

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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**DATE:** August 12, 2017

SS 17-17  
**VIA EMAIL**

**TO:** Chief Student Services Officers  
Chief Instruction Officers  
Chief Business Officers  
Credit and Noncredit Student Success and Support Program Directors/Coordinators  
Basic Skills Initiative Directors/Coordinators  
Student Equity Directors/Coordinators

**FROM:** Laura L. Hope  
Executive Vice Chancellor, Educational Services and Support

**SUBJECT:** 2016-17 Mid-Year Expenditure Reports for Basic Skills Initiative, Student Equity, Credit and Noncredit Student Success and Support Program (Declaration of Unused Funds and Request for Reallocated Funds)

Attached is the 2016-17 Mid-Year Expenditure Report for the Basic Skills Initiative (BSI), Student Equity (SE), and Noncredit and Credit Student Success and Support Program (SSSP) (Declaration of Unused Funds and Request for Reallocated Funds) form. This form is due to the Chancellor's Office on **October 6, 2017**.

BSI, SE, and SSSP funds allocated to colleges for a specific fiscal year were previously required to be spent during that fiscal year. The Chancellor's Office has issued new expenditure guidelines for 2016-17 BSI, SE, and SSSP funds that extend the expenditure deadline to **June 30, 2018** (two years to expend one year's allocation). These new expenditure guidelines ensure colleges have the necessary time to expend BSI, SE, and SSSP funds effectively and thoughtfully. Any college with unspent BSI, SE, and SSSP funds after that date must return the funds to the State. Therefore, we urge the colleges to consider how best to optimize unspent funds: for example, Credit SSSP and SE funding can be used for noncredit students.

Carefully review your program policy, budgets, and expenditure planning to determine if you will be able to spend your entire BSI, SE, and Credit and Noncredit SSSP allocations for 2016-17 by June 30, 2018. If all of the funds cannot be spent by that date, those monies will be released for reallocation. All funds released through this process are reallocated to colleges that have requested additional resources. The reallocation of funds will not affect calculations for future allocations.

This is an opportunity to request additional BSI, SE, and Credit or Noncredit SSSP funds. These are **one-time only** funds to be spent before June 30, 2018 and will not be used in calculating future allocations.

2016-17 Mid-Year Expenditure Reports for BSI, SE, Credit and Noncredit SSSP, and (Declaration of Unused Funds and Request for Reallocated Funds)

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Attached is the 2016-17 Mid-Year Expenditure Report for the BSI, SSE, and Noncredit and Credit SSSP (Declaration of Unused Funds and Request for Reallocated Funds) form. Please use this form for all programs.

**All** colleges need to complete and return the 2016-17 Mid-Year Expenditure Report. Enter “0” if you are not returning funds or circle “NA,” if the question is not applicable.

Please complete and return the 2016-17 Mid-Year Report for or the BSI, SE, and Noncredit and Credit SSSP programs by **October 6, 2017**. If the requirement is unmet, eligibility for additional funds may be jeopardized. It is the responsibility of each district and college to inform the Chancellor’s Office of any unused funds.

Please email the [IntegratedPlanning@cccco.edu](mailto:IntegratedPlanning@cccco.edu) mailbox if you have any questions related to this document.

**Attachments:**

*2016-17 Mid-Year Report for the Basic Skills Initiative, Student Equity, and Student Success and Support Programs*

cc: Rhonda Mohr, Chancellor’s Office  
Kirsten Corbin, Chancellor’s Office  
Margaret Ortega, Chancellor’s Office  
Sarah Tyson, Chancellor’s Office  
Chris Graillat, Chancellor’s Office  
Chantee Guiney, Chancellor’s Office  
David Lawrence, Chancellor’s Office  
Michael Quiaoit, Chancellor’s Office