November 2, 2007

Memorandum

TO: Chief Business Officers
    Chief Instructional Officers
    Contact Persons Basic Skills and English as a Second Language Education

FROM: Juan G. Cruz, Specialist
       Academic Planning and Development
       Academic Affairs

SUBJECT: Summary information on BS-ESL Categorical Funding.

There have been three allocations of Basic Skills (BS) funding to date. The first allocation was the redirection of 2005-06 BS in Fiscal Year 2006-07; the second was an allocation of 2006-07 BS funds at the end of Fiscal Year 2006-07 to be used in Fiscal Year 2007-08; the third is the allocation of 2007-08 BS funds to be used in 2007-08. The following are the particulars on each of the allocations.

   A. $750,000 was used to conduct a review and analysis of the literature ($50,000 contract) and for professional development efforts ($700,000 grant)
   B. Balance of $29,974,000 allocated to colleges with minimum of $50,000 per district to be spent in the following areas or categories:
      a. Research
      b. Curriculum Development
      c. Professional Development
      d. Articulation
      e. Student Academic Assessment
      f. Other Student Needs
      g. Student Counseling
      h. Basic Skills / ESL Tutoring
      i. Instructional Materials
      j. Other Activities for the Enhancement of Basic Skills
   C. Expenditure reports and Dates:
      2. End of Year Expenditure Report July 31, 2007, which includes carry over funds by category into 2007-08
      3. 2005-06 Fund Expenditures will continue to be reported separately;
         iii. 2005-06 Midyear Expenditure Report (carryover funds) due January 31, 2009
         iv. 2005-06 End of year and Final Expenditure Report (carryover funds) due July 31, 2009

II. 2006-07 basic skills overcap funds allocated at the end of 06-07 academic year on June 29, 2007
   A. $33,110,000 million on ESL/basic skills FTES basis
   B. Areas of allowed expenditure
      a. Curriculum Development
b. Course Articulation  
c. Research  
d. Professional Development  
e. Instructional Equipment and Materials  
f. Counseling  
g. Tutoring  
h. Other Activities for the Enhancement of Basic Skills  

C. Expenditure Reports and Dates:  
   2. End of Year Expenditure Report July 31, 2008, which includes carry over funds by category into 2008-09  
   3. 2006-07 Fund Expenditures will continue to be reported separately;  
      i. 2006-07 Midyear Expenditure Report (carryover funds) due January 31, 2009  
      ii. 2006-07 End of Year and Final Expenditure Report (carryover funds) due July 31, 2009  

III. 2007-08 basic skills overcap funds allocated at the beginning of the 07-08 academic year on October 29, 2007. This is ongoing funding  
A. $1.6 million for professional development efforts ($1,600,000 grant)  
B. Balance of $31,500,000 allocated to colleges with minimum of $100,000 per college to be spent in the following areas or categories:  
   a. Program and Curriculum Planning and Development  
   b. Student Assessment  
   c. Advisement and Counseling Services  
   d. Supplemental Instruction and Tutoring  
   e. Articulation  
   f. Instructional Materials and Equipment  
   g. Other purpose directly related to the enhancement of basic skills, ESL instruction, and related student programs  
C. 2007-08 (only) Action and Expenditure Plans due on or before May 1, 2008  
   a. Subsequent Action and Expenditure plans will be due at the beginning of each academic year.  
D. Expenditure reports and Dates:  
   a. No Midyear Expenditure Report due  
   b. End of Year Expenditure Report July 31, 2008, which includes carry over funds by category into 2008-09  
   c. 2007-08 Funds will continue to be reported separately;  
      i. 2007-08 Midyear Expenditure Report (carryover funds) due January 31, 2009  
      ii. 2007-08 End of Year Expenditure Report (carryover funds) due July 31, 2009  
      iii. 2007-08 Midyear Expenditure Report (carryover funds) due January 31, 2010  
      iv. 2007-08 End of Year and Final Expenditure Report (carryover funds) due July 31, 2010  

Please be advised that this ongoing allocation will continue in 2008-09 and subsequent years creating expenditure reporting requirements with similar calendar dates. There will be ongoing Mid Year and Ending Year Reporting requirements for all subsequent Basic Skills and ESL categorical funding and carry over funds respectively.  

CONTACT: If you have any questions or concerns regarding program expenditures, and reporting requirements please contact me at (916) 327-2987 or jcruz@cccco.edu  

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