



# California Community Colleges

## MEMORANDUM

June 21, 2018

AA 18-31 | Via Email

TO: Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers  
Academic Senate Presidents  
BSSOT Grant Directors

FROM: Alice Perez  
Vice Chancellor, Academic Affairs

RE: Basic Skills and Student Outcomes Transformation (BSSOT) Grant:  
Clarification of Grant Term End Dates and Amendments

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This memorandum provides clarification of the reversion and term end dates of the Basic Skills and Student Outcomes Transformation grant program.

### Background

On January 21, 2016, the California Community Colleges Chancellor's Office released a request for applications (RFA) for the Basic Skills and Student Outcomes Transformation (BSSOT) grant funded program. The BSSOT program provides Proposition 98 funds to implement or expand evidence-based innovations and redesign in the areas of assessment, student services, and instruction in order to improve the progression rate of basic skills students from remedial education to college-level instruction. The goal of these interventions is to continue colleges' efforts to transform their basic skills programs in order to increase the rate of progress and success of underprepared students as they move toward their career and educational goals.

Eighty-five (85) colleges submitted an application for a BSSOT grant, and on March 16, 2016, the Board of Governors approved the Chancellor's Office recommendation to award a grant to the 43 colleges deemed *eligible*, for a total amount of \$60 million.

Additionally, twenty-one (21) colleges were determined to be *eligible - not funded* ("ENF"), due to the limited amount of grant funds available (these 21 colleges are listed in the attachment, titled, *BSSOT – Adjusted Grant Term End Dates*). Therefore, the 2016-17 Budget Act included an appropriation of an additional \$30 million, to supplement the Student Success for Basic Skills

Basic Skills and Student Outcomes Transformation (BSSOT) Grant  
Clarification of Grant Term End Dates and Amendments  
June 21, 2018

(“BSI 2.0”) categorical allocation, with a requirement that for that year, those funds be used to award BSSOT grants to the remaining 21 eligible colleges.

The summary Schedule (4), Provision 5(a) of the [2016-17 budget act](#) (SB 826) below specifies:

*6870-101-0001—For local assistance, Board of Governors of the California Community Colleges (Proposition 98).....\$3,973,740,000*

*Schedule: [...]*

*(4) 5675015 - Student Success for Basic Skills Students.....\$50,037,000*

*Provision [...]*

*5. Of the funds appropriated in Schedule (4):*

*(a) \$30,000,000 shall be disbursed to applicants who earned the minimum points required to be eligible to receive a grant award in 2015–16 but who did not receive a grant award in 2015–16, pursuant to Part 54 (commencing with Section 88800) of Division 7 of Title 3 of the Education Code. [...]*

The Board of Governors approved the supplemental \$30 million awards on July 18, 2016. Thus, a total of approximately \$90 million in BSSOT grant funds are currently awarded to 64 colleges.

### **Grant Term End Date**

Subsequent to the award of the BSSOT grants, the Chancellor’s Office announced an internal decision to push back the grant term end dates. The grant funding reverts (ends) as specified in the “Fund Reversion Date” column in the table below, as per Budget Act and Special Legislation. However, the term of the grant cannot extend beyond the end of December in a funding reversion year, to allow sufficient time for closeout and processing activities, as noted in the “Term End Date” column in the table on the next page.

A breakdown of the grant processing timeframes during a funding reversion year is as follows:

- o Colleges have 30-60 days (as listed on the grant face sheet), depending on the program, to closeout the grant, and submit a final report and invoice to the Chancellor’s Office BSSOT grant program coordinator.
- o The Chancellor’s Office grant program coordinator has 30 days to review/approve final reports and once approved, submit a payment transmittal request packet to Accounting for processing.
- o The Accounting Office (CCCO) and State Controller’s Office (SCO) require 30-60 days to process the final payment. This timeframe also allows for any problems, such as claim cuts, payment packet returns, funding issues, etc.
- o As noted above, SCO has a deadline for the Accounting Office to submit final payments during a “funding reversion year.” Items submitted to SCO for processing late (or beyond the month of June during a funding reversion year) will require a

Basic Skills and Student Outcomes Transformation (BSSOT) Grant  
Clarification of Grant Term End Dates and Amendments  
June 21, 2018

Victim Compensation Governmental Claim Board claim, as the funding has reverted and the Accounting Office does not have the authority nor the funds to process a payment.

In an effort to ensure the availability of these grant funds during the impending fund reversion year, an internal decision was made by the Chancellor's Office fiscal administration to require an adjusted term end date to allow for processing and close-out of the grant funded programs. Unfortunately, a number of BSSOT grants are affected by the adjusted term end date. The funding details for the two separate BSSOT grant appropriations and adjusted term end dates, due to close-out and final payment processing are specified in the table below.

Program	Appropriation	Budget Authority	Funding Year (Enactment Year)	Last Day to Encumber	Fund Reversion Date	Term End Date (close-out and final payment processing)
Basic Skills and Student Outcomes Transformation (BSSOT)	\$60M	2014-15 Budget Act, Chapter 22, Statute 2015	2014-15	06/30/18	06/30/20	12/31/19
Student Success for Basic Skills (BSSOT supplement to fund 21 "ENF" colleges)	\$30M	2016-17 Budget Act, Chapter 23, Statute 2016	2016-17	06/30/17	06/30/19	12/31/18

As noted in the table above, all colleges awarded a BSSOT grant have an adjusted grant term end date. **Colleges funded from the \$30 million appropriation have an impending grant term end date of December 31, 2018.** The attachment titled, *BSSOT – Adjusted Grant Term End Dates* lists each BSSOT grant funded college, grant number, award amount, fund reversion date, and adjusted grant term end-date.

### Requested Action

Understandably, the adjusted term end date significantly affects the period to expend BSSOT funds. The implementation requirements of Assembly Bill (AB) 705 may position colleges with a BSSOT program in a uniquely advantageous position to leverage BSSOT resources to support AB 705 implementation. As a reminder, amendments made to approved BSSOT grant work plans and budget changes require Chancellor's Office review and approval.

For colleges with an impending adjusted grant term end date of **December 2018 that wish to amend a grant work plan or budget, please submit the amendment to the Chancellor's Office no later than Friday, June 29, 2018.**

Basic Skills and Student Outcomes Transformation (BSSOT) Grant  
Clarification of Grant Term End Dates and Amendments  
June 21, 2018

Additionally, colleges are encouraged to utilize the Chancellor's Office guidelines for implementing [AB 705](#), as well as professional development resources coordinated by the California Community Colleges Success Network ([3CSN](#)).

Please direct inquiries to Chantée Guiney, BSSOT Project Monitor at (916) 322-4260, or email [cguiney@cccco.edu](mailto:cguiney@cccco.edu).

Attachment: *BSSOT – Adjusted Grant Term End Dates*

cc: Laura Hope, Executive Vice Chancellor, Educational Services and Support  
Rhonda Mohr, Vice Chancellor, Student Services  
Christian Osmena, Vice Chancellor, College Finance and Facilities Planning  
Frances Parmelee, Assistant Vice Chancellor, College Finance and Facilities Planning  
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Jackie Escajeda, Dean, Academic Affairs  
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