



## COVID-19 EMERGENCY CONDITIONS ALLOWANCE

Community college districts must use this form for two purposes: 1) to apply for an emergency conditions allowance, and 2) to rescind the application of a previously submitted emergency conditions allowance. This request only applies for the general purpose apportionments of a district calculated pursuant to Education Code, section 84750.4 or 84750.5.

Submission of this form will authorize the Chancellor's Office to apply the emergency conditions allowance pursuant to California Code of Regulations (CCR), title 5, section 58146 and shall remain in effect until further notice. Should a district choose to use actual FTES data for a specific apportionment period, a district must submit an updated form to notify the Chancellor's Office when reporting their FTES for that period.

Please submit the completed form to [fiscalstandards@cccco.edu](mailto:fiscalstandards@cccco.edu). Electronic signatures are acceptable.

### SECTION I: General Information

District:

Chief Business Officer Name:

Phone Number:

Email Address:

This request is for (select only one box):

- The **application** of the emergency conditions allowance to be in effect as of date in Section III.
- The **rescission** of the emergency conditions allowance as of the date in Section III (Section II does not apply; skip to Section III).

## SECTION II: Nature of Emergency

All statements must be selected and applicable when applying for an emergency conditions allowance.

- The COVID-19 emergency is applicable to the district and has adversely impacted the district. Refer to the following proclamations.

[March 19, 2020 State of California Proclamation of Stay At Home Order](#)  
[March 13, 2020 Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease \(COVID-19\) Outbreak](#)  
[March 4, 2020 State of California Proclamation of a State of Emergency](#)  
Other (optional, please explain):

- The district has made good faith efforts to avoid a material decrease in the general purpose apportionments of a district calculated pursuant to Education Code, section 84750.4 or 84750.5 by doing the following (please explain):

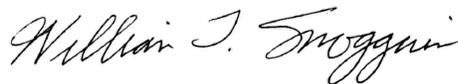
## SECTION III: Affidavit

This is to certify that, to the best of my knowledge, the foregoing statements are true and correct. The district has provided a copy of the resolution declaring emergency conditions exist and authorizing the Chancellor, or designee, to take the necessary actions permitted in that resolution.



District Chief Business Officer

Date



District Chancellor

5/12/2020

Date

### Attachment:

Resolution

**RESOLUTION 19-20**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**AUTHORIZATION NEEDED TO TAKE ANY AND ALL**  
**NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY**  
**TO THE NOVEL CORONAVIRUS (COVID-19) DECLARING**  
**EMERGENCY CONDITIONS EXIST AT MT. SAN ANTONIO COLLEGE**

**WHEREAS**, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

**WHEREAS**, as of March 15, 2020, there are 335 cases reported of COVID-19 in California, 69 cases in Los Angeles County, and officials expect the number of cases to increase; and

**WHEREAS**, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

**WHEREAS**, it is imperative to prepare for and implement measures to respond to the spread of COVID-19; and

**WHEREAS**, it is imperative to have the tools to ensure the health and safety of students, employees, and families in our campus communities; and

**WHEREAS**, it is imperative to have the tools to protect student learning continues if student educational needs are to be conducted from alternate locations or virtual learning environments; and

**WHEREAS**, with the guidelines provided by Governor Newsom on March 15, 2020, it is imperative that employees be allowed to take a leave of absence due to being quarantined or staying home after recently returning from Level 3 countries, over 65, in a high-risk population, or needing to care for family, or sick from Coronavirus or illnesses with similar symptoms (e.g., cough, fever, shortness of breath) during this state of emergency; and

**WHEREAS**, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID-19 which may result in conditions of disaster or in extreme peril to life, property, and resources is of paramount State importance requiring the responsible efforts of public and private agencies and individual citizens, and all public employees required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law under Government Code 3100; and

**WHEREAS**, Section 1102 of the Public Contract Code defines “emergency” to mean a “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services,” and 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines “emergency” to mean “a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. ‘Emergency’ includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage”; and

**WHEREAS**, under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools during only the timeframe of this state of emergency do the following: make a contract in writing or otherwise on behalf the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bid; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Mt. San Antonio Community College District:

(1) Determines that the circumstances described in the Resolution herein constitute an emergency condition; and

(2) Authorizes the President/CEO and/or his designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff, including, but not limited to: the relocation of students and staff, provision of alternative educational program options, directing staff to serve as disaster service workers pursuant to Government Code 3100, and/or to make alterations, repairs or improvements to school property.

PASSED AND ADOPTED this 16<sup>th</sup> day of March 2020 by the following votes:

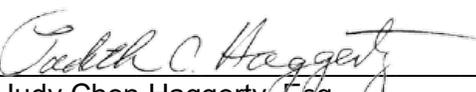
AYES: Baca, Bader, Chen Haggerty, Chow, Hidalgo, Santos

NOES: None

ABSENT: Chen

MT. SAN ANTONIO COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES

By:   
Laura Santos  
President of the Board of Trustees  
Mt. San Antonio Community College District

By:   
Judy Chen Haggerty, Esq.  
Clerk of the Board of Trustees  
Mt. San Antonio Community College District



# California Community Colleges

## MEMORANDUM

January 20, 2021

FS 21-02 | Via Email

TO: Chief Executive Officers  
Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers

FROM: Lizette Navarette, Vice Chancellor, College Finance and Facilities Planning Division

RE: 2020-21 COVID-19 Emergency Conditions Protections for Apportionment Calculations

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The COVID-19 pandemic and resulting economic recession continue to challenge the California Community Colleges in 2020-21. During this crisis, providing fiscal stability is a top priority. The purpose of this memo is to provide information about the continued application of emergency conditions allowances to districts impacted by the COVID-19 pandemic. This guidance is pursuant to California Code of Regulations, title 5, section 58146 ("Section 58146").

### EMERGENCY CONDITIONS REQUIREMENTS

Section 58146 provides criteria for funding allowances due to emergency conditions including pandemics. The intent behind this section of regulation is that districts should not lose FTES apportionment as a result of an emergency or extraordinary condition. The Chancellor's Office will continue to operate under these regulations in 2020-21 to protect districts from FTES declines. These regulations require each district to demonstrate: 1) the applicability of an emergency condition, and 2) good faith efforts to avoid a material decrease in the general purpose apportionments of a district calculated pursuant to Education Code section 84750.4 or 84750.5. These requirements can be met by submitting a *COVID-19 Emergency Conditions Allowance*

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**Chancellor's Office, College Finance and Facilities Planning Division**

1102 Q Street, Sacramento, California 95811

[www.CaliforniaCommunityColleges.cccco.edu](http://www.CaliforniaCommunityColleges.cccco.edu)

## FS 21-02 2020-21 COVID-19 Emergency Conditions Allowance

January 20, 2021

Form and copy of the district board's emergency declaration resolution to [fiscalstandards@cccco.edu](mailto:fiscalstandards@cccco.edu). Submission of this form will authorize the Chancellor's Office to apply the emergency conditions allowance pursuant to Section 58146.

**For districts that submitted an application and board resolution to the Chancellor's Office in 2019-20 and wish to continue to receive the emergency conditions allowance, no additional action is necessary.**

Districts that did not apply for the COVID-19 emergency conditions allowance in 2019-20 may apply for the allowance in 2020-21. Alternatively, should a district which has previously elected to participate choose to use actual reported FTES for 2020-21, an updated form must be submitted to rescind the application of the emergency conditions allowance. Regardless of a district's election, **actual FTES must be reported on the CCFS-320**. The table below displays the due dates to modify the election to participate in the COVID-19 Emergency Conditions Allowance.

Table: **Due Dates to Modify Election to Participate in COVID-19 Emergency Conditions Allowance Protections**

To Modify Election Beginning with...	Submit Form by....
2020-21 First Principal Apportionment (P1)	January 25, 2021
2020-21 Second Principal Apportionment (P2)	April 20, 2021
2020-21 Apportionment Recalculation (R1)	November 1, 2021

## FTES PROTECTIONS

### 2020-21 APPORTIONMENT CALCULATIONS

To avoid material decreases in district apportionments associated with the COVID-19 pandemic, upon receipt of a district's application, the Chancellor's Office will apply the following protection for the 2020-21 Base Allocation:

- The final FTES used to calculate the 2019-20 recalculation apportionment,

## FS 21-02 2020-21 COVID-19 Emergency Conditions Allowance

January 20, 2021

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which includes emergency conditions allowances provided to districts in 2019-20, will be used to calculate: 1) the 2020-21 apportionment at all remaining apportionment cycles for all categories of FTES as specified in the Student Centered Funding Formula and 2) the three-year average of credit FTES for subsequent fiscal years. Districts may rescind the election to participate in this protection at any time before November 1, 2021.

Supplemental and student success allocations will continue to be calculated using actual 2019-20 headcounts and a three-year average of 2017-18, 2018-19, and 2019-20 headcounts, respectively.

### CONTACTS

For questions about the SCFF, contact the Fiscal Services Unit at [apportionments@cccco.edu](mailto:apportionments@cccco.edu). For questions about the COVID-19 Emergency Conditions Allowance Form, please contact the Fiscal Standards and Accountability Unit at [fiscalstandards@cccco.edu](mailto:fiscalstandards@cccco.edu).

Attachment: 2020-21 COVID-19 Emergency Conditions Allowance Form



# California Community Colleges

## MEMORANDUM

May 12, 2021

FS 21-03 | Via Email

TO: Chief Executive Officers  
Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers

FROM: Lizette Navarette, Vice Chancellor, College Finance and Facilities Planning  
Division

RE: Final Extension of COVID-19 Emergency Conditions Protections for  
Apportionment Calculations, Fiscal Year 2021-22

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**COVID-19 emergency conditions protections to districts affected by the pandemic  
are extended for one final year through 2021-22.**

The COVID-19 pandemic and resulting workforce disruption continue to challenge the California Community Colleges in 2021-22. During this crisis, providing fiscal stability is a top priority. The purpose of this memo is to provide information about the continued and final year application of emergency conditions allowances to districts impacted by the COVID-19 pandemic. This guidance is pursuant to California Code of Regulations, title 5, section 58146 (“Section 58146”).

### EMERGENCY CONDITIONS REQUIREMENTS

Section 58146 provides criteria for funding allowances due to emergency conditions including pandemics. The intent behind this section of regulation is that districts should not lose FTES apportionment as a result of an emergency or extraordinary condition. The Chancellor’s Office will continue to operate under these regulations for one final fiscal year in 2021-22 to protect districts from FTES declines. These regulations require each district to demonstrate: 1) the applicability of an emergency

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**Chancellor’s Office, College Finance and Facilities Planning Division**

1102 Q Street, Sacramento, California 95811

[www.CaliforniaCommunityColleges.cccco.edu](http://www.CaliforniaCommunityColleges.cccco.edu)

## FS 21-03 2021-22 COVID-19 Emergency Conditions Allowance

May 12, 2021

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condition, and 2) good faith efforts to avoid a material decrease in the general purpose apportionments of a district calculated pursuant to Education Code section 84750.4 or 84750.5. This includes a good faith effort to restore enrollments and re-engage displaced students. These requirements can be met by submitting a *COVID-19 Emergency Conditions Allowance Form* and copy of the district board's emergency declaration resolution to [fiscalstandards@cccco.edu](mailto:fiscalstandards@cccco.edu). Submission of this form will authorize the Chancellor's Office to apply the emergency conditions allowance pursuant to Section 58146.

**For districts that submitted an application and board resolution to the Chancellor's Office in 2019-20 or 2020-21 and wish to continue to receive the emergency conditions allowance, no additional action is necessary.**

Districts that did not apply for the COVID-19 emergency conditions allowance in 2019-20 or 2020-21 may apply for the allowance in 2021-22. Alternatively, should a district which has previously elected to participate choose to use actual reported FTES for 2021-22, an updated form must be submitted to rescind the application of the emergency conditions allowance. Regardless of a district's election, **actual FTES must be reported on the CCFS-320**. The table below displays the due dates to modify the election to participate in the COVID-19 Emergency Conditions Allowance in 2021-22.

**Table: Due Dates to Modify Election to Participate in COVID-19 Emergency Conditions Allowance Protections**

To Modify Election Beginning with...	Submit Form by....
2021-22 First Principal Apportionment (P1)	January 15, 2022
2021-22 Second Principal Apportionment (P2)	April 20, 2022
2021-22 Apportionment Recalculation (R1)	November 1, 2022

## **FTES PROTECTIONS**

### **2021-22 APPORTIONMENT CALCULATIONS**

To avoid material decreases in district apportionments associated with the COVID-19 pandemic, upon receipt of a district's application, the Chancellor's Office will apply the following protection for the 2021-22 Base Allocation:

- The final FTES used to calculate the 2019-20 recalculation apportionment, which includes emergency conditions allowances provided to districts in 2019-20, will be used to calculate: 1) the 2021-22 apportionment at all remaining apportionment cycles for all categories of FTES as specified in the Student Centered Funding Formula and 2) the three-year average of credit FTES for subsequent fiscal years. Districts may rescind the election to participate in this protection at any time before November 1, 2022.

Supplemental and student success allocations will continue to be calculated using actual 2020-21 headcounts and a three-year average of 2018-19, 2019-20, and 2020-21 headcounts, respectively.

## **CONTACTS**

For questions about the SCFF, contact the Fiscal Services Unit at [apportionments@cccco.edu](mailto:apportionments@cccco.edu). For questions about the COVID-19 Emergency Conditions Allowance Form, please contact the Fiscal Standards and Accountability Unit at [fiscalstandards@cccco.edu](mailto:fiscalstandards@cccco.edu).

Attachment: 2021-22 COVID-19 Emergency Conditions Allowance Form