

Los Angeles City College Administrative Services "How To" Book	Budget	I
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How Do I Get my Matching Fund For my Program?		

A. Brief Description

Some Categorical Programs such as DSPS require matching funds that are provided by the College Administration and transferred from the Unrestricted Fund during the Budget Preparation process. Below are the procedures for the allocation process for the DSPS matching fund. The same concepts, with minor variations, may be applicable to other programs. Please contact the Office of the Vice President of Administration regarding any matter concerning matching fund or contribution from the Unrestricted Fund for any other program.

B. How To

1. There are two matching funds sources for the DSPS programs, FTES generated by disabled students in credit and non-credit classes and contribution made from the College General or Unrestricted Fund to the DSPS program to match the DHH (Deaf Hard of Hearing) Fund or grant.
2. The matching fund based on FTES generation is normally established at the inception of the budget preparation period. DSPS primary and minimum funding is provided at 95 percent of the base prior year allocation for the DSPS program and not including other funding such as DHH (Deaf and Hard of Hearing) grant during the budget preparation.
3. As authorized in Title V regulations, Section 56070, the matching component of the allocation is based on the FTES generated by disabled students in credit and non-credit classes. The current year figures are not completed during the budget development period; therefore, the last actual enrollment data is used each year. The basis of the estimation is normally provided by the District in the Budget Operational Plan for that particular budget year preparation.
4. Subsequent adjustments are then made during the fiscal year to both the primary funding and the matching fund when the actual DSPS allocation and the funding based on the FTES matching funds are received.
5. If there are differences in the estimation for the primary funding (the projected 95 percent of the prior base year DSPS funding), the District Budget Office will reflect the difference in the contingency account of the OSS Department budget for subsequent allocation by the Dean of OSS via a Budget Authorization Transfer. On the other hand, the actual matching fund for DSPS based on FTES generation is received by the Vice President of Administration from the District Office who makes or directs the Budget Office to make the adjustment via budgetary transfer.
6. The OSS Department currently gets the DHH (Deaf Hard of Hearing Fund) grant that requires a 25% match by the College Unrestricted or General Fund.

7. Prior to making the request for such fund, the Office of the Vice President of Administration must be contacted to ascertain or obtain an approval for any future matching fund to be contributed from the Unrestricted Fund.
8. If an approval for matching fund is not acquired, the DHH fund or grant will not be requested since the matching fund is a requirement.
9. If the 25% matching fund is approved, the grant will be pursued. Upon receipt of the grant, the Vice President of Administration will make the budgetary transfer of the 25% matching fund to the OSS Department budget.
10. The total DSPS and DHH grant must be expended by June 30 of the following year; else, the excess fund must be returned to the State. The excess fund can not be carried-forward to the next fiscal year.