

## California Community Colleges

# State Fiscal Recovery Funds - Emergency Financial Assistance for California Community College Students

## Policies and Procedures (updated September 2024)

### Overview

The American Rescue Plan Act established the Coronavirus State Fiscal Recovery Fund (SFRF) Emergency Financial Assistance Grants for California Community College Students program. The SFRF Emergency Financial Assistance Grants program is \$250 million one-time funds to provide emergency financial assistance grants for low-income students, enrolled at the California community colleges, who have been disproportionately impacted by the COVID-19 public health emergency. The emergency financial assistance grants are expected to enable students facing financial hardship as a result of the pandemic to remain enrolled in the current term or re-enroll in the subsequent term.

As outlined in the Uniform Guidance at [2 CFR Part 200](#), Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award.

### Outcomes

The SFRF Emergency Financial Assistance Grants program falls under the U.S. Department of Treasury description of strong evidenced based intervention. Strong evidence means that the evidence base can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

The grants are intended to enable students to remain enrolled and persist by addressing the immediate and emergency needs that include, but are not limited to, loss or reduction of income, medical expenses, childcare costs, and technology.

### Key Performance Indicators

Term by term retention and success rates.

### Equitable Outcome Narrative

The Emergency Financial Assistance Grants program was designed to promote equitable outcomes and close emergency aid gaps by providing funds to students who have been disproportionately affected by the COVID-19 pandemic. In a summer 2020 California Community Colleges COVID-19 impact survey, 57% of all students reported basic needs security with students of color reporting higher rates of insecurity than other students. Native American (71%), Black (65%) and LatinX (63%) students reported the highest need.

The program goals are to mitigate negative impacts including loss of income, technology needs, and increasing basic needs. The program is open to both credit and non-credit students who are enrolled part-time and have a demonstrated financial need either before the pandemic or as a result of the pandemic. The program encourages students to leverage all other available financial aid to support student financial stability in this time.

Each district is responsible for making students aware of the availability of emergency financial aid grants and are encouraged to use a variety of methods including, but not limited to communications via the college's student portals, college social media accounts, peer mentors, messages from instructors, and student services program communications. Districts are further encouraged to conduct focused outreach to student populations that have been disproportionately impacted by COVID-19. The minimal administrative requirements should not result in access disparities as the individual districts may incorporate additional accommodations to meet student needs. The program is designed so that districts can use local-level data to determine the most effective grant amounts and districts may prioritize student populations to help close equity gaps.

### **Student Eligibility**

Grants may be awarded to students who are California residents who self-certify\*† that they meet the following eligibility criteria:

- U.S. citizens or eligible non-citizens
- Currently enrolled in credit or noncredit courses at a California community college
- Demonstrate an emergency financial aid need
- Qualify as low-income by meeting the requirements to receive a California College Promise Grant (CCPG) or is projected to receive a CCPG for the upcoming term

\*Districts may request documentation to verify student eligibility for an award if the college has confirmed evidence of conflicting information or if the college has reason to believe that the student's self-certification is fraudulent.

†Districts may use the attached sample Student Self-Certification template or create a similar version.

## Allowable Use of Funds

Each district may establish awarding criteria, award amounts, and procedures to ensure equitable distribution of funds to students. Districts and colleges are encouraged to proactively contact students who have unmet need with information about the availability of direct emergency aid. Emergency aid should not have a negative impact on a student's financial aid package and where applicable, the financial aid office should exercise professional judgment to increase the student's cost of attendance (COA). Funds are meant to supplement, and not supplant, existing student aid provided to qualifying students.

**All funds must be awarded to students by December 1, 2024 and disbursed by December 31, 2026. Any funds not awarded before June 30, 2024 may be reallocated to other districts.**

## Allocation Funding Formula

Total allocation: \$250,000,000

The total allocation of \$250,000,000 was disbursed in two phases:

Phase	Amount	Date
1	\$100,000,000	March 2021
2	\$150,000,000	July 2022

Phase 1: \$100,000,000

Funds are allocated at the district level, and multi-college districts are encouraged to use a data-driven approach to determine how to equitably distribute their allocation to colleges based on the needs of their low-income student populations.

The phase 1 allocation funding formula evenly divides the \$100 million appropriation into two factors: (1) 2019-20 district number of student exempt from paying nonresident tuition and (2) 2019-20 total CCPG fee waivers at each district.

The phase 2 allocation funding formula evenly divides the \$150 million appropriation based on the district proportion of number of 2019-20 CCPG fee waivers.

## Subrecipient (District) Responsibilities

### Federal Award Identification

Recipients (Chancellor's Office) and subrecipients are the first line of defense, and responsible for ensuring the SLFRF award funds are not used for ineligible purposes, and there is no fraud, waste, or abuse associated with their SLFRF award. The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements,

Cost Principles, and Audit Requirements for Federal Awards, [2 CFR Part 200](#) (the “Uniform Guidance”).

### [Subrecipient Monitoring](#)

For the purposes of State Fiscal Recovery Funds – Emergency Financial Assistance for California Community College Students program, the Chancellor’s Office has determined that the 72 districts of the California Community Colleges are subrecipients, not contractors. Per CFR 200.331 - Subrecipient and contractor determinations, the districts meet the definition of Subrecipients:

1. District personnel determine which students are eligible to receive Federal assistance through SFRF Emergency Financial Aid program.
2. District are required to report the amount of Federal assistance awarded to students and to report retention outcome for students that receive Federal assistance.
3. District have been assigned the responsibility from programmatic decision-making. Each districts decides how students will apply for emergency aid, how grant amounts are determined, and any other eligibility requirements (i.e. enrollment level, application deadlines, etc.).
4. Districts are required to adhere to the applicable Federal program requirements specified in the SRFR guidelines.

The relationship between community college districts and colleges does not constitute a contractor relationship. There isn’t a procurement relationship between the districts and colleges. There isn’t a competitive component and the colleges as well as the districts are subject to Federal program compliance requirements.

### [Expenditure Tracking / MIS Data Reporting](#)

All subrecipients are required to have policies and procedures for grant eligibility determination, review and approval process. Additionally, subrecipients must track all SFRF grant expenditures (awards to students). Any funds not obligated or expended for eligible uses by the timelines above must be returned to Treasury, including any unobligated or unexpended funds that have been provided to subrecipients and contractors as part of the award closeout process pursuant to 2 C.F.R. 200.344(d).

- Districts must create a unique award code for SFRF Emergency Financial Assistance grants.
- A new MIS code will be provided for annual reporting to the Chancellor’s Office.
- Subrecipients must track all expenditures in their Student Information System in the same manner as all other federal and state funded financial aid awards.

- SFRF emergency grant awards must be reported via MIS in the same manner as all other federal and state funded financial aid awards. Additional information on MIS reporting can be found on the Chancellor's Office [Management Information Systems website](#).

## Required Reporting

All subrecipients are required to submit Project and Expenditure reports as described below.

For the purpose of required reporting:

- The Chancellor's Office is referred to as the "recipient" and individual districts are referred to as the "subrecipient".
- Emergency Financial Assistance Grant program expenditures are categorized as: Services to Disproportionately Impacted Communities: (3.5) Education Assistance (Other)

### 1. Recovery Plan Performance Report

The Chancellor's Office must post the SFRF Emergency Financial Assistance Grants Recovery Plan to the CCCCO.edu website. The Recovery Plan must include, at minimum, the items listed below. Additional guidance for each item can be found in the [SFRF Compliance and Reporting Guidance](#) document.

1. Executive Summary
2. Use of Funds
3. Promoting Equitable Outcomes
4. Community Engagement
5. Use of Evidence
6. Table of Expenses by Expenditure Category
7. Performance Report

### 2. Quarterly Project and Expenditure Report

In addition to annual MIS reporting, Districts will submit required quarterly reporting to the Chancellor's Office via an online survey portal. The Chancellor's will compile the data received from the districts and enter the data into the SFRF reporting portal before the report due date.

Districts are required to report the following information to the Chancellor's Office at least seven days before the report due date:

- Actual current period expenditure
- Actual current period number of students awarded (unduplicated)

Quarterly Reporting Schedule				
Report	Year	Quarter	Period Covered	Due Date (subject to change)
1	2021	2 - 4	March 3 – December 31	January 31, 2022
2	2022	1	January 1 – March 31	April 30, 2022
3	2022	2	April 1 – June 30	July 6, 2022
4	2022	3	July 1 – September 30	October 5, 2022
5	2022	4	October 1 – December 31	January 4, 2023
6	2023	1	January 1 – March 31	April 5, 2023
7	2023	2	April 1 – June 30	July 5, 2023
8	2023	3	July 1 – September 30	October 4, 2023
9	2023	4	October 1 – December 31	January 3, 2024
10	2024	1	January 1 – March 31	April 3, 2024
11	2024	2	April 1 – June 30	July 3, 2024
12	2024	3	July 1 – September 30	October 2, 2024
13	2024	4	October 1 – December 31	January 5, 2025

### Record Retention

The Chancellor's Office will keep all SFRF data received from districts for five years after all funds have been expended or returned.

Districts must keep record of student self-certification and disbursement records for five years after all funds have been expended or returned.

### Cash Management

SFRF payments made to recipients are not subject to the requirements of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 or 2 CFR 200.305(b)(8)-(9). As such, recipients can place funds in interest-bearing accounts, do not need to remit interest to Treasury, and are not limited to using that interest for eligible uses under the SLFRF award.

The revenue received for the emergency student financial assistance should be recorded in Fund 74 - Student Financial Aid Trust Fund, which is restricted to student financial aid purposes.

### Subrecipient Annual Audit

All community college districts are required to have an annual audit. Section 84040.5 of the Education Code requires the Board of Governors and the Department of Finance to prescribe the statements and other information to be included in the audit report filed with the state and to develop audit procedures for carrying out these audits.

The Chancellor's Office 2021-22 [Contracted District Audit Manual](#) (CDAM) (to be issued in January 2022) includes a state compliance procedure (see below) to review SFRF emergency financial assistance grants issued that meet the single audit threshold of \$750,000 in federal

expenditures. The CDAM requirements apply to annual financial and compliance audits of community college districts in accordance with Education Code section 84040.5.

Auditors must indicate compliance with section 84040.5 and include a summary of audit exceptions and management improvement recommendations in their report. The intent of the audits is to promote efficient and effective use of public funds for education in California by strengthening fiscal accountability at the district, county and state levels, and to encourage sound fiscal management practices among community college districts.

Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.<sup>8</sup> Recipients and subrecipients may also refer to the [Office of Management and Budget \(OMB\) Compliance Supplements for audits of federal funds and related guidance](#) and the [Federal Audit Clearinghouse](#) to see examples and single audit submissions.

## Attachments

1. [Project Plan Template](#)
2. [SFRF Questionnaire](#)
3. [Monitoring Plan & Contracted District Audit Manual SFRF Audit Procedure](#)
4. [Recovery Plan](#)
5. [2022 Guidance memo](#)
6. [2022-23 SFRF Emergency Financial Assistance Grants District Allocations](#)
7. [Student Self-Certification Template](#)
8. Technical Assistance (*in development*)
9. [Immediate Action Emergency Financial Assistance Guidance Memo \(March 2021\)](#)
10. [Immediate Action Emergency Financial Assistance District Allocations \(March 2021\)](#)

## Attachment 1 – SFRF Recovery Plan Project Template

### 1. Your Organization

<b>Name of Administering Department</b>	California Community Colleges Chancellor's Office (CCCCO)	<b>Department BU</b>	6870
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### 2. Project/Program Contact Information

<b>Primary Department Budget Contact Name</b>	Lorena Romero	<b>Primary Department Program Contact Name</b>	Gina Browne	<b>Agency Contact Name</b>	N/A
<b>Email</b> <b>Phone</b>	<a href="mailto:lromero@cccco.edu">lromero@cccco.edu</a> 916-322-3668	<b>Email</b> <b>Phone</b>	<a href="mailto:gbrowne@cccco.edu">gbrowne@cccco.edu</a> 916-324-4744	<b>Email</b> <b>Phone</b>	<a href="mailto:N/A">N/A</a> N/A

### 3. Project Information

<b>Project Name</b>	Emergency Financial Assistance Grants for California Community College Students
<b>Project Description (Short, succinct)</b>	The Emergency Financial Assistance Grants program is \$150 million one-time American Rescue Plan Act funds to provide emergency financial assistance grants for low-income students, enrolled at the California community colleges, who have been disproportionately impacted by the COVID-19 public health emergency. The emergency grants are expected to enable students facing financial hardship as a result of the pandemic to remain enrolled in the current term or re-enroll in the subsequent term.

<b>Project Description (Long)</b>	<p>EC3: Services to Disproportionately Impacted Communities – Describe how funds support services to communities disproportionately impacted by COVID-19</p>	<p>The Emergency Financial Assistance Grants program is \$150 million one-time American Rescue Plan Act funds to provide emergency financial assistance grants for low-income students, enrolled at the California community colleges, who have been disproportionately impacted by the COVID-19 public health emergency. The emergency grants are expected to enable students facing financial hardship as a result of the pandemic to remain enrolled in the current term or re-enroll in the subsequent term.</p> <p>These funds are allocated at the community college district level, and multi-college districts are encouraged to use a data-driven approach to determine how to equitably distribute their allocation to colleges based on the needs of their low-income student populations to mitigate the impact of the pandemic and to enable students to remain enrolled. The CCCCO also encourages the rapid disbursement of these funds by districts because these grants are intended to address the immediate and emergency needs that include, but are not limited to, loss or reduction of income, medical expenses, childcare costs, and technology. Grants are available to community college students who are enrolled at least half-time, have earned a GPA of at least 2.0 in a recent academic term, have an emergency financial need, and are eligible to receive a fee waiver.</p>		
<b>1. Expenditure Category</b>	<b>3. Services to Disproportionately Impacted Communities</b>	<b>2. Expenditure Subcategory</b>	<b>3.5 Education Assistance: Other* ^</b>	Student financial aid grants, outreach and student enrollment services.

\*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section in SLFRF Compliance and Reporting Guidance for details).

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section in SLFRF Compliance and Reporting Guidance for details).

#### 4. Fiscal Information

##### **Cash flow by Fiscal Year - Federal Recovery Funds**

Provide projected cash flow by fiscal year.  
(in thousands)

	2021-22	2022-23	2023-24	2024-25	2025-26
<b>Coronavirus Fiscal Recovery Fund of 2021 (8506)</b>	\$150	\$0	\$0	\$0	\$0

**Other Fund Sources** Are there other federal recovery fund sources being utilized for this project? Does your project use blended funding from any other fund source? If yes, provide the multi-year cost by fund source in the table below.

**NO**

Fund	Total Estimated (in thousands)
GF	\$ -
FF (not 8506)	\$ -
SF	\$ -
Other	\$ -

## 5. Subrecipients

Provide the estimated number of subrecipients for the project.

Estimated number of Subrecipients	72
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## 6A. Performance Indicators (State Defined)

Performance indicators should include 3-5 outcome and output measures. **Outcome** measures describe progress toward policy goals, such as changes in the positivity rate. **Output** measures provide valuable information about the early implementation stages of a project, such as the number of vaccinations or vaccination sites.

### OUTCOMES

Baseline

Target

Outcome 1	Maintain or increase the credit course retention rate term by term.	TBD	TBD
Outcome 2	Maintain or increase the credit course success rate term by term.	TBD	TBD
Outcome 3			
Outcome 4			

<b>OUTPUTS</b>		Baseline	Target
Output 1	Number of students receiving emergency financial aid grants per college	TBD	
Output 2	Term credit retention count	TBD	NA
Output 3	Term credit success count	TBD	NA
Output 4			
Output 5			
Output 6			
Output 7			

#### 6B. Performance Indicators/Programmatic Data (Treasury Defined)

If your project is in specified categories (2.1-2.14, 3.1-3.12 ) you must include the performance indicators required by Treasury (see page 28 of the SLFRF Compliance and Reporting Guidance). In addition, Programmatic Data in specified expenditure categories (1.0, 2.1-2.5, 2.9, 2.11-2.12, 2.14, 3.1-3.5) must be included below (see page 19 of the SLFRF Compliance and Reporting Guidance).

## 7. Narrative Programmatic Information

**Equitable Outcomes:** Describe efforts to promote equitable outcomes, including how the project was designed with equity in mind (see page 24 of the SLFRF Compliance and Reporting Guidance). Describe how economic and racial equity are addressed relative to negative economic impacts and services to disproportionately affected communities. Include goals, awareness, access/distribution, and outcomes (less than 350 words).

The Emergency Financial Assistance Grants program was designed to promote equitable outcomes and close emergency aid gaps by providing funds to students who have been disproportionately affected by the COVID-19 pandemic. In a summer 2020 California Community Colleges COVID-19 impact survey, 57% of all students reported basic needs security with students of color reporting higher rates of insecurity than other students. Native American (71%), Black (65%) and LatinX (63%) students reported the highest need.

The program goals are to mitigate negative impacts including loss of income, technology needs, and increasing basic needs. The program is open to both credit and non-credit students who are enrolled part-time and have a demonstrated financial need either before the pandemic or as a result of the pandemic. The program encourages students to leverage of all other available financial aid to support student financial stability in this time.

Each college is responsible for making students aware of the availability of emergency financial aid grants and are encouraged to use a variety of methods including, but not limited to: communications via the college's student portals, college social media accounts, peer mentors, messages from instructors, and student services program communications. Districts are further encouraged to conduct focused outreach to student populations that have been disproportionately impacted by COVID-19. The minimal administrative requirements should not result in access disparities as the individual districts may incorporate additional accommodations to meet student needs. The program is designed so that districts can use local-level data to determine the most effective grant amounts and districts may prioritize student populations to help close equity gaps.

The primary outcomes are to increase the number of students that persist and succeed in their education despite unexpected financial obstacles.

## 8. Narrative Programmatic Information

**Community Engagement:** Describe how the project incorporates input that reflects diverse feedback from constituents, community-based organizations, and the communities themselves (see page 25 of the SLFRF Compliance and Reporting Guidance). This could include engagement through the budget development process. Where relevant, this description must include how funds will build the capacity of community organizations to serve people with significant barriers to services (less than 350 words).

The California Community Colleges enroll 2.1 million students, with a diverse student population and array of stakeholders that engage in advocacy and participate in the budget development process to ensure that students' needs are being met. In moving through the budget development process, multiple stakeholders—including student groups, faculty, and equity-focused nonprofits—expressed support for the one-time funds that are intended as financial assistance for students impacted by COVID-19 and overall meant to work toward an equitable, inclusive, and broad-based economic recovery.

#### 9. Use of Evidence (Evidence-Based Programs ONLY):

Does your project intend to use evidence-based interventions? (See Page 26 and Appendix 2 of SLFRF Compliance and Reporting Guidance). If YES, provide additional information in this section.	<b>NO</b>	
N/A		
Do you intend to conduct a program evaluation for your project?	<b>No</b>	
What is the design of your evaluation?	<b>Select from drop down</b>	
N/A		

#### 10. Category-Specific Information

**Project Demographic Distribution** - For projects in specified subcategories (1.1, 1.2, 2.1-2.5, 2.7, 2.9, 2.13, 3.1-3.16) Using the metrics below, identify whether the project is primarily serving an economically disadvantaged community (see Appendix 1 for more information in the SLFRF Compliance and Reporting Guidance) based on the metrics below:

<b>Metric</b>	<b>Indicate which metric your project is anticipated to meet and a brief description of how the project qualifies under that metric. Use specific data whenever possible (Identify QCT, % below poverty level, etc.)</b>
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A	A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tracts)	N/A
B	A program or service where the primary intended beneficiaries live within a Qualified Census Tract	N/A
C	A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction)	N/A
D	A program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.	Approximately half of all students receiving a CCPG are recipients of public benefits (i.e. TANF, SSI or General Assistance) or meet income requirements based on the U.S. Department of Health and Human Services poverty guidelines.

11. **Infrastructure Projects** (including Broadband ): Is your project utilizing any of the following labor practices :

Project Labor Agreement(s)	<b>No</b>
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Community Benefits Agreement(s)	<b>No</b>
Prevailing Wage	<b>No</b>
Local Hiring	<b>No</b>

*If applicable to your project, complete the supplemental Infrastructure/Broadband template.*

## Attachment 2 – SFRF Compliance and Reporting Monitoring Questionnaire

In accordance with our Coronavirus State Fiscal Recovery Fund (SFRF) oversight responsibilities, Finance's Office of State Audits and Evaluations, Federal Funds Audit and Monitoring (FFAM) Team is performing ongoing monitoring of your entity's compliance with SFRF expenditure and reporting requirements as set forth by the U.S. Department of the Treasury.

Please follow the instructions below and respond where applicable:

RESPONSES	
1. Provide a copy of your entity's SFRF policies and procedures related to the following:  a) Expenditure processing, reimbursement, tracking, and reporting b) Performance goals/metrics tracking and progress c) Indirect cost allocation plan and methodology if indirect costs will be charged d) Procurement procedures e) Subrecipient oversight and monitoring f) Record retention  Please email documents to <a href="mailto:OSAE_ARPA@dof.ca.gov">OSAE_ARPA@dof.ca.gov</a> .	a) See attached Program Overview and Monitoring Plan b) See attached SFRF Project Template c) N/A - No indirect costs will be charged. d) N/A e) See attached Monitoring Plan f) See attached Monitoring Plan
2. Does your entity have prior experience administering federal funds?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Provide the current number of subrecipients.	# of Subrecipients: 72
4. How do you plan to report quarterly expenditures to the SFRF portal? (choose one answer only):  a) Expenditures incurred b) Expenditures incurred and disbursed c) Expenditures incurred, disbursed, and reimbursed	a <input type="checkbox"/> b <input checked="" type="checkbox"/> c <input type="checkbox"/>

RESPONSES	
5. Has your entity established a separate project number with a unique Assistance Listing Number (ALN) for SFRF expenditures?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
a) If yes, list the project number(s) <b>AND</b> ALN(s).	Project Number(s):  ALN(s):
6. Did your entity expend money from the General Fund or Special Fund for SFRF related programs, which was later reimbursed through a revenue transfer from Finance under ALN 21.027 - Coronavirus State Fiscal Recovery Fund?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7. What accounting system(s) is used to track and report SFRF financial data?	Accounting System(s): Chancellor's Office: Schedule Payments, system & Excel spreadsheet Subrecipients: student management systems (Colleague, Banner and PeopleSoft)
a) If FI\$Cal is used, list the report name(s) used to report data to Finance or federal agencies.	Report Name(s):
8. What system(s) is used to track performance goals/metrics?	System Name(s): Management Information System (MIS), Excel spreadsheet
9. Does your entity have an internal audit unit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
a) If yes, please provide the contact name, phone number, and email address.	Contact Name:  Phone Number:  Email Address:

b) Does your internal audit unit have the capacity to perform audits on SFRF during your entity's eligible cost timeframe, which may include March 3, 2021 to December 31, 2026?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please provide your response by close of business **November 22, 2021**.

An outreach and guidance visit may be scheduled at a later date. If such a visit is scheduled, we will obtain an understanding of the tracking and reporting process of federal expenditure and performance data and may request supporting documentation. Based on the results of the visit and our review of documents, an audit may be scheduled.

We appreciate your assistance and cooperation during the SFRF monitoring process. Thank you.

**Federal Funds Audit and Monitoring (FFAM) Team**

Office of State Audits and  
Evaluations California  
Department of Finance

## Attachment 3 - Monitoring Plan

### 2021-22 State Fiscal Recovery Funds –

#### Emergency Financial Assistance Student Grants Monitoring Plan

##### Project Overview

The 2021 Budget Act includes \$250 million for the California Community Colleges to provide emergency financial assistance grants to students. These grants address negative economic impacts on student households, serve economically disadvantaged communities/students, and assist students in continuing their educational journey.

The Chancellor's Office (recipient) will notify each California community college district (subrecipient) (1) that the award is a subaward of SFRF funds; (2) any and all compliance requirements for use of SFRF funds; and (3) any and all reporting requirements for expenditures of SFRF funds in a guidance memo. Funds are available for expenditure and/or encumbrance until June 30, 2024. Funds not encumbered by August 1, 2024, may be reallocated. All obligations must be liquidated by December 31, 2026.

##### Internal Controls

The Chancellor's Office will use the following internal controls to identify, communicate and mitigate risk:

##### **Risk Assessment**

All community college districts have prior experience in managing federal funds, administering financial aid disbursements, and participating in the federal single audit. Because of this prior experience, the Chancellor's Office considers the risk of funds not being distributed for intended purposes low for all districts. Through ongoing monitoring, the Chancellor's Office will continue to assess the risk that funds are not distributed as intended, and take appropriate action as needed.

##### **Technical Assistance and Training**

The Chancellor's Office will provide guidance to districts that includes student eligibility, reporting and compliance requirements. The Chancellor's Office will provide technical assistance on how to complete the quarterly reporting on January 11, 2022 and March 1, 2022. Additionally, a dedicated program specialist will be assigned to provide assistance to subrecipients.

##### **Reporting**

Districts (subrecipients) will submit required quarterly reporting to the Chancellor's Office via online survey portal. The Chancellor's will compile the data received from the districts and enter the data into the DOF reporting portal before the report due date.

Districts are required to report the following information to the Chancellor's Office at least seven days before the report due date:

- Current period expenditure
- Cumulative expenditure
- Average award amount
- Current period Number of students awarded (unduplicated)
- Cumulative students (unduplicated)
- Unit completion for term grant was awarded (annually)
- Retention for term immediately after grant was awarded (annually)

Quarterly Reporting Schedule				
Report	Year	Quarter	Period Covered	Due Date*
1	2021	2 - 4	March 3 – December 31	January 31, 2022
2	2022	1	January 1 – March 31	April 30, 2022
3	2022	2	April 1 – June 30	July 31, 2022
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15	2025	2	April 1 – June 30	July 31, 2025
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#### Record Retention

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Districts (subrecipient) must keep record of student self-certification and disbursement records for five years after all funds have been expended or returned.

#### Subrecipient Monitoring

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to prescribe the statements and other information to be included in the audit report filed with the state and to develop audit procedures for carrying out these audits.

The Chancellor's Office 2021-22 [Contracted District Audit Manual](#) (CDAM) (to be issued in January 2022) includes a state compliance procedure (see below) to review SFRF emergency financial assistance grants issued that meet the single audit threshold of \$750,000 in federal expenditures. The CDAM requirements apply to annual financial and compliance audits of community college districts in accordance with Education Code section 84040.5.

Auditors must indicate compliance with section 84040.5 and include a summary of audit exceptions and management improvement recommendations in their report. The intent of the audits is to promote efficient and effective use of public funds for education in California by strengthening fiscal accountability at the district, county and state levels, and to encourage sound fiscal management practices among community college districts.

### **Resolving Findings**

Chancellor's Office program staff review reported expenditures for eligibility and timeliness. Staff also review outputs and outcome data related to the number of students receiving awards, number of students who received awards and were exempt from paying nonresident tuition under CA Education Code 68130.5, and award amounts.

- Districts with ineligible expenditures identified through ongoing monitoring or audit procedures will be required to cover the ineligible expenditure with alternate funding sources and redirect the recovered funds to allowable uses (grants to eligible students).
- Districts that do not provide emergency assistance grants to students within two years of receipt of funds may be subject to return of funds to the Chancellor's Office for reallocation.

### **Contracted District Audit Manual SFRF Audit Procedure**

#### **STATE FISCAL RECOVERY FUND**

##### **01 Background**

The 2021-22 Budget Act provides State Fiscal Recovery Funds (SFRF) to California Community College districts of \$250 million under the American Rescue Plan Act (ARPA) of 2021, for the California Community Colleges to provide emergency financial assistance grants to students affected by the COVID-19 pandemic and its associated economic challenges. These grants address negative economic impacts on student

households, serve economically disadvantaged communities/students, and assist students in continuing their educational journey.

Additional information can be found on the [California Department of Finance State Fiscal Recovery Fund](#) page.

## 02 Criteria

[American Rescue Plan Act of 2021](#) [page 135 STAT. 232]

[U.S. Department of the Treasury Recipient Compliance and Reporting Responsibilities](#)

Emergency Financial Assistance Grants guidance and technical assistance memo – *In development*

## 03 Compliance

As a condition of receipt of the State Fiscal Recovery Funds, each community college district shall maintain a file of all records of expenditures made with these funds for a period of no less than five years, or where an audit is requested, until the audit is resolved, or whichever is longer. Retained records shall be made available to the Chancellor of the California Community Colleges, upon request. Funds are subject to both federal and state audits.

### Compliance Areas

- Funds are available for expenditure and/or encumbrance until June 30, 2024. Funds not encumbered by August 1, 2024, may be reallocated. All obligations must be liquidated by December 31, 2026.
- Cost Reporting is due to the Chancellor's Office on a quarterly and annual basis, according to the Quarterly Reporting Schedule.
- Provide regular Cash Flow Updates to the Chancellor's Office for the current and budget years and include updates in Mid-May and July, if changes are made.
- Districts must accurately and consistently track expenditures separately using a unique identifier.
- Single Audit conducted, if applicable

## 04 Suggested Audit Procedures

1. Select a sample of SFRF expenditures

- a) Verify the expenditures meet the federal SFRF requirements.
  - b) Verify the expenditures were used for the intended purposes.
  - c) Verify that SFRF expenditures/obligations were incurred within the required timeframe of June 30, 2024.
  - d) All obligations must be liquidated by December 31, 2026
  - e) Verify the district is maintaining supporting documentation for SFRF expenditures.
  - f) Verify all other financial aid disbursement audit procedures were followed.
2. Verify quarterly and annual expenditures reported to the Chancellor's Office are within the total SFRF allocation amounts and that the reports agree to the general ledger for the program during the specified periods.

## Contracted District Audit Manual SFRF Audit Procedure

### STATE FISCAL RECOVERY FUND

#### 01 Background

The 2021-22 Budget Act provides State Fiscal Recovery Funds (SFRF) to California Community College districts of \$250 million under the American Rescue Plan Act (ARPA) of 2021, for the California Community Colleges to provide emergency financial assistance grants to students affected by the COVID-19 pandemic and its associated economic challenges. These grants address negative economic impacts on student households, serve economically disadvantaged communities/students, and assist students in continuing their educational journey.

#### 02 Criteria

Federal

[American Rescue Plan Act of 2021](#) [page 135 STAT. 232]

[U.S. Department of the Treasury Recipient Compliance and Reporting Responsibilities](#)

State

[California Department of Finance State Fiscal Recovery Fund](#)

[Office of State Audits and Evaluation's State Leadership Accountability Act](#)

#### 03 Compliance

As a condition of receipt of the State Fiscal Recovery Funds, each community college district shall maintain a file of all records of expenditures made with these funds for a period of no less than five years, or where an audit is requested, until the audit is resolved, or whichever is longer. Retained records shall be made available to the Chancellor of the California Community Colleges, upon request. Funds are subject to both federal and state audits.

##### Compliance Areas

- Funds are available for expenditure and/or encumbrance until June 30, 2024. Funds not encumbered by August 1, 2024, may be reallocated. All obligations must be liquidated by December 31, 2026.
- Cost Reporting is due to the Chancellor's Office on a quarterly and annual basis, according to the Quarterly Reporting Schedule.

- Provide regular Cash Flow Updates to the Chancellor's Office for the current and budget years and include updates in Mid-May and July, if changes are made.
- Districts must accurately and consistently track expenditures separately using a unique identifier.
- Single Audit conducted, if applicable

#### 04 Suggested Audit Procedures

3. Select a sample of SFRF expenditures
  - g) Verify the expenditures meet the federal SFRF requirements.
  - h) Verify the expenditures were used for the intended purposes.
  - i) Verify that SFRF expenditures/obligations were incurred within the required timeframe of June 30, 2024.
  - j) All obligations must be liquidated by December 31, 2026
  - k) Verify the district is maintaining supporting documentation for SFRF expenditures.
  - l) Verify all other financial aid disbursement audit procedures were followed.
4. Verify quarterly and annual expenditures reported to the Chancellor's Office are within the total SFRF allocation amounts and that the reports agree to the general ledger for the program during the specified periods.

## Attachment 4 - Recovery Plan



California  
Community  
Colleges

### **Recovery Plan SFRF Emergency Financial Assistance Grants for California Community College Students**

#### **1. Executive Summary**

Largely as a result of the pandemic, the California Community Colleges reported enrollment declines for fall 2020 of approximately 15 to 16 percent. Additionally, a 2020 COVID-19 impact survey found that only 57 percent of all students reported basic needs security.

This program provides emergency financial assistance grants to low-income students who were enrolled in community college courses and who have been disproportionately impacted by the COVID-19 public health emergency. These grants are targeted at helping students facing financial hardship to complete their educational goals and improve their economic mobility and financial security. The program is open to both credit and non-credit students who were enrolled at least part-time in the 2020-21 and/or 2021-22 academic years and have a demonstrated financial need.

As of June 1, 2022 \$x million has been disbursed to students. Due to the timing of district reporting data to the Chancellor's Office, progress on outcomes will be posted Fall 2022.

#### **2. Uses of Funds**

Each college or district may establish awarding criteria, award amounts, and procedures to ensure equitable distribution of funds to students. Districts and colleges are encouraged to proactively contact students who have unmet need with information about the availability of direct emergency aid. Emergency aid should not have a negative impact on a student's financial aid package and where applicable, the financial aid office should exercise professional judgment to increase the student's cost of attendance (COA). Funds are meant to supplement, and not supplant, existing student aid provided to qualifying students.

Grants may be awarded to students who are California residents who self-certify that they meet the following eligibility criteria:

- U.S. citizens or eligible non-citizens
- Currently enrolled in credit or noncredit courses at a California community college
- Demonstrate an emergency financial aid need
- Qualify as low-income by meeting the requirements to receive a California College Promise Grant (CCPG) or is projected to receive a CCPG for the upcoming term

### **3. Promoting Equitable Outcomes**

The Emergency Financial Assistance Grants program was designed to promote equitable outcomes and close emergency aid gaps by providing funds to students who have been disproportionately affected by the COVID-19 pandemic. In a summer 2020 California Community Colleges COVID-19 impact survey, 57% of all students reported basic needs security with students of color reporting higher rates of insecurity than other students. Native American (71%), Black (65%) and LatinX (63%) students reported the highest need.

The program goals are to mitigate negative impacts including loss of income, technology needs, and increasing basic needs. The program is open to both credit and non-credit students who are enrolled part-time and have a demonstrated financial need either before the pandemic or as a result of the pandemic. The program encourages students to leverage of all other available financial aid to support student financial stability in this time.

### **4. Community Engagement**

Each district is responsible for making students aware of the availability of emergency financial aid grants and are encourage to use a variety of methods including, but not limited to: communications via the college's student portals, college social media accounts, peer mentors, messages from instructors, and student services program communications. Colleges are further encouraged to conduct focused outreach to student populations that have been disproportionately impacted by COVID-19. The minimal administrative requirements should not result in access disparities as the individual colleges may incorporate additional accommodations to meet student needs. The program is designed so that colleges can use local-level data to determine the most effective grant amounts and colleges may prioritize student populations to help close equity gaps.

## 5. Use of Evidence

Emergency financial assistance can mean the difference between staying in school and dropping out. California community college students and families deal with emergencies and the money needed to handle these emergencies could be the money being used to finance their college education. Studies have shown that once students leave college before goal completion, they're likely never to return and the number one reason students drop out of college is financial.

Research shows that it's often living costs and surprise expenses, not just tuition, that are the problem. Struggling to pay rent or buy food forces students to focus on surviving over academic success. Per a [Trellis survey](#) of 38,000 students from 78 colleges across 20 states, at least a quarter reported running out of money five or more times over the last year.

Per the same Trellis survey noted above, 57% of students at 4-year schools and 61% at 2-year institutions reported that they would not be able to come up with \$500 in cash or credit for an emergency.<sup>1</sup>

The [Boston Consulting Group](#) has recently shown that, over a three-semester period, students who received need-based emergency aid stayed in school at a 51% higher rate than those who did not.

Emergency grants work best when they're a component of a comprehensive emergency aid system that includes food pantries, housing assistance, vouchers and financial guidance/mentorship. With the right safety nets in place, students have the ability to keep working toward their educational goals, ultimately helping to secure a better future for themselves and their families.<sup>2</sup>

1. <https://www.trelliscompany.org/wp-content/uploads/2020/07/Fall-2019-SFWS-Report.pdf>
2. <https://scholarshipamerica.org/blog/enabling-student-success-through-emergency-aid-programs/>

## 6. Table of Expenses by Expenditure Category

Project ID	Expenditure Category	Funding Amount
30561018	3.5 – Education Assistance: Other	\$250 million

## 7. Performance Report

The SFRF Emergency Financial Assistance Grants program falls under the U.S. Department of Treasury description of strong evidenced based intervention. Strong evidence means that the evidence base can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

The grants are intended to enable students to remain enrolled and persist by addressing the immediate and emergency needs that include, but are not limited to, loss or reduction of income, medical expenses, childcare costs, and technology.

**Key Performance Indicators:**

Term by term retention and success rates.

# Attachment 5 – 2022 SFRF Emergency Financial Assistance Grants Guidance Memo



California  
Community  
Colleges

## MEMORANDUM

July 5, 2021  
ESS 22-300-010 | Via Categorical Allocations Report

**TO:** Chief Executive Officers

Chief Business Officers

Chief Student Services Officers

Financial Aid Officers

**FROM:** Rebecca Ruan-O'Shaughnessy, Vice Chancellor, Educational Services and Support

**RE:** 2022 SFRF Emergency Financial Assistance Grants

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This guidance memo provides updated information about the 2022 State Fiscal Recovery Funds (SFRF) Emergency Financial Assistance Grants.

### Background

The [American Rescue Plan Act](#) established the Coronavirus State Fiscal Recovery Fund (SFRF) Emergency Financial Assistance Grants for California Community College Students program. The SFRF Emergency Financial Assistance Grants program is \$250 million one-time funds to provide emergency financial aid for low-income students, enrolled at the California community colleges, who have been disproportionately impacted by the COVID-19 public health emergency. This emergency financial aid is expected to enable students facing financial hardship as a result of the pandemic to remain enrolled in the current term or re-enroll in the subsequent term.

An initial \$100 million was disbursed to districts as part of the 2021 Immediate Action Budget Package (Proposition 98) in March 2021. The guidance provided below applies to both the initial \$100 million and the current \$150 million disbursement.

### Overview

An additional \$150 million is available to provide emergency financial assistance to low-income California community college students. Each district allocation is proportional based on the number of 2019-20 CCPG fee waivers at each district.

Funds are allocated at the district level. Multi-college districts are encouraged to use a data-driven approach to determine how to equitably redistribute their allocation to colleges based on the needs of their low-income student populations.

### **Allowable Use of Funds**

Each college or district may establish awarding criteria, award amounts, and procedures to ensure equitable distribution of funds to students. Districts and colleges are encouraged to proactively contact students who have unmet need with information about the availability of direct emergency aid. Emergency aid should not have a negative impact on a student's financial aid package and where applicable, the financial aid office is encouraged to exercise professional judgment to increase the student's cost of attendance (COA). Funds are meant to supplement, and not supplant, existing student aid provided to qualifying students.

**All funds must be awarded to students by December 1, 2024 and disbursed by December 31, 2026. Any funds not awarded before June 30, 2024 may be reallocated to other districts.**

### **Student Eligibility Criteria**

Grants may be awarded to students who self-certify that they meet the following conditions:

- U.S. citizens or eligible non-citizens
- Currently enrolled in credit or noncredit courses at a California community college
- Demonstrate an emergency financial need
- Qualify as low-income by meeting the requirements to receive a California College Promise Grant (CCPG)

### **Required Reporting**

#### MIS Data Reporting

All districts must create a unique award code for SFRF emergency Financial Assistance grants. The MIS code for annual reporting to the Chancellor's Office is: GL.

#### Quarterly Expenditure Reporting

In addition to annual MIS reporting, Districts will submit required quarterly reporting to the Chancellor's Office via an online survey portal. Districts are required to report current period expenditures and an unduplicated count of students awarded in the current period.

If you have questions regarding this memo, please contact Gina Browne at [gbrowne@cccco.edu](mailto:gbrowne@cccco.edu).

### **Resources**

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1. 2022 SFRF Emergency Financial Assistance Grants District Allocations (attached)

**2022 SFRF Emergency Financial Assistance Grants**

July 5, 2022

2. Emergency Financial Assistance Grant FAQ - updated June 2022 (attached)
3. SFRF Emergency Financial Assistance Grants Policies and Procedures [link]
4. SFRF Emergency Financial Assistance Grants Recovery Plan [link]

## Attachment 6 – 2022-23 SFRF Emergency Financial Assistance Grants District Allocations

2022-23 SFRF Emergency Financial Assistance Grants	
District	Amount
Allan Hancock Joint CCD	\$ 1,311,739
Antelope Valley CCD	\$ 2,251,173
Barstow CCD	\$ 533,091
Butte-Glenn CCD	\$ 1,149,494
Cabrillo CCD	\$ 978,820
Cerritos CCD	\$ 2,848,773
Chabot-Las Positas CCD	\$ 1,730,886
Chaffey CCD	\$ 2,905,989
Citrus CCD	\$ 1,708,680
Coast CCD	\$ 4,594,895
Compton CCD	\$ 579,447
Contra Costa CCD	\$ 2,751,847
Copper Mountain CCD	\$ 294,343
Desert CCD	\$ 1,592,791
El Camino CCD	\$ 2,607,107
Feather River CCD	\$ 295,640
Foothill-DeAnza CCD	\$ 1,970,283
Gavilan Joint CCD	\$ 487,060
Glendale CCD	\$ 1,630,232
Grossmont-Cuyamaca CCD	\$ 2,752,658
Hartnell CCD	\$ 1,146,738
Imperial CCD	\$ 1,331,027
Kern CCD	\$ 4,235,394
Lake Tahoe CCD	\$ 319,952
Lassen CCD	\$ 512,831
Long Beach CCD	\$ 3,316,545
Los Angeles CCD	\$ 13,127,275
Los Rios CCD	\$ 8,072,551
Marin CCD	\$ 299,692
Mendocino-Lake CCD	\$ 450,915
Merced CCD	\$ 1,473,822
MiraCosta CCD	\$ 1,334,106
Monterey Peninsula CCD	\$ 652,871
Mt. San Antonio CCD	\$ 3,766,974

Mt. San Jacinto CCD	\$ 2,233,181
Napa Valley CCD	\$ 520,611
North Orange County CCD	\$ 4,165,050
Ohlone CCD	\$ 559,025
Palo Verde CCD	\$ 509,751
Palomar CCD	\$ 2,084,065
Pasadena Area CCD	\$ 3,027,065
Peralta CCD	\$ 1,977,090
Rancho Santiago CCD	\$ 2,873,734
Redwoods CCD	\$ 587,876
Rio Hondo CCD	\$ 1,901,397
Riverside CCD	\$ 4,843,530
San Bernardino CCD	\$ 2,616,832
San Diego CCD	\$ 4,370,410
San Francisco CCD	\$ 1,565,399
San Joaquin Delta CCD	\$ 2,645,845
San Jose-Evergreen CCD	\$ 1,722,295
San Luis Obispo County CCD	\$ 879,949
San Mateo County CCD	\$ 1,568,803
Santa Barbara CCD	\$ 1,395,374
Santa Clarita CCD	\$ 1,650,006
Santa Monica CCD	\$ 2,837,752
Sequoias CCD	\$ 1,642,713
Shasta-Tehama-Trinity CCD	\$ 1,134,420
Sierra Joint CCD	\$ 1,771,893
Siskiyou Joint CCD	\$ 178,778
Solano CCD	\$ 885,136
Sonoma County CCD	\$ 1,472,363
South Orange County CCD	\$ 2,304,660
Southwestern CCD	\$ 2,426,385
State Center CCD	\$ 5,102,377
Ventura County CCD	\$ 3,327,729
Victor Valley CCD	\$ 1,801,716
West Hills CCD	\$ 1,044,302
West Kern CCD	\$ 516,073
West Valley-Mission CCD	\$ 905,072
Yosemite CCD	\$ 2,790,099
Yuba CCD	\$ 1,145,604

## Attachment 7 - Sample Student Self-Certification Template

### SFRF Emergency Financial Assistance Grant

#### Self-Certification Form (online or pdf)

Student Name:

Student ID:

Preferred email address:

1. Are you currently enrolled in at least 6 semester units (or the quarter equivalent)?

Yes       No

2. Earned a 2.0 grade point average at their current or prior institution in one of the previous three semester terms (or four quarter terms)?  Yes       No

2a. If no, select all that apply:

- You receive additional support or services through the Disabled Student Programs and Services.
- You are a first-time student.
- You have taken only Pass/No Pass or non-credit courses.

3. Have you been awarded a California College Promise Grant (fee waiver) for the 2020-21 or 2021-22 academic year?  Yes       No

4. Please indicate your emergency financial need. Check all that apply

- Loss or reduction of income
- Unexpected medical expenses for student or family member
- Inability to pay rent/mortgage or utility bills
- Expenses due to unexpected move, loss of housing, or catastrophic property damage
- Unexpected transportation expense (i.e. car repair bill)
- Sudden loss of childcare or sudden increase in childcare expenses
- Documented theft of books and/or other essential academic supplies or tools
- Other

#### APPLICANT CERTIFICATION

By submitting this form, you affirm that all information in this application is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information.

## Attachment 9 – Immediate Action Emergency Financial Assistance Guidance Memo (March 2021)



### MEMORANDUM

March 24, 2021

ESS 21-100-001 | Via Email

**TO:** Chief Executive Officers

Chief Business Officers

Chief Student Services Officers

Financial Aid Officers

**FROM:** Paul Feist, Vice Chancellor, Communications and Marketing

Lizette Navarette, Vice Chancellor, College Finance and Facilities Planning

Rebecca Ruan-O'Shaughnessy, Vice Chancellor, Educational Services and Support

**RE:** 2021 Immediate Action Budget Package - Emergency Financial Assistance to Low-Income Community College Students, CalFresh Outreach and Student Retention & Enrollment

---

This guidance memo provides information about the 2021 Immediate Action Budget Package (Senate Bill 85), which includes three components: I. emergency financial assistance to low-income community college students, II. CalFresh outreach, and III. student retention and enrollment outreach.

### Overview

Senate Bill 85 amends the Budget Act of 2020 by adding \$121.1 million in one-time local assistance funds that provide funding for immediate COVID-19 response and relief efforts where California community college and students need it most, while making investments for an equitable, inclusive and broad-based economic recovery. Specifically, the Budget includes:

- I. \$100 million to support emergency student financial assistance grants.
- II. \$3.1 million to support outreach and application assistance to students applying for CalFresh.
- III. \$18 million to support efforts to bolster CCC student retention rates and enrollment.

Funds are allocated at the district level, and multi-college districts are encouraged to use a data-driven approach to determine how to equitably distribute their allocation to colleges based on the needs of their low-income student populations. While no spending deadline is specified in the budget language, we encourage the rapid disbursements of these funds because they are meant to address the current needs of California community college students. The revenue received for the emergency student financial assistance should be recorded in Fund 74 - Student Financial Aid Trust Fund, which is restricted to student financial aid purposes. The revenue received for the CalFresh outreach, retention and enrollment should be recorded in Fund 12 - Restricted General Fund. Expenditures should be monitored to ensure that they are in accordance with programmatic requirements. As a reminder, all state funds are subject to audit and/or legislative review. Specific guidance for each budget item is included below.

## **I. Emergency Financial Assistance to Low-Income Community College Students**

A total of \$100 million is allocated to provide emergency financial assistance to low-income California community college students. The allocation funding formula evenly divides the \$100 million appropriation into two factors: (1) number of students exempt from paying nonresident tuition and (2) the number of CCPG fee waivers at each district. District-level allocations are listed in Attachment 1.

### **I(a). Allowable Use of Funds**

Each college or district may establish awarding criteria, award amounts, and procedures to ensure equitable distribution of funds to students. Districts and colleges are encouraged to proactively contact students who have unmet need with information about the availability of direct emergency aid. Emergency aid should not have a negative impact on a student's financial aid package and where applicable, the financial aid office should exercise professional judgment to increase the student's cost of attendance (COA). Funds are meant to supplement, and not supplant, existing student aid provided to qualifying students.

### **I(b). Student Eligibility Criteria**

Grants may be awarded to students who are California residents or are exempt from paying nonresident tuition under [§68130.5](#) of the California Education Code who self-certify\* that they meet the following conditions:

- Currently enrolled in at least 6 semester units (or the quarterly equivalent). This includes newly enrolled students.
- Demonstrate an emergency financial aid need.

- Qualify as low-income by meeting the requirements to receive a California College Promise Grant (CCPG) or is projected to receive a CCPG for the upcoming term.
- Earned a 2.0 grade point average at their current or prior institution in one of the previous three semester terms (or four quarter terms) OR Is a student who is receiving additional support or services through a community college's Disabled Student Programs and Services.

\*Districts may use the attached sample Student Self-Certification template or create a similar version.

## **II. CalFresh Outreach**

The Immediate Action Budget Package also includes \$3.1 million to support campus efforts to increase student applications in the CalFresh program. Each district will receive a base amount of \$25,000 with the remaining amount evenly divided by the number of students exempt from paying nonresident tuition and the number of CCPG fee waivers at each district. District-level allocations are listed in Attachment 2. Funds may be used to create outreach materials, host CalFresh sign-up events, support equipment needs, and support application assistance, including hiring staff and student workers to assist students applying for CalFresh and understanding how to use their CalFresh benefits.

### **II(a). CalFresh Outreach Required Reporting**

On or before November 15, 2021, each community college that receives the CalFresh Outreach funding shall report to the Chancellor's Office how the funds were used. A report template will be sent to colleges in the first week of October 2021. On or before December 1, 2021, the Chancellor's Office is required to report to the Department of Finance and relevant committees of the Legislature the information it receives from community colleges.

## **III. Student Retention and Enrollment Outreach**

Included in the Immediate Action Budget Package is \$18 million to support efforts to increase student retention rates and enrollment. Each district will receive a base amount of \$25,000. The remaining amount is a proportional distribution based on reported 2019-20 FTES and the decline in 2020-21 P1 FTES. Districts should use these funds primarily to engage former community college students that may have withdrawn from college due to the impacts of COVID-19, as well as with current community college students that may be hesitant to remain in college and prospective students that may be hesitant to enroll in a community college due to COVID-19. District-level allocations are listed in Attachment 3.

Since the beginning of the pandemic, enrollment statewide has declined significantly, especially among Native American/Alaskan Native, Black/African American and Latinx students. Male students are disproportionately impacted, as are first-time and returning students and older students. Efforts to re-engage former students and retain current students should focus on the populations with the steepest declines and be paired with student supports that look to address their specific challenges.

High touch, personalized contacts with target populations through the use of phone banks, student ambassador programs and other strategies should be at the center of outreach efforts. Colleges should consider the expansion of support services such as tribal liaison activities and other programs directed at the target populations to complement outreach and which leverage federal HEERF resources.

All college outreach and marketing activities should be coordinated and aligned with statewide enrollment campaign efforts led by the Chancellor's Office and connected to the Immediate Action Budget Package. The Chancellor's Office will develop marketing assets that can be customized by colleges, conduct research on messaging that will be shared with colleges and will keep colleges informed on the scope of statewide advertising and outreach activities, including media buying plans.

#### **IV. III(a). Outreach and Marketing Resources**

Colleges are strongly encouraged to consider these and other Chancellor's Office resources in developing outreach:

- Chancellor's Office System-Wide [Webinar](#), Student Centered Enrollment Practices.
- [Report](#) and Recommendations for Improving Black and African American Student Outcomes.
- [Webinar](#) recording: Accessing email addresses for In-Progress CCCApply applications (In-Progress Apps start at ~40:00 mark).
- Chancellor's Office Communications and Marketing Division [research and focus group results](#)\* with students, prospective students and influencers.
- Chancellor's Office Communications and Marketing Division marketing assets and [statewide media buying plans](#).\*

\*Must log into the Vision Resource Center to view.

If you have questions regarding this memo, please contact Gina Browne at [gbrowne@cccco.edu](mailto:gbrowne@cccco.edu).

## **Attachments**

5. Emergency Financial Assistance District Allocations
6. CalFresh Outreach District Allocations
7. Student Retention and Enrollment Outreach District Allocations
8. Emergency Financial Assistance Frequently Asked Questions
9. Sample Student Self-Certification Form

cc: Marty J. Alvarado, Executive Vice Chancellor, Educational Services and Support  
Aisha Lowe, Vice Chancellor, Educational Services and Support

## Attachment 10 – Immediate Action Emergency Financial Assistance District Allocations (March 2021)

2021 Immediate Action Budget Package Emergency Financial Assistance Allocations	
District	Amount
Allan Hancock Joint CCD	\$ 893,331
Antelope Valley CCD	\$ 1,458,888
Barstow CCD	\$ 355,308
Butte-Glenn CCD	\$ 749,386
Cabrillo CCD	\$ 656,054
Cerritos CCD	\$ 1,929,088
Chabot-Las Positas CCD	\$ 1,153,586
Chaffey CCD	\$ 1,966,947
Citrus CCD	\$ 1,108,034
Coast CCD	\$ 2,987,419
Compton CCD	\$ 410,983
Contra Costa CCD	\$ 1,844,867
Copper Mountain CCD	\$ 187,675
Desert CCD	\$ 1,080,601
El Camino CCD	\$ 1,750,220
Feather River CCD	\$ 187,372
Foothill-DeAnza CCD	\$ 1,422,648
Gavilan Joint CCD	\$ 327,976
Glendale CCD	\$ 1,068,049
Grossmont-Cuyamaca CCD	\$ 1,787,066
Hartnell CCD	\$ 786,840
Imperial CCD	\$ 865,999
Kern CCD	\$ 2,831,327
Lake Tahoe CCD	\$ 230,697
Lassen CCD	\$ 323,826
Long Beach CCD	\$ 2,205,540
Los Angeles CCD	\$ 8,790,779
Los Rios CCD	\$ 5,340,448
Marin CCD	\$ 224,623
Mendocino-Lake CCD	\$ 295,179

Merced CCD	\$ 973,806
MiraCosta CCD	\$ 902,340
Monterey Peninsula CCD	\$ 439,833
Mt. San Antonio CCD	\$ 2,503,654
Mt. San Jacinto CCD	\$ 1,456,256
Napa Valley CCD	\$ 358,345
North Orange County CCD	\$ 2,764,416
Ohlone CCD	\$ 357,737
Palo Verde CCD	\$ 320,890
Palomar CCD	\$ 1,361,203
Pasadena Area CCD	\$ 2,124,862
Peralta CCD	\$ 1,337,314
Rancho Santiago CCD	\$ 2,020,598
Redwoods CCD	\$ 389,725
Rio Hondo CCD	\$ 1,289,939
Riverside CCD	\$ 3,186,736
San Bernardino CCD	\$ 1,708,413
San Diego CCD	\$ 2,898,441
San Francisco CCD	\$ 1,048,208
San Joaquin Delta CCD	\$ 1,717,321
San Jose-Evergreen CCD	\$ 1,158,243
San Luis Obispo County CCD	\$ 590,661
San Mateo County CCD	\$ 1,048,208
Santa Barbara CCD	\$ 921,573
Santa Clarita CCD	\$ 1,083,537
Santa Monica CCD	\$ 1,928,481
Sequoias CCD	\$ 1,076,046
Shasta-Tehama-Trinity CCD	\$ 743,818
Sierra Joint CCD	\$ 1,186,687
Siskiyou Joint CCD	\$ 117,525
Solano CCD	\$ 591,167
Sonoma County CCD	\$ 1,026,951
South Orange County CCD	\$ 1,575,198
Southwestern CCD	\$ 1,580,259
State Center CCD	\$ 3,378,359
Ventura County CCD	\$ 2,219,003
Victor Valley CCD	\$ 1,157,433
West Hills CCD	\$ 688,649
West Kern CCD	\$ 336,176

West Valley-Mission CCD	\$ 601,695
Yosemite CCD	\$ 1,852,560
Yuba CCD	\$ 756,978
<b>Statewide Total</b>	<b>\$ 100,000,000</b>