



**TO:** Chief Business Officers  
Facilities Directors

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

**RE:** 2024-25 Physical Plant and Instructional Support

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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 funding in the upcoming year.

### **Scheduled Maintenance Five-Year Plan**

Districts shall complete and submit the 2024-25 Scheduled Maintenance 5 Year Plan via FUSION. This 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.

The districts' Scheduled Maintenance Five-Year Plans must demonstrate long-term physical plant needs shown over a course of five years, which includes the type of project and its associated costs. In aligning with students' housing needs, the Physical Plant and Instructional Support program covers affordable student housing for the first time. The information provided in this plan is used by the Chancellor's Office to advocate for state funding.

For more information about the Physical Plant and Instructional Support program, project eligibility, or information on entering projects into FUSION, please use the [Physical Plant and Instructional Support Guidelines](#).

### **Instructional Support**

The Chancellor's Office requests districts provide information about local instructional support needs through submission of the Instructional Support Five-Year Plan. The Instructional Support Five-Year Plan should include your district's purchases in 2023-24, planned purchases for 2024-25, and a five-year projection (2025-26 to 2029-30) of instructional support need.

Please use the [Instructional Support 5 Year Plan Template](#) Excel spreadsheet to provide this data.

## **Actions Requested**

Please submit the following items by their specified deadlines:

- Submit the 2024-25 Scheduled Maintenance Five-Year Plan (2024-25 to 2028-29) via FUSION by **October 28, 2024**.
- Email the 2024-25 Instructional Support Five-Year Plan to Druv Bhat at [dbhat@cccco.edu](mailto:dbhat@cccco.edu) by **December 2, 2024**.

## **Contact**

Please contact Druv Bhat at [dbhat@cccco.edu](mailto:dbhat@cccco.edu) or (916) 323-4814 for assistance or questions regarding the Physical Plant and Instructional Support program.