

## Free City Annual Report

December 6, 2018

V1.0

### Table of Contents

1. Introduction and Purpose
2. Background
3. Impact to the City and Students
4. Administration of Free City College
5. First Year Outcomes
6. Recommendations and Conclusions

### 1. Introduction and Purpose

Statement from Supervisor Kim – Alisa

#### Introduction

*\*\*\*The following report is a requirement of the Memorandum of Understanding entered between the City and County of San Francisco (the City) and the San Francisco Community College District (the College). It includes data for the Fall 2017 and Spring 2018 semesters, which are the first semesters during which the Free City program was offered. It was drafted and prepared by the Free City Oversight Annual Report Sub-Committee, and adopted by the Free City Oversight Committee on **DATE**.*

#### **Include Narrative about the importance free access to education**

In February of 2017, San Francisco became one of the first cities in the nation to offer free college for its residents. The groundwork was laid in November of 2016 when San Francisco voters passed Proposition W, which increased transfer taxes on the sale of real estate worth more than \$5 million. This money was earmarked for the Free City program.

In November of 2017, the Board of Supervisors ratified a Memorandum of Understanding between the City and County of San Francisco and the San Francisco Community College to lay out the terms of the new Free City policy, which is outlined in section **X** of this report.

Commented [MOU1]: Preferably pull from existing language

## 2. Background

### A. Report Summary

To be drafted at conclusion of the report

Important acronyms for the report are as follows [NOTE: This can be placed in a different part of the report]

**MOU** - Memorandum of Understanding entered between the City and County of San Francisco and the San Francisco Community College District

**DCYF** - Department of Children, Youth, and their Families - the department charged with paying invoices submitted by the College

**CCSF** - City College of San Francisco (also referred to as the San Francisco Community College District)

**BOG Waiver** - California Community College Board of Governors Fee Waivers, which is state financial aid that covers the cost of tuition. This is now known as the CCPG - California College Promise Grant

**FCCW** - Free City College Waiver, which refers to the tuition assistance provided by the city to cover the cost of enrollment fees.

**FCC** - Free City College, the program enacted by the city to cover enrollment fees or stipends to residents of San Francisco.

**FAFSA** - Free Application for Federal Student Aid

**Free City College Grant** - This refers to the \$500 stipend for full-time students (paid over two semesters) or the \$200 stipend for part-time students (paid over two semesters).

**DREAM Act** - Legislation that allows undocumented, DACA, or temporary protected status students to apply for state financial aid.

### B. MOU Summary

On **November 14, 2017**, the San Francisco Board of Supervisors ratified a Memorandum of Understanding (MOU) between the City and County of San Francisco (represented by the Department of Children, Youth, and their Families) and the San Francisco Community College District (City College of San Francisco). This program, called Free City, was to use city funds to provide San Francisco residents with free access to college through the form of waived

Commented [2]: \$1 million reserve funds in case Prop W funds aren't able to cover free city. Authorized as a reserve fund deposit in 2017.

Commented [3]: Source: Final MOU

enrollment fees or stipends. It is a last-dollar program, which requires students to exhaust other forms of available financial aid before accessing benefits through the Free City program.

The key components of the agreement are as follows:

**Term Length**

July 1, 2017 - June 30, 2019 (2 years)

**Funding**

The maximum amount allocated by the city for spending on the program is \$11,233,904 for two academic years, which includes the allocation of \$500,000 to cover the costs of the college's program administration.

**QUESTION: Where does the \$1M in reserve funds come in?**

**Benefits:**

Free enrollment for students who are not eligible for state or federal financial aid (such as Free Application for Federal Student Aid – FAFSA - the DREAM act, or CCPG waivers), **OR**

Stipends for students who are receiving state or federal financial aid or fee waivers. Stipend amounts are as follows:

- \$250/semester for full-time students (12+ units)
- \$100/semester for part-time students (6-11 units)

**Student Application Process:**

Students will complete financial aid documents and a questionnaire when registering to determine their eligibility for either tuition assistance or stipends under the Free City program.

**Payment from the City:**

City College will submit quarterly invoices to the Department of Children, Youth, and their Families (DCYF), which will make disbursements to City College within 30 days.

**Oversight Committee: [Get comment from committee about preferred way to lay out these names]**

An oversight committee was established to meet at least once every three months and prepare annual reports on program implementation. The committee consists of 11 appointed members, which are made by the following bodies:

- Three by the CCSF Board of Trustees
  - Current Trustee - Thea Selby (DATE RANGE), Tom Temprano (EFFECTIVE DATE - Present)
  - Financial Aid Counselor / Specialist - Flor Cruz (DATE RANGE), Marketta Grey (EFFECTIVE DATE - Present)

- Staff of the Office of the Chancellor - George Kazitzka (DATE RANGE), Luther Aaberge (EFFECTIVE DATE - present)
- Two faculty by the City College Academic Senate
  - Alisa Messer
  - Mandy Liang
- One student by the Associated Students Executive Council
  - Bouchra Simmons
- Two by the Board of Supervisors
  - Board Member – Supervisor Jane Kim
  - Plus another person who doesn't fall under any of the other categories - Kelly Kirkpatrick (Mayor's Budget Office)
- One by the San Francisco Unified School District Board of Education
  - Hydra Mendoza, then Jenny Lam
- One by the Mayor
- One by the Controller's office

Current members are:

- Tom Temprano, Trustee, City College of San Francisco Board of Trustees
- Markeda Grey
- Luther Aaberge
- Alisa Messer
- Fred Teti
- Bouchra Simmons
- Jane Kim
- Conny Ford
- Jenny Lam
- Kelly Kirkpatrick
- Jay Liao

Commented [MOU4]: Need to add titles for everyone

### 3. Impact to the City and Students

#### A. Enrollment and Participation Outcomes

The participation rate refers to the percentage of city residents who took classes at City College of San Francisco within a certain time period.

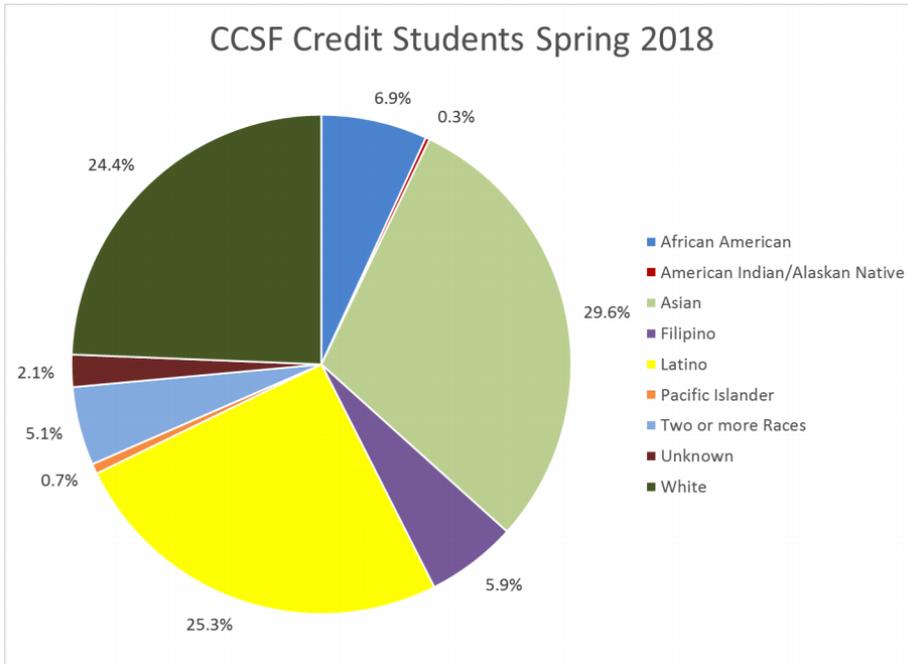
Leslie to get the statistics/data for the last 10 years.

Commented [MOU5]: High-level narrative: it provided access to education for people who said they would not otherwise have been able to college. An incredible opportunity. More people went to college because of it.

#### B. Demographics - Race / Ethnicity and Age

*This currently exists in excel form, needs to be laid out by Underground.*

Commented [6]: Have backing data in excel, needs to be placed into tables / graphics by Underground



SOURCE: May 10, 2018 Free City Oversight Committee Packet:  
<https://www.dcyf.org/modules/showdocument.aspx?documentid=5524>

*C. Zip Code Map*

*This currently exists in excel form, needs to be laid out by Underground.*

*D. Student Testimony*

Being compiled from data provided by Underground

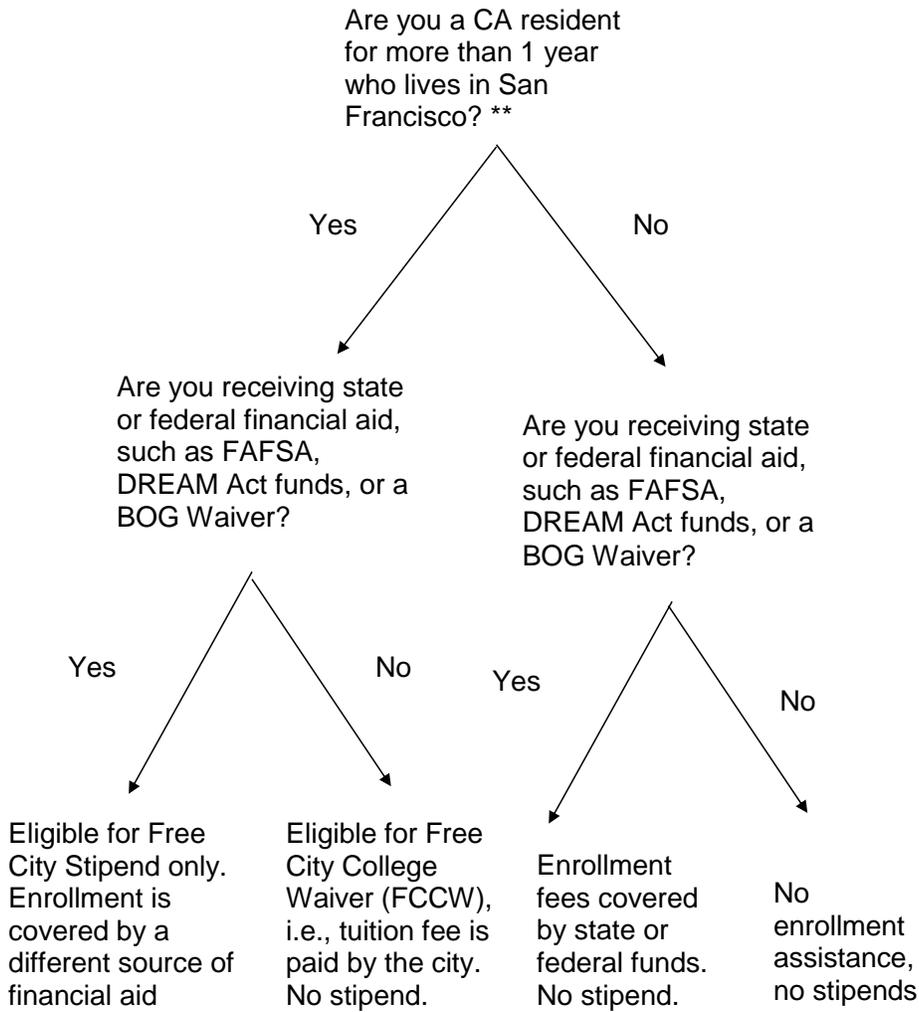
#### 4. Administration of Free City College

[Summary of Administrative process](#) (Enrollment procedures / application process (Process for FCCW, Process for State Waiver, Comparison with Other Schools)

##### *Student Application Process*

- Register
- Fill out the Free City affidavit (see **Appendix X**)
- Next screen tells a student whether or not they're been deemed eligible for Free City College
- Sign up for classes
- At payment screen, if eligible for free city enrollment waivers, enrollment fees have been waived. If you're already in the system as a financial aid recipient (FAFSA or DREAM Act), the screen lets the student know they are being awarded with a stipend (the amount depends on the number of units, or part-time/full-time status). If you're not eligible for Free City or financial aid, you will be asked to pay the full cost of tuition.
- If you apply for FAFSA / DREAM act after you've registered and had your FC enrollment fees waived, Bursar's Office makes an adjustments to the student's account to ensure that the state of California is covering the enrollment fees rather than the city.

**How the College determines whether or not someone is eligible for benefits through Free City:**



\*\*There is a non-resident exemption for people who attended a California high school for 3 or more years and graduated from a California high school or the equivalent (passed a GED or California High School Proficiency Exam) or are registered to attend a California college or University (AB540, AB2000), as well as non-resident veterans (AB 13).

Commented [MOU7]: Provide more details about these bills / programs?

*Stipend Process*

- Stipend awarding is process 4 times a semester. An initial awarding is done at the beginning of the semester and then we award prior to each disbursement.
- Disbursement for stipend is process 3 times a semester two set dates and a makeup/reconciliation disbursement for late start classes and to “pull back” funds on any student that dropped to zero units.
- First disbursement is process 4 weeks into the semester and second disbursement is ran after last day to drop with W.
  - First disbursement assesses students’ current enrollment and pays accordingly.
    - Fulltime gets a \$125 payment (Half of \$250 award for 12+ units)
    - Halftime gest a \$50 payment (Half of \$100 award for 6 – 11 units)
  - Second disbursement assesses students’ enrollment and pays or withholds second payment according to enrollment.
    - Students paid 12+ units first disbursement who did not drop are paid second half \$125
    - Students in 6 – 11 units who did not drop below 6 units are paid second \$50
    - Students paid initially for 12+ units who dropped to 6 – 11 units are not paid second disbursement
    - Students paid initially for 6 – 11 who drop to below 6 units are not paid a second disbursement
  - Reconciliation Disbursement (3<sup>rd</sup>)
    - Pays students in late start classes that did not get paid prior disbursements
    - Assesses students who dropped all classes and received prior payments. Removes award and pulls back initial payment. Student owes balance.

**Total Students Dropping Units**

	From FT to < 12 u.	From PT < 6 u.	Drop to 0
Fall 2017	143	80	283
Spring 2018	29	88	484

Advertising Campaign (Media Selection / Reach / Cost)

City College of San Francisco invested considerable resources into ensuring San Francisco residents were aware of the opportunities afforded to them through the new Free City program. **[Pull additional language from the Underground proposal]**

- Waiting on details re media selection, reach, and cost for 2017-2018 from Underground

**5. First Year Outcomes**

Enrollment Outcomes (Free City Enrollment – total free city enrollment, SF resident enrollment, CCPG enrollments (i.e. BOG waiver enrollments), FCCW, no FCC application)

Commented [MOU8]: What do we want the narrative to be for this section? Can we show enrollment trends here? (an increase?)

## Free City Students as a Percentage of All Credit Students

Semester	Free City Students	Students w/o Free City	Total Credit Students	% Free City
Fall 2017	17,879	21,622	39,501	45.3%
Spring 2018	20,505	19,864	40,369	50.8%

Spring 2018	Full Time	3QTime	HT	LT Half Time	Zero Hours	Total
SF Residents Enrolled	4126	1250	1736	8828	50	15990
SF Residents Eligible-CCPG	2597	724	894	2340	4	6559
SF Residents Eligible-FCCW	1866	808	1178	6730	39	10621
No FCC application	433	15	41	769	7	1265

Commented [MOU9]: Waiting on Spring 2017 data from Leslie

Fall 2018	Full Time	3QTime	HT	LT Half Time	Zero Hours	Total
SF Residents Enrolled	4454	2456	3879	8874	48	19711
SF Residents Eligible-CCPG	2648	1336	1742	2257	4	7987
SF Residents Eligible-FCCW	2058	1551	2754	6830	41	13234
No FCC application	432	28	63	852	5	1380

*Grant Outcomes* (Grant uptake by credit groupings, average and total amounts)

Jay to create a table with headings, send to Leslie and she will fill it in.

*Financial Outcomes*

Total Cost v. Invoice

Commented [MOU10]: Narrative goals?

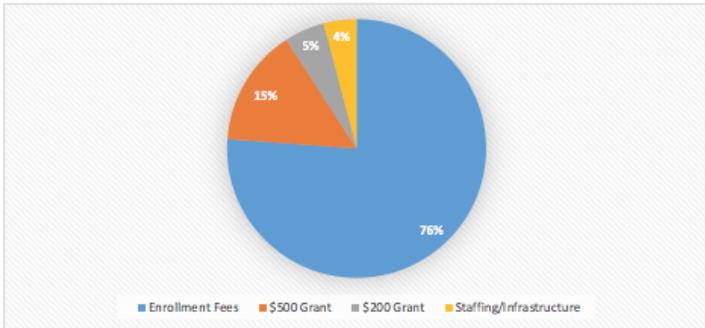
Invoice Totals

Commented [MOU11]: Invoicing process to come from Jay

<b>Budget/Invoice</b>	<b>Fall 2017</b>	<b>Spring 2018</b>	<b>Total</b>
<i>Budget</i>	\$2,683,476	\$2,683,476	\$5,366,952
<i>Staffing / Infrastructure</i>	\$72,878	\$264,987	\$337,865
<b>Total Invoice</b>	<b>\$2,756,354</b>	<b>\$2,948,463</b>	<b>\$5,704,817</b>

Expenditure Totals

<b>Expenditures</b>	<b>Fall 2017</b>	<b>Spring 2018</b>	<b>Total</b>
Enrollment Fees	\$3,999,355	\$3,698,561	\$7,697,916
Funds Returned*	-\$788,325	-\$627,969	-\$1,416,294
\$500 Grant	\$615,750	\$596,125	\$1,211,875
\$200 Grant	\$192,400	\$223,100	\$415,500
Staffing/Infrastructure	\$72,878	\$264,987	\$337,865
<b>Total Cost</b>	<b>\$4,092,058</b>	<b>\$4,154,804</b>	<b>\$8,246,862</b>



**Fall 2017 Invoice**

Commented [12]: Include in appendix?

**\*\*\*INVOICE\*\*\***

Federal ID. #94-1721925

In Reply, refer to: \_\_\_\_\_ Date: Rev. 4.4.18

Invoice No: FCC1  
 Name: Mario Su  
 Department of Children, Youth and Their Families  
 Address: 1390 Market Street, Suite 900  
 San Francisco, CA 94102  
 Contact No. (415) 554-3547

Make Checks Payable to:  
 George Kotzitz  
**San Francisco Community College District**  
 City College of San Francisco  
 33 Gough Street  
 San Francisco, CA 94103

You are notified that the following amount is due and payable to the San Francisco Community College District within 30 days of the date of receipt.

Description					Amount
	Headcount	Credits/Units	Costs	Adjustments	
Enrollment Fees	13,370	87,004	\$ 4,002,161	\$ (2,806)	\$ 3,999,355
\$500 Grants for Full-Time BOG Eligible Students (\$250/term)	2,539		\$ 615,750	\$ -	\$ 615,750
\$200 Grants for Part-Time BOG Eligible Students (\$100/term)	1,970		\$ 192,400	\$ -	\$ 192,400
Funds Returned to City for the Free City Program ( Due to eligible students dropping classes after refund deadline)***	3,817	17,138	\$ (788,325)	\$ -	\$ (788,325)
Staffing and Infrastructure costs directly related to the implementation of the MOU	n/a	n/a	\$ 72,878	\$ -	\$ 72,878
<b>Total Costs</b>					<b>\$ 4,092,058</b>
Fall 17 Budget					\$ 2,683,476
Staffing/Infrastructure					\$ 72,878
<b>Total Invoice Amount</b>					<b>\$2,756,354</b>

\*\*\* Out of the funds returned to the Free City Program (\$788,325), CCSF has an outstanding balance of \$447,134.

[From Jay Liao's Total Cost v. Invoice Excel document]

Spring 2018 Invoice

Commented [13]: Include in appendix?



**City College of San Francisco**

33 Gough Street, San Francisco, CA 94103, (415) 239-3000

District Business Office

**\*\*\*INVOICE\*\*\***

Federal ID: #94-1721925

In Reply, refer to:		Date:	Rev. 5.10.18
Invoice No:	FCC2	Make Checks Payable to:	San Francisco Community College District c/o George Kotzita
Name:	Maria Su Department of Children, Youth and Their Families		
Address:	1390 Market Street, Suite 900 San Francisco, CA 94102	City College of San Francisco	33 Gough Street San Francisco, CA 94103
Contact No.	(415) 554-3547		

You are notified that the following amount is due and payable to the San Francisco Community College District within 30 days of the date of receipt.

Description	Amount			
	Headcount	Credits/Units	Costs	Adjustments
Enrollment Fees	12,631	80,550	\$ 3,705,277	\$ (6,716)
\$500 Grants for Full-Time BOG Eligible Students (\$250/term)	2,402		\$ 596,125	\$ -
\$200 Grants for Part-Time BOG Eligible Students (\$100/term)	2,283		\$ 223,100	\$ -
Funds Returned to City for the Free City Program ( Due to eligible students dropping classes after refund deadline)***	3,183	13,652	\$ 627,969	\$ -
Staffing and Infrastructure costs directly related to the implementation of the MOU	n/a	n/a	\$ 264,987	\$ -
<b>Total Costs</b>				<b>\$ 4,154,804</b>
			<b>Spring 18 Budget</b>	<b>\$ 2,683,476</b>
			<b>Staffing/Infrastructure</b>	<b>\$ 264,987</b>
			<b>Total Invoice Amount</b>	<b>\$ 2,948,463</b>

\*\*\* Out of the funds returned to the Free City Program for Spring'18 (\$627,969), CCSF has an outstanding balance of \$482,072.  
Out of the funds returned to the Free City Program For Fall'17 (\$807,691), CCSF has an outstanding balance of \$335,597.

[From Jay Liao's Total Cost v. Invoice Excel document]

*Shortfall Analysis*

- Will be complied by Jay after receive Spring 2018 data from Leslie

**6. Recommendations / Conclusions**

- Mark's letter to electeds dated 12/5 (i.e. recommendation to move to a "first-dollar" program")
- Mark's Letter to DCYF April 20, 2018
- BOT resolution re charter amendment
- Other? From DCYF / City?

**Appendix** [\[See folder in Shared Drive\]](#)

**Appendix X.** Free City Resolution Approving MOU, Passed by Board of Supervisors November 14, 2017

**Appendix X.** Free City Affidavit

**Appendix X.** Invoices?