

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**

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Memorandum

October 23, 2008

FP 08-10
(Via E-Mail Only)

TO: Chief Business Officers
Facilities Planners

FROM: Frederick E. Harris, Assistant Vice Chancellor
College Finance & Facilities Planning

SUBJECT: **REVISED 2008-09 Physical Plant and Instructional Support-- Allocations and Certifications for Ongoing and One-Time Block Grants**

The 2008 Budget Act [AB 1781, Ch. 268/08 & AB 88, Ch. 269/08, Item 6870-101-0001(18)] provided an ongoing appropriation of \$27,345,000, split into two allocations that cannot be used interchangeably: Physical Plant \$13,673,000 and Instructional Support \$13,672,000.

In addition to those ongoing funds, SB 1133 (Ch. 751/06) provides \$10 million each year from 2008-09 to 2013-14 as a "one-time block grant" with the following conditions:

- **For one-time items of expenditure INCLUDING BUT NOT LIMITED TO the following purposes: Physical Plant, Instructional Support, Technology Infrastructure, State-mandated local programs**
- **NO local match requirement for expenditures from this one-time block grant**
- **NOT to be used as the local match for Instructional Material purchases and Physical Plant projects made from the ongoing Block Grant appropriation in item 6870-101-0001(18)**
- **To supplement and not supplant existing expenditures**
- **NOT to be used for Physical Plant projects involving facilities considered to be non-state supportable under Title 5 (dormitories, student centers, stadia, or parking)**

ACTION/DATE REQUESTED: Please complete and have your district Chief Executive Officer sign the enclosed certification form, and maintain a copy for your files. Project Funding Proposals (PFPs) will need to be completed and submitted in FUSION to support your spending plan for Physical Plant. The completed and signed certification form and supporting PFPs are due into our office no later than November 14, 2008.

It is critical that you adhere to the deadline above so that we are able to review and certify your 2008-09 PFPs in FUSION to enable the 2008-09 data to roll forward to 2009-10 in time for you to commence your upcoming 2009-10 Scheduled Maintenance and Special Repairs 5-Year Plan (SMSR 5YP) in FUSION. Please do not make updates to 2009-10 until after you certify 2008-09 as any updates made prior to being certified will not be saved in FUSION. A memo on the 2009-10 SMSR 5YP process will be forthcoming.

CONTACT: Please contact Lan Yuan at (916) 323-5957 or lyuan@cccco.edu for assistance with this certification process. For apportionment related questions, please contact Ed Monroe at (916) 327-6226 or emonroe@cccco.edu.

Attachments

**2008-09 ONGOING PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT BLOCK GRANT
AND ONE-TIME STATE EDUCATIONAL BLOCK GRANT
CERTIFICATION FOR EXPENDITURES**

This district certifies that all funds received for the ONGOING and ONE-TIME Block Grants will be spent in accordance with the provisions and guidelines below.

Signature, Chief Executive Officer

Printed Name

Date

DISTRICT: *(Please enter district name)*

2008-09 ONGOING BLOCK GRANT <i>[AB 1781, Ch. 268/08 & AB 88, Ch. 269/08, 6870-101-001(18)]</i>	2008-09 ONE-TIME STATE EDUCATIONAL BLOCK GRANT <i>(SB 1133, Ch. 751/06)</i>
\$ <i>(Enter district allocation amount)</i>	\$ <i>(Enter district allocation amount)</i>

CERTIFICATION

Districts are to certify that they will spend their Ongoing and One-Time Block Grant allocations in accordance with the program(s) guidelines and requirements. This certification and the supporting Project Funding Proposals (PFPs) are required as a condition for the receipt and expenditure of the State allocated moneys (funds are allocated to the districts through the general apportionment process). Return signed certification with district's spending plan to:

California Community Colleges
Facilities Planning: Lan Yuan
1102 Q Street, 4th Floor
Sacramento, California 95811-6549

Project Funding Proposals (PFPs) are to be completed and submitted using FUSION. The certification form and the PFPs are due to our office by November 14, 2008.

**CALIFORNIA COMMUNITY COLLEGES GUIDELINES FOR
2008-09 STATE FUNDED ONGOING AND ONE-TIME BLOCK GRANTS**

The 2008 Budget Act [AB 1781, Ch. 268/08 & AB 88, Ch. 269/08, Item 6870-101-0001(18)] contains an ongoing block grant of \$27,345,000, split into two allocations that cannot be used interchangeably: \$13,673,000 for Physical Plant and \$13,672,000 for Instructional Support. The Physical Plant allocation may be used for high priority scheduled maintenance and special repairs (provided districts maintain its operations and maintenance expenditure equal to or greater than the 1995-96 fiscal year level), architectural barrier removal, seismic retrofit, and hazardous substance projects. The Instructional Support allocation may be used for instructional equipment and library materials.

In addition, SB 1133, Ch. 751/06 provided a one-time appropriation of \$10 Million. Please note the following provisions for this year's one-time appropriation:

- **NO local match requirement for expenditures from the One-Time Block Grant**
- **To be used for one-time items of expenditure, INCLUDING BUT NOT LIMITED TO the following purposes: Physical Plant, Instructional Support, Technology Infrastructure, State-mandated local programs**
- **Shall be to supplement and not supplant existing expenditures**
- **May not be used as local match for Instructional Material purchases and Physical Plant projects under the Ongoing Block Grant**
- **Shall not be used for Physical Plant projects involving facilities considered to be non-state supportable under Title 5 (dormitories, student centers, stadia, or parking)**

District allocations are based on the district's 2007-08 P2 FTES (Full Time Equivalent Student), with a \$100,000 minimum for ongoing allocation and \$50,000 minimum for one-time allocation. Both the ongoing and one-time appropriations are subject to local match requirements, dependent on project type, as identified in the Proposed Spending Plan of this certification form. Project Funding Proposals (PFPs) must be prepared and submitted in FUSION to support the Physical Plant spending plan. PFPs should have a minimum of \$10,000 and a threshold of \$400,000 per project, except threshold does not apply to Hazardous Substance projects.

Advise program monitor of any subsequent changes to the Proposed Spending Plan or Project Funding Proposals.

ACCOUNTABILITY

State funds allocated pursuant to the above referenced legislation shall be accounted for in the General Fund, Part B-Restricted. This revenue shall be expended only for those items defined herein. The revenue shall be recorded as State Revenue, Categorical Apportionment (Controlling Account 8620), subordinate classification: Other Categorical Apportionment. The expenditure of this money shall be recorded in accordance with the California Community College's Budget and Accounting Manual. Any balance in the accounts as of June 30, 2009 shall be carried over to the next fiscal year and continued as restricted for the designated purposes.

AUDIT

District expenditures of the moneys, including the required district match, shall be reviewed as part of the contracted audit (ECS 84040). Exceptions to the block grant terms may result in repayment of funds.

DEFINITIONS

1. "Instructional" shall mean equipment purchased for instructional and/or library/learning resource center activities involving presentations and/or hands-on experience to enhance student learning and skills development.
2. "Equipment" shall mean tangible district property (excluding land and/or buildings and improvements thereon and licensed motor vehicles) of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included.
3. "Library Materials" shall mean books, periodicals, related ordering, processing, cataloging or binding costs or services, reference databases, cataloging and/or security systems, maps, documents, microforms, computer software, or prerecorded audio-visual resources for the benefit of student learning.
4. "Purchase" shall mean the acquisition of applicable instructional equipment, library materials through outright purchase, subscription service or lease-purchase agreements and any associated costs (other than district personnel salary or benefits). Only lease/purchase agreements for applicable instructional equipment received on or after July 1, 2008 or that is a continuation of a prior year's Instructional Equipment Program funded lease-purchase agreement shall qualify under this program. When the equipment/materials are not exclusively for instructional activities, the applicable cost must be prorated to instructional activities and adequately documented and/or justified.
5. "Scheduled Maintenance/Special Repairs" shall mean expenditures related to the non-recurring repair, maintenance or replacement of a community college's infrastructure or building component.
6. "District Match" shall mean the district's level of expenditures for the block grant funds allocated pursuant to the 2008 Budget Act.
7. For additional information, please refer to the Instructional Equipment and Library Material Guideline and the Scheduled Maintenance and Hazardous Substance Guideline.

DISTRICT'S PROPOSED SPENDING PLAN

PROJECT TYPE	MATCH REQUIREMENT 1/	2008-09 ONGOING (State Fund only)	2008-09 ONE-TIME (State Fund only)
INSTRUCTIONAL SUPPORT			
Instructional Equipment	3:1		
Library Materials	3:1		
PHYSICAL PLANT 2/			
Scheduled Maintenance/Special Repairs	1:1		
Architectural Barrier Removal	1:1		
Hazardous Substances	None		
Seismic Retrofit	None		
OTHER (One-Time Only) 3/			
Other program or expenditure item:	None	N/A	

1/ For 2008-09, match requirement applies only to the Ongoing Block Grant; NO match required for the One-Time Block Grant.

2/ Complete and submit Project Funding Proposals (PFPs) using FUSION for projects under the Physical Plant spending plan.

3/ Identify expenditure plan of One-Time funds for purposes other than Instructional Support and Physical Plant. Districts must comply with the One-Time appropriation provisions identified in this certification form.

CALIFORNIA COMMUNITY COLLEGES
2008-09 PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT
BLOCK GRANT ALLOCATIONS
ONGOING AND ONE-TIME

DISTRICT	ONGOING FUNDS			ONE-TIME FUNDS
	Physical Plant Allocation	Instructional Support Allocation	TOTAL ONGOING (info'l only)	State Educational Block Grant*
	Allan Hancock	\$105,824	\$105,815	\$211,639
Antelope Valley	\$119,414	\$119,403	\$238,817	\$91,852
Barstow	\$100,000	\$100,000	\$200,000	\$50,000
Butte	\$115,171	\$115,161	\$230,332	\$87,919
Cabrillo	\$123,076	\$123,065	\$246,141	\$93,967
Cerritos	\$183,653	\$183,636	\$367,289	\$140,196
Chabot-Las Positas	\$183,056	\$183,040	\$366,096	\$139,740
Chaffey	\$154,034	\$154,020	\$308,054	\$118,048
Citrus	\$127,017	\$127,005	\$254,022	\$96,961
Coast	\$378,964	\$378,931	\$757,895	\$291,460
Compton	\$100,000	\$100,000	\$200,000	\$50,000
Contra Costa	\$331,008	\$330,978	\$661,986	\$252,683
Copper Mt.	\$100,000	\$100,000	\$200,000	\$50,000
Desert	\$100,000	\$100,000	\$200,000	\$66,711
El Camino	\$207,033	\$207,014	\$414,047	\$158,043
Feather River	\$100,000	\$100,000	\$200,000	\$50,000
Foothill-DeAnza	\$353,127	\$353,095	\$706,222	\$269,567
Gavilan	\$100,000	\$100,000	\$200,000	\$50,000
Glendale	\$171,754	\$171,739	\$343,493	\$133,294
Grossmont-Cuyamaca	\$198,404	\$198,386	\$396,790	\$151,789
Hartnell	\$100,000	\$100,000	\$200,000	\$53,821
Imperial	\$100,000	\$100,000	\$200,000	\$58,175
Kern	\$204,751	\$204,733	\$409,484	\$159,186
Lake Tahoe	\$100,000	\$100,000	\$200,000	\$50,000
Lassen	\$100,000	\$100,000	\$200,000	\$50,000
Long Beach	\$231,867	\$231,847	\$463,714	\$177,025
Los Angeles	\$1,108,615	\$1,108,516	\$2,217,131	\$846,287
Los Rios	\$561,067	\$561,017	\$1,122,084	\$432,546
Marin	\$100,000	\$100,000	\$200,000	\$50,000
Mendocino-Lake	\$100,000	\$100,000	\$200,000	\$50,000
Merced	\$108,336	\$108,327	\$216,663	\$82,701
Mira Costa	\$100,000	\$100,000	\$200,000	\$68,499
Monterey Peninsula	\$100,000	\$100,000	\$200,000	\$68,497
Mt. San Antonio	\$324,331	\$324,302	\$648,633	\$250,781
Mt. San Jacinto	\$109,214	\$109,204	\$218,418	\$85,033
Napa Valley	\$100,000	\$100,000	\$200,000	\$50,000
North Orange Count	\$375,761	\$375,727	\$751,488	\$299,159
Ohlone	\$100,000	\$100,000	\$200,000	\$68,194
Palo Verde	\$100,000	\$100,000	\$200,000	\$50,000
Palomar	\$209,484	\$209,466	\$418,950	\$162,378
Pasadena Area	\$241,275	\$241,254	\$482,529	\$185,889
Peralta	\$206,471	\$206,452	\$412,923	\$157,614
Rancho Santiago	\$339,090	\$339,060	\$678,150	\$271,661
Redwoods	\$100,000	\$100,000	\$200,000	\$50,000
Rio Hondo	\$139,523	\$139,511	\$279,034	\$106,509
Riverside	\$288,716	\$288,690	\$577,406	\$228,794
San Bernardino	\$144,399	\$144,386	\$288,785	\$110,230
San Diego	\$450,173	\$450,133	\$900,306	\$346,810
San Francisco	\$396,515	\$396,479	\$792,994	\$302,689
San Joaquin Delta	\$175,518	\$175,503	\$351,021	\$140,052
San Jose-Evergreen	\$158,414	\$158,399	\$316,813	\$120,929
San Luis Obispo	\$100,229	\$100,220	\$200,449	\$76,512

CALIFORNIA COMMUNITY COLLEGES
2008-09 PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT
BLOCK GRANT ALLOCATIONS
ONGOING AND ONE-TIME

DISTRICT	ONGOING FUNDS			ONE-TIME FUNDS
	Physical Plant Allocation	Instructional Support Allocation	TOTAL ONGOING (info'l only)	State Educational Block Grant*
San Mateo	\$195,224	\$195,206	\$390,430	\$149,029
Santa Barbara	\$168,794	\$168,779	\$337,573	\$129,002
Santa Clarita	\$154,404	\$154,390	\$308,794	\$117,868
Santa Monica	\$202,538	\$202,520	\$405,058	\$154,612
Sequoias	\$100,000	\$100,000	\$200,000	\$64,121
Shasta-Tehama-Trinity	\$100,000	\$100,000	\$200,000	\$61,780
Sierra	\$161,042	\$161,027	\$322,069	\$122,935
Siskiyou	\$100,000	\$100,000	\$200,000	\$50,000
Solano	\$100,000	\$100,000	\$200,000	\$73,812
Sonoma	\$223,674	\$223,654	\$447,328	\$170,747
South Orange	\$244,925	\$244,903	\$489,828	\$186,969
Southwestern	\$167,901	\$167,886	\$335,787	\$128,171
State Center	\$288,101	\$288,075	\$576,176	\$226,471
Ventura	\$282,994	\$282,968	\$565,962	\$216,030
Victor Valley	\$100,338	\$100,329	\$200,667	\$76,595
West Hills	\$100,000	\$100,000	\$200,000	\$50,000
West Kern	\$100,000	\$100,000	\$200,000	\$50,000
West Valley-Mission	\$176,674	\$176,658	\$353,332	\$134,868
Yosemite	\$181,107	\$181,091	\$362,198	\$138,252
Yuba	\$100,000	\$100,000	\$200,000	\$65,754
Totals	\$13,673,000	\$13,672,000	\$27,345,000	\$10,000,000