

STATE OF CALIFORNIA

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Memorandum

January 6, 2009

FP 09-01
(Via E-Mail Only)

TO: Chief Business Officers
Facilities Planners

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

SUBJECT: 2009-10 Scheduled Maintenance & Special Repairs Program 5-Year Plan

With the completion of the 2008-09 Block Grant Certification and Project Funding Proposals (PFPs) in FUSION, it is time to submit your district's annual Scheduled Maintenance & Special Repairs 5-Year Plan (SMSR 5YP) in FUSION for fiscal years 2009-10 through 2013-14 as required per Education Code Section 84660. The due date to submit this year's 2009-10 SMSR 5YP in FUSION is **February 2, 2009**.

Following are some key information to assist the districts with the 2009-10 SMSR 5YP:

- The 2008-09 PFPs need to be approved in FUSION prior to updating the 2009-10 SMSR 5YP. Any updates made to 2009-10 SMSR 5YP prior to having 2008-09 certified will not be saved in FUSION.
- Districts DO NOT need to prepare 09-10 PFPs as part of the 09-10 SMSR 5YP submittal; our office will request for district's 09-10 PFPs next Fall once allocation amounts have been determined for each district as part of the annual block grant certification process.
- The SMSR 5YP should reflect district's projected needs irrespective of funding limitations.
- Exclude non-state supportable facilities (bookstores, dormitories, stadia, student centers, and parking lots).
- Projects should have a minimum amount of \$10,000 and not exceed the \$400,000 threshold.
- Refer to *Attachment A* for more specific information on how to prepare and submit the SMSR 5YP in FUSION.

ACTION/DATE REQUESTED: Please complete and submit the district's 2009-10 Scheduled Maintenance & Special Repairs 5-Year Plan in FUSION to our office on or before **February 2, 2009**.

CONTACT: If you have any questions or need assistance, please contact Lan Yuan at (916) 323-5957 or lyuan@cccco.edu.

CALIFORNIA COMMUNITY COLLEGES
Preparing and Submitting the
2009-10 Scheduled Maintenance & Special Repairs
5-Year Plan (SMSR 5YP) in FUSION

Prior to Preparing the SMSR 5YP

Make sure district's current year 2008-09 Project Funding Proposals (PFPs) have been certified in FUSION. Any updates made to 2009-10 SMSR 5YP prior to having 2008-09 certified will not be saved in FUSION.

To Prepare the SMSR 5YP

- To login, go to <http://fusion.deltacollege.edu/>, enter username and password.
- Select the %Planning+module, %20 Local Assistance+program and %2009-10, SI 07-08+Planning Year.
- The SMSR 5YP is prepared at the individual college level by project type:
 - Click on the district and select the college.
 - Select the appropriate project type (Roof, Utility, Mechanical, Exterior, or Other) to edit/enter data.
 - Select the %Add New+button for additional entries.
 - Click on the %Save+button upon completing the entries for each project type (switching screens before saving will delete any unsaved data).

To Submit the SMSR 5YP

- Upon completing the SMSR 5YP, click on the district level and it should show the Scheduled Maintenance Projects page.
- Click on the %Submit to FPU+button to complete submittal.
 This button may not be visible if user does not have administrator access or if district has projects in %Planning+or %need resubmit+status. Districts do not need to prepare PFPs as part of this submittal; however, districts may have PFPs already in FUSION they wish to keep. If that's the case, simply change the project status to %submitted+and the %Submit to FPU+button will become available. It's recommended that districts delete any system %auto-generated+ projects/templates.

For more information or assistance in preparing the SMSR 5YP in FUSION, please contact Lan Yuan at (916) 323-5957 or lyuan@cccco.edu.