will replace the prior Participation Agreement and become the active Participation Agreement once executed.
Q4	Does an amended Participation Agreement have to be approved by our Board?
A	<p>To allow for flexibility and reduce the processing time to implement decisions made by the region to amend or create new projects, the SWP-RF Master Agreement and Participant Agreement structure was developed. Master Agreements were developed for each college district and contain the overall terms, conditions and requirements for SWP-Regional Share projects. The term of the Master Agreements are from July 1, 2016 – June 30, 2020, and were approved by each district’s Board.</p> <p>The Participation Agreements are considered as exhibits to the district’s Master Agreement, and are the detailed Scopes of Work for each college in the district. As the Board approved a foundational Master Agreement, the intent was for more flexibility and reduced processing time to modify Participation Agreements, as per Item 1. Participation Agreement in the Master Agreement:</p> <p style="text-align: center;">1. PARTICIPATION AGREEMENT</p> <p>Sub-recipient shall perform the Scope of Work detailed using individually executed Participation Agreements (<i>Exhibit A</i>). Such Participation Agreements shall fully detail the Scope of Work between Parties. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. By signing this Master Agreement, the Fiscal Agent and Sub-recipient agree that Participation Agreements signed by the Parties will be binding under this Master Agreement without further action by the Parties.</p> <p>Thus, provided that the college follows the Modification Process (see answer to Q3 above), the Fiscal Agent will accept an amended Participation Agreement that has been signed by the college President and a authorized Fiscal Representative.</p> <p>However, each college must follow its institution’s policies and procedures. If the college or district requires Board approval for amendments to a Participation Agreement, then the college should act accordingly.</p>