



California Community Colleges

Chancellor's Office

# Fiscal & Policy Webinar

A Monthly Webinar Series by the College Finance and Facilities Planning Division

# Agenda

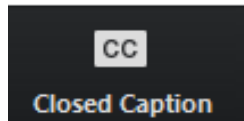
- Recent Surveys
- HEERF Reporting and Reminders
- Recent Regulatory Changes
- Gann Limit
- Full-Time Faculty Hiring Funds
- Updates to the *CCFS-320 Attendance Accounting for Apportionments Report*
- Updates to the *CCFS-311 Annual Budget and Financial Report*
- Student Housing

# Housekeeping Announcements

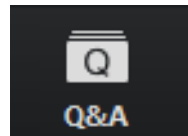


This presentation is being recorded.

Located on the tool bar at the bottom of your screen:



Read live captions.



Enter questions for the presenters, and read their responses.



# Surveys

# SB 129 Survey

- Senate Bill 129 requires community college districts to report to the Chancellor's Office on course delivery and plans for future instruction.
- Memo FS 21-07 and the link to the survey went out Sept 14<sup>th</sup>
- Survey is Due Oct 1 (TOMORROW!)

# Chancellor's Office - HEERF Data Survey

## Purpose

- Inform statewide advocacy
- Address numerous questions from the state administration and Legislature related to HEERF expenditures through August 31, 2021
- Assist the Chancellor's Office in developing the 2022-23 System Budget Proposal

# HEERF Survey Questions

1. Total amount of Emergency Financial Aid Grants distributed to students (Student/Institutional portions)
2. Total number of students who received an Emergency Financial Aid Grant
3. Range of grant amounts provided to each student
4. Total amount of HEERF used to discharge student debt or unpaid balances (resident/nonresident)

# HEERF Survey Questions cont

5. Total amount of HEERF used to recover lost revenue
6. Total amount of HEERF used for physical plant modifications, including HVAC replacement
7. Describe how your college has used the HEERF to address enrollment declines





# HEERF Reporting and Reminders

# HEERF I, II, and III Reporting

# HEERF Student Portion Reporting

## Seven Reporting Elements:

1. An acknowledgement the receipt of money and commitment to use as intended.
2. The total amount of funds the institution received for Emergency Financial Aid Grants to Students.
3. The total amount of Emergency Financial Aid Grants distributed to students.
4. The estimated total number of students eligible to receive Emergency Financial Aid Grants.

# HEERF Reporting Cont.

5. The total number of students who have received an Emergency Financial Aid Grant.
6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive.
7. Any instructions, directions, or guidance provided to students concerning the Emergency Financial Aid Grants.

Example of [Los Rios Student Portion of HEERF Report](#) for all three HEERF sources.

# HEERF Institutional Portion Reporting

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1), HBCU/TCCU/MSI/SIP (a)(2), and FIPSE (a)(3) – Two page word version of form)

CFDA	Funding Opportunity No	Code Subsections
84.425F	042120-004	Institutional Portion (a)(1)
84.425J	043020-001	Historically Black Colleges & Universities (a)(2)
84.425K	043020-002	Tribally Controlled Colleges & Universities (a)(2)
84.425L	043020-003	Minority Serving Institutions (a)(2)
84.425M	043020-004	Strengthening Institutions Program (a)(2)
84.425N	043020-005	Fund for Improvement of Postsecondary Education (a)(3)

# Quarterly Budget and Expenditure Report

OMB Control Number 1840-0849 Expires 3/31/2024

## Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable

Institution Name: \_\_\_\_\_ Date of Report: \_\_\_\_\_ Covering Quarter Ending: \_\_\_\_\_

PR/Award Number(s): P425F \_\_\_\_\_ P425J \_\_\_\_\_ P425K: \_\_\_\_\_ P425L \_\_\_\_\_ P425M: \_\_\_\_\_ P425N: \_\_\_\_\_

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \_\_\_\_\_ Section (a)(2): \_\_\_\_\_ Section (a)(3): \_\_\_\_\_ Final Report?

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. <sup>1</sup>				
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.				
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.				
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.				
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.				
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.				

# Audits of HEERF and Student Verification



# HEERF Audits and Student Verification

With fraud on the rise, it is important to maintain sufficient documentation for audit purposes:

- Students awarded HEERF and Financial Aid Information
  - Student financial aid file(s)
  - Higher Education Emergency Relief Fund (HEERF) documentation
- Identify any suspicious applications in the HEERF and Financial Aid systems used by students to submit applications
- Report suspicious activity or applications immediately to the Department of Education



# Suggested Documents

## **HEERF Application and Awards**

- Any HEERF applications/awards
- Documents showing how HEERF was awarded to each student
- Method of payment

## **Other Application and Awards**

- Admission Application
- Final Award Letters
- Record of Federal Loan Disbursements
- Copies of Financial Aid Refunds
- Attendance Records
- Registration, Class Schedules and/or System Access Logins



# Recent Regulatory Changes

# Distance Education Attendance Accounting

- Amended T5 Sections 58003.1 and 58009, changes effective October 3, 2021
- Allows compressed calendar districts to use TLM of 17.5 (or 11.67 for Quarter Calendars) for Credit Distance Education courses.
- Applies only to FTES calculated under the alternative attendance accounting method, does not apply to Weekly Census courses.

# Distance Education Attendance Accounting

## Action Required

- **Districts must submit a 2020-21 Recal CCFS-320 or submit the annual for lottery purposes on or after October 3.** The TLM of 17.5 will be applied automatically to contact hours reported to us on or after Oct 3.
- For lab courses using the exception in 58009, use the number of hours that would be generated in a face-to-face laboratory course that corresponds to traditional length primary terms (example: 3 hours for a 1 unit lab course).

# Excused Withdrawals (EW)- Pending

- Went to Consultation Council in September and to the BOG for first reading. Will go to BOG for second reading in November.
- Amends T5 sections 55024, 58146, and 58161
- Simplifies the language in the regulations
- Removes the limit on claiming apportionment for EWs issued due to extenuating circumstances
- Removes the requirement that a student get approval from a faculty member to receive an EW due to extenuating circumstances, instead it directs colleges to work with these students and identify support services

# Audits- Pending

- BOG first reading in September
- T5 section 59106
- Current language requires that the Department of Finance (DOF) receive a copy of district audits and specifies the due date for annual audits of December 31<sup>st</sup>.
- The proposed language removes DOF and gives the CCCCCO the authority to extend the audit due date if needed (like this year).

# 2020-21 Annual Audits

- The due date for the 2020-21 District Annual Audit is being extended to February 28, 2022.
- Our office is working on an exemption to title 5 section 59106 to allow the extended due date.
- Once the exemption is approved, we will issue a formal memo.



# Gann Limit Changes



# Gann Limit

Assembly Bill 130 made changes to the Appropriations Limit (Gann Limit) as well as the process that districts should follow.

## What has changed?

- California Community Colleges available limit transferred to the state.
- For CCDs with excess limit in Fiscal Years 2019–20 or 2020–21, the limit was already transferred to the state per statute.
- Beginning in Fiscal Year 2021–22, CCDs with excess limit must adopt a new appropriations limit that equals their proceeds of taxes, thereby transferring any available limit to the State of California.

# Gann Limit

- Going forward, districts are no longer required to request an increase to their Gann limit through a letter to DOF.
- Beginning with the 2022-23 budget year, the Gann limit worksheet and CCFS-311 will automatically populate districts' correct prior year appropriations limit data.
- Districts will continue to report this information to the Chancellor's Office on the *CCFS-311 Annual Budget and Financial Report*, due October 10<sup>th</sup>.

# Q&A

## **If my Gann limit is reduced, do I lose funding?**

No. community college districts that have their Gann limit reduced pursuant to *Government Code 7902.2* do not lose any funding.

## **What if my CCD exceeds its appropriation limit in the future?**

If a community college district needs additional limit, that limit will be transferred from the State of California to the district as required by *Government Code 7902.1(a)*. Districts are required to increase their limit by adopting a local resolution, which is a long-standing process pursuant to *Government Code 7910(a)*. The Chancellor's Office will administer statewide reporting and transfers of limit authority between districts and the State.



# Full-Time Faculty Hiring Funds

# Full-Time Faculty Hiring Funds

- Memo ([FS 21-08](#)) released September 17<sup>th</sup> includes a schedule of the final allocation of funds to districts.
- The total certified allocation of full-time faculty hiring funds on the September revision of [Exhibit A](#) includes the funds from both 2018-19 and 2021-22.

# Impact to the Faculty Obligation Number

- The increase to the FON due to the additional full-time faculty hiring funds will be incorporated in the Fall 2022 P2 FON calculation.
- A district's compliance FON for Fall 2022 is the lower of the Advance or P2 FON calculation.



# Changes to the CCFS- 320

# Apprenticeship FTES

- Currently, districts do not have the ability to identify the number of FTES generated by apprenticeship students and separate this from the FTES generated by non-apprenticeship students in the 320
- This update would fix this by adding a section under Part IX of district forms so that districts can input the number of FTES (credit, noncredit, and total) generated by apprenticeship students.



# Apprenticeship FTES

Apprenticeship FTES will be reported in Part IX under district forms above the Inmates in Correctional Facilities FTES section.

Apprenticeship FTES					
In the spaces provided below, please provide the total FTES generated by apprenticeship students enrolled in community college apprenticeship courses pursuant to Education Code section 79149.1.					
Credit FTES of apprentices enrolled in apprenticeship courses Col. 1	Noncredit FTES of apprentices enrolled in apprenticeship courses Col. 2	Total FTES of apprentices enrolled in apprenticeship courses Col. 3			
0.00	0.00	<b>0.00</b>			

# Special Admit FTES

- Districts currently only have the ability to enter the total FTES of Special Part-time and Full-time students and then total in PE.
- The Special Admit section under part IX is modified to included two new fields to break out credit (col. 1) and noncredit (col. 2) for Total FTES of Special Part-Time and Full-Time Students.
- The two new fields would automatically be added up in the Total FTES of Special Part-Time and Full-Time Students.

# Special Admit FTES

Special Admit FTES will be reported in Part IX under District Forms below the Inmates in Correctional Facilities FTES section.

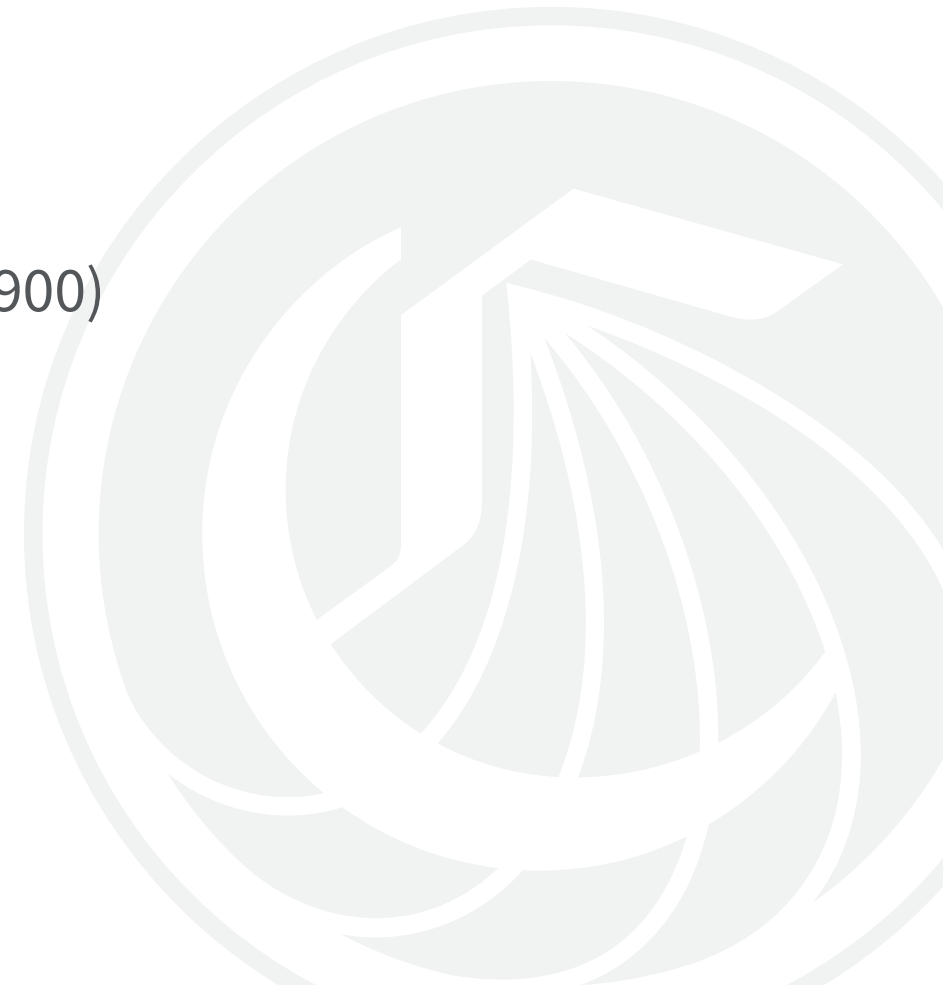
<b>Special Admit (Full-Time and Part-Time) P.E. Credit FTES Report</b>					
In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 48800 or 48800.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.					
Credit FTES of Special Part-time and Full-time Students Col. 1	Noncredit FTES of Special Part-time and Full-time Students Col. 2	Total FTES of Special Part-Time and Full-Time Students Col. 3	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 4	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 5	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Col. 5/Col. 3)
100.00	110.00	<b>210.00</b>	25.00	25.00	<b>11.90 %</b>



# Changes to the CCFS- 311

# CCFS-311 Lottery Expenditures

- Restricted Prop 20 Instructional Materials
  - Instructional Activities (Activity Codes (AC) 0100-4900)
    - Instructional Supplies & Materials  
Amount in 4300 for laptops, hotspots, internet devices
    - Noninstructional Supplies and Materials  
Amount in 4400 for basic needs – food  
Amount in 4400 for basic needs – housing
  - Support Activities (AC 7320)\*\* NEW\*\*
    - Other Outgo  
Direct Aid to Students



# CCFS-311 Lottery

- Lottery Adjustments and Proceeds **\*\*NEW\*\***
  - Restricted Prop 20
    - Net Beginning Balance, July 1  
(Rolling forward from prior year ending balance of June 30)



# CCFS – 311 Student Rep Fee (Fund 72)

CCFS-311 ENTER DATA ADMINISTRATOR CCFS-311 Reports LOG OUT

## Revenues and Financing Sources Annual Budget and Financial Report (CCFS-311)

72: STUDENT REPRESENTATION FEE TRUST FUND

**DISTRICT:**

**FUND:** 72: STUDENT REPRESENTATION FEE TRUST FUND

**FUND GROUP:** 70: TRUST FUNDS

**Actual Year:** 2020-2021

**Budget Year:** 2021-2022

		Actual Amount	Budget Amount
Federal Revenues	8100	0	0
State Revenues	8600	0	0
Local Revenues	8800	38,479	36,010
Beginning January 1, 2020, all districts must collect a \$2 Student Representation Fee and remit \$1 for statewide purposes.			
Retained Administrative Fee cannot exceed 7% of total local revenue (ECS 76060.5(e)(3))	Amount	2,693	
	<a href="#">View Invoice</a> Invoice Amount	17,893	
Other Financing Sources	8900	0	0

SAVE EDITS

# Student Representation Fee

## Background

[AB 1504](#) amended [§76060.5](#) of the California Education Code, effective January 1, 2020, requires a community college must collect a student representation fee of \$2 at the time of registration, unless the registering student specifically opts out. One dollar of every \$2 fee collected shall be used to support the SSCCC and the other \$1 shall be used to support the local student body association (SBA).

Failure to collect, including asking students to opt in to the student representation fee, does not comply with the statutory requirements described above.



# Student Representation Fee Timeline

Dates	Action
January 1, 2020 – June 30, 2021	Colleges should have collected the \$2 from Students
October 2021	Districts should report SRF revenue in Fund 72 on the CCFS-311. An invoice for payment for the amount due to the BOG is automatically generated and available in the district-wide reports drop down menu.
October 2021 – February 2022	Districts remit payments to the BOG, via the Chancellor’s Office, on or before February 1, 2021 (and each year thereafter).
April 2022	On or before April 15, the BOG shall distribute the moneys to the SSCCC.

# Student Representation Fee – Fund 72

- If interest is generated and recorded in Fund 72, fifty percent of the amount recorded will be due to the Student Senate for California Community Colleges (SSCCC) for statewide purposes.
- The maximum allowable administrative fee is 7%. The invoice will deduct half of the administrative fee from the portion due to SSCCC. Half of the administrative fee is attributed to the local portion.
- Total student representation fee should not be reduced for uncollectible amounts. Districts should report total fee assessed.

# Upcoming Report Due Dates

**October 10:** CCFS-311 Annual Budget and Financial Report: 2020-21 due

**November 1:** CCFS-320 Attendance Accounting for Apportionments :  
2020-21 Recal (Oct 1 for Lottery Purposes)

**November 15:** CCFS- 311Q Quarterly Financial Status Update: 2021-22  
First Quarter

**December 1:** Supplemental and Success Data due to MIS December 1



# **Community College Affordable Student Housing**

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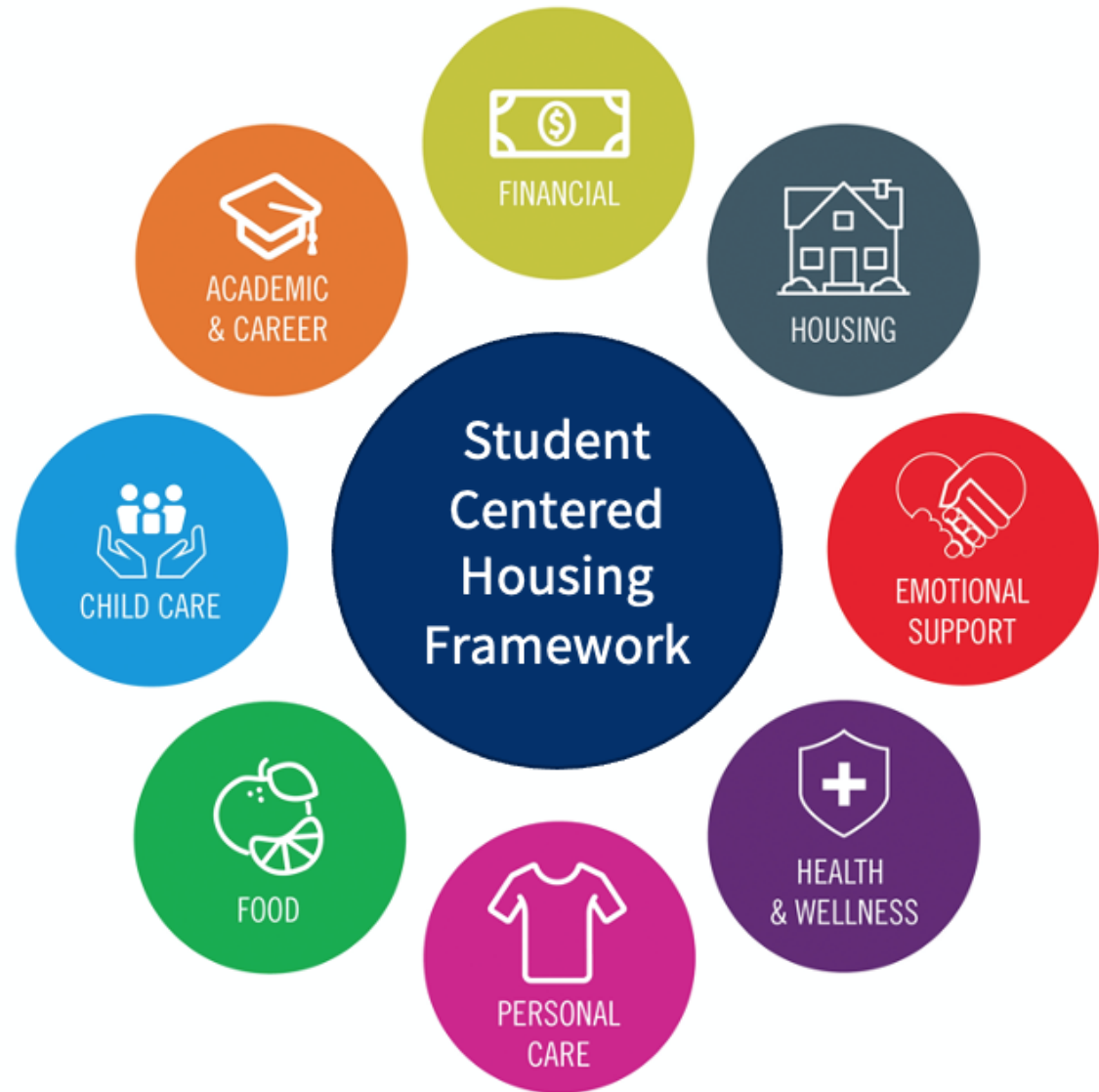
# Historic Opportunity to Address a Critical Basic Need

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- **\$2 billion state investment in affordable student housing**
- **\$1 billion dedicated to California Community Colleges**
- **Aligns with efforts to advance an Equitable Student Recovery**



# Housing Integration & Holistic Supports



# Higher Education Student Housing Grant Program Overview

# Higher Education Student Housing Grant Program Overview

- On September 2021, the legislature passed postsecondary education trailer bill Senate Bill (SB) 169.
- SB 169 establishes the Higher Education Student Housing Grant Program.
- The Higher Education Student Housing Grant Program aims to provide affordable, low-cost housing options for public postsecondary students in California.





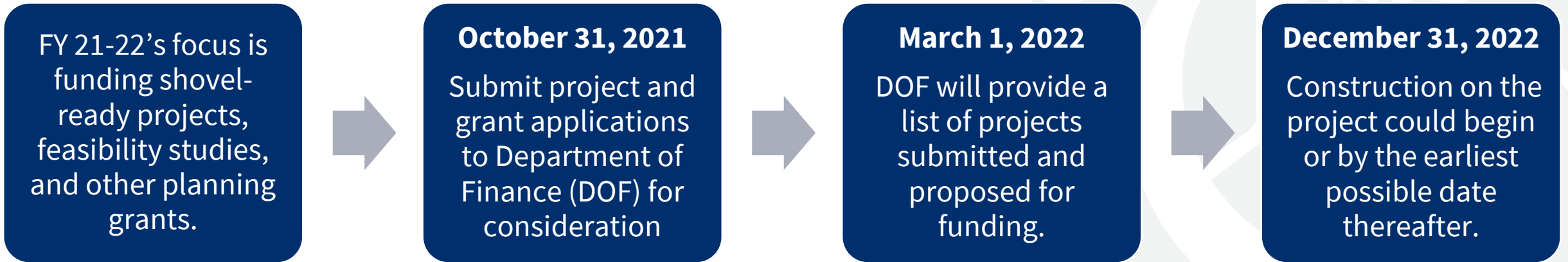
# Higher Education Student Housing Grant Program Overview

- **The Higher Education Student Housing Grant Program will receive \$2 billion**
  - \$500 million in FY 21/22
  - \$750 million in FY 22/23
  - \$750 million in FY 23/24.
- **Segment Allocations:**
  - 50% of funds will go to California Community College Districts (CCDs).
  - 30% of funds will go to California State University (CSU) system.
  - 20% of funds will go to University of California (UC) system.
- \$25 million towards planning grants

# Higher Education Student Housing Grant Program Overview

- 100 percent State funded
- This program provides one-time grants for:
  - Construction of student housing
  - Acquiring and renovating commercial properties into student housing
- CCDs may use public-private partnerships (P3) for constructing, operating, and maintaining affordable, low-cost housing facilities.

# Important Deadlines (FY 2021/22)



# Grant Eligibility – Rents

- When applying for grants, CCDs need to provide a plan for the rent charged to students.
- Each unit's rent is calculated at 30% of 50% of the area median income for a single-room occupancy use type.
- DOF, with the Joint Legislative Budget Committee's approval, can adjust this percentage.

# Grant Eligibility – Low-Income

CCDs must provide a commitment to first offer housing to low-income students.

*Low-income* means students that are eligible for:

- Pell Grant financial aid
- Cal Grant financial aid
- Exemption from paying nonresident tuition, student meets CA Dream Act income criteria
- California Community College (CCC) fee waiver

# Grant Eligibility – Enrollment

- CCDs must provide a commitment to require a minimum average of 12 degree-applicable units per semester term, or the quarterly equivalent, to facilitate timely degree completion.
- A student may receive a temporarily exemption from this requirement if they can demonstrate exceptional circumstances necessitating a reduced unit load, such as an illness or injury.
- TBL provides that eligible students renting housing shall be permitted to live in the facilities for the full academic so long as the student remains enrolled in the applicable campus, but renewal of the housing agreement would require them to meet the unit requirements.



# Proposal Submission Requirements

## At a minimum, submitted proposals must include:

- Project goals
- Project costs
- Number of students to be housed
- Project timeline
- Project's financial feasibility
- Anticipated impact on campus' ability to accommodate California resident enrollment growth
- Commitment to construct project within proposal's stated resource needs
- Other information deemed necessary for evaluation

# Proposal Selection Criteria

- Criteria determining proposal selection:
  - Projects that converts commercial space into campus student housing
  - Serves the greatest percentage of a campus's low-income student population
  - Priority for greater unmet demand for student housing for a campus or service area
  - Priority for projects that can begin construction the earliest
  - Projects that are fairly representative of various geographical regions of the state
  - Supports state's intersegmental housing arrangement interests that support transfer pathways between community colleges and four-year public postsecondary institutions

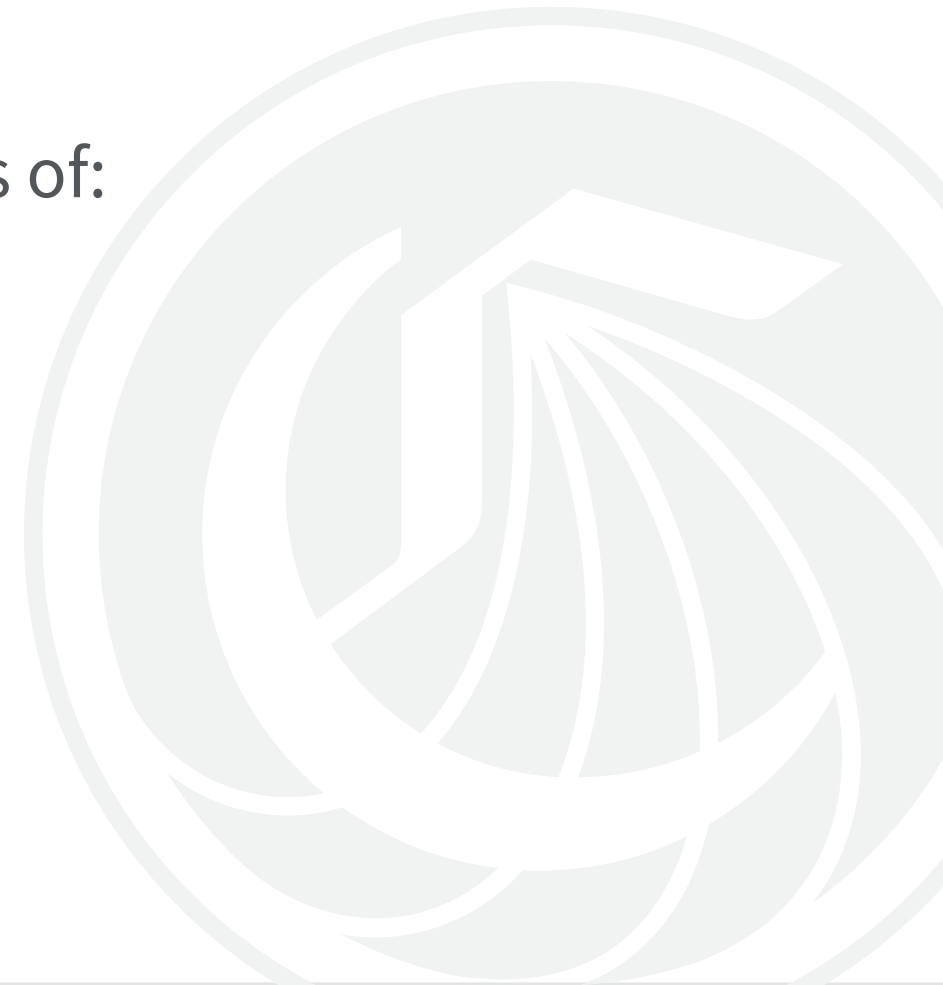


# Grants and Feasibility Studies

- CCDs may submit planning grant requests for campuses exploring or determining feasible affordable student rental housing.
  - Up to \$25 million over next three years could be used for these CCC planning grants.

# CCC Planning Grant Uses

- CCC planning grants may be used for studies of:
  - Feasibility studies
  - Engineering studies
  - Financing studies
  - Environmental impact studies
  - Architectural plans
  - Application fees
  - Legal services
  - Permitting costs
  - Bonding
  - Site preparation



# Grant Application – Under development

- Department of Finance will release soon
- Will be similar to DF-151 Capital Outlay Budget Change Proposal (COBCP)
- Guidance and instructions to be released by DOF
- Chancellor's Office will send a note when guidance is available



# **Department of Finance**

## Student Housing Updates

# Q & A



# Information & Resources



California  
Community  
Colleges

## SB 169 Higher Education Student Housing Grant

CALIFORNIA COMMUNITY COLLEGES | AFFORDABLE STUDENT HOUSING  
INFORMATION & RESOURCE GUIDE



**Save the Date**

**October 8, 2021 | 11:00AM**

Affordable Student Housing  
Technical Assistance Webinar



# California Community Colleges

Thank you!

**Next Fiscal & Policy Webinar:  
Thursday, December 2, at 11AM**

[www.cccco.edu](http://www.cccco.edu)



# Fiscal Standards and Accountability Unit

Contact	Subject Matter
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Rafael Artiga, <a href="mailto:rantiga@cccoco.edu">rantiga@cccoco.edu</a>	CCFS-311, CCFS-311Q, CCFS-320, Nonresident Tuition Fee, Hardship Exemption from Deferrals
Lorena Romero, <a href="mailto:lromero@cccoco.edu">lromero@cccoco.edu</a>	Federal Stimulus (CARES Act: HEERF and Coronavirus Relief Funds), Student Residency Classification
Amanda Voie, <a href="mailto:avoie@cccoco.edu">avoie@cccoco.edu</a>	District Audits, Student Fees, Part-time Office Hours and Health Benefit Claims
Jubilee Smallwood, <a href="mailto:jsmallwood@cccoco.edu">jsmallwood@cccoco.edu</a>	FON, 50% law, CCFS-311, Gann Limit
Alex Jiral, <a href="mailto:ajiral@cccoco.edu">ajiral@cccoco.edu</a>	Fiscal Health Monitoring

For general questions: [fiscalstandards@cccoco.edu](mailto:fiscalstandards@cccoco.edu)



# Fiscal Services Unit and Budget Office

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# Facilities Planning Unit

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Lan Yuan, <a href="mailto:lyuan@cccoco.edu">lyuan@cccoco.edu</a>	FUSION, State Capital Outlay Program and Administration
Brian Turner, <a href="mailto:bturner@cccoco.edu">bturner@cccoco.edu</a>	Bond Administration, Climate Change and Sustainability, FUSION, Physical Plant and Instructional Support
Druv Bhat, <a href="mailto:dbhat@cccoco.edu">dbhat@cccoco.edu</a>	Bond Administration, Energy Usage, FUSION, State Capital Outlay Program and Administration
Ronnie Slimp, <a href="mailto:Rslimp@cccoco.edu">Rslimp@cccoco.edu</a>	FUSION, State Capital Outlay Program and Administration, Educational Center and College Proposals, Long Range Enrollment and WSCH Forecasts, and System-wide 5 Year Plan