

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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August 31, 2009

**Memorandum**

**To:** Superintendents/Presidents  
Project Directors

**From:** José Millan, Vice Chancellor  
Economic Development and Workforce Preparation Division

**Subject:** **American Recovery and Reinvestment Act (ARRA) Phase II Funds for Allied Health Programs – Update**

**Notification:** Pursuant to the Governor's announcement last Thursday, August 28<sup>th</sup>, this memorandum serves to update the notice of June 19, 2009, provide a list of funded projects, and provide further information about the American Recovery and Reinvestment Act (ARRA) Fund requirements for Phase II Allied Health program grants.

The attached list of funded projects will be available online on Tuesday, September 1, 2009, at:

<http://www.cccco.edu/SystemOffice/Divisions/EconDevWorkPrep/CTE/Nursing/tabid/514/Default.aspx>

**Revisions:** Chancellor's Office staff may contact the districts receiving funding to request technical changes, including budgets, that are needed to complete the execution of the grant agreement(s). These revisions must be received and approved before the grant can be processed for funding.

**Please note:**

1. **Equipment Purchases:** Grantees are restricted from purchasing items of equipment in the amount of \$5,000, and above, unless approved in writing by the State Employment Development Department or the Chancellor's Office, California Community Colleges. Grantees' receipt of an executed grant agreement **does not** constitute approval for equipment purchase purposes.
2. Additional enrollments for funded programs must begin no later than January 2010.
3. **Revised Reporting Requirements:** The State of California Employment Development Department has developed the Job Training Automation (JTA) system for reporting data

collected by grant recipients. Student/trainee participants that benefit from these funds are required to be enrolled in the tracking program.

At a minimum, grantees must collect and report the required data elements in the JTA system. The State will use those reported data to calculate compliance with the performance goals. Grantees/subcontractors will be required to submit monthly participant reports using the JTA system. The Chancellor's Office staff will work with grantees to determine the additional costs these requirements impose and adjust award amounts.

In addition, grantees will report expenditures to the Chancellor's Office on a monthly basis. Progress reports will be required on a quarterly basis each year. A Final Report Narrative and a Final Report of Expenditures report will be required on August 31<sup>st</sup> of the second year of the project.

**Executed Agreements:** A copy of the fully executed grant agreement will be mailed to the district. Funds for these agreements will be paid quarterly in arrears on a cost reimbursement basis, as specified on each Year-to-Date Expenditures and Progress Report and Final Report of Expenditures.

For audit purposes, funded districts must retain a copy of the grant agreement, the RFA specification, and the *Economic Stimulus Program Phase II Funds for Allied Health Programs Terms and Conditions* for five years. Collectively, these documents constitute the legally binding agreement to perform the specified work.

**Action/Date Requested:** Please provide your Project Director and Proposal Writer with a copy of this memorandum and attachments. If you have questions or concerns, please contact Barbara Whitney at (916) 322-5246 or via e-mail at [bwhitney@cccco.edu](mailto:bwhitney@cccco.edu).

**Attachments:** List of Grants Approved for Funding

cc: Morgan Lynn  
Terri Carbaugh  
Vickie Torres  
April Lovan-Martinez

Economic Development and Workforce Preparation  
Nursing and Allied Health  
Phase II Funds for Allied Health Programs Awards

| <b>District</b>    | <b>College</b>                   | <b>Project Director</b> |
|--------------------|----------------------------------|-------------------------|
| Riverside          | Moreno Valley Campus             | Wolde-Ab Isaac          |
| Santa Barbara      | Santa Barbara City College       | Marsha Roberson         |
| San Diego          | Mesa College                     | Lori Covington          |
| Sequoias           | College of the Sequoias          | Sabrina Robinson        |
| Rancho Santiago    | Santa Ana College (Pharm. Tech.) | K.C. Huynh              |
| Los Rios           | American River College           | Steven Boyd             |
| Los Rios           | Sacramento City College          | Mary Turner             |
| San Mateo          | Cañada College                   | Janet Stringer          |
| San Francisco      | City College of San Francisco    | Dory Rincon             |
| Los Angeles        | West LA                          | Todd LeGassick          |
| Los Angeles        | East Los Angeles College         | Laura Ramirez           |
| West Hills         | Lemoore                          | Charles Freeman         |
| Pasadena           | Pasadena City                    | Lorraine Gagliardi      |
| Cerritos           | Cerritos College                 | Hal Malkin              |
| San Diego          | Miramar                          | Buran Haidar            |
| Chabot-Las Positas | Las Positas (Pharm. Tech.)       | Janice Noble            |
| Santa Clarita      | College of the Canyons           | Sue Albert              |
| North Orange       | School of Continuing Education   | Martha Gutierrez        |
| Ventura            | Moorpark College                 | Carol Higashida         |

# APPLICATION BUDGET DETAIL SHEET

District: Chabot-Las Positas CCD

College: Las Positas College

RFA Specification No.: 09-127

Chancellor's Office  
California Community  
Colleges

| Program Year: July 14, 2009 through June 30, 2011 |  | Source of Funds: Economic Stimulus Program |                         |
|---|--|--|-------------------------|
| Object of Expenditure <sup>1</sup>                | Classification   | Project Funds Requested                    | Project Funds Requested |
| 1000  | Instructional Salaries   |  | 48,000                  |
|   | Pharmacy Technology Adjunct Faculty/Coordinator (2 @ \$12,000/semester @ 2 semesters: \$48,000);   |  |                         |
|   | <b>Subtotal</b>  |  | 48,000                  |
| 2000  | Classified Salaries  |  |                         |
|   | <b>Subtotal</b>  |  | -                       |
| 3000  | Personnel Benefits   |  | 20,640                  |
|   | Instructional Benefit Ratio @ .43: \$20,640);  |  |                         |
|   | <b>Subtotal</b>  |  | 20,640                  |
| 4000  | Supplies & Materials   |  | 13,750                  |
|   | Program Brochure Development & Printing (\$8,500); Pharmacy Balance (\$1,200); Mortal & Pestle (\$400); Counting Trays (\$600); Lockable Cabinet (\$600); Beats (\$1,200); Spatulas (\$1250) |  |                         |
|   | <b>Subtotal</b>  |  | 13,750                  |
| 5000  | Other Operating Expenses and Services  |  | 16,000                  |
|   | Contracted Services to Tri-Valley One Stop - Case Management/Recruiting (\$10,000); Accreditation Fees with American Society of Health System Pharmacists (\$6,000)                          |  |                         |
|   | <b>Subtotal</b>  |  | 16,000                  |
|   |  |  | -                       |

**APPLICATION BUDGET DETAIL SHEET**

|      |   |  |         |
|------|---|--|---------|
| 6000 | Capital Outlay  |  | -       |
|      |   |  |         |
| 7000 | Other Outgo   |  |         |
|      | <b>Subtotal</b>   |  | -       |
|      | <b>Total Direct Costs</b>   |  | 98,390  |
|      | <b>Administration or Total Indirect Costs (10% of Direct Costs)</b> |  | 9,839   |
|      | <b>Total Project Costs</b>  |  | 108,229 |

<sup>1</sup> These represent frequently used account codes. Refer to Crossover Chart for further options.