



## MEMORANDUM

August 10, 2018

18-004 | Via Email

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers  
CTE Deans  
ASCCC President  
Regional Consortium Chairs  
Sector Navigators

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

**RE:** Strong Workforce Program Fiscal Reporting Deadlines

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Dear Strong Workforce Colleagues,

Thank you for submitting Strong Workforce Program local and regional plan for 2017-18 and 2018-19. This memo provides information on the fiscal expenditure reporting deadlines.

### **NOVA Strong Workforce Program Fiscal Reporting Deadlines**

Strong Workforce Program fiscal expenditure reporting for 2017-18 will be due by September 30, 2018. This reporting will consist of an annual report for each project, which will summarize each project's expenditures-to-date, from project start through June 30, 2018. The NOVA module for fiscal expenditure reporting will be open for reporting beginning August 1, 2018.

Beginning in program year 2018-19, each Strong Workforce Program project will report on project expenditures-to-date on a quarterly basis, due 45 days after the end of each fiscal quarter. Below is a summary of due dates for 2017-18 and 2018-19:

- September 30, 2018                      2017-18 Annual fiscal expenditure report
- November 15, 2018                      2018-19 Quarter 1 fiscal expenditure report
- February 15, 2019                      2018-19 Quarter 2 fiscal expenditure report
- May 15, 2019                      2018-19 Quarter 3 fiscal expenditure report

## Strong Workforce Program Fiscal Reporting Deadlines

August 10, 2018

- September 30, 2019 2018-19 Annual fiscal expenditure report

Please visit the [calendar](#) located on the Strong Workforce Program website for more detail on planning and fiscal expenditure reporting deadlines.

For more information, please join us for a webinar on the SWP fiscal expenditure reporting module in NOVA:

### ***SWP Fiscal Reporting***

Time: Aug 29, 2018 12:00 PM Pacific Time

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/943502214>

Or iPhone one-tap (US Toll): +16468769923,943502214# or +16699006833,943502214#

Or Telephone:

Dial:

+1 646 876 9923 (US Toll)

+1 669 900 6833 (US Toll)

Meeting ID: 943 502 214

International numbers available: <https://zoom.us/j/943502214>

Or Skype for Business (Lync):

[SIP:943502214@lync.zoom.us](https://lync.zoom.us/j/943502214)

For more information on the Strong Workforce Program positive incentive funding, please visit the Strong Workforce Page on Doing What Matters at

<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>.

For past Strong Workforce Program guidance memos, please visit

<http://extranet.cccco.edu/Divisions/WEDDivision/StrongWorkforceMemos.aspx>

cc: Van Ton-Quinlivan, Executive Vice Chancellor Workforce and Digital Futures  
Lynn Shaw, Interim Director of Workforce and Economic Development  
CCCCO WED Leadership  
Centers of Excellence  
Technical Assistance Providers  
Deputy Sector Navigators  
WEDD Staff