



TO: Chief Business Officers
Facilities Directors

FROM: Hoang Nguyen, Director
Facilities Planning and Utilization Unit
College Finance and Facilities Planning Division

RE: 2021-2022 Space Inventory Report due December 3, 2021

This memo serves as a reminder that the 2021-22 Space Inventory Report for each district is due by December 3, 2021. Please ensure that your district's space inventory report is updated and includes all 100% controlled, owned or leased space utilized by the district through December 31, 2021. The 2021-22 district space inventory report is a key component of the 2024-25 district and statewide Capital Outlay Five-Year Plans and provides essential data to determine your district's annual eligibility for state capital outlay funding.

Space Inventory in FUSION 2.1

The space inventory module can be accessed via the [FUSION](#) web-based program as "Space Inventory – V2." Please familiarize yourself with the module by reviewing the FUSION 2.1 Space Inventory training video that is on the Home page in the "Downloads" section.

Space Inventory Submittal Process

Once the space inventory update is complete, click on the "Create Signature Request" button to initiate the signature process for the "Report 17" also known as the "certification signature page." Enter the email address of the appropriate district representative in the pop up and once signed, the signature page will be automatically attached to the space inventory attachments section. Please complete the signature process by December 3, 2021. It is not necessary to mail in hard copies of the signature pages to our office.

Please note that the electronic signature process for Space Inventory module is scheduled for completion by September 14, 2021.

Changes to Address in District Space Inventory Update

Updating the space inventory data to reflect the most up to date information as possible ensures the district's Five Year Plan, state funded capital outlay project proposals, and other district data are accurately reported to the Department of Finance and the Legislative Analyst's Office.

Please update your space inventory report to incorporate any updates to the following items:

2021-22 Space Inventory Report

August 26, 2021

- District/College profile (New President/Chancellor, contact information, legislative districts)
- New buildings and/or building profile (Building names, conditions, additions, Outside Gross Square Feet (OGSF), location)
- Room profile (Assignable Square Feet (ASF), room type, Taxonomy Of Programs (TOP) codes)
- Demolished buildings
- Non-inventoried buildings

Unclassified Space in the Space Inventory

The building and room representations of both the Condition Management Estimation Technology (COMET) assessment and Space Inventory programs have been synchronized in FUSION. As your district building deficiency data is updated by the FUSION reassessment team, they will be providing instructions and assistance on how to classify space that may be imported in from the COMET assessment module. Please contact Kimberly Meador, Training and Support Specialist with the Foundation for California Community Colleges, at kmeador@foundationccc.org if you have questions about unclassified space.

Updating Space Inventory with a New State-funded Facility

If a new **state-funded** building is included in the inventory that is now (or will soon be) complete, it is important to submit a change request in the FUSION Project module marking this project as “Online” or “Completed” for the 2024-25 Five-Year Plan's space calculations. This will ensure that the project space is not included twice in the space calculation, which would reduce eligibility for state funds. A project is marked “Online” when it is part of the functional inventory but financial transactions relative to the project construction are still in process, and Division of State Architect certification has not yet been received. A project is marked as “Completed” when it is occupied and has met all of the project closeout procedures detailed in the attached FP12-09 memorandum. When all transactions have been finalized on projects marked as “Online”, please submit a change request in the FUSION Project Module marking the project as “Completed” once the closeout procedures have been completed.

If there are major changes in your district’s annual report since last year (i.e., changes in assignable square footage, major room use or TOP codes), please contact Chay Yang at cyang@ccc.edu. Early notification of changes will help expedite the approval of your district’s space inventory so it will be available for use in next year’s 2024-25 Five-Year Capital Outlay Plan. Thank you for all your efforts to complete your district’s space inventory report by the appropriate due date.