

Year 6 (2024-25) Pathway Coordinator

Closeout Procedures Checklist

Final reports for Year 6 (24-25) Pathway Coordinator Hosts are due **September 30, 2025**. Please complete the closeout process for the awarded key talent funds utilizing the checklist below. Contact your [K12 Pathway Coordinator](#) for assistance.

LARC K12 SWP Fiscal Team:

- Mark Basnage, K14 TAP, mxbasnage@pasadena.edu
- Denise Vidrio, Accountant, dmvidrio@pasadena.edu
- Gray Rakow, Grant Project Coordinator, grakow@pasadena.edu

General Project Information

Host LEA:	
College District Service Area:	
Grant NOVA ID:	
Host Point of Contact:	
LEA Closeout Fiscal Point of Contact:	
<u>K12 SWP CCD Area Pathway Coordinator:</u>	

Action Steps: Financial Closeout

I. Fiscal Reporting & Backup Documentation Preparation	Complete	N/A
Deadline: 6/30/2025 Encumber all allowable expenses by 6/30/2025. Any items encumbered after 6/30/2025 are unallowable.	☐	

II. Expenditures, Documentation Finalization, & NOVA Final Report	Complete	N/A
Deadline: 9/30/2025 All items must be delivered and paid by the closeout deadline of 9/30/2025. All allowable expenditures must be posted as an expense in the financial backup documentation by the closeout deadline of 9/30/2025. Any items not reflected as expenditures in the detailed GL by 9/30/2025 are unallowable.	☐	
Deadline: 9/30/2025 Secure a PDF copy of your final detailed financial backup documentation (detailed GL) for the grant performance period (7/1/2024 - 6/30/2025). The backup documentation must include the following: - All expenses included in the NOVA fiscal reports - Details regarding the expense that will allow the LARC fiscal team to ensure allowability of expenditures - Information regarding whether the posted item is an expense or an encumbrance (Note: encumbrances will <u>not</u> be reimbursed; all expenses must appear as expenditures by the 9/30/2025 deadline) - (if applicable) Identification of which expenses apply to the respective project if utilizing a shared cost center - (if applicable) Supporting documentation (e.g. PO) if sufficient information regarding the expense is not included in the detailed GL documentation Resources: - GL Guide	☐	
Deadline: 9/30/2025 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).	☐	
Deadline: 9/30/2025 Collaborate with your Pathway Coordinator to complete all required NOVA fiscal and final reporting.	☐	

III. Final Invoice & Closeout Uploads	Complete	N/A
Deadline: 9/30/2025 Complete a final invoice utilizing the LARC Invoice Template for any remaining grant award funds that were expended if an advance was not provided. Please ensure the following: - The final invoice does not exceed the awarded grant funds. - The final invoice does not exceed the expenses reported in NOVA and identified in the detailed GL. - <u>Note</u>: A final invoice should not be submitted if the full advance was requested; LARC/Pasadena City College will bill the LEA for unspent funds.	☐	☐
Deadline: 9/30/2025 Upload all required documents to the Year 6 Pathway Coordinator Closeout Form which is available at the following link: https://docs.google.com/forms/d/e/1FAIpQLSfN5BGIfaAXISk2Md-sajoge8VHdWPb1IKvU9K2IWvl_dogaWg/viewform?usp=dialog. 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. Final Invoice, unless the full advance was requested.	☐	

IV. Return of Unspent Funds	Complete	N/A
<i>(if applicable)</i> Issue payment for unspent grant funds billed by LARC/Pasadena City College less than the provided advance was expended. LARC/Pasadena City College will provide an invoice for the return of these funds.	☐	☐