



California Community Colleges

MEMORANDUM

August 10, 2018

AA 18-35 | Via Email

TO: Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Basic Skills Initiative Directors/Coordinators

FROM: Alice Perez
Vice Chancellor, Academic Affairs

RE: 2016-17 Basic Skills Initiative (BSI) Year-End Expenditure Report and Certification

This memorandum provides information regarding the submittal of the 2016-17 year-end expenditure report and certification for the Basic Skills Initiative categorical program. The year-end expenditure report template and certification form are attached to this memorandum and due to the Chancellor's Office on **October 1, 2018**.

Background

On February 14, 2017, the Chancellor's Office released memorandum [AA 17-11/SS 17-03](#), to announce changes related to the 2016-17 expenditure rules for the Basic Skills Initiative (BSI), Student Equity (SE), and Student Success and Support Program (SSSP). These changes were one of several steps taken by the Chancellor's Office towards a larger goal of program integration.

Please carefully review the expenditure reporting guidelines listed below, prior to completing the attached year-end expenditure report template. The expenditure guidelines listed below are posted to the Academic Affairs [Basic Skills](#) webpage.

- Basic Skills expenditures that occurred **February 14, 2017 and prior** are subject to the previous [Basic Skills Expenditure Guidelines](#) (released May 1, 2015).
- Basic Skills expenditures that occurred **February 15, 2017 and after** are subject to the [2016-17 BSI, SE, and SSSP Expenditure Guidelines](#) (effective February 15, 2017).

Chancellor's Office, Academic Affairs Division

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2016-17 Basic Skills Initiative (BSI) Year-End Expenditure Report and Certification
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Action Requested

Carefully review your 2016-17 Basic Skills Initiative categorical program expenditures. Colleges with Basic Skills categorical funds that were unspent by June 30, 2018 must return all unspent funds to the State. The Chancellor's Office will invoice districts for unspent funds through the established fund recoupment process.

All colleges must complete the attached 2016-17 Basic Skills Initiative Year-end Expenditure Report, obtain required signatures on the certification form, and submit the completed documents to the Chancellor's Office by **October 1, 2018**.

Please submit via email, the completed year-end expenditure report as an Excel file (not PDF) and a scanned PDF copy of the signature page to basicskills@cccco.edu and include the name of the college in the subject-line of the email.

Contact

Please direct inquiries to Chantée Guiney at (916) 322-4260.

Attachment: 2016-17 Year-end Expenditure Report Template and Certification Form for the Basic Skills Initiative

cc: Laura Hope, Executive Vice Chancellor, Educational Services and Support
Rhonda Mohr, Vice Chancellor, Student Services
Jackie Escajeda, Dean, Academic Affairs
Mia Keeley, Dean, Student Services
Michael Quiaoit, Dean, Student Services
Chantée Guiney, Specialist, Academic Affairs
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