

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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**Date:** October 23, 2009

**To:** Chief Business Officers

**From:** Erik Skinner, Vice Chancellor Fiscal Services

**Subject:** ARRA Funding Guidelines for Districts--Certification, Expenditure, and Reporting Requirements

This memo provides further guidance concerning American Recovery and Reinvestment Act (ARRA) State Stabilization funding allocations, including the steps each district must take to receive, expend, and report on the ARRA funds. This memo follows an October 6, 2009, guidance memo entitled *ARRA and State Categorical Funding by District* which included an excel spreadsheet displaying the allocation of ARRA funds by college district.

**KEY DEADLINES**

As you review this memo, please note the following deadlines:

- November 6, 2009 District Certifications Due
- November 30, 2009 District Expenditure Reports (California ARRA Accountability Tool) Due

**DISTRICT CERTIFICATION REQUIREMENTS**

Before receiving ARRA funding, a district must complete, sign, and return to the Chancellor's Office the attached *Certification of Assurances* form (see attachment). Each California public education entity receiving ARRA funds--K-12 school districts, the University of California, and the California State University--has been required to sign this standardized form before it receives ARRA funds. As you will see when reading the *Certification of Assurances*, many of the assurance provisions are unrelated to higher education activities in general and community colleges in particular, which is why the clause "*as applicable*" is included at the beginning of the document.

**Action:** We ask that the Chief Business Officer for the district or his/her designee be the contact person and signer of the Certification of Assurances document. We cannot release the ARRA funds until we receive all 72 certifications, so please mail/fax the document by November 6, 2009. Certification should

be sent to: Chris Yatooma, 1102 Q Street, Sacramento CA 95811-6549; Fax Number 916-323-3057. Please direct questions to Chris Yatooma at 916-324-2564.

## **EXPENDITURE REQUIREMENTS**

Districts receiving ARRA funds will have three days after receipt of the funds to fully expend their ARRA dollars. This three-day expenditure requirement is described in the guidance provided by the Department of Finance in Recovery Act Bulletin number 09-10, which states: “Any funds received by the state under the American Recovery and Reinvestment Act but disbursed through preexisting programs will be subject to the three-day drawdown rule.” Districts may meet this expenditure requirement by using the ARRA funds to pay for prior expenditures already incurred during the fiscal year via an “accounting” transfer of funds.

**Action:** In order to assist districts in meeting this three-day federal expenditure requirement, the Chancellor’s Office will send an email to districts letting them know when the ARRA funds have been disbursed by the State Controller’s Office to district accounts. We anticipate that this disbursement will occur in mid-November.

## **REPORTING REQUIREMENTS**

The federal government requires the state to report on the use of Federal ARRA funds each calendar quarter. The next report to the federal government from the state of California is due in early 2010. In order for the state to aggregate responses and meet this reporting deadline, community college districts receiving ARRA funds will need to report to the Chancellor’s Office by November 30<sup>th</sup> on how they used their share of ARRA funds.

Attached is the district reporting form, called the California ARRA Accountability Tool, which each district will need to be complete. This is a standardized reporting form that each California public education entity receiving ARRA state stabilization funds (CSU, UC, and K-12 districts) is required to complete. There are several items to note regarding the reporting form:

1. Districts only need to report expenditure information one time. Once your district has fully expended the ARRA funds and reported these expenditures, no further reporting is required. The only reason a district would need to report multiple times is if it failed to expend all the funds within the reporting period. Given the three-day expenditure rule, this should not occur.
2. Districts are to report information in only Column B of the spreadsheet.
3. We have pre-populated as much of the data on the spreadsheet as we could and have indicated if information is not applicable.
4. Please read the description, example, and comment sections that explain how each row on the report should be completed.
5. Districts must provide a Data Universal Numbering System (DUNS), which is a nine-digit identification number available through Dun & Bradstreet. If your district already

receives federal funds, you likely already have a DUNS number. If your district does not have a DUNS number, you'll need to apply for one on-line at the following address <http://fedgov.dnb.com/webform> or call by phone at 866-705-5711.

6. Districts must have an active Central Contractor Registration (CCR) number on file with the Federal Government; CCR is the primary registrant database for the U.S. Federal Government. Without an active CCR file, the Chancellor's Office will be unable to input your ARRA expenditure data into the centralized state reporting system. Therefore, check the following website to determine if your district is actively registered with CCR and, if necessary, complete the registration process: <https://www.bpn.gov/ccr/default.aspx>
7. Call or write Chris Yatooma at 916-324-2564 or [cyatooma@cccco.edu](mailto:cyatooma@cccco.edu) with any questions.

**Action:** Complete the attached form and return to the Chancellor's Office via email no later than November 30, 2009. The submitted form is not required to be signed. Please send the completed form to [cyatooma@cccco.edu](mailto:cyatooma@cccco.edu).

## GENERAL INFORMATION

- For ease of tracking ARRA expenditures and for reporting and auditing purposes, we encourage districts to report these funds in the unrestricted column under the federal revenue sub-account (8190 series) on their 311 reports.
- All ARRA-related information, including this memo and past ARRA correspondences and displays, will be posted on the Chancellor's Office webpage at:  
  
<http://www.cccco.edu/ChancellorsOffice/Divisions/FinanceFacilities/FiscalServices/AllocationsSection/AppportionmentReports/ARRAInformation/tabid/1670/Default.aspx>.
- While we will continue to email ARRA guidance to districts via the CBO listserve, we will also post all ARRA-related documents to this site so we encourage districts to periodically check the site for new information and access materials previously sent to districts.
- Call or write Chris Yatooma at 916-324-2564 or [cyatooma@cccco.edu](mailto:cyatooma@cccco.edu) with any questions.

Attachments:

*Certification of Assurances  
California ARRA and Accountability Tool*