



California Community Colleges

MEMORANDUM

March 28, 2019

19-16 | Via Email

TO: Chief Business Officers
Chief Instructional Officers
Basic Skills and Student Outcomes Transformation Program Project Directors
Responsible Administrators

FROM: Raul Arambula
Dean, Curriculum and Intersegmental Support
Educational Services and Support Division

RE: Due Date Extension for the Basic Skills Student Outcomes and Transformation (BSSOT) Grant, Year Two Annual Report

This memorandum announces an extension of the date for colleges to submit the BSSOT Year Two Annual Report to the Chancellor’s Office. The due date for submittal of the Year Two Annual Report is extended from April 1, 2019 to **May 1, 2019**.

The extended due date is in an effort to minimally impact campus operations as several colleges have reported competing deadlines among various mandated reporting requirements. The annual report submittal schedule below is adjusted to reflect the extended due date.

Cohort Year	Due Date	Report
2015-16 / 2016-17	August 14, 2017	Year 1 Annual Report
2017-18	April 1, 2019 May 1, 2019	Year 2 Annual Report
2018-19	July 31, 2019	Year 3 Annual Report
2019-20	July 31, 2020	Year 4 Annual Report

Action Requested

All BSSOT grantees must submit the annual report to the Chancellor’s Office by no later than **May 1, 2019** per the submission procedures noted below.

Chancellor’s Office, Educational Services & Support

1102 Q Street, Sacramento, California 95811 | Sixth Floor | 916.445.8752
www.CaliforniaCommunityColleges.cccco.edu

Due Date Extension for the Basic Skills Student Outcomes and Transformation (BSSOT) Grant, Year Two Annual Report

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- For submittal of the Year 2 Annual Report please utilize the same Excel workbook that was used for data collection and submittal of the Year 1 Annual Report. The Excel workbook contains tabs that are associated with each reporting year (i.e., Year 1, Year 2, Year 3, etc.).
- Please contact the BSSOT Project Monitor should you need to request a copy of the Excel workbook file that your college submitted to the Chancellor's Office for the Year 1 Annual Report submission. The BSSOT program webpage contains a copy of the annual report Excel workbook template.
- Please submit the Annual Report (entire Excel workbook file -- do not convert to PDF) to the Chancellor's Office via email at basicskills@cccco.edu. Please do not email the annual report to Chancellor's Office staff.
- Within the subject line of the email please include the following:
College Name, BSSOT Yr 2 Annual Report, Grant Agreement Number
(example: *Shady Shores College, BSSOT Yr 2 Annual Report, 16-068-456*).

Contact

Please direct inquiries to the BSSOT Project Monitor, Chantée Guiney at cguiney@cccco.edu.

cc: Alice Perez, Vice Chancellor, Educational Services and Support
Chantée Guiney, Project Monitor, BSSOT Grant