

**California Community Colleges Chancellor's Office  
2019-20 Budget and Legislative Request Form**

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*The Finance and Facilities Planning and Governmental Relations Divisions are seeking input into the development of the 2019-20 California Community Colleges System wide Budget and Legislative Request. To submit a budget or statutory request, please return this completed form to [cosmena@cccco.edu](mailto:cosmena@cccco.edu) and [lmestone@cccco.edu](mailto:lmestone@cccco.edu) by June 29, 2018. For consideration, proposals should advance the [Vision for Success](#). The Chancellor will make the final determination regarding items included in the proposed 2019-20 Budget and Legislative Request. While submissions will not receive individual responses from the Chancellor's Office, items selected for potential inclusion will likely require completion of a [Budget Change Proposal](#) and/or submission of additional background information.*

**1. Proposal summary and alignment to Vision for Success:**

*Provide a brief description of the proposal and a summary of how it aligns to the Vision for Success. Specifically, please indicate which goals in the Vision for Success this proposal advances.*

**2. Description of the problem:**

*Provide a description of the problem with existing funding or statutory requirements. For funding proposals, describe the current funding and challenges. What is currently being done to address this problem and why are those efforts unsuccessful or insufficient?*

**3. Describe how the proposed solution addresses the problem:**

*Describe how this budget or policy proposal would improve existing practice. What would this proposal do? Who is served by this proposal? Why is the best way to address this problem? What other solutions have been tried and did they work? What evidence supports this proposal? Are there examples from colleges or agencies or in other states where this approach has been successful?*

**4. Cite the existing law and provide proposed change(s) to the law:**

*For statutory proposals, identify applicable code sections and provide a mark-up of suggested amendments. For budget proposals, please provide previous and current funding and provide requested funding amount and outline of how funding will be used to achieve the goals of the proposal.*

**5. Strongest arguments in support of proposed solution:**

*Using research and data to support the proposal provide a justification of the proposed solution. Are there other organizations likely to support this proposal? If so, who and why?*

**6. Fiscal Analysis and Justification:**

*Provide a detailed cost summary of the proposal. Is each cost component of the proposal essential? Is this a one-time or ongoing cost? Are there cost benefits or savings associated with the proposal?*

**7. Describe previous state or federal legislation, policy or fiscal efforts, or hearings on the subject:**

*Have there been any previous efforts such as BCPs, legislative bills, oversight hearings? Please provide as much detail on previous efforts including links to informational hearings, bill numbers, or copies of prior BCPs, etc.*

**8. Additional Background:**

*Will there be opposition or concerns? If so, what and from whom? Are there other state agencies that will be affected by this proposal or budget action? If so, who and what is their likely position? Please attach any additional relevant background.*

**9. Contact Information:**

Proposal Primary Contact: *Click or tap here to enter text.*

Division/Organization/College: *Click or tap here to enter text.*

Email Address: *Click or tap here to enter text.*

Phone Number: *Click or tap here to enter text.*

**10. Approval for Submission:**

To be considered for inclusion in the 2019-20 Budget and Legislative Request the proposal must be approved by one of the following, as appropriate: Chancellor's Office Division Executive Vice Chancellor, Vice Chancellor or Chief Counsel, Consultation Council representative, or district/college Chief Executive Officer or General Counsel.

Approved By: *Signature Here*

Title: *Title Here*

**Return this completed form to [cosmena@cccco.edu](mailto:cosmena@cccco.edu) and [lmetune@cccco.edu](mailto:lmetune@cccco.edu) by June 29, 2018.**