



California Community Colleges

2022-23 COVID-19 EMERGENCY CONDITIONS ALLOWANCE APPLICATION

This application packet and required attachments must be submitted to fiscalstandards@cccco.edu no later than September 1, 2022. The Chancellor's Office will review the application and notify the district of the application status by October 15, 2022.

Emergency Conditions Recovery Plan

As a partner in this work, the Chancellor's Office anticipates this document serving as a planning tool to advance student success, fiscal health planning, transparency and community engagement. To qualify for the 2022-23 COVID-19 emergency conditions allowance, the district must submit an Emergency Conditions Recovery Plan approved by the local board of trustees. The plan must address each of the following:

1. Describe the actions the district has taken to increase enrollment.
 - What is the district currently doing to increase enrollment, persistence, and completion?
 - What will the district do differently to increase enrollment, persistence, and completion? Please include information about strategies related to: student reengagement and persistence, changes to course scheduling and program review, and/or strategies by affected population(s).
 - How is the district using existing resources to support student basic needs and direct resources to students?
 - Provide details on class scheduling for Fall 2022 and Spring 2023 (as available) including the proportion of courses offered by time of day (day/evening/weekend), the proportion of courses offered by course length (full session, 8 – 10 week, less than 8 weeks), and the proportion of courses offered by modality (in person, online, hybrid).

Chancellor's Office, Institutional Supports and Success

1102 Q Street, Sacramento, California 95811
www.CaliforniaCommunityColleges.cccco.edu

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2. Describe the district's operational plans to absorb enrollment losses after 2022-23.
 - Describe efforts to increase uptake of federal financial aid and fee waivers and key contact at the District leading this work.
 - Conduct an analysis of students the district lost between Spring 2020 and Fall 2021, disaggregated by age, race & ethnicity, and other impacted groups.
 - Tell us about the plan to engage your Board in this data and mitigating actions, including long-term planning to advance the district's Vision for Success goals.

District Certifications

To qualify for the 2022-23 COVID-19 emergency conditions allowance, the district must certify upon application that it meets the following requirements. Prior to each apportionment cycle, the Chancellor's Office will verify that the district continues to meet these requirements. If the Chancellor's Office determines that a district no longer meets one of the requirements, the 2022-23 COVID-19 emergency conditions allowance is rescinded permanently and the district will be notified.

1. The district will prepare and present an Emergency Conditions Recovery Plan update to their Board of Trustees and furnish a copy of the board report to the Chancellor's Office no later than February 28, 2023.
2. The district will incentivize and prioritize participation in professional development to enhance quality online teaching and learning.
 - a. Recommended options for professional development include the [CVC-OEI @ONE](#) online network of educators' course offerings. In addition, the Chancellor's Office has partnered with Association of College and University Educators (ACUE) to offer faculty who teach online transfer-level math programs the opportunity to participate in a series of professional development micro-credential courses. To learn more

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about ACUE, please visit the [ACUE website](#).

3. The district:
 - a. is a member of the CVC-OEI Consortium and has signed the Master Consortium Agreement. General information about the CVC-OEI Consortium is available on the [About the CVC-OEI webpage](#), and information on joining the consortium is included on the [Participation in the CVC-OEI Consortium webpage](#).
 - b. by the beginning of the first term that starts on or after January 1, 2023, has implemented the steps to become a Home College and has implemented or committed to: 1) enabling Course Finder API, 2) completing the steps needed to become Teaching College ready, and 3) joining a scheduled implementation cohort to become a Teaching College. Information about becoming a Home and Teaching college is available here: [The CVC Exchange: Documentation and Support Materials – California Virtual Campus](#).
 4. The district has submitted all data due to the Chancellor’s Office Management Information Systems (MIS) and will continue to maintain on-time submission for all MIS submissions. MIS data due dates are available on the [MIS data submissions webpage](#), including the [2021-22 Data Submission Timeline](#).
 5. The district has no outstanding audit reports due to the Chancellor’s Office.
 - a. 2020-21 audit reports were required to be submitted by February 28, 2022. Audit reports for 2021-22 are due December 31, 2022.
 6. The district has adopted, or will adopt prior to February 28, 2023, a board policy aligning reserve balances to recommendations included in the [Government Finance Officers Association Budgeting Best Practices](#). Additional information on fiscal resiliency and reserve balance recommendations can be found in
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memo [FS 22-03 Fiscal Forward Portfolio and Budget Architecture and Development Recommendations](#). Please attach a copy of the district's formal board policy to this application or to the mid-year Emergency Conditions Recovery Plan mid-year update due February 28, 2023.

I certify that the above information is true and complete to the best of my knowledge.

Chief Executive Officer		
Signature	Title	Date

CEO Name (print)	CEO email
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District Contact Name	Title	Date
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District Contact email

Required Attachments: Emergency Conditions Recovery Plan and Board Resolution
 Board Approved Policy on District Reserves

Chancellor's Office Contact

For questions about the COVID-19 Emergency Conditions Allowance Application, please contact the Fiscal Standards and Accountability Unit at fiscalstandards@cccco.edu. For questions about CVC-OEI participation and Home College Readiness and Course Finder, please contact Marina Aminy at maminy@cvc.edu.