



LOS ANGELES
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Round 6 (2023-24) Closeout Procedures Checklist

Final reports for Round 6 (2023-24) grants are due **September 30, 2026**. Please complete the closeout process for each grant project awarded utilizing the checklist below. Contact your [K12 Pathway Coordinator](#) for assistance. Timely submission is critical to maintain future funding eligibility.

LARC K12 SWP Fiscal Team:

- Nane Zadouri, Interim, K14 TAP, nzadouri@pasadena.edu
- Alejandra Landa-Flores, Fiscal Support, alf@alejandralanda.com
- Dr. Narineh Makjian, Chair & AVP, nmakjian@pasadena.edu
- Denise M. Cordova Vidrio, K12 SWP Accountant, dmvidrio@pasadena.edu

General Project Information

NOVA Project Title:	
NOVA ID #:	
Project Lead Point of Contact:	
Fiscal Point of Contact:	
<u>Pathway Coordinator:</u>	

Action Steps: Financial Closeout

I. Fiscal Reporting & Backup Documentation Preparation	Complete	N/A
6/30/2026 - Round 6 Grant period of performance end date. All encumbered allowable expenses were due by 6/30/2026. Any items encumbered after 6/30/2026 are unallowable. Information regarding when SWP funds are considered encumbered may be found here. If applicable, submit a budget modification request ASAP if either of the following criteria are met: - Any budget change over 10% of the total award amount per object code category (i.e. over 110% expended in any budget category) - Budget deleted or added (no budget previously allocated) to an object code category Resources: - Budget Modification Guide - Budget Modification Request Form - Round 6 Budget Modification Submission Link		
Financial Back-up Documentation Preparation & Verification: - Begin to collect and review the detailed financial back-up documentation for all allowable expenditures that are included in the NOVA reports through Q4 (2025-26) for the entire grant performance period of 1/1/2024 - 6/30/2026. - Verify that all submitted NOVA reports reflect the detailed financial backup as it becomes available. Resources: - GL Guide		
NOVA Financial Report Adjustments (if applicable) - NOVA fiscal reports are cumulative. The total expenditures reported in each NOVA fiscal report must be equal to or greater than the total reported in the previous fiscal report submission. - To correct a submitted fiscal report, contact the LARC K12 Fiscal Team to reopen past reports for editing. After the correction is made, update subsequent fiscal reports to ensure the cumulative expenditures totals remain accurate. - <u>Note:</u> This process is lengthy and must begin <u>at least four weeks</u> before the Final Report Deadline of 9/30/2026.		
Financial Match Backup Documentation: - Ensure that the required detailed GL financial match backup for the grant performance period of 1/1/2024 - 6/30/2026 is uploaded in NOVA through Q4 (2024-25). - If your financial match budget includes indirect, ensure that all requirements have been met. - For partner financial match, this letter template may be utilized.		

I. Fiscal Reporting & Backup Documentation Preparation	Complete	N/A
Deadline: 8/29/2026 Complete all outstanding fiscal reporting in NOVA through Q4 (2025-26), ensuring that all backup documentation is uploaded in NOVA.		

II. Expenditures, Documentation Finalization, & NOVA Final Report	Complete	N/A
Deadline: 9/30/2026 All items must be delivered, paid, and recorded as expenses in the financial backup documentation by the closeout deadline of 9/30/2026. Any items not reflected as expenditures in the detailed GL by this date are unallowable.		
Deadline: 9/30/2026 Secure a PDF copy of your final detailed financial backup documentation (detailed GL) for the grant period (1/1/2024 - 6/30/2026). The backup documentation must include the following: - All expenses reported in the NOVA fiscal reports. - Details regarding the expense to verify that each expense is allowable. - Information indicating if the posted item is an expense or an encumbrance. Only expenses recorded by 09/30/2026, are reimbursable. - <i>(if applicable)</i> Identification of which expenses apply to the respective project if utilizing a shared cost center. - <i>(if applicable)</i> Supporting documentation (e.g. PO) if the GL does not provide enough detail to verify the expense. Resources: - GL Guide		
Deadline: 9/30/2026 Complete the financial report using your detailed financial backup documentation. Please ensure the following: - The LEA-designated fiscal authority provides the required signature on the form (Chief Business Officer or other fiscal designee). - <i>(if applicable)</i> Separate financial report forms are completed for each funded project if the LEA has several funded projects.		

II. Expenditures, Documentation Finalization, & NOVA Final Report	Complete	N/A
Deadline: 9/30/2026 Complete the narrative survey section of the Final NOVA Report. Please ensure the following: - Share quantitative and qualitative data that speaks to the workplan outcomes identified in the project application - <i>(if applicable)</i> If the plan elements mirror an expense carried over from a prior K12 SWP round, include an explanation of the additional progress related to K12 SWP Metrics that was accomplished Resources: - Example Final NOVA Report Narrative Survey		

III. Final Invoice & Closeout Uploads	Complete	N/A
Deadline: 9/30/2026 Complete a final invoice utilizing the LARC Invoice Template for any remaining grant award funds that were expended. Please ensure the following: - The final invoice does not exceed the remaining 30% of the grant award if a 70% advance was received. - The total amount claimed, including the 70% advance, does not exceed expenditures reported in NOVA and supported by the detailed GL. - <u>Note:</u> If 70% or less of the grant funds were spent, a final invoice is <u>not</u> required. LARC/Pasadena City College will bill the LEA for any unspent funds.		
Deadline: 9/30/2026 Upload all required documents to the LARC Round 6 Closeout Form which is available at the following link: LARC K12 SWP Round 6 (23-24) Closeout Packet Submission The required documentation must include the following: 1. The Financial Report with required signatures. 2. Detailed GL PDF for all grant performance period expenses. 3. Financial match documentation for all reported match. 4. Final Invoice, If expenses are greater than the 70% advance or if no advance was received.		

IV. Return of Unspent Funds	Complete	N/A
<i>(If applicable)</i> If less than 70% of the grant funds were expended, LARC/Pasadena City College will provide an invoice for the return of these funds.		