



# 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**

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

May 12, 2021

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



## 2021-22 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

Date

### Attachment:

Resolution (if not already provided)