



**TO:** Chief Executive Officers  
Chief Business Officers  
Facilities Directors  
Other Interested Parties

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

**RE:** Five-Year Construction Plans and Capital Outlay Proposals due August 1, 2020

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Districts must submit the 2022-26 Five-Year Construction Plans and capital outlay project proposals to the Chancellor's Office by August 1, 2020. Districts are limited to submitting one Final Project Proposal (FPP), per site, per year.

#### **2021-22 Recap**

The Chancellor's Office will submit the 2021-22 draft spending plan to the Board of Governors (Board) for approval. Placement on the draft 2021-22 spending plan does **not** guarantee that the project will receive state funding. The district's Specialist can provide assistance in clarifying which projects are on the draft spending plan.

#### **2022-23 Spending Plan**

To allow as many districts as possible to compete for state bond funds, the Chancellor's Office will develop the 2022-23 spending plan using a "zero-based" budgeting method. The "zero-based" budgeting method ensures that the highest priority projects are included in the state's annual capital outlay plan. All eligible "new start" proposals (2022-23 FPPs) compete each year for available state funding. The FPPs, which are not included in a given California Budget, do not have special status in subsequent budget years; FPPs must be re-submitted for future funding consideration.

In preparation for the 2022-23 spending plan, please note that all project proposals must be submitted in FUSION as either a Category A – Life and Safety, Category B – Growth, or Category C – Modernization project. FUSION will be updated in the future to align with the new categories (Category A – Life and Safety, Category G – Growth, and Category M – Modernization). Please review the section below "Looking Toward the Future" for more information.

## **Five-Year Construction Plans and Capital Outlay Proposals**

April 3, 2020

### **FPPs**

Districts may submit a 2022-23 FPP from the attached list of “Initial Project Proposal-approved” projects. This list reflects those proposals that may be eligible for 2022-23 state capital outlay funding. The FPP forms are located in Appendix B of the Facilities Planning Manual (please contact your Facilities Planning Specialist for a copy). Additionally, sample floor plans can be found in Appendix F and the FPP Completion Checklist can be found in Appendix H. A State Administrative Manual (SAM) narrative guidance document, which includes sample text and instructions, is attached with this memorandum. In addition, please provide the economic analysis matrix as an attachment to the FPP. For Category A – Life and Safety proposals, please include any third-party independent studies and/or reports, which identifies the critical life safety issues.

### **Department of Finance**

The Department of Finance (Finance) has requested that the narrative responses to the SAM include information about how each project addresses needs and reflects the district’s highest priority. Further, Finance has requested that all project proposals provide a local contribution for all submitted project proposals (FPPs) and that 100 percent of the equipment phase for all projects be funded locally. Include the cost of the equipment phase in the state-supportable district cost section of the Junior College Accounting Form (JCAF) 32 in FUSION.

### **CCCI/EPI**

Project proposals (2022-23 FPPs) must be developed using the current California Construction Cost Index (CCCI) 6924, Equipment Price Index (EPI) 3737, and inspection allowance of \$14,094 per month. Please do not escalate costs to the mid-point of construction. The Chancellor’s Office will escalate costs using the methodology approved by Finance.

### **IPPs**

Districts may submit new 2023-24 Initial Project Proposals (IPPs). In addition, districts must resubmit any previously approved IPPs not developed into FPPs for state funding consideration in 2022-23, if the district wants the project considered for state funding in fiscal year 2023-24 (i.e., a 2023-24 IPP).

### Action/Date Requested

Please provide the documents listed below to your Chancellor's Office Facilities Planning Specialist by August 1, 2020. District 2022-26 Five-Year Construction Plans, 2022-23 FPPs and 2023-24 IPPs must be developed in FUSION.

| DOCUMENT                                     | ACTION REQUESTED                                                                       |
|----------------------------------------------|----------------------------------------------------------------------------------------|
| 2022-26 District Five-Year Construction Plan | “Submit” electronically in FUSION and mail 1 hard copy with original signature.        |
| 2022-23 Final Project Proposals              | “Submit” electronically in FUSION and mail 2 hard copies (1 with original signatures). |
| 2023-24 Initial Project Proposals*           | “Submit” electronically in FUSION and mail 1 hard copy with original signature.        |

\*All 2022-23 IPPs not developed into FPPs must be resubmitted as 2023-24 IPPs to be eligible for state funding consideration.

### Looking Toward the Future

With the adoption of the [Vision for Success](#) and at the direction of the Board, the Chancellor’s Office and the ACBO Facilities Task Force has evaluated the capital outlay program to align with statewide efforts towards improving student success. Over the last two years, our office has shared the proposed changes with the system as part of the consultation process. Pending Board of Governors approval, we are anticipating changes to our project categories and scoring metrics. Beginning with the 2020-21 and 2021-22 spending plans, the former project categories (i.e., categories A-F) were collapsed into three categories: Category A –Life and Safety, Category G – Growth, and Category M – Modernization. Once the Board of Governors approves the category revisions, FUSION will be updated to reflect the new categories. Proposed changes to the scoring metrics are not expected to impact this year’s FPP submissions that will be used for the 2022-23 spending plan. All FPPs to be submitted next year for consideration for the 2023-24 spending plan will be scored using the new metrics.

### Contact

Districts that intend to submit a Category A – Life and Safety FPP are strongly advised to contact their Chancellor's Office Facilities Planning Specialist as soon as possible. Our directory of district assignments and staff contact information is attached with this memorandum.

**Five-Year Construction Plans and Capital Outlay Proposals**

April 3, 2020

Thank you for your support of the California Community Colleges capital outlay bond program. Please do not hesitate to call or email your Specialist if you need additional information or assistance.