

2019-20

Physical Plant and Instructional Support Guidelines

CALIFORNIA COMMUNITY COLLEGES

Contents

2019-20 PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT SUMMARY.....	1
Physical Plant and Instructional Support Timeline.....	2
PHYSICAL PLANT	3
SCHEDULED MAINTENANCE/SPECIAL REPAIRS.....	3
Introduction	3
Matching Funds – Fiscal Year 2019-20	3
Scheduled Maintenance 5-Year Plan	3
Project Funding Proposal.....	4
Salary/Wages.....	5
Auditing.....	5
District Certification	6
District Project Management.....	6
Scheduled Maintenance and Special Repairs Evaluation Criteria	8
Project Categories.....	10
Waiver Request.....	11
HAZARDOUS SUBSTANCES.....	12
Introduction	12
Matching Funds	12
Project Funding Proposals	12
Hazardous Substance Evaluation Criteria.....	14
Categories for Hazardous Substances Projects.....	15
WATER CONSERVATION.....	17
Introduction	17

Water Conservation Projects.....	17
Water Conservation Project Funding Proposal.....	17
SELECT INSTRUCTIONS: FUSION2’S SCHEDULED MAINTENANCE MODULE	19
Important notes:	19
Starting Out.....	19
Navigating to Scheduled Maintenance.....	19
FUSION2: SCHEDULED MAINTENANCE DASHBOARD AND ITS FUNCTIONS.....	21
Project Categories.....	21
Funding Source	21
Scheduled Maintenance, Project Summary, and Validated PFPs.....	21
ADDING PLANNED PROJECTS AND CURRENT YEAR PROJECT FUNDING PROPOSAL FOR FIVE-YEAR PLANS.....	25
Adding Project for Future FYs for Five Year Plan	25
SUBMITTING FIVE-YEAR PLAN AND CURRENT FY PFPS.....	31
Five-Year Plans	31
Submitting Current Year PFPs with the Five-Year Plan.....	31
CREATING NEW PROJECT FUNDING PROPOSALS FOR CHANGE REQUESTS AND CHANGE REQUEST SUBMISSIONS.....	34
Adding PFPs to the Current FY.....	34
Submitting Change Requests	38
INSTRUCTIONAL SUPPORT.....	41
INSTRUCTIONAL EQUIPMENT / LIBRARY MATERIAL / TECHNOLOGY	41
Introduction	41
Definition of Equipment.....	41
Matching Funds – Fiscal Year 2019-20	41
Salary/Wages.....	41

Installation Costs.....	42
Auditing.....	42
Allowable Items.....	42
Non-allowable Items: Administrative or Non-instructional Purposes.....	43
INSTRUCTIONAL SUPPORT EQUIPMENT LIST.....	44
APPENDIX	45
TITLE 5 CA ADC § 57200	45
TITLE 5 CA ADC § 57001.5	47
EDUCATION CODE SECTION 84660.....	49
LABOR COMPLIANCE REQUIREMENTS.....	50
GUIDELINES FOR DISTINGUISHING BETWEEN SUPPLIES AND EQUIPMENT (BAM APPENDIX D).....	52
EQUIPMENT.....	54
CLASSIFICATION OF EXPENDITURES BY OBJECT (BAM)	55
DEFINITIONS	58
PUBLIC CONTRACT CODE (10105 – 10108.5).....	60
CONTRACTED DISTRICT AUDIT MANUAL (SCHEDULED MAINTENANCE)	62
REFERENCES	64

2019-20 Physical Plant and Instructional Support Summary

In 2019-20, the Physical Plant and Instructional Support program provides \$13,486,000 for California Community Colleges. Districts may allocate their share of the total state allocation between the physical plant, instructional support, and water conservation to meet their local needs.

The encumbrance date for 2019-20 Physical Plant is June 30, 2021.

Program	Match Requirement (State: Local)	Project Requirement
Instructional Support		
Instructional Equipment	N/A	See page 39
Library Materials	N/A	See page 39
Physical Plant		
Scheduled Maintenance/ Special Repairs	N/A	N/A
Architectural Barrier Removal	N/A	N/A
Hazardous Substance	N/A	Over \$10,000 and limited to \$709,000
Seismic Retrofit	N/A	Over \$10,000 and limited to \$709,000
Water Conservation¹		
Landscaping/ Synthetic Turf	N/A	N/A
Drip/ Low-flow Irrigation System	N/A	N/A
Building Improvement	N/A	N/A
Well Meter Installation	N/A	See page 43

¹ Please see page 43 for instructions on water conservation and how to enter them as Project Funding Proposal
California Community Colleges Physical Plant and Instructional Support Guidelines, Page | 1

PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT TIMELINE

Fiscal Year	District Task	Due Date
2019-20	Certification for Expenditures	September 13, 2019
2019-20	Scheduled Maintenance Five-Year Plan	October 1, 2019
2019-20	Project Funding Proposals	October 1, 2019
2019-20	Instructional Support Five-Year Plan	December 13, 2019

Physical Plant

The physical plant component of the Physical Plant and Instructional Support program consists of the following areas: 1) scheduled maintenance/special repairs, including architectural barrier removal, seismic retrofit, hazardous substances; and 2) water conservation, including landscape/synthetic turf, building improvements, drip/low-flow irrigation system, and well meter installation.

Scheduled Maintenance/Special Repairs

INTRODUCTION

The Scheduled Maintenance and Special Repairs Program (initially called the Deferred Maintenance Program when it was established in 1981) provides funding to districts for non-recurring repair and maintenance of facilities and to correct and avoid health and safety hazards, maintain an environment conducive to learning, and improve long-term cost effectiveness of facility operations.

This program assists districts by sharing in the cost of repairing and replacing some of the costly maintenance projects required on the California Community Colleges state-funded campuses. The Chancellor's Office uses the district's annual Scheduled Maintenance Five-Year Plan to substantiate project needs and costs.

Districts' Scheduled Maintenance Five-Year Plans include projects, project costs, and time frames for preventive and anticipated scheduled maintenance projects. In addition, districts submit individual project proposals that identify project scopes and justification for each project. Common types of projects are, in category priority order, include the following: replacement or repair of roof, utility, or mechanical systems; replacement of doors, windows, floors, ceilings and hardware; exterior/interior refurbishing; infrastructure repairs and land erosion control; and resurfacing of tennis courts, swimming pools, walkways, running tracks, and roadways.

MATCHING FUNDS – FISCAL YEAR 2019-20

In 2019-20, districts are not required to match the state's contribution for scheduled maintenance, architectural barrier removal, hazardous substance, seismic retrofit, and water conservation.

SCHEDULED MAINTENANCE 5-YEAR PLAN

To be eligible for funding in the Scheduled Maintenance and Special Repairs Program, districts must have submitted a current year Scheduled Maintenance Five-Year Plan (Five-Year Plan), **due on October 1, 2019**. Projects not represented in a district's Five-Year Plan will not be eligible for funding unless a district submits an amended Five-Year Plan that includes the project in question. In 2019-20, project funding proposals comprise the first year of the Scheduled Maintenance Five-Year Plan, with a four-year planning horizon ending in 2023-24.

PROJECT FUNDING PROPOSAL

A project funding proposal (PFP) is a statement of the intent, scope, justification, and estimated cost of a district's physical plant project. If approved, the PFP becomes an integral part of the district's contract with the state. The PFP is also used for proposing local assistance funds to be included in the total budget for that project. PFPs can be created and submitted on the California Community Colleges' capital outlay and facilities online tool, Facilities Utilization Space Inventory Options Net (FUSION)

If there is an approved budget with funding allocated to physical plant, a memorandum will be sent out informing districts of their allocation amount for the stated fiscal year in the Budget Act or other legislation. The California Community Colleges Chancellor's Office (Chancellor's Office) requests that districts enter PFPs in FUSION up to their allocation amount, and if required, their state-local funding match. Any project over the state allocation amount, and/or any match should be deferred to a subsequent fiscal year. In 2019-20, **PFPs are due on October 1, 2019 with the Five-Year Plan**. After review by the Chancellor's Office and approval of the PFP, the district may start the project.

The proposed scheduled maintenance/special repair, architectural barrier removal, and seismic retrofit projects are presumed to have been analyzed and prioritized by the district and included in the district's Five-Year Plan, based on the needs of the campus. The PFP should meet the following qualifications:

1. Scheduled maintenance and hazardous substance abatement proposals for projects under \$10,000 may be combined with other similar projects on the same campus as one project proposal. Any proposal under \$10,000 will have to be discussed with the Chancellor's Office Physical Plant and Instructional Support program monitor.
2. Hazardous substance remediation and seismic proposals for projects over \$709,000 will not be considered for evaluation. Proposals may be made for portions or phases of a project where the total is over \$709,000 but the currently planned phase is less than \$709,000. Projects under \$10,000 may be combined with other similar projects on the same campus as one project proposal. Any proposal under \$10,000 will have to be discussed with the Chancellor's Office Physical Plant and Instructional Support program monitor
3. Consideration of the project is based upon whether corrective procedures are realistic enough to eliminate the problem.
4. An evaluation of the need for the project by the district and state for prioritizing purposes.
5. Agreement between the district and the Chancellor's Office as to the project's intent and scope.

6. The district has developed a cost estimate consistent with state requirements for scheduled maintenance and special repair projects (i.e., Permits and Fees at 11 percent max, Contingency at 7 percent max, as seen in the PFP).
7. The PFP must have district certification by the Chief Executive Officer or other authorized signature. Incomplete or incorrect recording of data may result in non-approval of that PFP.

The Chancellor's Office will review the submitted PFPs to evaluate if the projects correspond to the district's Five-Year Plan. The project will be approved if the project is on the Five-Year Plan and meets the criteria previously discussed. If the project is not in the Five-Year Plan and in the current fiscal year, the PFP will need to be amended or the Five-Year Plan will need to be amended to reflect the project for the current fiscal year. The district will need to contact the Chancellor's Office if they need to make revisions to PFPs that districts have already submitted or the district's Five-Year Plan. Districts' Five-Year Plan must be submitted via FUSION by October 1, 2019.

SALARY/WAGES

Physical Plant and Instructional Support program funding cannot be used to supplant or supplement district personnel salaries and wages. Physical Plant and Instructional Support expenditures are designated for parts, outside labor or that which is included in the purchase price of the library materials, technological enhancement, or instructional equipment are allowable. Instructional equipment that requires installation or adaptation included with the purchase is also allowable.

AUDITING

The Chancellor's Office does not perform audits on projects. However, we do reserve the right to spot check projects when on campus. District expenditures of Physical Plant and Instructional Support funding, including the required district match, shall be reviewed as part of the district's annual contracted audit (pursuant to requirements in the Budget Act). Non-compliance to the terms of the block grants may result in repayment of funds.

DISTRICT CERTIFICATION

Annually, the Chancellor's Office reviews the Governor's Budget and accompanying legislation for Physical Plant or Instructional Support funding. Once funding has been approved through a Budget Act and accompanying legislation, the Chancellor's Office calculates the statewide allocation and determines each district's share of Physical Plant and Instructional Support program funding. Shortly after, the Chancellor's Office disseminates a memorandum and certification form to districts to inform them of their apportionment funding. The district will determine how to split the funding between local physical plant and instructional support needs, the district's Chief Executive Officer (or designee) signs the Physical Plant and Instructional Support Block Grants certification form, and submits it back to the Chancellor's Office by mail on or before the September 13, 2019 deadline.

If the Budget Act indicates that a local match is required, and a district cannot meet the financial commitment because of a financial hardship, a district may submit a match waiver request to the Chancellor's Office. The match waiver criteria are explained later in this guideline. Please review the criteria and contact the Physical Plant and Instructional Support monitor for further information if necessary.

Important Note

Project expenditures incurred before the effective date of the appropriation will not be reimbursed.

DISTRICT PROJECT MANAGEMENT

From fiscal year to fiscal year, Budget Act requirements for the Physical Plant and Instructional Support program may change. The Chancellor's Office encourages district staff to familiarize themselves with current the Budget Act and accompanying legislation to understand these programmatic changes. Additionally, districts are responsible for complying with encumbrance and expenditure periods indicated in Budget Act and accompanying legislation. The date by which funds must be expended varies depending on the budget language in a given year. Please review the latest Budget Act to see if there are any funding restrictions.

The scope, justification, and costs associated with districts' PFPs are the salient portion of each district's contract with the state. Changes to the scope or cost must be approved by the Chancellor's Office via FUSION. Frequently districts will find that the budgeted amount will either be in excess of the project costs at bid award or will be insufficient to cover the lowest bid. If the cost included in the PFP is greater than the bid amount, the district may award the bid and at a later date request use of the bid savings for an alternative project. If the bid is greater than the costs estimated in the PFP, the district should notify the Physical Plant and Instructional Support program monitor. The district will need to supply information to the Chancellor's Office to indicate the reason why the bid is greater than the initial cost estimate. Additionally, the district will need to indicate how it plans to meet the funding shortfall while addressing the scope of the proposal. This process must take place before the district issues a new contract for the project.

Down-scoping a project involves using savings from other projects, funding a phase of the project with savings from a different year's scheduled maintenance appropriation, or a committing to a larger local contribution. These down-scoping strategies are all viable solutions when bids come in higher than the cost estimated in the PFP. However, these solutions must be approved via FUSION by the Physical Plant and Instructional Support program monitor before the district issues a new contract for the project.

The Chancellor's Office may allow districts to eliminate PFPs from their project list under certain circumstances. Typically, these circumstances entail emergency repairs in which the campus or a portion of the campus will be shut down unless emergency repairs are completed. In such a situation, the district shall make every effort to notify the program monitor, as soon as possible, of the need to substitute an emergency project in place of an approved PFP via FUSION. The district will need written permission from the Physical Plant and Instructional Support program monitor before issuing a new contract. If the cause of the substitution was an emergency repair then the substituted project may be re-submitted with the next fiscal year's scheduled maintenance program proposals.

SCHEDULED MAINTENANCE AND SPECIAL REPAIRS EVALUATION CRITERIA

The evaluation criteria used for developing the priority standing for the Scheduled Maintenance and Special Repairs program are:

Type of project (listed in order of state priority)

- 1.** Roofs
- 2.** Utilities
- 3.** Mechanical
- 4.** Exterior
- 5.** All others that do not fit in the above types

Severity of the Problem

The Chancellor's Office presumes that all projects are considered necessary and have been prioritized by the district based on the severity of the issue.

Types of Facilities:

- 1.** Instructional Classrooms and Laboratories
- 2.** Libraries
- 3.** Faculty and Administrative Offices
- 4.** Cafeterias
- 5.** Theaters and Physical Education Facilities
- 6.** Site Development (sidewalks, walkways, roads, etc.)
- 7.** Warehousing and Maintenance Facilities

Age of the Issue

This evaluation criterion takes into account the age of the problem in relation to age of the facility.

District Maintenance Program

This evaluation criterion takes into account the existence of an ongoing district maintenance program, specifically a preventive maintenance program.

Committing Local Resources

This includes the level of district maintenance commitment as a percentage of the total annual Operating Budget (Activity Account 6500) and the district's ability to provide matching funds (if match is required).

Other Factors

This evaluation criterion takes into account other factors related to the campus' specific scheduled maintenance and special repair problems within the listed categories.

Scheduled Maintenance Five-Year Plan

Inclusion of project in district's Scheduled Maintenance Five-Year Plan. A revised Scheduled Maintenance Five-Year Plan may be necessary for emergency projects.

State-Supportable

Projects for those facilities which would not be state-supportable under the Community College Construction Act will not be considered in the Scheduled Maintenance Program (such as parking lots, stadiums, bookstores, and dormitories).

Capital Outlay vs. Physical Plant

Projects that contain both maintenance aspects and capital outlay features are to be pro-rated and will be considered on an individual basis. The cost of any work included within a project which is in addition to recognized scheduled maintenance work will be absorbed by the district.

PROJECT CATEGORIES

Roof

Repair

Replacement

Utilities

Telephone Lines

Flush Valves

Irrigation Distribution Systems

Sewer Lines

Switch Gear

Electrical Panels

Fire Alarm Systems

Water Systems

Lighting

Plumbing

Elevators

Data System Lines

Mechanical

Air Compressors

Chillers

Boilers

Energy Management Systems

HVAC (heat, vent, and air cond.)

Exhaust Hood Systems

Swamp Coolers

Cooling Towers

Fan Coils

Clock Systems

Sound Systems

Exterior

Painting

Replace Siding Buildings

Doors (paint and replace only)

Windows

Resurfacing (swimming pool)

Other

Lock system

Roads

Sidewalks/Walkway

Flooring Replaced

Tennis Courts

Signage

Interior Doors (replace doors, locks,
and hardware)

Bleachers

Resurfacing Floors

Replacement Lockers

Non-mechanical Equipment Replaced

Area Grading

California Code of Regulations, title 5, section 57001.5(d) – A project shall not include the planning or construction of dormitories, student centers other than cafeterias, stadia, the improvement of sites for student or staff parking, or single-purpose auditoriums.

This is not an exhaustive list; other items may be considered in each category on a project-by-project basis.

WAIVER REQUEST

The following criteria will be used for evaluating district requests for more than the established state share of their funded scheduled maintenance projects:

- 1.** The unrestricted General Fund ending balance on the final financial statement (CCFS 311) of the preceding fiscal year for which they are requesting the waiver, as established by the Chancellor's Office for district ability, will be used as a base.
- 2.** If the net result of the above mentioned step is less than 5 percent of the total unrestricted General Fund expenditures, the district may qualify for up to 90 percent state funding for its approved scheduled maintenance projects of that year.
- 3.** If the net result is equal to or larger than 5 percent, but the amount of funds needed for matching that year's scheduled maintenance projects brings the unrestricted ending balance below 5 percent, the district may qualify for up to 90 percent state funding.
- 4.** If the net result is larger than 5 percent, the district will be required to use those funds to match its approved scheduled maintenance projects at the established match. However, if there are not sufficient funds for the established match, but there are sufficient funds to cover more than 10 percent of the project, the district may apply those funds as matching. District matching will be no less than 10 percent and not more than 50 percent of the total project cost.
- 5.** State funds for the approved scheduled maintenance projects are limited to the amount allocated by the Legislature for that fiscal year. The projects are initially allocated on an established matching share (i.e., 50 percent). Therefore, any district eligible for more than the established state match will receive approximately the same amount of state funds as they would have received if they had matched at the established rate. This may require some projects to be deferred until successive fiscal years. Exceptions may be made for districts with only one approved project in the Scheduled Maintenance Program for that year.

Hazardous Substances

INTRODUCTION

The Hazardous Substance program provides funding for remediation of environmental hazards which pose an immediate danger to human health and safety at California Community College facilities. These hazardous substances may include the following: asbestos materials, polychlorinated biphenyl (PCB), lead, chemical removal, radon, and underground tanks and their contents.

The state has supplied funding for hazardous substance abatement intermittently since 1985. Due to lack of consistent funding, the backlog of unfunded projects continued to grow. Additionally, as the scientific knowledge regarding the impact of various chemical and environmental elements increases, so does the challenge to ensure adequate protection for students and staff.

MATCHING FUNDS

Hazardous substances projects will be funded 100 percent by the state. No local matching funds are required for this category.

PROJECT FUNDING PROPOSALS

Districts may use Hazardous substances PFPs to request state financial support for a hazardous substance project. The form contains a statement of that project's intent, scope, justification, project type, facility type involved, and budget summary (estimated cost and timing). If funded, the proposal becomes an integral part of the contract with the state.

Hazardous Substances PFP(s) are due via FUSION **October 1, 2019**. Chancellor's Office approval of these PFPs is contingent upon PFP having met criteria for state support. The amount of state support is determined by the project cost estimate included in the PFP. However, it is possible that eligible hazardous substance PFPs may not be approved if state-funding is limited. In this event, first consideration will be given to projects that meet the greatest instructional needs.

The Chancellor's Office presumes that hazardous substances PFPs have been analyzed and prioritized by the district based on the campus needs; this includes the project description of project scope. The PFP should be the basis for:

1. Projects under \$10,000 may be combined with other similar projects on the same campus as one project proposal. Any proposal under \$10,000 will have to be discussed with the Chancellor's Office Physical Plant and Instructional Support program monitor.
2. Consideration of the project on the method(s) of corrective action that is the most efficient long-term solution.

3. An evaluation of the need for the project at the district and state levels for prioritizing purposes.
4. Agreement to the project's intent and scope.
5. The district has developed an accurate budget summary (estimate of cost) that will remain viable during the six to nine month approval process.

Each proposal for a project is to be given a separate local district priority number (1, 2, 3, etc.). The district should make the priority determination for each of its proposals and not list them as all top priority or the same priority number. The Chancellor's Office gives consideration to the district's prioritization in the approval process.

Hazardous Substances PFPs must be certified by the district Chief Executive Officers or another authorized signature. An incomplete PFP or an incorrect recording of data in hazardous PFP may result in non-approval of the Hazardous Substances PFP.

Important Note

To be considered for the upcoming year's program, hazardous substances PFPs must be submitted to the Chancellor's Office via FUSION on or before October 1, 2019.

HAZARDOUS SUBSTANCE EVALUATION CRITERIA

The criteria for developing a project's priority in the Hazardous Substances program are:

Type of Project (listed in order of state priority)

- 1.** Asbestos Airborne Particulates
- 2.** Non-Friable Asbestos
- 3.** Chemical Related
- 4.** Polychlorinated Biphenyl (PCBs)
- 5.** Underground Tanks and Other Related Project.
- 6.** All others that do not fit in the above types

Severity of the Problem

The Chancellor's Office presumes that all projects are considered necessary and have been prioritized by the district based on the severity of the issue.

Types of Facilities that have Maintenance Problems are Prioritized as Follows:

- 1.** Instructional Classrooms, Laboratories and Libraries/Learning Resource Centers
- 2.** Child Care Centers and Physical Education Facilities
- 3.** Faculty, Administrative Offices and Support Services Facilities
- 4.** Cafeterias and Theaters Facilities
- 5.** Site Development
- 6.** Warehousing and Maintenance Facilities
- 7.** Campus wide and Other Facilities

Age of the Issue

This evaluation criterion takes into account the age of the problem in relation to age of facility.

Adverse Immediate Effect(s) if Not Corrected

- 1.** Campus/Facility Closure
- 2.** Safety Hazard
- 3.** Disruption of Programs(s)
- 4.** Code Violation
- 5.** Greater Future Damage/Costs
- 6.** Inconvenience
- 7.** Potential/Future Damage Costs

Corrective Method

Corrective methods may include the removal, replacement, retrofit, and disposal and encapsulate/abandon problem materials.

Other Factors

This evaluation criterion takes into account the other factors that relate to the particular hazardous substances problems within the listed categories.

State-Supportable

Projects for those facilities which would not be state-supportable under the state capital outlay program per the California Code of Regulations, title 5, § 57001.5(d) will not be considered in the Hazardous Substances Program (parking lots, stadiums, bookstores, and dormitories).

Hazardous Materials vs. Physical Plant

Projects that contain both hazardous materials problems and scheduled maintenance aspects are to be pro-rated. Only those costs associated with the hazardous materials aspect should be represented on the proposal. The costs of any work included in a project which is in addition to recognized hazardous substances work must be borne by the district. For example, if a project is to replace asbestos laden ceiling tiles and the district wishes to install ceiling fans at the same time, only the ceiling tile replacement costs will be considered. The district would be responsible for covering the cost of the fans and their installation with local funds.

CATEGORIES FOR HAZARDOUS SUBSTANCES PROJECTS

- Asbestos – floor tiles
- Asbestos – friable airborne – ceilings
- Asbestos – friable – general
- Asbestos – friable – insulation
- Asbestos – roofs
- Asbestos – survey
- Asbestos – walls
- Ballast containing PCBs
- Chemical sweeps or ongoing chemical monitoring
- Chemical – storage or ventilation
- Lead paint removal
- Storage tanks and other ground water issues
- Switches containing PCBs
- Underground tanks – removal and replacement

- Underground tank monitoring

This list is not an exhaustive; other items may be considered in each category on a project-by-project basis.

California Code of Regulations, title 5, Section 57001.5(d) – A project shall not include the planning or construction of dormitories, student centers other than cafeterias, stadia, the improvement of sites for student or staff parking, or single-purpose auditoriums.

Water Conservation

INTRODUCTION

In January 2014, Governor Brown declared a State of Emergency, which was followed by a Continued State of Emergency in April 2014. Governor Brown's Executive Order B-29-15 responded to California's water supply being severely depleted due to the lack of rain and snowfall. These severe drought conditions presented Californians with the following urgent challenges: drinking water shortages in communities across the state, diminished water for agriculture production, degraded habitat for many fish and wildlife species, increased wildfire risk, and the threat of saltwater contamination to fresh water supplies in the Sacramento-San Joaquin Bay Delta.

The Chancellor's Office advocated for the districts to use the Physical Plant and Instructional Support funds on water conservation projects. Since the 2015-16 Budget Act, the Physical Plant and Instructional Support program allows districts to allocate funds to water conservation projects. This component of the Physical Plant and Instructional Support program allows districts to continue pursuing water conservation projects.

WATER CONSERVATION PROJECTS

Water Conservation projects may include any of the following:

1. Replacement of water intensive landscaping with drought tolerant landscaping, synthetic turf, provided that the turf is used only in nonathletic areas, and other non-plant materials.
2. Drip or low-flow irrigation systems
3. Building improvements to reduce water usage
4. Installation of meters for wells to allow for monitoring of water usage

WATER CONSERVATION PROJECT FUNDING PROPOSAL

Districts shall submit water conservation projects via FUSION by October 1, 2019. Please see instructions on how to enter PFPs in the instructions above. The changes for entering water conservation projects are the following:

1. Project's Intent and Scope: Type in the description of the water project and which areas on campus are being affected.
2. Program Disciplines(s): Select "Water Conservation"

- 3.** Project Type: Select “Other” from the drop down menu
- 4.** Adverse Immediate Effect(s) if Uncorrected (justification attached): Select “Code Violation” from the drop down menu
- 5.** Complete the remaining form per usual

Select Instructions: FUSION2's Scheduled Maintenance Module

IMPORTANT NOTES:

1. The FUSION2 Scheduled Maintenance module is fully-operational, but there may be changes to these instructions in subsequent years.
2. These instructions were developed in fiscal year (FY) 2017-18.

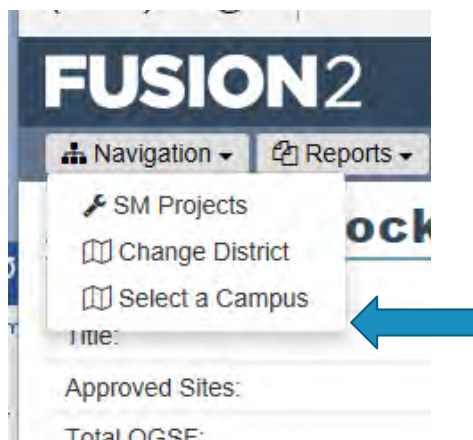
STARTING OUT

Welcome to the Schedule Maintenance module in FUSION2! The Fusion team has made significant changes to improve the usability of the scheduled maintenance tool and streamline physical plant project funding proposals (PFPs) and Schedule Maintenance Five-Year Plan (Five-Year Plan) submission processes. The first part of these select instructions will provide a brief overview of the new Scheduled Maintenance module in FUSION2 and identify some of the new functions before providing instruction for adding PFPs (for both the current FY and the Five-Year Plan) and submitting PFP Change Requests.

NAVIGATING TO SCHEDULED MAINTENANCE

Once logged in to FUSION2, here is how users can navigate to the Scheduled Maintenance module.

- Log into FUSION: (<http://fusion.deltacollege.edu/default.asp>).
- Locate District: Select *Change District* from the *Navigation* dropdown.



- Locate District Schedule Maintenance: Select district and click on the blue button labeled *SM Details*.

Selected: Kern District (520)



Districts
Kern District (520)

Select a district in the list below.
Go to selected district:
SM Details

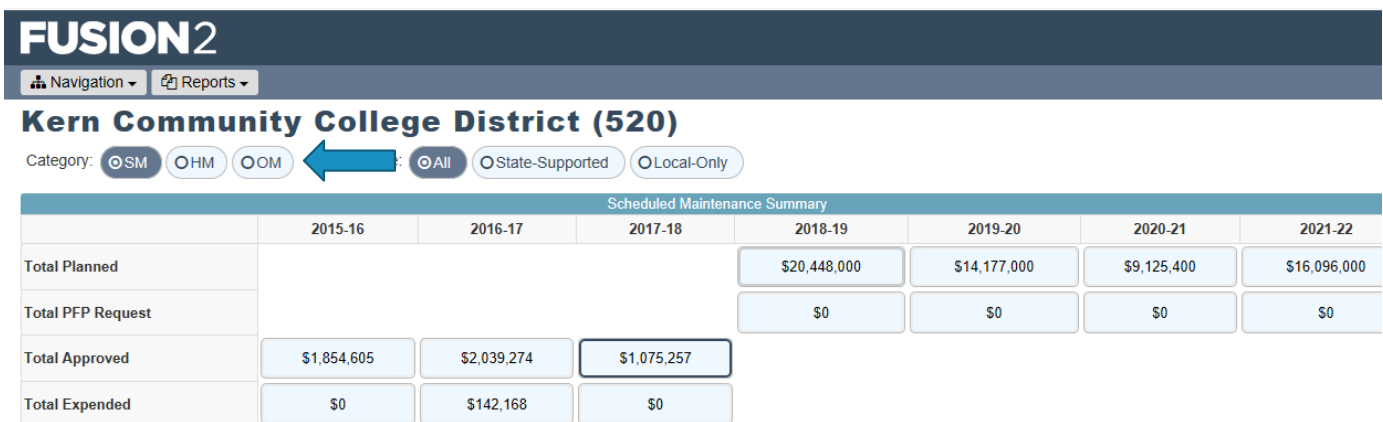
Allan Hancock Joint District (610)	Glendale District (730)	North Orange County District (860)	Santa Clarita District (660)
Antelope Valley District (620)	Grossmont-Cuyamaca District (020)	Ohlone District (430)	Santa Monica District (780)
Barstow District (910)	Hartnell District (450)	Palo Verde District (950)	Sequoias District (560)
Butte-Glenn District (110)	Imperial Valley District (030)	Palomar District (060)	Shasta-Tehama-Trinity Jt. District (170)
Cabrillo District (410)	Kern District (520)	San Diego District (070)	Sierra Jt. District (270)
Cerritos District (810)	Lake Tahoe District (220)	San Francisco District (360)	Siskiyou Jt. District (180)
Chabot-Las Positas District (480)	Lassen District (130)	San Joaquin Delta District (550)	Solano District (280)
Chaffey District (920)	Long Beach District (840)	San Jose-Evergreen District (470)	Sonoma County Junior College District (260)
Citrus District (820)	Los Angeles District (740)	San Luis Obispo County District (640)	South Orange County District (890)
Coast District (830)	Los Rios District (230)	San Mateo County District (370)	Southwestern District (090)
Compton District (710)	Marin District (330)	Santa Barbara District (650)	State Center District (570)
Contra Costa District (310)	Mendocino-Lake District (140)		Ventura County District (680)
Copper Mountain District (970)	Merced District (530)		Victor Valley District (990)
Desert District (930)	MiraCosta District (050)		West Hills District (580)
El Camino District (720)	Monterey Peninsula District (460)		West Kern District (690)
Feather River District (120)	Mt. San Antonio District (850)		West Valley-Mission District (490)
Foothill-DeAnza District (420)	Mt. San Jacinto District (940)		Yosemite District (590)
Gavilan Joint District (440)	Napa Valley District (240)		Yuba District (290)

FUSION2: Scheduled Maintenance Dashboard and Its Functions

PROJECT CATEGORIES

At the top of the Scheduled Maintenance module dashboard, users will find three blue radial buttons for the scheduled maintenance PFP categories. The user's selection will offer a new display of data for that specific PFP category.

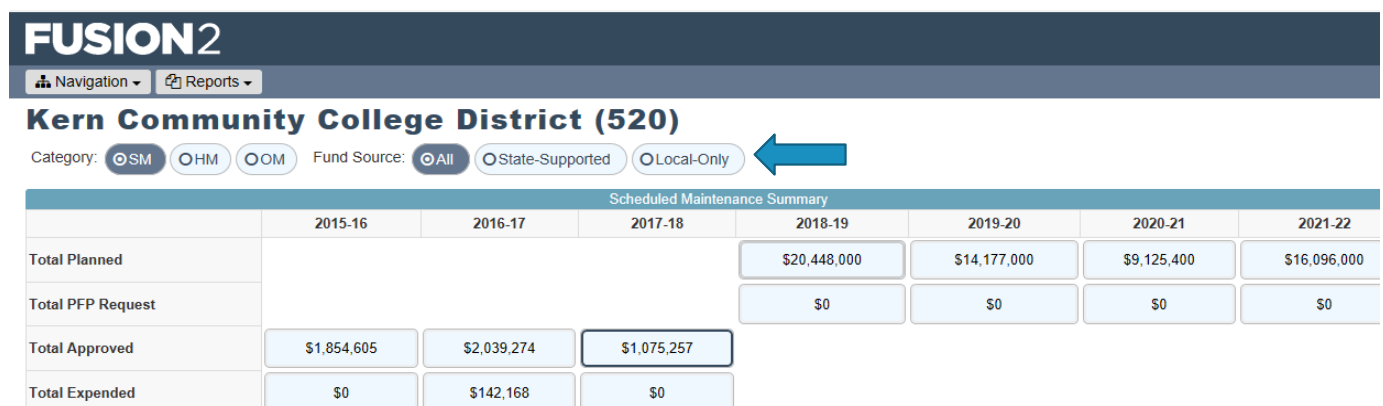
- Scheduled Maintenance is labeled *SM*
- Hazardous Materials is labeled *HM*
- Other Maintenance is labeled *OM*



FUNDING SOURCE

Located next to the PFP categories, users will find three blue radial buttons that indicate PFP funding sources. The user's selection will offer a new display with funding for that specific funding source: *All*, *State-Supported*, *Local-Only*.

SCHEDULED MAINTENANCE, PROJECT SUMMARY, AND VALIDATED PFPS



Scheduled Maintenance Summary

The *Scheduled Maintenance Summary* display allows users to see funding for planned projects, PFP requests, approved projects, and total expended funds within a given FY. The display shows data for previous and future years; this functionality supports Five-Year Plan development.

Scheduled Maintenance Summary						
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Total Planned				\$20,448,000	\$14,177,000	\$9,125,400
Total PFP Request				\$0	\$0	\$0
Total Approved	\$1,854,605	\$2,039,274	\$1,075,257			
Total Expended	\$0	\$142,168	\$0			

Project Summary for Previous and Current FY Projects

To see specific funding data about a particular plan, PFP request, approvals, or expenditures, click on the appropriate box and the information will populate in the *Project Summary* display. Additionally, users can download *Project Summary* data by clicking on the Excel and PDF icons.

PROJECT SUMMARY FOR 2017-18

Action	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds	Expended Funds	Change Requested
 	CDC Renovation Phase II	Cerro Coso College	SM	Other	Campus-wide	\$132,838	\$0	\$132,838	\$0	No
 	Exterior Building Painting	Southwest Center	SM	Exterior	Campus-wide	\$135,000	\$0	\$135,000	\$0	No
 	Pool Boiler Replacement	Bakersfield College	SM	Mechanical	HUMAN PERFORMANCE CENTER	\$325,000	\$0	\$325,000	\$0	No
 	Window Covering Replacement Phase II	Bakersfield College	SM	Other	Campus-wide	\$45,000	\$0	\$45,000	\$0	No
 	HVAC/Boiler/Hot Water Heater Replacement Campuswide	Bakersfield College	SM	Mechanical		\$123,408	\$0	\$123,408	\$0	No
 	Interior and Exterior Building Painting	Bakersfield College	SM	Other	Campus-wide	\$175,000	\$0	\$175,000	\$0	No
 	Irrigation Controller Replacement	Porterville College	SM	Utility	Campus-wide	\$10,000	\$0	\$10,000	\$0	No
 	HVAC Replacements	Porterville College	SM	Mechanical	Campus-wide	\$66,756	\$0	\$66,756	\$0	No
 	Door and Hardware Replacement	Porterville College	SM	Other	Campus-wide	\$62,255	\$0	\$62,255	\$0	No

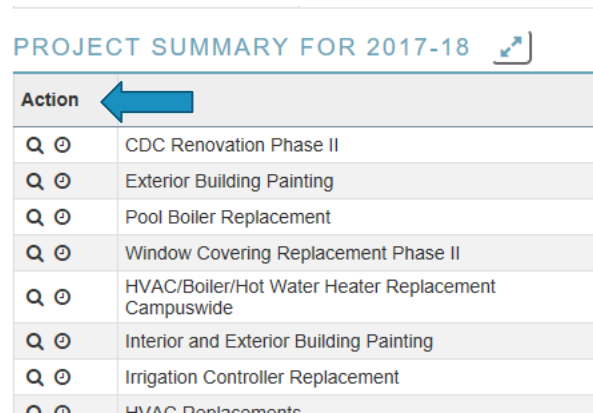
If users would like to focus on the Project Summary funding data, click the expansion button to collapse the *Scheduled Maintenance* and *Validated Scheduled Maintenance* displays in the dashboard.

PROJECT SUMMARY FOR 2017-18

Action	Project
 	CDC Renovation Phase II
 	Exterior Building Painting

Project Actions in Project Summary for Previous and Current FY Projects

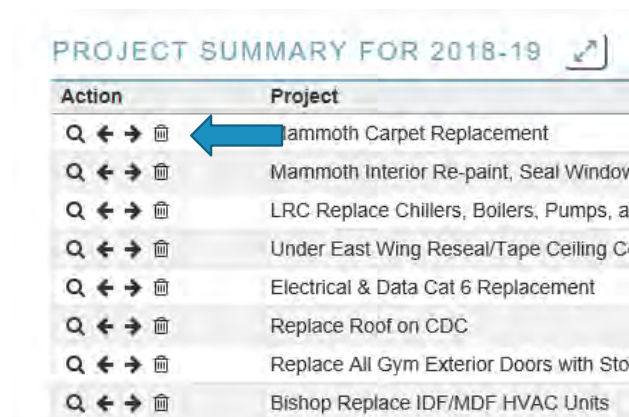
To view project details, click on the magnifying glass icon. From there, users can view the PFP or edit the project information. For current or prior-year FY PFPs, the clock icon allows users to mark a project as complete.



Action	
	CDC Renovation Phase II
	Exterior Building Painting
	Pool Boiler Replacement
	Window Covering Replacement Phase II
	HVAC/Boiler/Hot Water Heater Replacement Campuswide
	Interior and Exterior Building Painting
	Irrigation Controller Replacement
	HVAC Replacements

Project Summary for Planned Projects and PFP Requests

Users are able to view and edit project details, move the project to previous or future years, or delete the project. These functions are particularly useful when for deferring, removing, or re-prioritizing projects when preparing Five-Year Plans.



Action	Project
	Mammoth Carpet Replacement
	Mammoth Interior Re-paint, Seal Window
	LRC Replace Chillers, Boilers, Pumps, a
	Under East Wing Reseal/Tape Ceiling C
	Electrical & Data Cat 6 Replacement
	Replace Roof on CDC
	Replace All Gym Exterior Doors with Sto
	Bishop Replace IDF/MDF HVAC Units

Validated Scheduled Maintenance PFPs

Validated Scheduled Maintenance PFPs display indicates the approved, requested, and available state funding for current FY scheduled maintenance projects. Additionally, in this display, users may view the Spend Plan for the Five-Year Plan, submit change requests, and leave comments about project submissions.

2021-22	2017-18 SM PFPs: Validated
\$16,096,000	SM State Approved: \$1,075,257
	SM State Total Request: \$1,075,257
\$0	SM State Available Funding: \$0
	2017 Five-Year Plan: Validated
	Spend Plan Change Requests
	View/add submission comments (0 comments)

[EXCEL](#) [PDF](#) [Add Project](#)

Adding Planned Projects and Current Year Project Funding Proposal for Five-Year Plans

ADDING PROJECT FOR FUTURE FYS FOR FIVE YEAR PLAN

Step 1: Select a *Project Category*, then the *Total Planned* fund in the *Scheduled Maintenance Summary* for the current FY future FY, and then click the blue button labeled *Add Project*.

Kern Community College District (520)

Category: ☒ SM ☐ OHM ☐ OOM Fund Source: ☒ All ☐ State Supported ☐ Local Only

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Total Planned				\$20,448,000	\$9,125,400	\$16,096,000	
Total PFP Request				\$0	\$0	\$0	\$0
Total Approved	\$1,054,605	\$2,039,274	\$1,075,257				
Total Expended	\$0	\$142,168	\$0				

PROJECT SUMMARY FOR 2020-21

Action	PFP	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds
☒	No	GYM Recoat Roof & Replace Coping	Cerro Coso College	SM	Roof	Campus-wide	\$62,500	\$62,500	\$125,000
☒	No	Replace Welding Lab HVAC	Cerro Coso College	SM	Mechanical	Campus-wide	\$25,000	\$25,000	\$50,000
☒	No	CDC Exterior Paint	Cerro Coso College	SM	Exterior	Campus-wide	\$22,500	\$22,500	\$45,000
☒	No	Gym Exterior Paint	Cerro Coso College	SM	Exterior	Campus-wide	\$100,000	\$100,000	\$200,000
☒	No	LRC Retrofit Interior Lighting & Relamp	Cerro Coso College	SM	Utility	Campus-wide	\$150,000	\$150,000	\$300,000
☒	No	LRC Carpet, Tack Board, and Painting	Cerro Coso College	SM	Other	Campus-wide	\$125,000	\$125,000	\$250,000
☒	No	OCC Lab Convert Restrooms to Uni-Sex	Cerro Coso College	SM	Other	Campus-wide	\$50,000	\$50,000	\$100,000
☒	No	Bishop Waster Water Plant	Eastern Sierra Center	SM	Utility	Campus-wide	\$100,000	\$100,000	\$200,000

Step 2: Enter project name in the *Project Title* field and complete the project details. Users may enter a placeholder title, but they will need to update it for PFP submission.

FUSION2 Space Inventory Planning AdHoc Reports Sign Out

Navigation Reports Back to District Dashboard

Project Title

SM PROJECT FOR 2020-2021 (PLANNED STATE SUPPORTED) REQUIRED FIELDS

PROJECT INFORMATION	FY20 FUNDING	FUNDING BREAKDOWN
Need & Scope: 	STATE: 0% LOCAL: 0% Project Funding Proposal (PFP): ☐ Project Total: \$0 State Funds: \$ Expended Funds: \$0 Local Funds: \$ Remaining Funds: \$0 Local Only (not reported to FPU): ☐ Additional Funds Approved: None	Permits and Fees % \$0 Architect/Engineer, Plan Check Fees, Misc. - 11% maximum Construction Costs % \$0 Inspection % \$0 Contingency % \$0 7% maximum Total 0% \$0

LOCATION DETAILS

Campus(es):
☒ District-wide OR Select Campus: Add Campus

Step 3: Enter Project Information:

Need and Scope – Clearly and succinctly identify the type of project, repair/replace approach, and the facilities effected. In planning years, users may enter placeholder *Need and Scope language*, but it will need to be updated for PFP submission.

Project Manager and Phone Number – Enter the name and phone number of the person that the Chancellor’s Office can contact about the project.

The screenshot shows a form titled "PROJECT INFORMATION". It contains several fields: "Need & Scope:" with a text area containing placeholder text; "Project Manager:" with a text box containing "John Doe"; "Phone Number:" with a text box containing "(123) 456-7890"; "Project Type:" with a dropdown menu showing "Roof"; "Adverse Effect:" with a dropdown menu showing "Greater Future Damage/Costs"; "Problem Years:" with a dropdown menu showing "2-5 yrs."; and "Corrective Method:" with a dropdown menu showing "Repair/Refinish Existing". Blue arrows point to the "Project Manager:" and "Phone Number:" fields.

Project Type – Identify and select the project type from the drop-down.

The screenshot shows the "Project Type:" dropdown menu open, displaying a list of options: Exterior, Mechanical, Other, Roof, and Utility. A blue arrow points to the dropdown menu.

Problem Year – Identify and select the approximate number years the issue has existed using the *Problem Years* in the drop-down.

The screenshot shows the "Problem Years:" dropdown menu open, displaying a list of options: 0 yrs., 6 mo. - 1 yrs., 1-2 yrs., 2-5 yrs., and Always. A blue arrow points to the dropdown menu.

Adverse Effect – Identify and select the *Adverse Effect* that the project will address.

Project Type:

Problem Years:

LOCATION DETAILS

Adverse Effect:

- Campus/Facility Closure
- Disruption of Program(s)
- Potential/Future Damage/Cost
- Greater Future Damage/Costs
- Inconvenience
- Safety Hazard
- Code Violation

Corrective Method – Identify and select the *Corrective Method* of the project.

Project Type:

Problem Years:

LOCATION DETAILS

Adverse Effect:

Corrective Method:

- Repair/Refinish Existing
- Replace s/comparable Unit
- Upgrade
- Other

Example – Completed *Project Information* display.

PROJECT INFORMATION

Need & Scope:
This project will include roof repairs and total replacement of areas where needed on the following buildings; Mathematics Science and Child Development Center

Project Manager:
John Doe

Phone Number:
(123) 456-7890

Project Type:
Roof

Adverse Effect:
Greater Future Damage/Costs

Problem Years:
2-5 yrs.

Corrective Method:
Repair/Refinish Existing

Step 4: Enter FY Funding and *Funding Breakdown* FY Funding. Enter the anticipated state share and local share of funding for the future project. Until it is a current FY PFP, leave the *Project Funding Proposal* box unchecked. If this project is going to be funded locally, please check the *Local Only* checkbox.

FY20 FUNDING STATE: 0% LOCAL: 0%

Project Funding Proposal (PFP): ☐

Project Total:
\$0

State Funds:
\$

Expended Funds:
\$ 0

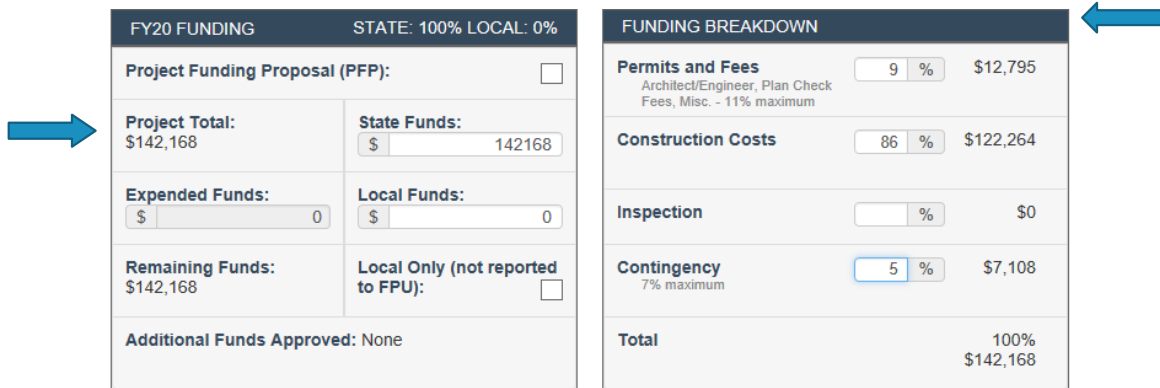
Local Funds:
\$

Remaining Funds:
\$0

Local Only (not reported to FPU): ☐

Additional Funds Approved: None

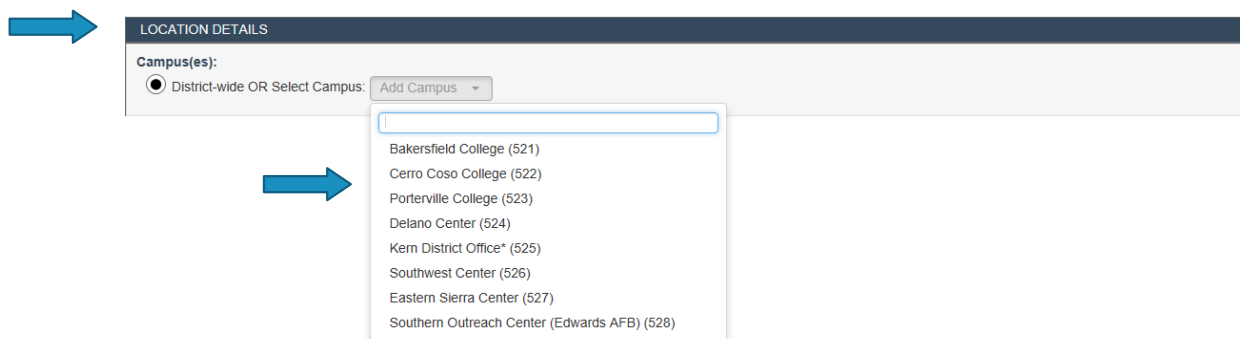
Funding Breakdown – Enter the percentages dedicated to *Permits and Fees*, *Construction Costs*, *Inspection Fees*, and *Contingency for the Project*. Please take note of the percentage maximums. The funding total should match the *Project Total* in the *FY Funding* display.



FY20 FUNDING		STATE: 100% LOCAL: 0%	
Project Funding Proposal (PFP): ☐			
Project Total: \$142,168	State Funds: \$ 142168		
Expended Funds: \$ 0	Local Funds: \$ 0		
Remaining Funds: \$142,168	Local Only (not reported to FPU): ☐		
Additional Funds Approved: None			

FUNDING BREAKDOWN		
Permits and Fees Architect/Engineer, Plan Check Fees, Misc. - 11% maximum	9 %	\$12,795
Construction Costs	86 %	\$122,264
Inspection	%	\$0
Contingency 7% maximum	5 %	\$7,108
Total	100%	\$142,168

Step 5: Enter *Location Details*. In the *Campus(es)* display, identify whether the project is a district or campus project. If the project is a district-wide project, leave the *District-wide OR Select Campus* radial button marked. If it the project is at a campus, select the *Campus(es)* from the *Add Campus* dropdown. The radial button will unmark automatically.



LOCATION DETAILS
Campus(es):
☒ District-wide OR Select Campus: Add Campus

Bakersfield College (521)
 Cerro Coso College (522)
 Porterville College (523)
 Delano Center (524)
 Kern District Office* (525)
 Southwest Center (526)
 Eastern Sierra Center (527)
 Southern Outreach Center (Edwards AFB) (528)

In the *Building(s)* display, identify whether the project is campus-wide or if it affects a particular building or buildings. If the project is a campus-wide project, leave the *Campus-wide OR Select Building* radial button marked. If it the project affects a building(s), select from the *Add Building* dropdown, and the radial button will unmark automatically. Complete the rest by selecting from the *Facility Type* dropdowns and completing the *Discipline* text fields. The *Facility Age* and *Component Age* data will automatically populate.

Step 6: Save Project Information or Cancel – Abandon Changes

To save, click the green checkmark under the project name; to cancel the changes, click the red “X”. If required information is missing users will receive an error pop-up prompt.

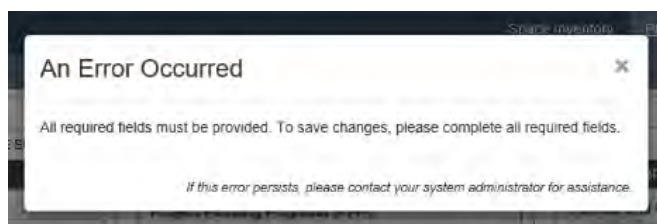
FUSION2
Space Inventory
Planning
AdHoc Reports
Sign Out

Navigation
Reports
Back to District Dashboard

Roofing Repairs and Replacement

SM PROJECT FOR 2020-2021 (PLANNED STATE SUPPORTED)

REQUIRED FIELDS



Example – Complete project submission

FUSION2
Space Inventory
Planning
AdHoc Reports
Sign Out

Navigation
Reports
Back to District Dashboard

Roofing Repairs and Replacement

SM PROJECT FOR 2018-2019 (FPF)

PROJECT INFORMATION	
Need & Scope: This project will include roof repairs and total replacement of areas where needed on the following buildings: Mathematics Science and Child Development Center.	
Project Manager: John Doe	Phone Number: (123) 456-7890
Project Type: Roof	Adverse Effect: Greater Future Damage/Costs
Problem Years: 2-5 yrs.	Corrective Method: Repair/Refinish Existing

FY18 FUNDING		STATE: 100% LOCAL: 0%	
Project Funding Proposal (FPF): Yes			
Project Total: \$142,168	State Funds: \$142,168		
Expended Funds: \$0	Local Funds: \$0		
Remaining Funds: \$142,168	Local Only (not reported to FPU): No		
Additional Funds Approved: None			

FUNDING BREAKDOWN		
Permits and Fees Architect/Engineer, Plan Check Fee, Misc. - 1%	9%	\$12,795
Construction Costs PLANNED	86%	\$122,264
Inspection 7% maximum	0%	\$0
Contingency 7% maximum	5%	\$7,108
Total	100%	\$142,168

LOCATION DETAILS

Campus(es):
 Porterville College (523)

Building(s):

Campus	Building	Facility Age	Roof Age	Facility Type	Discipline
523	SCIENCE MATHEMATICS (2)	42	42	Classroom/Laboratory	Science and math
523	CHILD DEVELOPMENT CENTER (40)	13	13	Other	Child development classes and services
523	CHILD DEVELOPMENT CENTER (41)	13	13	Other	Child development classes and services
523	CHILD DEVELOPMENT CENTER (42)	13	13	Other	Child development classes and services

Users can verify that project saved by returning the district dashboard, selecting the planning year in the *Schedule Maintenance Summary* display, and locating the project at the bottom of the project list on the *Project Summary* display.

FUSION2

Space Inventory
Planning
AdHoc Reports
Sign Out

Navigation
Reports

Kern Community College District (520)

Category:
SM
HM
OM
Fund Source:
All
State-Supported
Local-Only

Scheduled Maintenance Summary

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Total Planned				\$20,448,000	\$14,177,000	\$9,267,568	\$0
Total PFP Request				\$0	\$0	\$0	\$0
Total Approved	\$1,854,605	\$2,039,274	\$1,075,257				
Total Expended	\$0	\$142,168	\$0				

PROJECT SUMMARY FOR 2020-21

EXCEL
PDF
Add Project

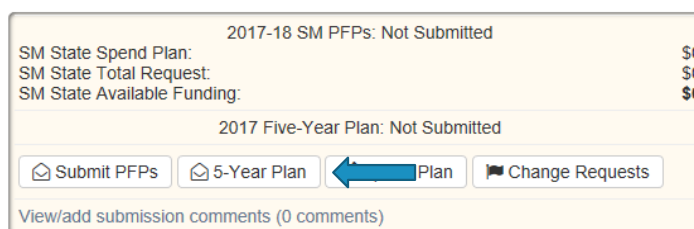
Action	PFP	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds
Q	No	Campuswide Exterior Paint, Ph. 4	Bakersfield College	SM	Exterior	Campus-wide	\$312,500	\$312,500	\$625,000
Q	No	Weill - Repaint Interior	Southwest Center	SM	Other	Campus-wide	\$45,000	\$45,000	\$90,000
Q	No	Campuswide Interior Clock Replacement	Bakersfield College	SM	Mechanical	Campus-wide	\$75,000	\$75,000	\$150,000
Q	No	Repair Retaining Wall in Industrial Technology 2	Bakersfield College	SM	Other	Campus-wide	\$75,000	\$75,000	\$150,000
Q	No	Replace Irrigation System Horticulture Greenhouse	Bakersfield College	SM	Utility	Campus-wide	\$22,500	\$22,500	\$45,000
Q	No	Repaint Interior & Exterior Forums Building	Bakersfield College	SM	Other	Campus-wide	\$50,000	\$50,000	\$100,000
Q	No	Weill - Fire Alarm Panel Upgrade	Southwest Center	SM	Utility	Campus-wide	\$50,000	\$50,000	\$100,000
Q	No	Stadium Scoreboard Replacement, Ph. 1	Bakersfield College	SM	Other	Campus-wide	\$0	\$350,000	\$350,000
Q	No	Stadium Scoreboard Replacement, Ph. 2	Bakersfield College	SM	Other	Campus-wide	\$0	\$350,000	\$350,000
Q	No	Replace Standing Seam on Occ Lab Roof	Cerro Coso College	SM	Roof	Campus-wide	\$50,000	\$50,000	\$100,000
Q	No	IWW Coat & Restripe Main Building Parking Lot	Cerro Coso College	SM	Other	Campus-wide	\$62,500	\$62,500	\$125,000
Q	No	Roofing Repairs and Replacement	Porterville College	SM	Roof	SCIENCE MATHEMATICS, +3 More	\$142,168	\$0	\$142,168

Submitting Five-Year Plan and Current FY PFPs

FIVE-YEAR PLANS

Once users submit planned projects for future years and prepared current year PFPs, the Five-Year Plan submission process is straight forward. Please bear in mind that current year PFPs comprise the first year of the Scheduled Maintenance Five-Year Plan, with a four-year planning horizon ending. Thus, when districts submit their Five-Year Plans, they are also submitting their current year PFPs simultaneously. Users do not have to perform any additional actions to submit current year PFPs. To submit your Five-Year Plans and current year PFPs, please see the steps below.

Step 1: Navigate to the district's Scheduled Maintenance dashboard to select the button labeled *5-Year Plan* in the submission display.



The screenshot shows a dashboard for submitting 2017-18 SM PFPs. It includes a table with three rows: 'SM State Spend Plan:', 'SM State Total Request:', and 'SM State Available Funding:', each followed by a '\$' symbol. Below this is a section for the '2017 Five-Year Plan: Not Submitted'. This section contains four buttons: 'Submit PFPs', '5-Year Plan', 'Plan' (with a blue arrow pointing left), and 'Change Requests'. At the bottom, there is a link that says 'View/add submission comments (0 comments)'.

Review the information in the Five-Year Plan. If the information is correct, including the current year PFPs, select the button labeled *Submit* in the pop-up confirmation message. However, in most cases, districts will need to adjust current year PFPs to match their state physical plant allocation. The Five-Year Plan will be automatically sent to the Chancellor's Office for review and consideration for approval.

SUBMITTING CURRENT YEAR PFPs WITH THE FIVE-YEAR PLAN

If users have submitted a district Five-Year Plan in a prior year, the PFP submission process is straight forward. Once a new FY begins, FUSION2's Scheduled Maintenance dashboard will transition automatically. Again, districts may need to adjust current year PFPs to match their state physical plant allocation. Also, users will have to submit the planned projects for PFP submission. Please see the steps below.

Step 1: Prioritize, defer, or delete projects. Select the *Total PFP Requested* for the new FY in the *Scheduled Maintenance Summary* display to view the projects *Project Summary*. Using the *Action* functions, users can do the following:

- View project details by selecting the magnifying glass icon.
- Prioritize and defer projects by selecting the appropriate arrow.
- Delete the project by selecting the trashcan icon.

PROJECT SUMMARY F

Action	Priority
    	

Step 2: Edit planned projects. Users may need to replace placeholder *Need and Scope* language to describe the project more fully or adjust funding.

Step 3: Designate project as PFP for Chancellor's Office approval. In the *FY Funding* display, enter or confirm state and local fund, and then select the checkbox labeled *Project Funding Proposal* (PFP) and/or the *Local Only* (not reported to the Chancellor's Office) checkbox.

Step 4: Chancellor's Office approval. Once the project is reviewed and approved, users will notice that the project funding will transition from *Total PFP Requested* to Total Approved in the Scheduled Maintenance Summary display.

Creating New Project Funding Proposals for Change Requests And Change Request Submissions

ADDING PFPS TO THE CURRENT FY

The Steps for adding a PFP for the current FY are similar to those listed for Adding Projects for the Five-Year Plan and Project Funding Proposal Submission section, with a few key differences.

Step 1: Select a current FY Total Approved fund in the Scheduled Maintenance Summary and click the blue button labeled “Add Project.”

FUSION2 Space Inventory Planning AdHoc Reports Sign Out

Navigation Reports

Kern Community College District (520)

Category: ☒ SM ☐ OHM ☐ ODM Fund Source: ☒ All ☐ State-Supported ☐ Local-Only

Scheduled Maintenance Summary

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Total Planned				\$19,923,000	\$9,125,400	\$16,096,000	
Total PFP Request				\$0	\$0	\$0	\$0
Total Approved	\$1,854,605	\$2,039,274	\$1,075,257				
Total Expended	\$0	\$142,168	\$0				

2017-18 SM PFPs: Validated \$1,075,257
SM State Total Request: \$1,075,257
SM State Available Funding: \$0

2017 Five-Year Plan: Validated

Spend Plan Change Requests

View/add submission comments (0 comments)

PROJECT SUMMARY FOR 2017-18

Action	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds	Expended Funds	Change Requested
☒	CDC Renovation Phase II	Cerro Coso College	SM	Other	Campus-wide	\$132,838	\$0	\$132,838	\$0	No
☒	Exterior Building Painting	Southwest Center	SM	Exterior	Campus-wide	\$135,000	\$0	\$135,000	\$0	No
☒	Pool Boiler Replacement	Bakersfield College	SM	Mechanical	HUMAN PERFORMANCE CENTER	\$325,000	\$0	\$325,000	\$0	No
☒	Window Covering Replacement Phase II	Bakersfield College	SM	Other	Campus-wide	\$45,000	\$0	\$45,000	\$0	No
☒	HVAC/Boiler/Hot Water Heater Replacement Campuswide	Bakersfield College	SM	Mechanical		\$123,408	\$0	\$123,408	\$0	No
☒	Interior and Exterior Building Painting	Bakersfield College	SM	Other	Campus-wide	\$175,000	\$0	\$175,000	\$0	No

Add Project

Step 2: Enter project name in the Project Title field and complete the project details.

FUSION2 Navigation Reports

Roofing Repairs and Replacement

SM PROJECT FOR 2017-2018 (PFP) ✓ ✗

PROJECT INFORMATION

Need & Scope:
This project will include roof repair and total replacement of areas where needed on the on the following building: Mathematics and Science and Child Development Center

Project Manager: John Doe **Phone Number:** (123) 456-7890

Project Type: Roof **Adverse Effect:** Greater Future Damage/Costs

Problem Years: 2-5 yrs. **Corrective Method:** Repair/Refinish Existing

FY17 FUNDING STATE: 0% LOCAL: 0%

Project Funding Proposal (PFP): ☒

Project Total: \$0 **State Funds:** \$0

Expended Funds: \$0 **Local Funds:** \$0

Remaining Funds: \$0 **Local Only (not reported to FPU):** ☐

Additional Funds Approved: None

LOCATION DETAILS

Campus(es): ☐ District-wide OR Select Campus: Porterville College (523)

Step 3: Enter Project Information:

- **Need and Scope** – Clearly and succinctly identify the type of project, repair/replace approach, and the facilities effected.
- **Project Manager and Phone Number** – Enter the name and phone number of the person that the Chancellor’s Office can use to contact.
- **Project Type** – Identify and select the *Project Type* from the drop-down.
- **Problem Year** – Identify and select the approximate number years the issue has existed using the time ranges in the *Problem Years* drop-down.
- **Adverse Effect** – Identify and select the *Adverse Effect* that the project will address.
- **Corrective Method** – Identify and select the *Corrective Method* of the project

Roofing Repairs and Replacement

SM PROJECT FOR 2017-2018 (FPF) ✓ ✗

PROJECT INFORMATION

Need & Scope:
This project will include roof repair and total replacement of areas where needed on the on the following building: Mathematics and Science and Child Development Center

Project Manager: John Doe	Phone Number: (123) 456-7890
Project Type: Roof	Adverse Effect: Greater Future Damage/Costs
Problem Years: 2-5 yrs.	Corrective Method: Repair/Refinish Existing

Step 4: Enter FY Funding and Funding Breakdown:

- **FY Funding** – If the current FY district PFPs have been approved, users cannot enter state funding data; funding for the project will need to be reallocated through a change request. See the change request instructions below. If this project is going to locally funded, please enter the funding data.
- **Funding Breakdown** – Enter percentages dedicated to *Permits and Fees*, *Construction Costs*, *Inspection Fees*, and *Contingency*. Please take note of the percentage maximums. If the district enters a new project, that is intended to be state-funded, for prior FY or after it submits the current Five-Year Plan, the cost will need to remain \$0 until funding is added to the project through submitting a change request.

FY17 FUNDING		STATE: 0% LOCAL: 0%	
Project Funding Proposal (PFP):		☒	
Project Total: \$0	State Funds: \$ 0		
Expended Funds: \$ 0	Local Funds: \$ 0		
Remaining Funds: \$0	Local Only (not reported to FPU): ☐		
Additional Funds Approved: None			

FUNDING BREAKDOWN		
Permits and Fees Architect/Engineer, Plan Check Fees, Misc. - 11% maximum	9 %	\$0
Construction Costs	86 %	\$0
Inspection	0 %	\$0
Contingency 7% maximum	5 %	\$0
Total		100% \$0

Step 5: Enter Location Details. In *Campus(es)* display, identify if the project is a district-wide or campus project. If the project is a district-wide project, leave the *District-wide OR Select Campus* radial button marked. If it the project is at a campus, select the campus(es) from the *Add Campus* dropdown. The radial button will unmark automatically.

In the *Building(s)* display, identify if the project effects other building(s). If the project is a campus-wide project, leave the *Campus-wide OR Select Building* radial button marked. If it the project effects a building(s), select from the *Add Building* dropdown. Complete the rest by selecting from the *Facility Type* dropdowns and completing the Discipline text fields. The *Facility Age* and *Component Age* data will automatically populate.

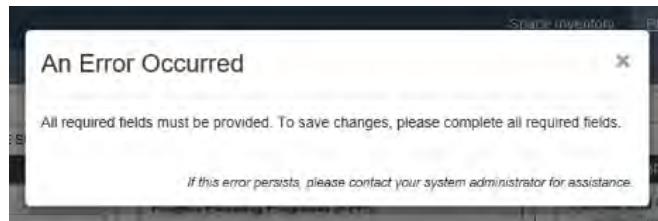
LOCATION DETAILS					
Campus(es): ☐ District-wide OR Select Campus: Porterville College (523)					
Building(s): ☐ Campus-wide OR Select Building: 4 items selected					
Campus	Building	Facility Age	Component Age	Facility Type	Discipline
523	SCIENCE MATHEMATICS (2)	42	42	Classroom/Laboratory	Science and math
523	CHILD DEVELOPMENT CENTER (40)	13	13	Other	Child development and services
523	CHILD DEVELOPMENT CENTER (41)	13	13	Other	Child development and services
523	CHILD DEVELOPMENT CENTER (42)	13	13	Other	Child development and services

Step 6: Save Project Information or Cancel – Abandon Changes

- To save, click the green checkmark under the project name
- To cancel the changes, click the red “X”



- If required information is missing users will see the following prompt pop-up.



- If the project needs to be edited, click the pencil icon under the project name.

Step 7: PFP approval. Upon saving the PFP, FUSION will route the submission to the Chancellor’s Office for approval. Users will know that it is submitted, when a \$0 appears in the *Total PFP* for the current FY in the *Scheduled Maintenance Summary* display. To reallocate state funds to the PFP from another project, follow the change request steps delineated below. Once the Chancellor’s Office has reviewed and approved the PFP, you will see these funds in the *Total Approved* project list that is viewable in the *Project Summary* for the current FY.



Scheduled Maintenance Summary						
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Total Planned				\$19,923,000	\$13,297,000	\$10,285,400
Total PFP Request			\$0	\$15,000	\$0	\$0
Total Approved	\$1,854,605	\$2,039,274	\$1,075,257			
Total Expended	\$0	\$142,168	\$0			

PROJECT SUMMARY FOR 2017-18						
Action	Project	Campus(es)	Category	Type	Building(s)	State Funds
Q O @	Roofing Repairs and Replacement	Porterville College	SM	Roof	SCIENCE MATHEMATICS, +3 More	\$0

SUBMITTING CHANGE REQUESTS

Step 1: Select the button labeled *Change Request* on the district scheduled maintenance dashboard.

2017-18 SM PFPs: Validated

SM State Approved:	\$1,075,257
SM State Total Request:	\$1,075,257
SM State Available Funding:	\$0

2017 Five-Year Plan: Validated

[Spend Plan](#) [Change Requests](#)

[View/add submission comments \(0 comments\)](#)

Step 2: A *Change Request* window will pop-up. Click on the blue button labeled *Create Change Request*.

Change Requests

Pending Change Requests

There are no change requests.

[Create Change Request](#)

Done

Step 3: In the *Source Project* display, select FY and campus from the *Campus* dropdown. This will be the project from which the user will draw existing funds for the new project or the project receiving funding changes.

Change Requests

Funding Year: 2017-18

Source Project: 2017-18

Source Project: 2016-17

Source Project: 2015-16

Campus: 2014-15

Campus: 2013-14

approved FY2017 funding will be requested for reallocation. Select a campus to see a list of projects with approved FY2017 state funds.

Totals

State Funds from Source	State Funds Reallocated	State Funds Remaining
\$0	\$0	\$0

Select a source project to request a change to its approved funding.

[Back](#) [Submit Change Request](#)

Step 4: In the *Source Project* display, select the project from which funds are being taken in the *Project* dropdown. Again, this is the project from which the user will draw existing funds for the new project or the project receiving funding changes.

Change Requests

Funding Year: 2017-18

Source Project

Source project from which approved FY2017 funding will be requested for reallocation. Select a campus to see a list of projects with approved FY2017 state funds.

Campus: Porterville College

Project: Door and Hardware Replacement (\$62,255) - Porterville College

Approve: \$62,255

New State Funds: \$

State Funds to Reallocate: \$0

Totals

State Funds from Source	State Funds Reallocated	State Funds Remaining
\$0	\$0	\$0

No state funding changes to request. Begin by editing the requested New State Funds for the source project.

Back Submit Change Request

Step 5: In the *Allocate to Destination Project(s)* display, select campus from the *Campus* dropdown. This is the campus to which the user will reallocate existing funds for its new project or the project receiving changes.

Step 6: In the *Allocate to Destination Project(s)* display, select the project to which funds will be reallocated in the *Project* dropdown. This is the project to which the user will reallocate existing funds for its new project or the project receiving changes.

Step 7: Enter the new amounts for the added project in the *State Allocation* fields. In the *Source Project* display, enter \$0 for the total of the *New State Funds* Total.

Change Requests

Funding Year: 2017-18

Source Project

Source project from which approved FY2017 funding will be requested for reallocation. Select a campus to see a list of projects with approved FY2017 state funds.

Campus: Porterville College

Project: Door and Hardware Replacement (\$62,255) - Porterville College

Approved State Funds \$62,255	Approved Local Funds \$0	Approved Project Total \$62,255	Project Funds Expended \$0
New State Funds \$ 13000	New Local Funds \$ 0	New Project Total \$13,000	Local Match % 0%

State Funds to Reallocate: \$49,255

Destination Project(s)

Destination project(s) to which state funds are to be reallocated. Choose a Plan Year and select a project from the list of PFPs for that year. For PFPs with Plan Year that is not FY2017, the added funds will be displayed and reported as FY2017 funds.

Plan Year: 2017-18 Campus: Porterville College

Project: HVAC Replacements - Porterville College

Project	State Allocation	Local Match	
HVAC Replacements - Porterville College	\$ 49255	\$ 0	X Remove

State Funds Reallocated to Destination Project(s): \$49,255

Totals

State Funds from Source \$49,255	State Funds Reallocated \$49,255	State Funds Remaining \$0
--	--	-------------------------------------

Back Submit Change Request

Step 8: Select button labeled *Submit Change Request* complete. After submission, a pop-up message will give users the option to enter comments about the request. FUSION will route the request to the Chancellor's Office for review and consideration for approval.

Comments

Add a Submission Comment

Write a submission comment...

+ Add Comment

No comments to display at this time

Instructional Support

Instructional Equipment / Library Material / Technology

INTRODUCTION

The Instructional Support Program assists districts with their ever-growing need for instructional equipment, library materials, and technology on community college campuses due to aging equipment and inadequate funding. In 2019-20, districts may use all available Physical Plant and Instructional Support program funding for either the repair or replacement of instructional equipment and library materials. Physical Plant and Instructional program funding cannot be used for instructional supplies.

DEFINITION OF EQUIPMENT

The *Budget and Accounting Manual* (BAM) provides a definitive description of equipment. The *Guidelines for Distinguishing Between Supplies and Equipment and Classification of Expenditures by Object* is included in the appendix of these Guidelines to assist districts with differentiating between equipment and supplies and determining if the equipment purchase is allowable. A quick definition of equipment versus supply as defined by the Budget and Accounting Manual is:

Equipment – Tangible property with a purchase price of at least \$200 and a useful life of more than one year, other than land or buildings and improvements thereon. (See Appendix, Guidelines for Distinguishing Between Supplies and Equipment.)

Supply – A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

MATCHING FUNDS – FISCAL YEAR 2019-20

In 2019-20, districts are not required to provide a match for the instructional equipment, library material, and technology.

SALARY/WAGES

Instructional support funds cannot be used to supplant or supplement district personnel salaries and wages. Only expenditures for parts, outside labor or that which is included in the purchase price of the library materials, technological enhancement, or instructional equipment are allowable. Instructional equipment that requires installation or adaptation included with the purchase is also allowable.

INSTALLATION COSTS

Normal costs of installation can be included for instructional support. “Normal” costs as being defined as costs appearing reasonable to a reasonable person. For example, running electrical wiring for equipment will be acceptable but building a new building to house the equipment is not reasonable.

AUDITING

The Chancellor’s Office does not perform audits on instructional equipment. District expenditures of the funds shall be reviewed as part of the district’s annual contracted audit (pursuant to requirements in the Budget Act). Exceptions to the block grant terms may result in repayment of funds.

ALLOWABLE ITEMS

Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples, the lists below are not limited to the items shown below. If you have questions about eligible equipment, please contact the Physical Plant and Instructional Support Program Monitor.

Equipment and Furniture

Instructional equipment and furniture for primary use by students in instructional programs.

- Classroom/Laboratory equipment
 - Whiteboard, Projector screen, Projector, etc.
- Instructional furniture
 - Desks, Tables, Podium, etc.
 - Chairs, etc.

Information Technology

Instructional information technology equipment for student use in classrooms, laboratories, and/or directly assisting students (registration, counseling, student services, etc.).

- Desktops, Laptops
- Monitors
- Printers
- Servers
- Network/Wireless infrastructure
- AV/TV
- Multi-media

Software

Districts may purchase software licenses Physical Plant and Instructional Support program funding. Other permitted software are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software.

- Registration
- Counseling
- Student services
- Learning Management Systems for student use

Adaptive Equipment

Adaptive Equipment is for students who require it, as defined by the American Disabilities Act/Office of Civil Rights, to assist them in a learning environment. Please see the Definitions Section in the Appendix for examples.

Library Material

- Databases
- Online subscriptions
- Books, Periodicals, Videos, etc.

NON-ALLOWABLE ITEMS: ADMINISTRATIVE OR NON-INSTRUCTIONAL PURPOSES

Equipment being used for administrative or non-instructional purposes is not allowed. The following equipment is not allowed:

- Photocopiers
- File cabinets
- Bookcases
- Computers
- Networking infrastructure
- Software licenses

Instructional Support Equipment List

The Chancellor's Office will collect statewide instructional equipment data from districts to analyze equipment need. The information collected will be used to inform the California Department of Finance (DOF) and Legislative Analyst's Office (LAO) of the district's future Instructional Equipment needs.

The Chancellor's Office will send a spreadsheet for the districts to fill out. It will be an interim Instructional Support Five-Year Plan. The spreadsheet data is comprised of the following:

- Fiscal year
- District
- College
- Program (top code and instructional program name)
- Equipment Category
 - Equipment and Furniture
 - Information Technology
 - Software
 - Adaptive Equipment
 - Library Material
- Total cost
- Notes

The district will fill in the spreadsheet and send it back to the Chancellor's Office. The Chancellor's Office will compile these data into one workbook which will be provided to the DOF and LAO.

This spreadsheet will be sent out in early July and it **due back to the Physical Plant and Instructional Support program monitor by December 13, 2019**. The data collected will be for the FY 2018-19 instructional equipment expenditures, FY 2019-20 year's need, and the next five years (if the district has a plan available).

Appendix

Title 5 CA ADC § 57200

Subchapter 4. Deferred Maintenance

Barclays Official California Code of Regulations

Title 5. Education

Division 6. California Community Colleges

Chapter 8. Construction

Subchapter 4. Deferred Maintenance

§ 57200. Purpose.

For the purposes of administration and implementation of the Community Colleges Facility Scheduled Maintenance and Special Repair Program as required by Education Code section 84660, the provisions of this subchapter shall apply.

§ 57201. General Requirements.

Each community college district applying to receive funds pursuant to this subchapter shall:

(a) Prepare and submit to the Chancellor a current 5-Year maintenance plan. The plan shall be consistent with the district's 5-Year capital outlay plan, but shall not duplicate that plan. The plan shall provide for ongoing as well as scheduled maintenance.

(b) Maintain a level of ongoing maintenance during the year for which funds are requested commensurate with the level of activity in prior years.

§ 57202. Application for Funds.

Districts shall apply to the Chancellor's Office for funding for scheduled maintenance in the form and manner specified by the Chancellor.

§ 57203. Allocation of Funds.

The Chancellor shall allocate the funds appropriated by the Legislature as soon as such funds are available, and in accordance with the project priorities established, provided that ten percent (10%) of the funds may be held for contingencies that may occur during the year. Any such funds initially held for contingencies shall be allocated prior to the end of the fiscal year.

§ 57204. Selection of Projects.

The Chancellor shall evaluate district applications and rank projects for funding. Projects shall be ranked for funding using the following criteria, which shall be ranked equally:

(a) Health and Safety. Priority shall be given to projects necessary to meet safety requirements and to correct hazardous conditions which, if uncorrected, would result in facility closure or danger to staff and students utilizing the facility.

(b) Prevention of Further More Costly Repairs. Priority shall be given to scheduled maintenance for instructional facilities necessary to prevent substantially increased maintenance or replacement costs in the future.

(c) Disruption of Programs. Priority shall be given to projects necessary to prevent disruption of instructional programs.

§ 57205. District Match.

The Chancellor will allocate funds for only fifty percent of the costs for a scheduled maintenance project. In accepting funds under this subchapter, a district agrees to spend district funds necessary to complete the project. The Chancellor may waive this requirement in whole or in part for projects for which the district demonstrates that it cannot make available fifty percent of the costs for the project from other sources.

The Chancellor shall waive this requirement only for projects with high priority for funding. Highest priority shall be given to those projects which the Chancellor determines are necessary to prevent a facility from being closed.

Where projects would otherwise be of equal rank, first priority shall be given to those projects for which the district provides matching funds.

Title 5 CA ADC § 57001.5

Barclays Official California Code of Regulations

Title 5. Education

Division 6. California Community Colleges

Chapter 8. Construction

Subchapter 1. Community College Construction Act

§ 57001.5. Project.

(a) As used in this chapter “project” means the purpose for which a community college district has applied for assistance under chapter 4 of part 49 of the Education Code for one or more institutions under its authority or for district wide facilities. A project may include the planning, acquisition, and improvement of community college sites; the planning, construction, reconstruction. or remodeling of any permanent structure necessary for use as a classroom, a laboratory, a library, a performing arts facility, a gymnasium, the basic outdoor physical education facilities, the basic food service facilities, or child development centers, pursuant to section 79120 of the Education Code; related facilities necessary for the instruction of students or for administration of the educational program; maintenance or utility facilities essential to the operation of the foregoing facilities and the initial acquisition of equipment. A project may also include the initial furnishing of, and initial acquisition of equipment for, any facility leased or lease-purchased by a community college district as of August 1, 1987, for educational purpose or purposes.

(b) A project may also include the reconstruction or remodeling of any facility leased or lease-purchased for educational purposes. The Chancellor's Office shall require transfer to the community college district of title or any other interest considered sufficient by the district, in and to facilities presently leased or to be leased in the future by the district, to the extent of the funds appropriated for reconstruction or remodeling of leased facilities. When sufficient title or interest has not been transferred, the term of the lease shall be of sufficient duration to completely amortize the reconstruction or remodeling cost. Such amortization shall be determined by utilizing current interest rates and normal accounting practices. If the lease is terminated prior to amortizing the reconstruction or remodeling costs the district shall repay the state for any unamortized state costs.

A project consisting of the construction of any facilities listed in subdivision (a) on property that conforms to subdivision (b) of section 81530 of the Education Code shall be eligible for state funding. For any project that is constructed under this paragraph, the term of the lease shall be of sufficient duration to completely amortize the cost of the project and the governing board of the community college district shall provide in the lease agreement a hold harmless clause satisfactory to the lessor. The amortization shall be determined by utilizing current interest rates and normal accounting practices. If the lease is terminated prior to amortizing the project, the district shall pay the state for any unamortized state costs.

(c) The projects defined by subdivisions (a) and (b) of this section shall not be construed as a commitment by the Board of Governors as to the type or possible number of projects that may be considered during any fiscal year.

(d) A project shall not include the planning or construction of dormitories, student centers other than cafeterias, stadia, and the improvement of sites for student or staff parking, or single-purpose auditoriums.

Education Code Section 84660

84660. (a) The Legislature finds and declares that it is in the interests of the people of the State of California to ensure that the facilities of the California Community Colleges are repaired and maintained on a timely basis in order to provide for the safe utilization of these facilities as well as providing for the prevention of further structural damage resulting in more costly repairs. The Legislature recognizes that in many community college districts high operating costs and limited district revenues have combined to restrict the ability of community college districts to provide for the periodic maintenance and timely repair of community college facilities.

It is the intent of the Legislature in enacting this chapter that funds be allocated pursuant to the requirements of this chapter to provide for the deferred maintenance and special repair of community college facilities. However, the Legislature recognizes that there may not be sufficient revenues in future years to provide an annual appropriation for the program provided by this chapter. Therefore, nothing in this chapter shall be construed to create an annual state obligation to fund this program.

(b) The Board of Governors of the California Community Colleges shall adopt rules and regulations for the allocation of funds authorized by this chapter for the deferred maintenance and special repair of community college facilities. The adopted rules and regulations shall establish criteria for the ranking of requests for funding by community college districts for funds allocated pursuant to this chapter. The adopted rules and regulations shall require districts to prepare and submit to the board of governors a 5-Year maintenance plan which includes plans for preventative as well as deferred maintenance in order to be eligible for state funding of deferred maintenance. The adopted rules and regulations shall require recipient districts to provide an amount of district funds equal to the amount of state funds to be allocated for facility deferred maintenance and special repair as a condition for the receipt of state funding, subject to a complete or partial waiver of this requirement by the Board of Governors of the California Community Colleges based upon a review of the financial condition of the district.

For the purpose of this chapter, "deferred maintenance and special repair" means unusual, nonrecurring work to restore a facility to a safe and continually useable condition for which it was intended.

(c) No community college district shall receive funds pursuant to this chapter unless the district expends at least 1/2 percent of its current operating budget for ongoing maintenance.

(d) The board of governors may, pursuant to subdivision (b), increase the percentage specified in subdivision (c).

(e) It is the intent of the Legislature that funds received by districts pursuant to this chapter supplement, not supplant, district deferred maintenance funds.

Labor Compliance Requirements

(Please review Labor Compliance Program and Compliance Monitoring Unit regulations and laws).

Labor compliance program (LCP) Labor Code section 1771.5 authorizes the establishment of Labor Compliance Programs (“LCPs”) to enforce prevailing wage requirements on public works construction projects. LCPs enforce prevailing wage laws on behalf of public agencies that award public works contracts (known as “awarding bodies”) and serve as an alternative to the traditional enforcement role of the Division of Labor Standards Enforcement.

LCPs are required, among other things, to inform contractors about their prevailing wage obligations, monitor compliance by obtaining and reviewing certified payroll reports, investigate complaints and other suspected violations, and take appropriate enforcement action when violations are found. LCPs must be approved, may have their approval revoked, and must follow specific reporting and performance standards set forth in regulations adopted by the Director of Industrial Relations at title 8, California Code of Regulations, sections 16421 – 16439.

Compliance Monitoring Unit (CMU)

CMU Requirements

- Any public works project paid for in whole or part out of public funds that are derived from bonds issued by the state, except Proposition 84 (2006 Water project bond initiative)
- Public entities that utilize design-build contracts as a project delivery method that has a CMU requirement within the authorizing statute
- Projects undertaken by an awarding body that elects to use the CMU on all of its projects.

CMU Exceptions

- Construction projects under the control of an awarding body that has been previously approved by the Department of Industrial Relations to operate its own in-house labor compliance program (LCP) for all projects. A list of approved in-house LCP programs is listed at www.dir.ca.gov/lcp.asp.
- Neither CMU nor LCP are required on projects covered by qualified project labor agreements (i.e. collective bargaining agreements that bind all contractors on the project and contain mechanisms for resolving wage disputes).
- Proposition 84-funded projects require LCP – no alternatives or exceptions.
- Any project that does not fall within the CMU requirements or one of the three exception categories listed above are not covered by CMU requirements. Such a project may include:

- A locally or federally funded project that does not receive any state bond funding or
- Design-build projects that do not have a CMU requirement within the authorizing statute (including CSU design-build projects).

Please see <https://www.dir.ca.gov/dlse/cmu/cmu.html> if you need further clarification.

Guidelines for Distinguishing Between Supplies and Equipment (BAM Appendix D)

One common accounting challenge districts face is that of distinguishing between supplies and equipment, between equipment and improvement of grounds, and between equipment/building fixtures and service systems. Nevertheless, districts must correctly identify each expenditure if they are to achieve the necessary uniformity of accounting.

Whether an item should be classified as equipment or as supplies is determined on the basis of the length of time the item is serviceable and on its contribution to the value of the district. For example, supplies are constantly being consumed and replaced without increasing the value of the physical properties of the district. Equipment has relatively permanent value, and its purchase increases the value of the physical assets of the district.

Expenditures made by districts for equipment, improvement of sites, building fixtures and service systems are charged as capital outlay; expenditures for supplies are charged as current expense. The purchase of equipment either as direct purchase or lease-purchase must be recorded in object classification 6400, Equipment.

Supplies are items of expendable nature that are consumed or worn out, deteriorate in use, or are easily broken, damaged or lost. Examples include paper, pencils, cleaning materials, nails, scissors, test tubes, and keys.

Items that have a relatively short service life (less than one year) and that, therefore, must be replaced frequently are also charged as supplies. Examples include brooms, tools, and rubber stamps.

Computer software and hardware could fall into either category, supplies or equipment, depending on the cost and useful life. To determine which category of expenditure an item belongs, follow the questions and/or guidelines listed below.

Some articles clearly cannot be classified as either supplies or equipment. They have the characteristics of equipment, but they have a low unit cost or are frequently lost, broken or worn out and replaced in normal use. To obtain uniformity, the district should assign items to the various classifications on the basis of the answers to the questions in the list below:

- 1.** Does the item lose its original shape and appearance with use?
- 2.** Is it consumable, with a normal service life of less than one year?
- 3.** Is it easily broken, damaged, or lost in normal use?
- 4.** Is it usually more feasible to replace it with an entirely new unit than to repair it?

- 5.** 5. Is it an inexpensive item? Does the small unit cost make it inadvisable to inventory the item? See Education Code Section 81600.

If the answer to one of the above five questions is yes, the item should be classified as a supply item and the expenditure should be recorded within object classification 4000. If all answers are no, the item should be classified under object classification 6400, Equipment.

Another method of distinguishing equipment from supplies is to follow the useful flowchart below.

Guidelines for Distinguishing Equipment from Supply Items (Listed in Priority Order)

Lasts more than one year -> NO
↓ YES

Repair rather than replace -> NO
↓ YES

Independent unit rather than being
incorporated into another unit item -> NO At first NO
item is declared to be SUPPLY
↓ YES

Cost of tagging and inventory
small percent of item cost -> NO
↓ YES

Equipment

By way of example, let us classify both a personal computer and a calculator. The computer is likely to last more than one year, and if it did break down, it is most likely to be repaired. The calculator may last more than one year, but in the event that the calculator stopped working, it would be replaced, not repaired.

Thus, it would be declared a supply. Although it is not necessary to continue down the list of other criteria, note that many of them support the classification of calculator as supply rather than equipment. It would not be subject to special control, because the cost of keeping inventory on it would represent a large percentage of the cost. Nor is the cost in excess of the minimum dollar value established by the Budget and Accounting Manual. All of these criteria strengthen the classification of calculators as supplies.

NOTE: It is important to note that the policies of a district may override any of these guidelines. Districts may also wish to include in their historical inventories, audit trace inventory system, or any other acceptable inventory system those items whose acquisition costs are less than the amount cited in the Budget and Accounting Manual. It may be desirable for individual districts to establish and maintain Capital Accounts for charging non-inventoriable equipment that do not warrant the keeping of inventory records.

Repair parts that the district purchases for buildings, equipment and grounds, regardless of cost, are normally charged as supplies and would be accounted for under object 4000. Examples include plumbing fixtures; compressors, if part of a larger unit; bus transmissions; engines; and timer devices for automatic sprinkling systems.

Repair costs are those outlays which are necessary to keep an asset in its intended operating condition but which do not materially increase the value or physical properties of the asset. These costs would be accounted for under object 5000.

In contrast, all additions and betterments to fixed assets should be charged to a Capital Outlay account when acquired or when construction or installation is completed. An addition refers to a physical extension of some existing asset. A betterment exists when part of an existing asset is replaced by another and the replacement provides a significant increase in the life or value of the asset.

Capital Outlay expenditures are those that result in the acquisition of capital assets or additions to capital assets. They are expenditures for sites, improvement of sites, buildings, improvement of buildings, building fixtures, service systems, and purchase of initial or additional equipment.

Classification of Expenditures by Object (BAM)

4000 Supplies and Materials

Books, Magazines and Periodicals

Instructional Supplies and Materials

Non-instructional Supplies and Materials

This object is used to record all expenditures for instructional and non-instructional supplies and materials, including costs of freight, sales/use tax and handling charges. Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged, or lost. For distinguishing between supplies and equipment see Appendix D.

Included in this object are instructional, office, library, medical, food and food service supplies as well as tests, periodicals, magazines, pictures, maps, computer software, and other expendable items having a useful life of less than one year. Also included are supplies and materials used in the care and upkeep of equipment, buildings and grounds and other like items.

Object 4000, Supplies and Materials, is the controlling account that summarizes expenditures in the following subsidiary object categories:

Software

Expenditures for software purchases with an initial cost of less than the district's capital outlay threshold should be accounted for in object code 4000. Expenditures for payments to firms providing software licensing are recorded within Object 5000. Software purchases with an initial useful life in excess of one year may be classified as equipment in Object 6400. For additional information, see Appendix D, Guidelines for Distinguishing Between Supplies and Equipment. The account codes for software licensing are also described in object codes 5000, Rents and Leases, and object code 5000, Repairs and Maintenance. Account codes for the purchase of a perpetual license agreement is included in object code 6400, Equipment.

Books, Magazines and Periodicals

Expenditures for books, magazines, and periodicals other than those purchased for the district's library. Books purchased for a department/division library are to be recorded within this object as a supply. See Object 6300, Library Books for expenditures related to the college library.

Instructional Supplies and Materials

Expenditures for supplies to be used by students, faculty and other personnel in connection with an instructional program.

Non-instructional Supplies and Materials

Expenditures for supplies and materials used in institutional support services.

6300 Library Books

Expenditures for the purchase of books, magazines, periodicals and non-print media for the college library. Non-print media includes the costs of electronic services for books, magazines, periodicals and other library resources which are available through electronic subscriptions.

The purchase of books, magazines, periodicals, and non-print media for department/division libraries shall be recorded within Object 4000, Books, Magazines and Periodicals under the appropriate Instructional Activity.

6400 Equipment

Expenditures for the purchase of tangible property with a useful life of more than one year, other than land or buildings and improvements thereon (EC §35168). Expenditures for intangible assets are also charged to object code 6400 if they have a value greater than the district's capital outlay threshold and an initial useful life longer than one year. Intangible assets may include: easements, patents, intellectual property, and software both internally generated and purchased. The initial costs to implement, including licensing costs, for both internally generated and off the shelf software should be capitalized in accordance with the district's capitalization policy. Subsequent outlays for maintenance and licensing are generally expensed unless they include modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software. Modifications that do not result in added capacity or efficiency or result in an extension of the useful life of the software should be charged to the repairs and maintenance object code 5000.

See Appendix D, *Guidelines for Distinguishing Between Supplies and Equipment*. Districts shall maintain a historical inventory, audit trace inventory system, or any other acceptable inventory system that contains the description, name, identification numbers, original cost, date of acquisition, location, and time and mode of disposal for all items of equipment that cost or had a market value at time of acquisition in excess of five thousand dollars (\$5,000) or the district adopted capitalization threshold. Districts retain authority to inventory assets at a lower level if there is local need to do so, but the \$5,000 level is the uniform system level for capitalization and depreciation. (Accounting Advisory No. 2001-01)

Built-in fixtures are an integral part of the building, or building service system, and are reported in Object 6200, Buildings.

Expenditures for equipment purchases shall be recorded by the prescribed subsidiary account:

New

Expenditures for the purchase of new equipment, or equipment of different quality or capacity, or restoration of equipment (necessitated by casualty loss).

Replacement

Expenditures for the identical replacement of equipment (necessitated by normal use) on a piece-for-piece basis to perform the same function(s).

Equipment that differs in capacity, function, or quality shall be considered new equipment.

Definitions

Adaptive Equipment

Equipment for those with disabilities that make the instructional program accessible. "Accessible" means that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use. Examples of adaptive equipment/assistive technology would be the following:

- CCTV's (hardware or equipment) for low vision users to read textbooks, library books
- Magnification software for users with low vision
- Screen reader software for users who are blind
- Screen reader software for users with learning disabilities
- Adjustable height tables for users in wheelchairs
- Ergonomic furniture for users needing adjustments due to physical disabilities
- Scanning solutions (small scanners for text to voice software and/or high-end scanners for digitizing library research in books)
- Accessible teaching podiums for instructors with disabilities
- Any purchase of accessible technology in order to meet the needs of students on a college campus.
- Accessible clickers used in lecture hall setting to record student response systems

Equipment

Tangible property with a purchase price of at least \$200 and a useful life of more than one year, other than land or buildings and improvements thereon.

Instructional Support 5-Year Plan

A spreadsheet submitted by each district to the Chancellor's Office comprised of the district's future instructional equipment needs over a period of five years.

Project Funding Proposal

A statement submitted by the districts of the intent, scope, justification, estimated cost and timing of proposed scheduled maintenance/special repair, architectural barrier removal, seismic retrofit, and hazardous substances projects.

Scheduled Maintenance

Non-recurring work to restore a community college facility to a safe and continually useable condition for which it was intended.

Scheduled Maintenance Five-Year Plan

This plan is submitted by each district to the Chancellor's Office summarizing the district's future scheduled maintenance/special repair projects over a five-year period.

Supply

A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

Public Contract Code (10105 – 10108.5)

10105. (a) As used in this chapter, "project" includes the erection, construction, alteration, repair, or improvement of any state structure, building, road, or other state improvement of any kind that will exceed a total cost calculated pursuant to subdivision (b).

(b) The total cost limit for calendar year 2010 shall be two hundred fifty thousand dollars (\$250,000), and at two year intervals thereafter, the total cost limit shall be adjusted upward or downward by the Director of Finance to reflect the percentage change in the annual California Construction Index as used by the Department of General Services. The amount shall be rounded off to the nearest one-thousand-dollar (\$1,000) figure.

10108. Where the nature of the work in the opinion of the department is such that its services in connection therewith are not required, it may authorize the carrying out of the project directly by the state agency concerned therewith if the estimated cost does not exceed six hundred thousand dollars (\$600,000), except that the six hundred thousand dollar (\$600,000) limitation shall not apply to a project of a district agricultural association or a project of the State Lands Commission. Any capital outlay project with a total value that does not exceed six hundred thousand dollars (\$600,000) may be budgeted as a minor capital outlay project. This limit shall be adjusted pursuant to subdivision (b) of Section 10105.

If the estimated total cost of any construction project or work carried out under this section exceeds twenty-five thousand dollars (\$25,000), the district or agency shall solicit bids in writing and shall award the work to the lowest responsible bidder or reject all bids. However, the director may authorize the district or agency to carry out work in excess of twenty-five thousand dollars (\$25,000) under the provisions of this section by day labor if he or she deems that the award of a contract, the acceptance of bids, or the acceptance of further bids is not in the best interests of the state. In no event shall the amount of work performed by day labor under this section exceed the sum of fifty thousand dollars (\$50,000) in the case of district agricultural association fair projects, or thirty-five thousand dollars (\$35,000) in other cases.

10108.5. (a) When the nature of the work by departments, boards, commissions, or conservancies within the Resources Agency, in the opinion of the Department of General Services, is such that its services in connection therewith are not required, it may authorize the carrying out of the project directly by the department within the Resources Agency concerned therewith if the estimated cost does not exceed five hundred thousand dollars (\$500,000). This limit shall be adjusted pursuant to subdivision (b) of Section 10105.

(b) If the estimated total cost of any construction project or work carried out under this section exceeds fifty thousand dollars (\$50,000), the Department of Forestry and Fire Protection shall solicit bids in writing and shall award the work to the lowest responsible

bidder or reject all bids. However, the Director of General Services may authorize the Department of Forestry and Fire Protection to carry out work in excess of fifty thousand dollars (\$50,000) under this section by day labor if he or she deems that the award of a contract, the acceptance of bids, or the acceptance of further bids is not in the best interests of the state. However, in no event shall the amount of work performed by day labor under this section exceed the sum of one hundred thousand dollars (\$100,000). This limit shall be adjusted pursuant to subdivision (b) of Section

10105. (c) Notwithstanding the cost limitation of subdivision (a), the State Coastal Conservancy may, if authorized by the Department of General Services as described in subdivision (a), directly carry out a public works project involving habitat or wetlands restoration and related pedestrian or cycling access improvements, not including buildings or other non-access related structures on the following state-owned lands: Bel Marin Keys Unit V in Marin County, Eden Landing Ecological Reserve (a part of the South Bay Salt Pond Restoration Project) in Alameda County, Bair Island Ecological Reserve in San Mateo County, Napa Sonoma Marshes State Wildlife Area in Napa, Solano, and Sonoma Counties, Ballona Wetlands Ecological Reserve in Los Angeles County, Buena Vista Lagoon Ecological Reserve in San Diego County, Los Peñasquitos Marsh in Torrey Pines State Natural Reserve in San Diego County, and Tijuana Estuary State Park in San Diego County. In carrying out a public works project pursuant to this subdivision, the State Coastal Conservancy shall comply with the provisions of, and regulations adopted pursuant to, this chapter.

Contracted District Audit Manual (Scheduled Maintenance)

430 - SCHEDULED MAINTENANCE PROGRAM

.01 Background

The Scheduled Maintenance Program is designed to protect the State's investment in community colleges through the timely repair and maintenance of facilities, to correct and avoid health and safety hazards, to maintain an environment conducive to learning, to prevent the disruption of programs, and to improve long-term cost effectiveness of facility operations.

Scheduled maintenance and special repair means unusual, non-recurring work to restore a facility to a safe and continually usable condition for which it was intended.

.02 Criteria

- 1.** Education Code 84660
- 2.** CCR, Title 5: 57200-57205
- 3.** 2018 Budget Act [SB 840, Ch. 29, Item 6870-101-0001(22)]
- 4.** Scheduled Maintenance 5-Year Plan – located in the FUSION system
- 5.** Scheduled Maintenance Program Criteria for Evaluating Waiver of 50 percent District Match
- 6.** Budget and Accounting Manual (BAM)
- 7.** Block Grant Certification for Expenditures
- 8.** FP99-09 Facilities Planning Unit Advisory dated August 6, 1999²

.03 Compliance Requirement

Funds provided by the State must be to supplement, not supplant, district deferred maintenance funds. This is defined as the amount spent in fiscal year 1995-96 for Operation and Maintenance of Plant increased by an amount equal to the State's contribution and the district's match for the Scheduled Maintenance Program for the year being audited.

.04 Suggested Audit Procedures

- 1.** Determine how much in district funds was spent in fiscal year 1995-96 in the General Fund on Operation and Maintenance of Plant (Activity Code 6500), excluding any state funds and match dollars expended for "Deferred Maintenance and Special Repairs" as defined in Education Code Section 84660, if reported in Activity Code 6500. (This amount may be found in the audit report for fiscal year 1998-99).
- 2.** Determine how much the district expended for Operation and Maintenance of Plant (Activity Code 6500) in the General Fund for the fiscal year being audited.

² Please request from Physical Plant and Instructional Support program monitor.

3. Determine Scheduled Maintenance and Special Repairs block grant expenditures (include state and district match) for the fiscal year being audited.
4. Determine other Scheduled Maintenance and Special Repairs expenditures incurred and funded by district or other funds for the fiscal year being audited.
5. Add the amounts determined in 2, 3, and 4 above.
6. Add the amounts determined in 1 and 3 above.
7. A reportable instance occurs if the amount identified in 6 above is greater than the amount identified in 5 above. The worksheet below has been provided to assist the auditor in determining compliance.

SCHEDULED MAINTENANCE PROGRAM MAINTENANCE OF EFFORT WORKSHEET

1. 1995-96 Operations and Maintenance Expenditures (Actual from 1998-99 Annual Audit Report). \$

Expenditures for fiscal year being audited

2. General Fund Expenditures – Routine Maintenance and Operation of Plant (Activity 6500) and Physical Property and Related Acquisitions (Activity 7100) All Fund Sources. \$
3. Total Scheduled Maintenance and Special Repairs Block Grant Expenditures (Includes State and District Match) \$
4. District/Other Funded Scheduled Maintenance and Special Repairs Expenditures \$
5. Total Expenditures (Add lines 2, 3, and 4) \$
6. Line 1 Plus Line 3 \$

Maintenance of Effort test is met if line 5 equals or exceeds line 6.

References

2018 Budget Act (SB 840)

http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB840 2018

Committee on Budget, Higher Education Trailer Bill (AB1809)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1809

2018 Committee on Budget, Education Finance (AB 1825)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1825

2019 Committee on Budget, Education Finance (SB 76)

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB76

Budget and Accounting Manual (BAM)

<https://www.cccco.edu/-/media/CCCCO-Website/Files/Finance-and-Facilities/budget-and-accounting-manual-2012-edition-ada.ashx>

California Code of Regulations, Title 5 57001.5, 57200-57205 (CCR)

<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>

California Construction Cost Index (CCCI)

<http://www.dgs.ca.gov/resd/Resources.aspx>

Governor's Executive Order B-29-15 (Drought)

https://www.gov.ca.gov/docs/4.1.15_Executive_Order.pdf

Taxonomy of Programs (TOP Code)

<https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/TOPmanual6200909corrected12513.ashx>