Disabled Student Programs and Services

2010-11

End of Year Expenditures Report

San Francisco CCD
San Francisco City College

Report Due Postmarked By

Friday
September 23, 2011

Email report to:
nborges@cccco.edu

Mail report to:
Attention: Nancy Borges, DSPS
California Community Colleges Chancellor's Office
Student Services and Special Programs Division
1102 Q Street
Sacramento, CA 95811-6549
Welcome to the automated
DSPS 2010-11 EOY Expenditures Report

This report provides information necessary for computing the 2011-12 DSPS allocation. The Chancellor’s Office will compute the 2011-12 DSPS allocation for all colleges once all the DSPS 2010-11 End of Year Expenditures reports are submitted, after September 23, 2011.

Submit the report with original signature, postmarked no later than Friday September 23, 2011. If this report is not submitted by the due date, the college’s maximum allocation may be up to 95% of their 2010-11 DSPS allocation, depending on available FY 2011-12 statewide DSPS funds.

Mail to: Nancy Borges, DSPS, California Community Colleges Chancellor’s Office, Student Services and Special Programs Division, 1102 Q Street, Sacramento, CA 95811-6539
and Email to: nborges@cccco.edu

For assistance in completing this report, you may contact:
Scott Valverde via email svalverde@cccco.edu or at (916) 445-5809, or
Patricia Servin via email pservin@cccco.edu or at (916) 322-4300.

This workbook contains 6 protected spreadsheets in the following order:
1. Cover Page
2. Do First
3. Part I Rev, Part II Sp CI FTES
4. Part III DSPS Expenditures
5. Part IV DHH
6. Part V Certification

Basic instructions:
Enter data in spreadsheets 2-6. Use the tab key to move around in each spreadsheet. At the bottom of each spreadsheet (or the back of the page if printed) are Specific Entry and Other Instructions.

Yellow highlighted cells indicate that you are required to enter a value, either by selecting from a drop down list or typing in the cell.

Blue colored cells indicate a pre-populated cell and cannot be modified.

Gray colored cells indicate a formula and cannot be modified.

To print entire workbook: Go to File, Print, Entire Workbook. You should have a total of 6 two sided pages for a total of 12 pages.

Select your district and college

<table>
<thead>
<tr>
<th>District</th>
<th>San Francisco CCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>San Francisco City College</td>
</tr>
</tbody>
</table>

Enter information for Special Class FTES

<table>
<thead>
<tr>
<th>Credit FTES</th>
<th>18.66</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Credit FTES</td>
<td>247.70</td>
</tr>
<tr>
<td>Career Development and College Prep FTES</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Select your district: Once you have selected your district from the drop down list, your district name will pre-populate on the "Cover Page", and in the upper left hand corner of the remaining spreadsheets.

Select your college: Once you have selected your college from the drop down list, your college name will pre-populate on the "Cover Page" and in the upper left hand corner of the remaining spreadsheets. Also, by selecting your college name - your FY 2010-11 DSPS program allocation (P2) will appear on the "Part I Revenue, Part II FTES" page, at the bottom of "Part III DSPS Expenditures" page, in the column labeled Available funds from Revenue of the "Part IV DHH" page, and Part I Revenue of the "Certification" page.

Enter information for Special Class FTES: Enter the amount of Special Class Full Time Equivalent Students (FTES) not the student count (see below). Title 5 regulations require that FTES generated funds be counted as a part of the DSPS revenue. This section provides the information needed in determining the amount of the district's general apportionment that is produced by Special Class FTES. The college should report the FTES generated by credit, non-credit (non-credit courses that are not classified as career development or college preparation) special classes, and career development and college preparation. Do not report the same FTES in both the career development/career preparation section and in the non-credit section. Do not report student count in this section. FTES are rounded to two decimal points (e.g., 3.17). The calculated amount of the district's general apportionment that is produced by Special Class FTES will pre populate Special Class FTES Revenue in the "Part I Revenue, Part II, FTES" page, and Part I Revenue in the "Certification" page.

2010-11 STUDENT COUNT - The college's count of students who were eligible for, and who have received services and/or instruction from DSPS during the FY 2010-11 Summer, Fall, Winter, and Spring terms will be collected through the district's MIS system and submitted by them directly to the Chancellor's Office. Therefore, the unduplicated headcount of students served by DSPS and obtained through the state's MIS system will be used to calculate the weighted student count element of the 2011-12 DSPS allocation.
PART I. Revenue

**FY 2010-11 DSPS Total Funding**

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSPS Allocation (P2)</td>
<td>$1,642,633</td>
</tr>
<tr>
<td>DHH Allocation (P2)</td>
<td>$59,324</td>
</tr>
<tr>
<td>Access to Print &amp; Electronic Info Allocation (P2)</td>
<td>$28,429</td>
</tr>
<tr>
<td><strong>Sub total (P2)</strong></td>
<td>$1,730,386</td>
</tr>
</tbody>
</table>

*Enter whole dollars only.*

**Other Program Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkAbility III Grant</td>
<td>$</td>
</tr>
<tr>
<td>Other Federal Grants</td>
<td>$12,869</td>
</tr>
<tr>
<td>Other State Grants</td>
<td>$385,399</td>
</tr>
<tr>
<td>College Work Study</td>
<td>$9,434</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Local Contributions</td>
<td>$</td>
</tr>
<tr>
<td>Other 1 DSPS Department Account</td>
<td>$269</td>
</tr>
<tr>
<td>Other 2</td>
<td>$</td>
</tr>
<tr>
<td>Other 3</td>
<td>$</td>
</tr>
<tr>
<td><strong>Sub total (Other Program Income)</strong></td>
<td>$407,971</td>
</tr>
</tbody>
</table>

*Enter whole dollars only.*

**VATEA (Carl D. Perkins Career Technical Education Act of 2006)**

<table>
<thead>
<tr>
<th>Program Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

**Other District Contributions**

<table>
<thead>
<tr>
<th>Program Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,771,049</td>
</tr>
</tbody>
</table>

**Special Class FTES revenue**

<table>
<thead>
<tr>
<th>Program Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>$547,393</td>
</tr>
</tbody>
</table>

**Total Revenue**

<table>
<thead>
<tr>
<th>Program Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,456,799</td>
</tr>
</tbody>
</table>

PART II. Special Class FTES

<table>
<thead>
<tr>
<th>FTES Description</th>
<th>FTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit FTES</td>
<td>18.66</td>
</tr>
<tr>
<td>Non-Credit FTES</td>
<td>247.70</td>
</tr>
<tr>
<td>Career Development and College Prep FTES</td>
<td>0.00</td>
</tr>
</tbody>
</table>

DSPS 2010-11 EOY Expenditures Report  
(REV. 8/2011)  
Date Printed  
10/12/2011  
Page 5 of 12
Part I Revenue: This category includes DSPS state allocation (categorical funds), federal, state, local contributions, general funds and/or grants that are stipulated for the DSPS program. The Special Class FTES revenue will be calculated for you on the form (see Part II Special Class FTES).

Other Program Income:
Federal Grants - the amount of federal grants secured by the program. Example: Workability III grants made by the Department of Rehabilitation.
State Grants - this does NOT include any funds for any grants that were allocated to the college's DSPS Program by the Chancellor's Office through the apportionment process.
Local Contributions - the amount of funds, fair-market value of equipment, or services that DSPS receives from local sources. These funds should not include college/district funded items or local construction grants even if they are used to comply with the Americans with Disabilities Act.

VATEA Funds (Carl D. Perkins Career Technical Education Act of 2006): Report all VATEA funds that were expended on DSPS allowable expenditures to serve students with disabilities during this reporting period. Please note that this amount, unlike those categories of "Other Program Income" listed above in Part I, will not be counted in the College Effort component of the allocation formula calculations.

Other District Contributions: Report all other district contributions to the DSPS program in 2010-11 that were for activities that are allowable DSPS expenses under Title 5. College effort will be calculated by the Chancellor's Office with the information given in this report. The amount of college effort will be reported to the colleges in the DSPS Allocation Report.
## PART III. DSPS Expenditures

### FY 2010-11 Funds

#### 7/1/10 - 6/30/11

<table>
<thead>
<tr>
<th>Total Expenditures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter whole dollars only.</td>
<td></td>
</tr>
</tbody>
</table>

### 1000 Academic Salaries

<table>
<thead>
<tr>
<th>Sub total OB Code 1000</th>
<th>$1,507,055</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Full-time</td>
<td>$999,136</td>
</tr>
<tr>
<td>B. Part-time</td>
<td>$507,919</td>
</tr>
<tr>
<td>C. Hourly</td>
<td>-</td>
</tr>
</tbody>
</table>

### 2000 Classified and Other Nonacademic Salaries

<table>
<thead>
<tr>
<th>Sub total OB Code 2000</th>
<th>$701,657</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Full-time</td>
<td>$657,297</td>
</tr>
<tr>
<td>B. Part-time</td>
<td>$44,360</td>
</tr>
<tr>
<td>C. Hourly</td>
<td>-</td>
</tr>
</tbody>
</table>

### 3000 Total Benefits

<table>
<thead>
<tr>
<th>Sub total OB Code 3000</th>
<th>$664,233</th>
</tr>
</thead>
</table>

### 4000 Supplies, Books & Materials

<table>
<thead>
<tr>
<th>Sub total OB Code 4000</th>
<th>$10,783</th>
</tr>
</thead>
</table>

### 5000 Other Expenses

<table>
<thead>
<tr>
<th>Sub total OB Code 5000</th>
<th>$324,638</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Consultants</td>
<td>$318,821</td>
</tr>
<tr>
<td>B. Other</td>
<td>$5,817</td>
</tr>
</tbody>
</table>

### 6000 Capital Outlay

<table>
<thead>
<tr>
<th>Sub total OB Code 6000</th>
<th>$1,248,433</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Equipment</td>
<td>-</td>
</tr>
<tr>
<td>B. Minor Architectural Barrier Removal</td>
<td>$1,246,984</td>
</tr>
<tr>
<td>C. Other</td>
<td>$1,449</td>
</tr>
</tbody>
</table>

### 7000 Other Outgo

<table>
<thead>
<tr>
<th>Sub total OB Code 7000</th>
<th>-</th>
</tr>
</thead>
</table>

### Total Expenditures

$4,456,799

*must be equal to or less than Total Revenue from "Part I"*

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Total Revenue from "Part I": $4,456,799
Part III DSPS Expenditures: This section is a compilation of the total expenditures, regardless of funding source, for the provision of services and instruction delivered to students with disabilities through the DSPS program. The expenditures reported in this section should reflect the cost of providing services or instruction directly to students with disabilities as provided in the Title 5 regulations. Expenditures not allowable under Title 5 for DSPS may not be included in this section of the report, including the expenditures in Section 56064 identified as "indirect administrative costs." This section states that the only administrative costs that are allowed are the salary and benefits of the DSPS Coordinator. Review Section 56064 to insure that all the expenditures reported are allowable DSPS expenditures, and if you have any questions contact the Chancellor's Office for clarification.

Costs are to be classified by the object of expenditures category as defined in the California Community Colleges "Budget and Accounting Manual" and Title 5, Section 56026. Costs may include, but are not limited to: salaries (academic and classified/other nonacademic), benefits, supplies, equipment, and other costs.

The expenditures should include the amounts for both costs of services and instruction of the DSPS program. There is no need to report cost of services and instruction separately. Also note that rent of off-campus space will not be allowable as a legitimate expense.

Remember: 2010-11 DSPS Expenditures should include all the allowable DSPS expenditures (outlined in Title 5 Section 56026) the program incurred regardless of the funding source, including DHH funds and matching funds. This section should include all expenditures that are part of any special projects funding since these programs are a part of the DSPS program at the college. All the funds that are included in Part I Revenue should also be present in the Part III (DSPS Expenditures), including any money from the college general fund that was used as an allowable DSPS expense. If these expenditures are excluded from Part III, your College's Effort amount will be affected, which in turn could lower your 2011-12 DSPS Allocation.
PART IV. Deaf/Hard of Hearing (DHH)

A. Expenditures for the hearing impaired

1. DHH-Allowable Expenditures (funding source)

   a. DSPS allocation (must be less than or equal to your college's DSPS allocation (P2))
      
      Total DSPS allocation (P2) from "Part I"
      
      b. DHH allocation (must be less than or equal to your college's DHH allocation (P2))
      
      Total DHH allocation (P2) from "Part I"
      
      c. DHH college match (all funding from sources other than DSPS and DHH funds) (if you did not receive a DHH allocation, then no funds are reported here.)
      
      Note: This is the calculated required match for the reported DHH Expenditures above, with DHH allocation:
      
      Note: Due to reported match, this is the amount permitted to expend of the DHH allocation:
      
      d. All other funding not reported in a, b or c above

Sub total DHH Allowable Expenditures for FY 2010-11 $378,145

2. DHH Nonallowable Expenditures (cannot be paid with DHH funds)

Total expenditures for the hearing impaired $424,691

B. DHH Request

1. FY 2011-12 DHH funds

   a. Maximum request of FY 2011-12 DHH funds
      
      Note: This is the calculated required match
      
   b. Matching funds pledged for FY 2011-12 (all funding from sources other than DSPS and DHH funds)
      
      FY 2011-12 DHH funds (Maximum=lesser of 'a' or 'b'x'4') $150,000

2. Recycled FY 2010-11 DHH funds

   a. Maximum request of FY 2010-11 DHH funds
      
      Note: This is the calculated required match
      
   b. Matching funds pledged for FY 2010-11 (all funding from sources other than DSPS and DHH funds)

$5,000
A. DHH Expenditures:
DHH-Allowable Expenses: Direct Sign Language Interpreting for classroom and required classroom-related activities - Oral Interpreting - Cued Speech - Real Time Captioning - Video Remote Interpreting and Captioning - Live Print Communication (e.g., C-Print and Typewell, AlphaSmart, laptop, InterperType) - Tactile Interpreting - Interpreting during tutoring - Interpreting for athletes when they are part of a College class and team sport - Study abroad, will be reviewed on a case by case basis (DHH services should be contract-based) - Other live direct communication accommodations as determined by the Deaf and Hard of Hearing Advisory Group - Salaries for Interpreters and Real Time Captioners - Benefits for Interpreters and Real Time Captioners - Salaries and Benefits for Interpreter Coordinators at the percent of time spent coordinating interpreters if engaged less than full time in this activity.

The amount of DHH-Allowable expenditures paid with either DHH funds or non-DHH funds (matching funds, DSPS or other grant funds) should also be included in this section which describes All DSPS Expenditures. Example: If a college had $400,000 in DSPS expenditures, of which $50,000 were DHH Expenditures, the college should report those figures in the appropriate sections. The college should not report total DSPS expenditures as $350,000 ($400,000 - $50,000). When it comes to calculating the DHH distribution for 2011-12 for the college, the Chancellor's Office will deduct the portion of the FY 2010-11 DSPS allocation related to FY 2009-10 DHH Weighted Student Count funding.

DHH Nonallowable Expenditures (cannot be paid with DHH funds): The following is a list of common expenditures not allowed for DHH funds distribution: Notetakers - Closed Captioning - Counselor for DHH - Instructors for DHH - Prep Time - Travel Time - Non-Classroom Required Extracurricular Interpreting or Real Time Captioning - Awards Ceremonies - Graduation. This list is not exhaustive.

d. All other funding not reported in a, b or c above: If your college did not receive DHH funds in fiscal year 2010-11 but may be requesting DHH funds for 2011-12 then enter all DHH allowable expenditures from sources other than the DSPS allocation in this box. Do not enter any amount in box c if you did not receive DHH funds in fiscal year 2010-11.
B. DHH Request:
Colleges may request the amount of state DHH funds that they expect to spend to meet the needs of DHH students based on the college’s ability to provide the mandated 1:4 matching funds. Based on need, colleges may request more than the maximum amount of state DHH funds established by the formula. In Part IV Deaf/Hard of Hearing (DHH), B. DHH Request, Section 1a, indicate the amount of state DHH funds requested. In Part IV Deaf/Hard of Hearing (DHH), B DHH Request, Section 1b, indicate the amount of required district matching funds. District matching funds must be 25% or more of the amount of state DHH funds requested. Example: If you are requesting a total of $50,000 of state DHH funds, indicate this amount in section 1a. The district match for these funds (in this case, at least, $12,500) should be indicated in section 1b on the form.

Note: In the distribution process of 2011-12 DHH funds, if the total aggregate dollar amount of all qualified requests exceeds the total amount allocated in the State Budget DHH funding line item, then the funds will be distributed using a proportional distribution methodology.

Note: Redistributed FY 2010-11 DHH funds
For two possible reasons the Chancellor’s Office will reclaim and redistribute 2010-11 DHH funds during the Recalculation (R1) Period: 1) if the college did not expend all of its 2010-11 DHH funds or 2) if the college has provided insufficient matching funds.
San Francisco CCD
San Francisco City College

PART V. District and College Certification

College contact for questions regarding this report:

Name: Muriel L. Parenteau
Phone: (415) 452-5485
Email: mparente@ccsf.edu

Summary

PART I. Revenue
FY 2010-11 DSPS Total Funding
Other Program Income
VATEA (Carl D. Perkins Career Technical Education Act of 2006)
Other District Contributions
Special Class FTES revenue

Total Revenue $4,456,799

PART II. Special Class FTES
Credit FTES
Non-Credit FTES
Career Development and College Prep FTES

PART III. DSPS Expenditures

PART IV. Deaf/Hard of Hearing (DHH)

A. Expenditures for the hearing impaired
1. DHH-Allowable Expenditures (funding source)
   a. DSPS allocation (must be less than or equal to your college's DSPS allocation (P2))
   b. DHH allocation (must be less than or equal to your college's DHH allocation (P2))
   c. DHH college match (all funding from sources other than DSPS and DHH funds) (If you did not
      receive a DHH allocation, then no funds are reported here.)
   d. All other funding not reported in a, b or c above

2. DHH Nonallowable Expenditures (cannot be paid with DHH funds)

Total expenditures for the hearing impaired $424,691

B. DHH Request
1. FY 2011-12 DHH funds
   a. Maximum request of FY 2011-12 DHH funds
   b. Matching funds pledged for FY 2011-12 (all funding from sources other than DSPS and DHH funds)

2. Recycled FY 2010-11 DHH funds
   a. Maximum request of FY 2010-11 DHH funds
   b. Matching funds pledged for FY 2010-11 (all funding from sources other than DSPS and DHH funds)

Certification
We hereby certify the foregoing pages to be accurate, in accordance with Education Code Section 84850, the California Administrative Code, Title 5, and the instructions accompanying this form. We understand that the above information may result in an adjustment to our 2010-11 DSPS allocation.

Muriel L. Parenteau
DSPS Coordinator (Typed name and signature) 09/22/2011

Frederick R. Chavara
DSPS Supervising Administrator (Typed name and signature) 09/22/2011

Don Q. Griffin
Superintendent/President (Typed name and signature) 09/22/2011

DSPS 2010-11 EOY Expenditures Report
(REV. 8/2011) 9/19/2011