

**2024-25**

# Physical Plant and Instructional Support Guidelines

CALIFORNIA COMMUNITY COLLEGES

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# 2024-25 Physical Plant and Instructional Support Summary

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Due to fiscal conditions facing the State of California, the Physical Plant and Instructional Support program is unable to provide funding to the community college system in FY 2024-25. The Chancellor's Office will continue to advocate for funding, which will require districts to continue to submit their Scheduled Maintenance and Instructional Support Five-Year Plans. These submissions are important components of the Physical Plant and Instructional Support program for the Chancellor's Office as they are used to advocate for more funding in the upcoming year.

## PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT TIMELINE

<b>Fiscal Year</b>	<b>District Task</b>	<b>Due Date</b>
2024-25	Scheduled Maintenance Five-Year Plan	October 28, 2024
2024-25	Instructional Support Five-Year Plan	December 2, 2024

# Physical Plant

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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; 2) water conservation, including landscape/synthetic turf, building improvements, drip/low-flow irrigation system, and well meter installation; 3) support for energy efficiency; and 4) affordable student housing.

## 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 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 2024-25

In 2024-25 districts are not required to match the state's contribution for scheduled maintenance, architectural barrier removal, hazardous substance, seismic retrofit, water conservation, energy efficiency, and affordable student housing.

### SCHEDULED MAINTENANCE 5-YEAR PLAN

To be eligible for funding in the Scheduled Maintenance and Special Repairs Program, districts must submit their 2024-25 scheduled maintenance five-year plan (five-year plan) **by October 28, 2024**. 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. The 2024-25 Scheduled Maintenance 5 Year Plan is comprised of

information on fiscal year 2024-25 and a four-year planning horizon that ends in 2028-29. **Because 2024-25 does not contain any physical plant allocations, no state funded projects should occur in that year.**

## 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). Since there is no state funding for this current year, **PFPs will not be required.**

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.

The proposed scheduled maintenance/special repair, architectural barrier removal, seismic retrofit, water conservation, energy efficiency, and affordable student housing 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. Architecture barrier removal and seismic retrofit proposals for projects over \$929,000 will not be considered for evaluation. Proposals may be made for portions or phases of a project where the total is over \$929,000 but the currently planned phase is less than \$929,000. 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 25 percent max, *Contingency* at 14 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 revise PFPs that districts have already submitted or the district's five-year plan. The districts' five-year plan must be submitted via FUSION **by October 28, 2024**.

## **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 shall be reviewed as part of the district's annual contracted audit pursuant to requirements in the trailer bill (SB 117). Non-compliance to the terms of the block grants may result in repayment of funds.

## 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 the current 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 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, and bookstores).

## **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.



## 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.

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.

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**

Due to budget conditions facing California this year, leading to a lack of funding for the Physical Plant and Instructional Support program, **hazardous substances PFPs are not required.**

## **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, and bookstores).

## **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 is not an exhaustive list; 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 student centers other than cafeterias, stadia, the improvement of sites for student or staff parking, or single-purpose auditoriums.

# Water Conservation

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## 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

Since there is no state funding for this current year, **water conservation PFPs are not required**. Please see instructions on how to enter PFPs in the instructions below. 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. Project Type: Select "Other" from the drop-down menu.
3. Adverse Immediate Effect(s) if Uncorrected (justification attached): Select "Code Violation" from the drop-down menu.
4. Complete the remaining form per usual.

# Energy Efficiency

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## INTRODUCTION

The FY 2023-24 Higher Education Trailer bill, SB 117, includes language to support energy efficiency projects within the Physical Plant and Instructional Support program. This funding may be used to help districts meet the Chancellor's Office Climate Action and Sustainability Framework (Framework) energy efficiency goals. Since there is no state funding for this current year, **energy efficiency PFPs are not required**.

## CLIMATE ACTION AND SUSTAINABILITY FRAMEWORK

In 2021 the California Community Colleges Chancellor's Office Board of Governors approved the Climate Action and Sustainability Framework. This Framework builds on the 2019 Board of Governors approved Climate Action and Sustainability Policy by allowing California community colleges to incorporate sustainability principles and climate science in their local practices. These local practices are recommended to follow the Framework's guidelines and districts benchmark data by 2025. By doing so, districts can use the benchmark data to assist the district in reaching the Framework's 2030 and 2035 goals. The Physical Plant and Instructional Support's energy efficiency project requirements are intended to align with this framework.

## CALIFORNIA COMMUNITY COLLEGE DISTRICTS AND THE LOADING ORDER

In 2003 the California Public Utilities Commission initiated an Energy Action Plan that envisioned a “loading order” of energy resources for the State of California. The loading order helped guide the Proposition 39 Clean Energy Jobs Act program and now the Physical Plant and Instructional Support program. The loading order is as follows:

1. Optimize all strategies for increasing conservation and energy efficiency to minimize increases in electricity and natural gas demand.
2. In recognizing the importance of new energy generation, allow renewable energy resources and distributed generation projects to meet the districts' needs.
3. **Not applicable** to the Physical Plant and Instructional Support program, the loading order includes use of clean fossil fuels.

The following are recommendations from the Chancellor's Office on how community college districts' energy efficiency projects under the Physical Plant and Instructional Support program can follow the loading order.

Please view the table below for information on project types within each loading order:

Loading Order	Project Types
<b>Energy Efficiency and Conservation</b>	Lighting
	HVAC
	Controls
	MBCx
	RCx
	Energy Management Systems
	Pneumatic to DDC
	Boilers
	Motors/Variable Frequency Drives
<b>Renewable Energy and Distributed Generation</b>	Photovoltaic
	Fuel Cell
	Battery Storage
	Cogeneration
	Green Hydrogen Units
	Centralized Systems
	Thermal Energy Storage
	Chilled Water Loop
	Heating Loop
	Electric Vehicle Charging Stations
<b>Clean Fossil Fuel</b>	N/A

## ELECTRIC VEHICLE CHARGING STATIONS

In alignment with California's Energy Action Plan goals, the State's transition away from gas-powered vehicle sales by 2035, and CALGreen's building standards code requiring electric vehicle (EV) charging stations to be installed in parking lots, the Chancellor's Office has determined that EV charging station projects will be allowed as part of the Physical Plant and Instructional Support program. It is highly recommended that these projects be supported in whole or in part by utilizing renewable energy to align with California's Energy Action Plan goals.

## ENERGY EFFICIENCY RESOURCES

California community colleges have resources that can help them determine what types of energy efficiency projects are needed on their campuses. The California Community Colleges Investor-Owned Utilities (CCC/IOU) and the California Energy Commission (CEC) are among these resources that districts can reach out to for assistance.

The CCC/IOU is a statewide energy efficiency partnership program. This program informs and educates entities, including community colleges, about energy efficiency as well as

provides cash incentives programs. The CCC/IOU partnership aims to ensure California community colleges' energy efficiency projects are designed to reduce energy use and save costs.

The CEC has the Energy Partnership Program (EPP) in which districts can receive up to \$20,000 for technical assistance on energy efficiency projects. This program can also help districts in identifying the most cost-effective energy efficiency projects they can pursue as PFPs in the Physical Plant and Instructional Support program.

For more information on the CCC/IOU and EPP program please use the links provided in the guidelines' References section to access those programs online.

# Affordable Student Housing

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## INTRODUCTION

Starting in 2024-25, the Physical Plant and Instructional Support program now covers affordable student housing. Affordable student housing projects funded under the program must meet eligibility requirements per Title 5, Section 57001. Since there is no state funding for this current year, **affordable student housing PFPs are not required.**

## AFFORDABLE STUDENT HOUSING ELIGIBILITY

As described in Title 5, Section 57001, affordable student housing means rental housing with an affordability restriction for the life of the facility. This housing is rented to public, low-income higher education students at a below market rate calculated at 30 percent of 50 percent of the area median income for a single-room occupancy unit type.

# Select Instructions: FUSION's Scheduled Maintenance Module

## IMPORTANT NOTES:

1. The FUSION 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) 2021-22.

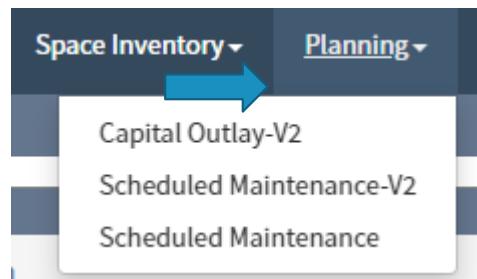
## STARTING OUT

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

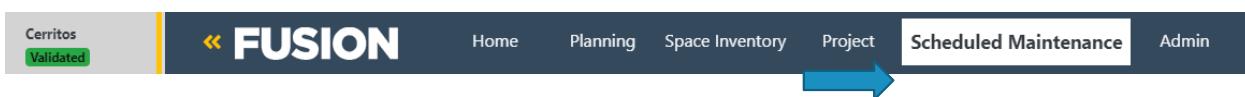
## NAVIGATING TO SCHEDULED MAINTENANCE

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

- Log into FUSION: (<http://fusion.deltacollege.edu/default.asp>)
- Click on *Planning* tab and click on *Scheduled Maintenance-V2* link



- From there, go to your district on the left column and click on the *Scheduled Maintenance* link



# FUSION: Scheduled Maintenance Dashboard and Its Functions

## SCHEDULED MAINTENANCE, PROJECT SUMMARY, AND VALIDATED PFPS

### Scheduled Maintenance Summary

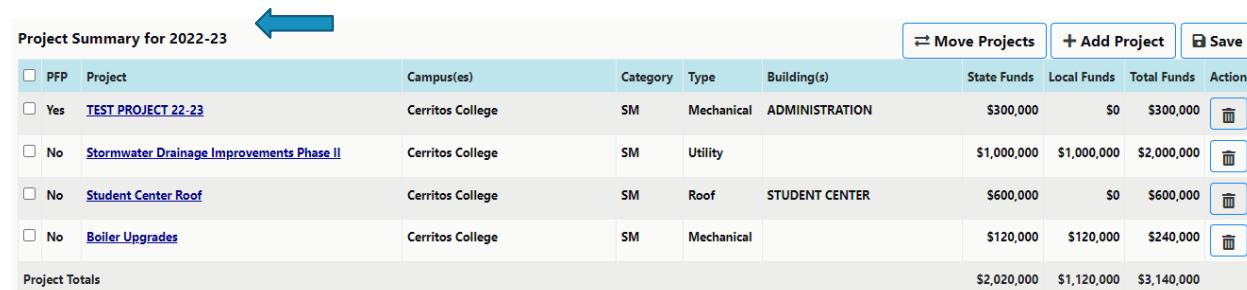
The *Scheduled Maintenance Summary* display allows users to see funding for planned projects, approved projects, and total expended funds within a given FY. The display shows data for previous and future years; this functionality supports Five-Year Plan development.



Scheduled Maintenance Summary								Select Year: 2022-2023
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
Total Planned			\$3,140,000	\$2,660,468	\$2,010,000	\$2,280,008	\$0	
Total PFP Request			\$0	\$300,000	\$0	\$0	\$0	
Total Approved		\$0	\$7,877,008	\$0	\$0	\$0	\$0	
Total Expended		\$0	\$500,000					

### Project Summary for Previous and Current FY Projects

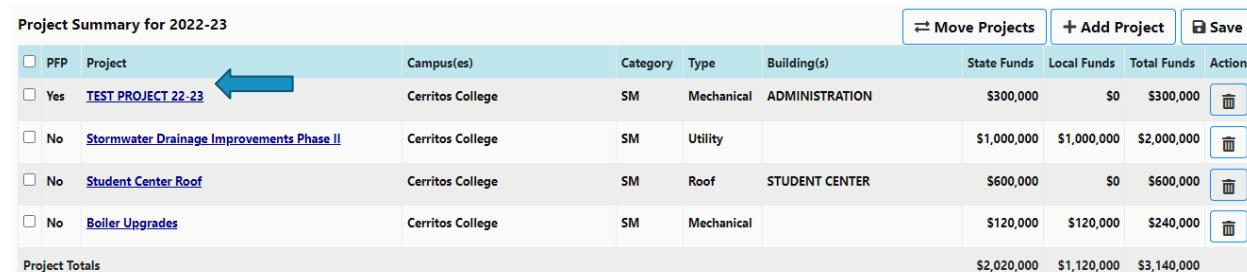
To see specific funding data about a particular plan, approvals, or expenditures, click on the appropriate box for that district and the information will populate in the *Project Summary* display.



Project Summary for 2022-23									<input type="button" value="Move Projects"/>	<input type="button" value="Add Project"/>	<input type="button" value="Save"/>
<input type="checkbox"/>	PFP	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds	Action	
<input type="checkbox"/>	Yes	<a href="#">TEST PROJECT 22-23</a>	Cerritos College	SM	Mechanical	ADMINISTRATION	\$300,000	\$0	\$300,000	<input type="button" value="Delete"/>	
<input type="checkbox"/>	No	<a href="#">Stormwater Drainage Improvements Phase II</a>	Cerritos College	SM	Utility		\$1,000,000	\$1,000,000	\$2,000,000	<input type="button" value="Delete"/>	
<input type="checkbox"/>	No	<a href="#">Student Center Roof</a>	Cerritos College	SM	Roof	STUDENT CENTER	\$600,000	\$0	\$600,000	<input type="button" value="Delete"/>	
<input type="checkbox"/>	No	<a href="#">Boiler Upgrades</a>	Cerritos College	SM	Mechanical		\$120,000	\$120,000	\$240,000	<input type="button" value="Delete"/>	
Project Totals							\$2,020,000	\$1,120,000	\$3,140,000		

### Project Actions in Project Summary for Previous and Current FY Projects

To view a project's details, click on the links for that project within the *Project* column. From there, users can view or edit the project information.



Project Summary for 2022-23									<input type="button" value="Move Projects"/>	<input type="button" value="Add Project"/>	<input type="button" value="Save"/>
<input type="checkbox"/>	PFP	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds	Action	
<input type="checkbox"/>	Yes	<a href="#">TEST PROJECT 22-23</a>	Cerritos College	SM	Mechanical	ADMINISTRATION	\$300,000	\$0	\$300,000	<input type="button" value="Delete"/>	
<input type="checkbox"/>	No	<a href="#">Stormwater Drainage Improvements Phase II</a>	Cerritos College	SM	Utility		\$1,000,000	\$1,000,000	\$2,000,000	<input type="button" value="Delete"/>	
<input type="checkbox"/>	No	<a href="#">Student Center Roof</a>	Cerritos College	SM	Roof	STUDENT CENTER	\$600,000	\$0	\$600,000	<input type="button" value="Delete"/>	
<input type="checkbox"/>	No	<a href="#">Boiler Upgrades</a>	Cerritos College	SM	Mechanical		\$120,000	\$120,000	\$240,000	<input type="button" value="Delete"/>	
Project Totals							\$2,020,000	\$1,120,000	\$3,140,000		

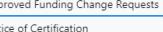
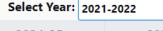
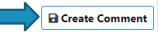
## Project Summary for Planned Projects and PFP Requests

Users are able to view and edit project details, move the project to previous or future years (see *Move Projects* button), or delete the project (see trashcan icon). These functions are particularly useful when for deferring or removing projects when preparing Five-Year Plans.

Project Summary for 2022-23												
PFP	Project	Campus(es)		Category	Type	Building(s)		State Funds	Local Funds	Total Funds	Action	
<input type="checkbox"/>	Yes <a href="#">TEST PROJECT 22-23</a>	Cerritos College		SM	Mechanical	ADMINISTRATION		\$300,000	\$0			
<input type="checkbox"/>	No <a href="#">Stormwater Drainage Improvements Phase II</a>	Cerritos College		SM	Utility			\$1,000,000	\$1,000,000	\$2,000,000		
<input type="checkbox"/>	No <a href="#">Student Center Roof</a>	Cerritos College		SM	Roof	STUDENT CENTER		\$600,000	\$0	\$600,000		
<input type="checkbox"/>	No <a href="#">Boiler Upgrades</a>	Cerritos College		SM	Mechanical			\$120,000	\$120,000	\$240,000		
Project Totals										\$2,020,000	\$1,120,000	\$3,140,000

## Validated Scheduled Maintenance PFPs

A *Scheduled Maintenance Status* of *Validated* indicates the approved, requested, and available state funding for current FY scheduled maintenance projects. With this status, users may view the Five-Year Plan (click on *Project List 5 Year Report* button), submit change requests (click on *Change Requests* button), leave comments about project submissions (click on *Create Comment* button), and attach items (click on *Attach* button). Districts must have a validated Five-Year Plan prior to starting work on their projects.

Cerritos Community College District (810) - Scheduled Maintenance												
Scheduled Maintenance Summary												
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26					
Total Planned				\$3,140,000	\$2,660,468	\$2,010,000	\$2,280,008					
Total PFP Request				\$0	\$300,000	\$500,000	\$0	\$0				
Total Approved	\$197,230	\$0	\$7,877,008	\$0	\$0	\$0	\$0					
Total Expended	\$0	\$0	\$0									
Project Summary for 2021-22												
PFP	Project	Campus(es)		Category	Type	Building(s)		State Funds	Local Funds	Total Funds		
Yes	<a href="#">Campus HVAC Replacement</a>	Cerritos College		SM	Mechanical			\$2,800,000	\$0	\$2,800,000		
Yes	<a href="#">Landscaping removal</a>	Cerritos College		SM	Exterior			\$2,100,000	\$0	\$2,100,000		
Yes	<a href="#">Concrete repair and replacement</a>	Cerritos College		SM	Exterior			\$1,000,000	\$0	\$1,000,000		

# Adding Planned Projects for the 2024-25 Five-Year Plan

## ADDING A PROJECT FOR THE FIVE-YEAR PLAN

**Step 1:** Select the *Select Year* in the *Scheduled Maintenance Summary* for that FY, and then click the button labeled *Add Project*.

Cerritos Community College District (810) - Scheduled Maintenance

All								Cerritos		
Scheduled Maintenance Summary								Select Year: 2024-2025		
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29			
Total Planned			\$2,660,468	\$2,010,000	\$2,280,008	\$0	\$0			
Total PFP Request	\$12,287,268		\$0	\$0	\$0	\$0	\$0			
Total Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Total Expended	\$0	\$0								

**Project Summary for 2024-25**

PPF	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds	Action
<input type="checkbox"/>	No <a href="#">Fire Line Loop</a>	Cerritos College	SM	Utility		\$250,000	\$250,000	\$500,000	
<input type="checkbox"/>	No <a href="#">Social Science</a>	Cerritos College	SM	Roof		\$430,234	\$430,234	\$860,468	
<input type="checkbox"/>	No <a href="#">Low Water Use Landscape Remediation</a>	Cerritos College	SM	Other		\$100,000	\$100,000	\$200,000	
<input type="checkbox"/>	No <a href="#">Automatic Door Replacement</a>	Cerritos College	SM	Exterior		\$200,000	\$200,000	\$400,000	
<input type="checkbox"/>	No <a href="#">Exhaust Fan Replacement Phase II</a>	Cerritos College	SM	Mechanical		\$100,000	\$100,000	\$200,000	
Project Totals						\$1,530,234	\$1,130,234	\$2,660,468	

**+ Add Project**

**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 project submission.

Project Title\***required**

Category\***required** SM

SM PROJECT FOR 2024-2025 (PLANNED STATE SUPPORTED)

PROJECT INFORMATION		FY2024 FUNDING		FUNDING BREAKDOWN	
Need & Scope* <b>required</b>		Project Funding Proposal (PFP): <input type="checkbox"/>		STATE: 0% LOCAL: 0%	
Project Manager:	Phone Number:	Project Total: \$0	State Funds* <b>required</b> <input type="checkbox"/>	Permit and Fees: Architect/Engineer, Plan Check Fees, Misc. - 25% maximum <input type="checkbox"/> 0 % \$0	
Project Type* <b>required</b>	Adverse Effect:	Expended Funds: <input type="checkbox"/>	Local Funds* <b>required</b> <input type="checkbox"/>	Construction Costs: <input type="checkbox"/> 0 % \$0	
Problem Years:	Corrective Method:	Remaining Funds: \$0	Local Only (not reported to FPU): <input type="checkbox"/>	Inspection: <input type="checkbox"/> 0 % \$0	
LOCATION DETAILS		Additional Funds Approved: None		Contingency: 14% maximum <input type="checkbox"/> 0 % \$0	
Campus(es): <input checked="" type="checkbox"/> District-wide OR Select Campus: <input type="checkbox"/>				Total: <input type="checkbox"/> 0 % \$0	

**Step 3:** In the *Category* field there are different project categories. These categories are as follows.

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

Project Title\*:required  
SM PROJECT FOR 2024-2025 (PLANNED STATE SUPPORTED)

Category\*:required  
SM  
HM  
OM

Save Go Back

Users will also find field categories for project funding sources. Each project funding source offers a new display of data for the user.

- Total Funding is labeled either *Total* or *Project Total*
- State Funding is labeled *State Funds*
- Local Funding is labeled *Local Funds*

FY2024 FUNDING		STATE: 0% LOCAL: 0%
Project Funding Proposal (PFP):	<input type="checkbox"/>	
Project Total: \$0	<input type="checkbox"/>	State Funds: *required \$0
Expended Funds:	<input type="checkbox"/>	Local Funds: *required \$0
Remaining Funds:	<input type="checkbox"/>	Local Only (not reported to FPU): \$0
Additional Funds Approved:	None	

FUNDING BREAKDOWN		
Permit and Fees:	0 %	\$0
Architect/Engineer, Plan Check Fees, Misc. - 25% maximum		
Construction Costs:	0 %	\$0
Inspection:	0 %	\$0
Contingency:	0 %	\$0
14% maximum		
Total:	0 %	\$0
	0 %	\$0

#### Step 4: Enter Project Information:

**Need and Scope** – Clearly and succinctly identify project type, repair/replace approach, and affected facilities. In planning years users may enter information in the *Need & Scope* field but will need to update it for project submission. For energy efficiency projects funded under the Physical Plant and Instructional Support program, specify the loading order in the *Need & Scope* field (ex. Loading Order: Energy Efficiency and Conservation).

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

SM PROJECT FOR 2024-2025 (PLANNED STATE SUPPORTED)

PROJECT INFORMATION

Need & Scope: **\*required**

Project Manager: Phone Number:

Project Type: **\*required** Adverse Effect:

Problem Years: Corrective Method:

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

PROJECT INFORMATION

Need & Scope: **\*required**

Project Manager: Phone Number:

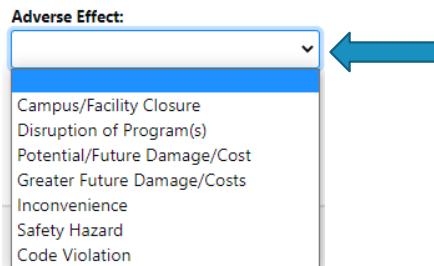
Project Type: **\*required** Adverse Effect:

Problem Years: Corrective Method:

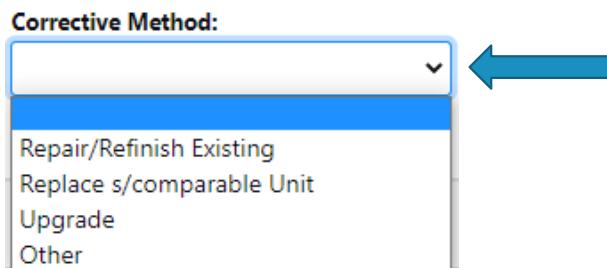
**Problem Year** – Identify and select the approximate number years the issue has existed using the *Problem Years* in the drop-down.

Problem Years: Corrective Method:

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



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



**Example** – Completed *Project Information* display.

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

**Step 5:** Enter FY Funding and *Funding Breakdown* FY Funding. Enter the future project's anticipated state share and local share of funding. Unless the future project is a current FY PFP, leave the *Project Funding Proposal* box unchecked. **Please note that for this current FY, PFPs are not required.** If the future project is locally funded, check the *Local Only (not reported to FPU)* checkbox.

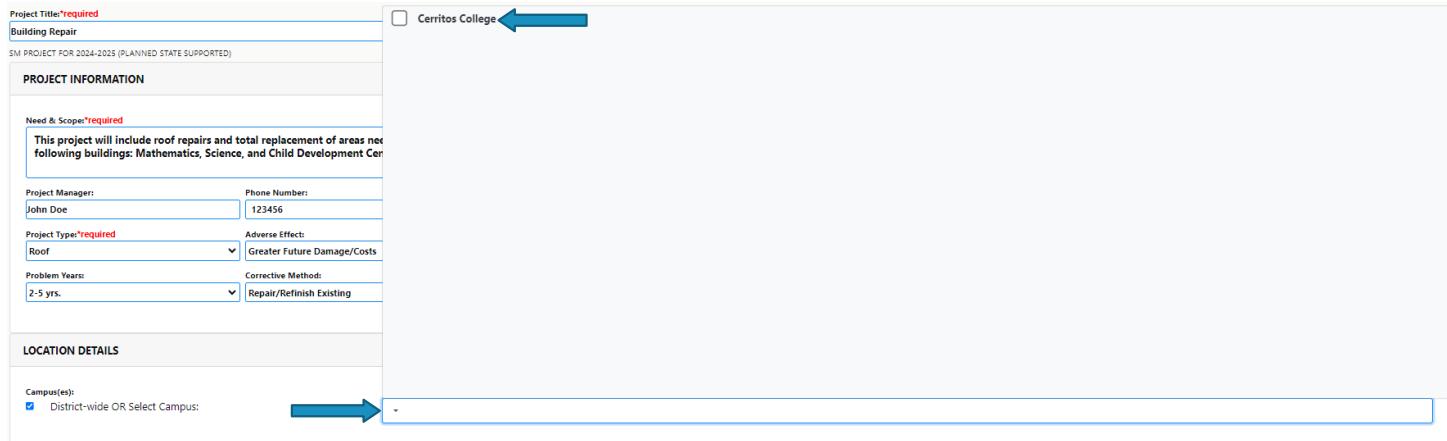
FY2024 FUNDING		STATE: 0% LOCAL: 0%
<input type="checkbox"/> 		
Project Funding Proposal (PFP):	State Funds: *required	
Project Total:	\$0	
Expended Funds:	Local Funds: *required	
\$0	\$0	
Remaining Funds:	Local Only (not reported to FPU):	
\$0	<input type="checkbox"/> 	
Additional Funds Approved:		
None		

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

FY2024 FUNDING		STATE: 0% LOCAL: 0%
<input type="checkbox"/>		
Project Funding Proposal (PFP):	State Funds: *required	
Project Total: \$500,000	\$450,000	
Expended Funds:	Local Funds: *required	
\$0	\$50,000	
Remaining Funds:	Local Only (not reported to FPU):	
\$50,000	<input type="checkbox"/> 	
Additional Funds Approved:		
None		

FUNDING BREAKDOWN		
Permit and Fees: Architect/Engineer, Plan Check Fees, Misc - 25% maximum	5 %	\$25,000
Construction Costs:	75 %	\$375,000
Inspection:	15 %	\$75,000
Contingency: 14% maximum	5 %	\$25,000
Total:	100%	\$500,000

**Step 6:** Enter *Location Details*. In the *Campus(es)* display identify whether the project is a district or campus project. For district-wide projects, leave the *District-wide OR Select Campus* button marked. For campus projects, select the *Campus(es)* from the *Add Campus* dropdown. Either button will unmark automatically if the opposite button is selected.



Project Title\***required**  
Building Repair  
SM PROJECT FOR 2024-2025 (PLANNED STATE SUPPORTED)

**PROJECT INFORMATION**

Need & Scope\***required**  
This project will include roof repairs and total replacement of areas ne following buildings: Mathematics, Science, and Child Development Cen

Project Manager: John Doe Phone Number: 123456

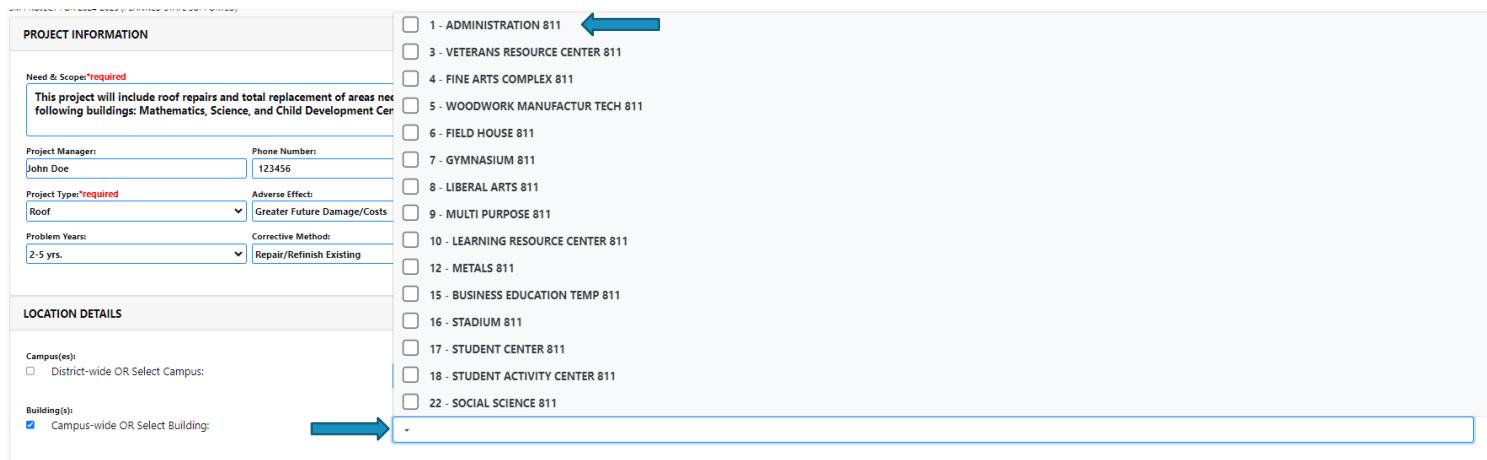
Project Type\***required** Adverse Effect: Roof Greater Future Damage/Costs

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

**LOCATION DETAILS**

Campus(es):  District-wide OR Select Campus:  Add Campus: Cerritos College

In the *Building(s)* display identify if 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* button marked. If it the project affects a building(s), select from the *Add Building* dropdown, and the *Campus-wide* button will unmark automatically.



Project Information

Need & Scope\***required**  
This project will include roof repairs and total replacement of areas ne following buildings: Mathematics, Science, and Child Development Cen

Project Manager: John Doe Phone Number: 123456

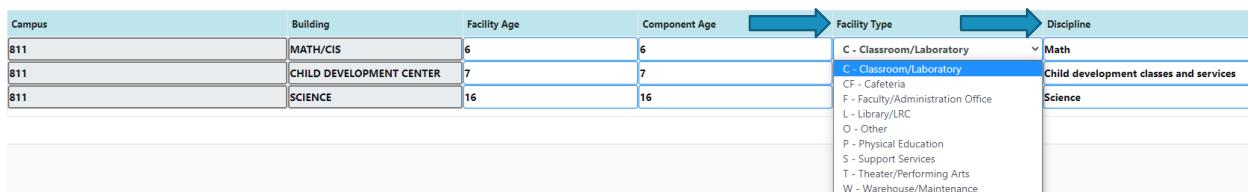
Project Type\***required** Adverse Effect: Roof Greater Future Damage/Costs

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

**LOCATION DETAILS**

Campus(es):  District-wide OR Select Campus:  Campus-wide OR Select Building:  Add Building: 1 - ADMINISTRATION 811

Complete the rest by selecting the *Facility Type* and completing the *Discipline* text fields. The *Facility Age* and *Component Age* data will automatically populate.



Campus	Building	Facility Age	Component Age	Facility Type	Discipline
811	MATH/CIS	6	6	C - Classroom/Laboratory	Math
811	CHILD DEVELOPMENT CENTER	7	7	C - Classroom/Laboratory	Child development classes and services
811	SCIENCE	16	16	C - Classroom/Laboratory	Science

C - Classroom/Laboratory  
C - Classroom/Laboratory  
C - Classroom/Laboratory  
C - Cafeteria  
F - Faculty/Administration Office  
L - Library/LRC  
O - Other  
P - Physical Education  
S - Support Services  
T - Theater/Performing Arts  
W - Warehouse/Maintenance

## Step 7: Project Information or Cancel – Abandon Changes

To save, click the *Save* button on the upper right; to cancel the changes, click the *Go Back* button also located on the upper right.

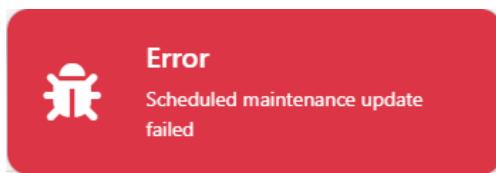
Project Title\***required**  
Building Repair

Category\***required**  
SM

SM PROJECT FOR 2024-2025 (PLANNED STATE SUPPORTED)

**Save** **<< Go Back**

If required information is missing users will receive an *Error* pop-up prompt.



### Example – Completed project submission

Project Title\***required**  
Building Repair

Category\***required**  
SM

SM PROJECT FOR 2024-2025 (PLANNED STATE SUPPORTED)

**Save** **<< Go Back**

PROJECT INFORMATION		FY2024 FUNDING		FUNDING BREAKDOWN	
Need & Scope* <b>required</b> This project will include roof repairs and total replacement of areas needed on the following buildings: Mathematics, Science, and Child Development Center		Project Funding Proposal (PPP): Project Total: \$500,000 State Funds* <b>required</b> \$450,000 Expendited Funds: \$0 Remaining Funds: \$50,000 Additional Funds Approved: None		STATE: 90% LOCAL: 10% Local Funds* <b>required</b> \$50,000 Local Only (not reported to FPU): \$0 Permit and Fees: Architect/Engineer: Plan Check Fees, Misc. - 12% maximum Construction Costs: 75 % \$375,000 Inspection: 15 % \$75,000 Contingency: 5 % \$25,000 Total: 100% \$500,000	
Project Manager: John Doe Phone Number: 123456		Project Type* <b>required</b> Roof Adverse Effect: Greater Future Damage/Costs		Problem Years: 2-5 yrs. Corrective Method: Repair/Refinish Existing	
LOCATION DETAILS		Campus(es): <input type="checkbox"/> District-wide OR Select Campus: <b>Cerritos College</b>			
Building(s): <input type="checkbox"/> Campus-wide OR Select Building:		97 - MATH/CIS 811 96 - CHILD DEVELOPMENT CENTER 811 41 - SCIENCE 811			
Campus	Building	Facility Age	Component Age	Facility Type	Discipline
811	MATH/CIS	7	7	C - Classroom/Laboratory	<input checked="" type="checkbox"/>
811	CHILD DEVELOPMENT CENTER	8	8	C - Classroom/Laboratory	<input checked="" type="checkbox"/>
811	SCIENCE	17	17	C - Classroom/Laboratory	<input checked="" type="checkbox"/>

Users can verify the project is saved by returning to the district dashboard, selecting the planning year in the *Schedule Maintenance Summary* display, and locating the project on the *Project Summary* display.

Cerritos Community College District (810) - Scheduled Maintenance

All

Cerritos C

**Scheduled Maintenance Summary**

	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Total Planned			\$2,660,468	\$2,010,000	\$2,280,008	\$0	\$0
Total PFP Request	\$12,287,268		\$0	\$0	\$0	\$0	\$0
Total Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expended	\$0	\$0					

**Project Summary for 2024-25**

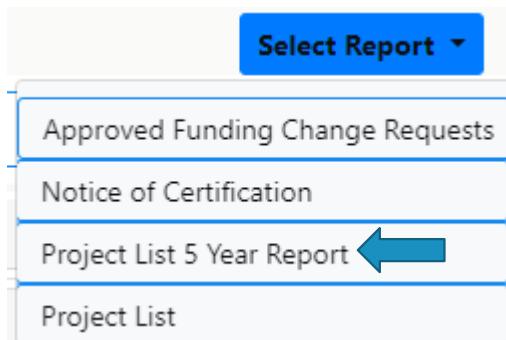
PFP	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds	Action
<input type="checkbox"/>	<input type="checkbox"/> No <a href="#">Building Repair</a>	Cerritos College	SM	Roof	MATH/CIS, CHILD DEVELOPMENT CENTER, SCIENCE	\$450,000	\$50,000	\$500,000	
<input type="checkbox"/>	<input type="checkbox"/> No <a href="#">Fire Line Loop</a>	Cerritos College	SM	Utility		\$250,000	\$250,000	\$500,000	
<input type="checkbox"/>	<input type="checkbox"/> No <a href="#">Social Science</a>	Cerritos College	SM	Roof		\$430,234	\$430,234	\$860,468	
<input type="checkbox"/>	<input type="checkbox"/> No <a href="#">Low Water Use Landscape Remediation</a>	Cerritos College	SM	Other		\$100,000	\$100,000	\$200,000	
<input type="checkbox"/>	<input type="checkbox"/> No <a href="#">Automatic Door Replacement</a>	Cerritos College	SM	Exterior		\$200,000	\$200,000	\$400,000	
<input type="checkbox"/>	<input type="checkbox"/> No <a href="#">Exhaust Fan Replacement Phase II</a>	Cerritos College	SM	Mechanical		\$100,000	\$100,000	\$200,000	
<b>Project Totals</b>						\$1,530,234	\$1,130,234	\$2,660,468	

# Submitting the 2024-25 Five-Year Plan

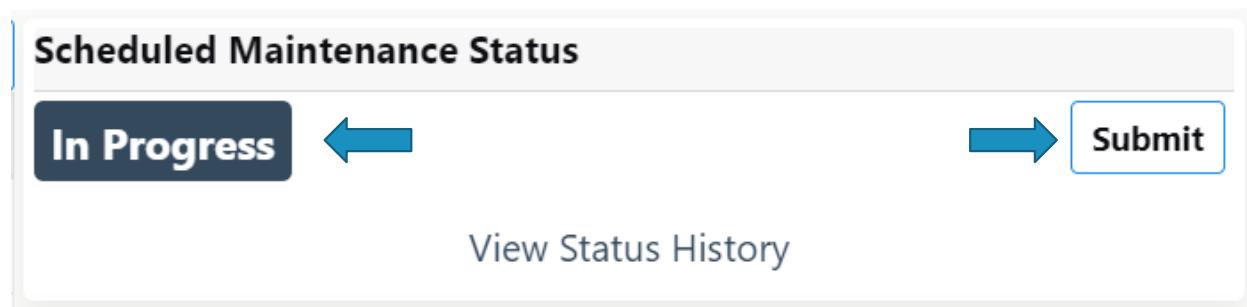
## FIVE-YEAR PLANS

Once users submit planned projects for the 2024-25 Five-Year Plan, the Five-Year Plan submission process is straightforward. Please bear in mind that for 2024-25, districts are required to submit their 2024-25 Scheduled Maintenance Five-Year Plan, with a four-year planning horizon ending in 2028-29, **but are not required to submit PFPs for FY 2024-25**. To submit your 2024-25 Five-Year Plans, please see the steps below.

**Step 1:** Navigate to the district's *Scheduled Maintenance* dashboard to select the button labeled *Select Report* in the submission display. From There, Choose the *Project List 5 Year Report* button to view the Five-Year Plan.



Review the information in the 2024-25 Five-Year Plan. If the information is correct, go to the *Scheduled Maintenance Status* dashboard on the top-right hand side of the page and select the button labeled *Submit*. The *Submit* button is only available for districts with a *Scheduled Maintenance Status* of *In Progress*. Upon submission in FUSION, the 2024-25 Five-Year Plan will be automatically sent to the Chancellor's Office for review and consideration for approval. Once approved, the *Scheduled Maintenance Status* will mark the Five-Year Plan as *Validated*.



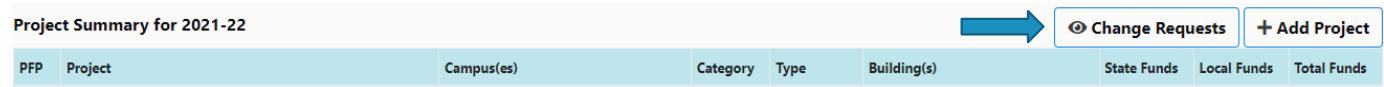
## Creating and Submitting Change Requests

Districts will need to submit a change request for adding a new PFP to the current or prior fiscal year of an already-approved Five Year Plan. Districts can also create a change request to transfer cost savings from other PFPs to an existing or new PFP. A change

request must be approved prior to beginning work on a new PFP. More information on this is found in the sections below.

## SUBMITTING CHANGE REQUESTS

**Step 1:** Select the district scheduled maintenance dashboard's *Change Request* button.

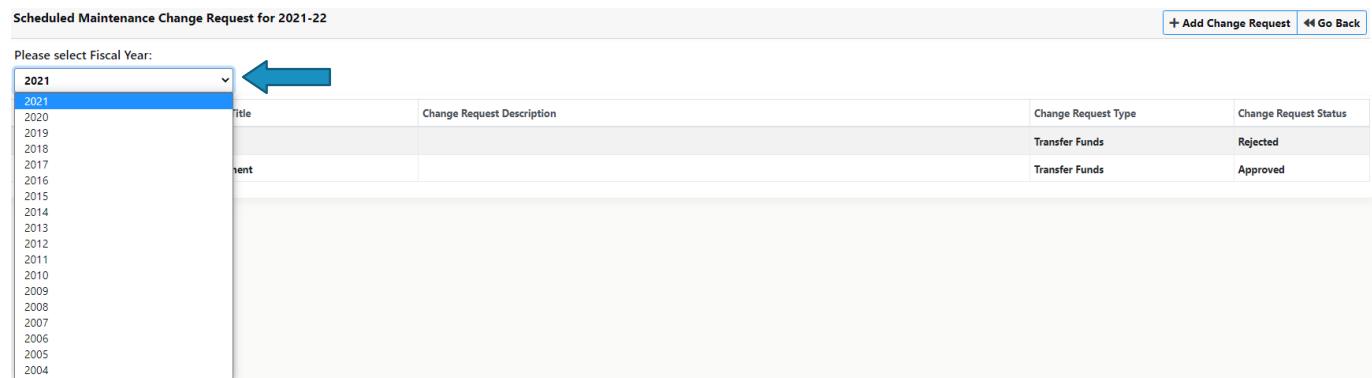


Project Summary for 2021-22

PPF	Project	Campus(es)	Category	Type	Building(s)	State Funds	Local Funds	Total Funds
-----	---------	------------	----------	------	-------------	-------------	-------------	-------------

**Change Requests** **+ Add Project**

**Step 2:** A *Scheduled Maintenance Change Request* window will pop-up. In the *Scheduled Maintenance Change Request* display select the fiscal year from the *Please Select Fiscal Year* dropdown.



Scheduled Maintenance Change Request for 2021-22

Please select Fiscal Year:

2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004

**+ Add Change Request** **<> Go Back**

**Step 3:** In the *Change Request Number* display users can view existing change requests to determine their approval status within the *Change Request Status* column.



Scheduled Maintenance Change Request for 2021-22

Please select Fiscal Year:

Change Request Number	Change Request Title	Change Request Description	Change Request Type	Change Request Status
CR-2			Transfer Funds	Rejected
CR-1	Roofing Replacement		Transfer Funds	Approved

**+ Add Change Request** **<> Go Back**

**Step 4:** To create new change requests, click on the button labeled *Add Change Request*.

Scheduled Maintenance Change Request for 2021-22

Change Request Number	Change Request Title	Change Request Description	Change Request Type	Change Request Status
CR_2			Transfer Funds	Rejected
CR_1	Roofing Replacement		Transfer Funds	Approved

**+ Add Change Request** **<< Go Back**

**Step 5:** In the *Change Request Type* display select the change request type. Select *Transfer Funds* for when the change request only involves transferring funds. Select *Other (local funds, scope, distribution)* if the change request solely involves changes to scope, funding breakdown, or local funds. Select *Both (Transfer Funds and Other)* if a combination of transferring funds and any of the previously mentioned changes within *Other (local funds, scope, distribution)* occur for that change request.

Change Request Details for 2021-22 : New Change Request

Change Request Title:	Change Request Type: *required
<input type="text"/>	<input type="button" value="Transfer Funds"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px;" type="button" value="Transfer Funds"/> <input type="button" value="Other (local funds, scope, distribution)"/> <input type="button" value="Both (Transfer Funds and Other)"/>
Change Request Description:	

**+ Create** **<< Go Back**

**Step 6:** In the *Source Projects* display select source projects using the *select* button. Money from these source projects is allocated into the target project.

**Step 7:** In the *Target Project* display select the target project using the *select* button to choose from existing PFPs or use the *add* button to create a new PFP to serve as the target project. The target project is the project receiving money from the source projects.

**Step 8:** Enter the amount to be transferred out of each source project and into the target project within the *Source Projects* and *Target Project* fields, respectively. In the *Source Project* display enter the *Local Fund Updates* field amount, if any.

Change Request Details for 2021-22 : New Change Request

+ Create    [Go Back](#)

Change Request Title:	Change Request Type: *required																						
Test	Transfer Funds																						
Change Request Description:																							
<b>Source Projects *required</b> 																							
Please <a href="#">select</a> projects for proposed change request																							
<table border="1"> <thead> <tr> <th>Title</th> <th>Approved Amount</th> <th>Funds to be Transferred</th> <th>Final Amount</th> <th>Local Fund Updates</th> <th>Scope</th> </tr> </thead> <tbody> <tr> <td>Campus HVAC Replacement</td> <td>\$2,800,000</td> <td>\$50,000</td> <td>\$2,750,000</td> <td>\$0</td> <td>Current systems are beyond lifecycle and require constant service. This project will replace <del>Hvac</del> systems campus wide.</td> </tr> <tr> <td>Landscaping removal</td> <td>\$2,100,000</td> <td>\$50,000</td> <td>\$2,050,000</td> <td>\$0</td> <td>Removal of plant material around the parameter of the campus to accommodate synthetic turf and drought</td> </tr> </tbody> </table>						Title	Approved Amount	Funds to be Transferred	Final Amount	Local Fund Updates	Scope	Campus HVAC Replacement	\$2,800,000	\$50,000	\$2,750,000	\$0	Current systems are beyond lifecycle and require constant service. This project will replace <del>Hvac</del> systems campus wide.	Landscaping removal	\$2,100,000	\$50,000	\$2,050,000	\$0	Removal of plant material around the parameter of the campus to accommodate synthetic turf and drought
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<b>Target Project *required</b> 																							
Please <a href="#">select</a> project Or <a href="#">add</a> project Selecting/adding target project is only required if user is transferring funds																							
Project Name: <a href="#">Concrete repair and replacement</a> Proposed funds for this project: \$1,100,000 <a href="#">Add funds breakdown</a>																							

**Step 9:** Select the button labeled *Create* to create the change request. Please note, creating the change request does not submit the change request as this is a two-step process in case another user needs to review and submit.

Change Request Details for 2021-22 : New Change Request

 [+ Create](#)    [Go Back](#)

Users can then save any further changes using the *Save* button, delete the change request using the *Delete* button, and submit the change request using the *Submit* button. Upon submission, FUSION will route the change request to the Chancellor's Office for review and consideration for approval.

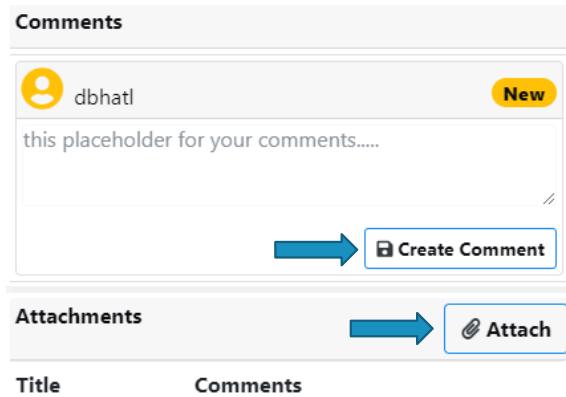
[Save](#)    [Delete](#)    [Go Back](#)



**Change Request Status**

**In Progress**  [Submit](#)

Users can also add comments for the change request through the *Create Comment* button and attach items through the *Attach* button.



# Instructional Support

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## 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. Instructional support is acceptable for either the repair or replacement of instructional equipment and library materials but is unacceptable 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.

### SALARY/WAGES

Instructional support 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 use Physical Plant and Instructional Support funds to purchase software licenses as part of instructional support. 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
  - 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 is **due back to the Physical Plant and Instructional Support program monitor by December 2, 2024**. The data collected will be for the instructional equipment expenditures in 2023-24, planned purchases for 2024-25, and a five-year projection (2025-26 to 2029-30) of instructional support need.

# Appendix

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## 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, 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. Definitions.

For the purposes of this chapter:

- (a) "A small community college" means a college with 35,000 or fewer weekly student contact hours (WSCH) in credit and noncredit courses and programs.
- (b) "Affordable student housing" means rental housing with a recorded affordability restriction for the life of the facility and rented to public, low-income higher education students at a below market rate calculated at 30 percent of 50 percent of the area median income for a single-room occupancy unit type, unless adjusted pursuant to Education Code section 17201.
- (c) "Leased or rented" means a building for which rental costs are paid, and the use of which will be discontinued upon the completion of the project for which application has been submitted.
- (d) "Permanent building" means a building for which there is no plan for removal or demolition.
- (e) "Temporary building" means a building of limited worth which, according to the capital construction master plan, is anticipated to be demolished or replaced within five years. All other buildings are to be considered permanent.
- (f) As used in this chapter, "weekly student contact hours" means the product of the number of students and the scheduled class periods in which they are enrolled, in graded and ungraded community college classes convened prior to 10 o'clock p.m. during a census week. A class period is not less than 50 minutes and not more than 60 minutes.

### § 57001.5. Project.

- (a) As used in this chapter "project" means the purpose for which a community college district has applied for assistance under the Community College Construction Act for one or more institutions under its authority or for district wide facilities. A "project" may include the planning, acquisition, or improvement of community college sites; the planning, construction, reconstruction or remodeling of permanent structures for use as classrooms, laboratories, libraries, performing arts facilities, gymnasiums, basic outdoor physical education facilities, basic food service facilities, child development centers, affordable student housing facilities, or related facilities necessary to instruct students or to administer educational programs; essential maintenance or utility facilities; and the initial furnishing or, and initial acquisition of equipment for, a project described above.

(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 Generally Accepted Accounting Principles (GAAP). If the lease is terminated prior to amortizing the reconstruction or remodeling costs the district shall repay the state for any unamortized state costs.

Projects constructed on property leased from the federal government, the state, or any county, city and county, city, or district are eligible for state funding. The district shall provide in the lease agreement that the lessor will be held harmless for district activities conducted on leased real property. The amortization shall be determined by utilizing GAAP. 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 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](http://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/pwc100ext/LoginPage.aspx> for 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:

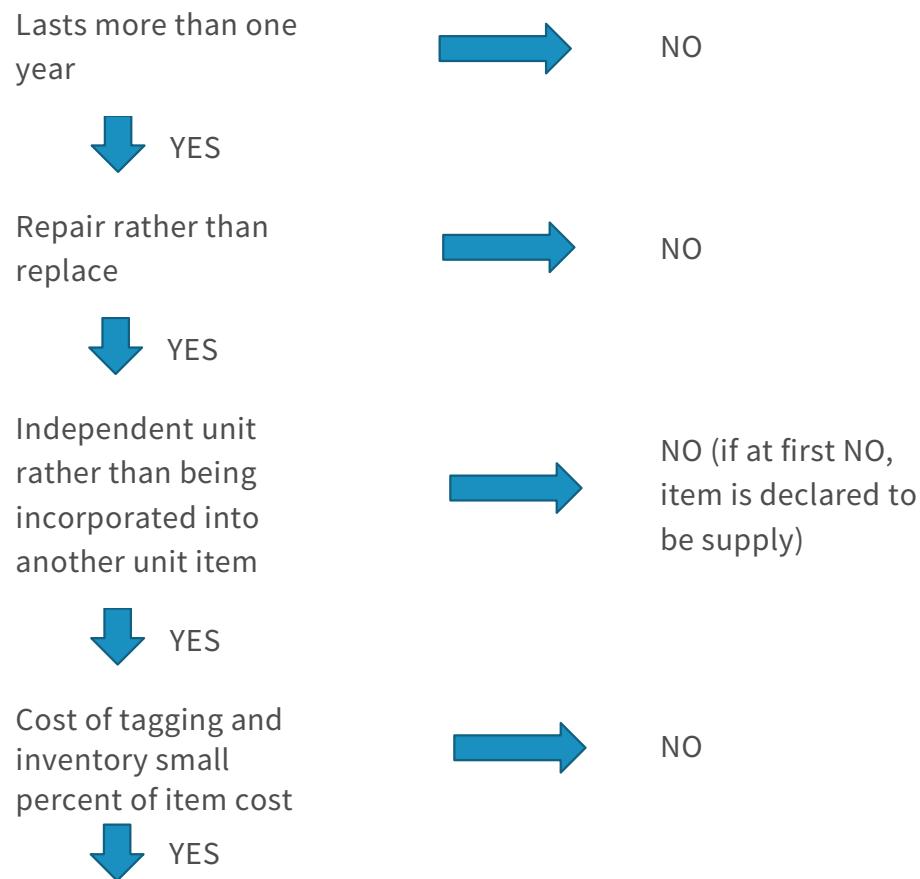
- 1.** Does the item lose its original shape and appearance with use?
- 2.** Is it consumable, with a normal service life of less than one year?
- 3.** Is it easily broken, damaged, or lost in normal use?
- 4.** Is it usually more feasible to replace it with an entirely new unit than to repair it?

5. 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)**



## 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**

Software

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 system

### Battery Storage

Installation of battery energy storage - reduce imbalances between demand and production – can use discharge strategy for Demand Response capabilities.

### Boilers

Upgrade to more efficient boiler/heating system.

### Centralized Systems

Entire building controls, scheduling functions – sometimes combining all HVAC systems into a centralized system to provide heating and cooling to buildings.

### Chilled Water Loop

Continuous circulation of water through heat exchanger to cool building air and equipment using refrigerant.

### Cogeneration

Installation of cogeneration system for heat and energy production – avoiding heat waste.

**Controls**

Installation of efficient building automation systems (lighting and HVAC) – can enable Demand Response capabilities.

**Energy Management Systems**

Integrate a central system to monitor and manage building energy use and performance - can enable Demand Response capabilities.

**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.

**Fuel Cell**

Installation of fuel cell system for power generation - often hydrogen and oxygen fuel source.

**Green Hydrogen Units**

Using electrolysis to split into hydrogen and water - hydrogen used as a fuel source.

**HVAC**

Replacement of existing package units – more efficient air conditioning.

**Heating Loop**

Control and maintain heating throughout system using temperature feedback.

**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.

**Lighting**

Retrofits of existing lighting (indoor/outdoor).

**MBCx**

Monitoring Based Commissioning – Meter Based Approach.

**Motors/Variable Frequency Drives**

Upgrade to higher efficiency motor or VFD - energy-saving control for equipment operation.

**Photovoltaic**

Installation of PV solar panels for onsite energy generation.

**Project Funding Proposal (PFP)**

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.

**Pneumatic to DDC**

Replacement to more efficient, centralized building controls system with higher precision and programmability.

**RCx**

Retro-commissioning – fine tuning of buildings to optimize energy usage and performance.

**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.

**Thermal Energy Storage**

Traditionally a chilled water tank that can store chilled water and can be used to discharge during peak hours and not utilize chillers during high peak hours.

## 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

(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 section 84660
- 2.** California Code of Regulations, title 5, sections 57200-57205
- 3.** Higher education trailer bill (SB 117, SEC. 20, 2023)
- 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

### .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 Appendix L<sup>1</sup>).
- 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.

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<sup>1</sup> 1995-96 Scheduled Maintenance Expenditures

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 under audit.
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

Higher education trailer bill (SB 117, SEC. 20, 2023)  
[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=202320240SB117](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB117)

2021 Integrated Energy Policy Report  
<https://www.energy.ca.gov/data-reports/reports/integrated-energy-policy-report/2021-integrated-energy-policy-report>

2003 California Public Utilities Commission Energy Action Plan  
[https://www.cpuc.ca.gov/-/media/cpuc-website/files/uploadedfiles/cpuc\\_public\\_website/content/utilities\\_and\\_industries/energy\\_electricity\\_and\\_natural\\_gas/2003-energy-action-plan.pdf](https://www.cpuc.ca.gov/-/media/cpuc-website/files/uploadedfiles/cpuc_public_website/content/utilities_and_industries/energy_electricity_and_natural_gas/2003-energy-action-plan.pdf)

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.aspx?SP=CCR-1000>

California Community Colleges Board of Governors Climate Action and Sustainability Framework  
[https://go.boarddocs.com/ca/cccchan/Board.nsf/files/C6NVZP833201/\\$file/california-community-colleges-board-of-governors-climate-action-and-sustainability-framework-a11y.pdf](https://go.boarddocs.com/ca/cccchan/Board.nsf/files/C6NVZP833201/$file/california-community-colleges-board-of-governors-climate-action-and-sustainability-framework-a11y.pdf)

California Community Colleges Investor-Owned Utilities (CCC/IOU)  
<https://www.cccutilitypartnership.com/>

California Construction Cost Index (CCCI)  
<http://www.dgs.ca.gov/resd/Resources.aspx>

Energy Partnership Program (EPP)  
<https://www.energy.ca.gov/programs-and-topics/programs/energy-partnership-program>

Energy Conservation Assistance Act (ECAA) – Low Interest Loans  
<https://www.energy.ca.gov/programs-and-topics/programs/energy-conservation-assistance-act/low-interest-loans>

Governor's Executive Order B-29-15 (Drought)  
[https://www.gov.ca.gov/docs/4.1.15\\_Executive\\_Order.pdf](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>