



**TO:** Chief Business Officers  
Facilities Directors

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

**RE:** 2020-2021 Space Inventory Report due November 2, 2020

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This memo serves as a reminder that the 2020-21 Space Inventory Report for each district is due by November 2, 2020. Please ensure that your district's space inventory report is updated and includes all 100% controlled, owned or leased space utilized by the district through December 31, 2020. The 2020-21 district space inventory report is a key component of the 2023-24 district and statewide Capital Outlay Five-Year Plans and provides essential data to determine your district's annual eligibility for state capital outlay dollars.

### **Space Inventory in FUSION 2**

The space inventory module can be accessed via the [FUSION](#) web-based program. Please familiarize yourself with the module by reviewing the FUSION 2 Space Inventory tutorial attached.

### **Space Inventory Submittal Process**

Once the space inventory update has been completed, upload the signed certification signature page as an attachment in the space inventory module. In order to obtain the signature page, submit the completed report in FUSION then print out the first page of "Report 17" (also known as the "certification signature page"), have it signed by an appropriate district representative, and upload the signed certification signature page in FUSION by November 2nd. It is not necessary to mail in hard copies of the signature pages to our office.

### **Changes to Address in District Space Inventory Update**

Updating the space inventory data to reflect the most up to date information as possible ensures the district's 5 Year Plan, state funded capital outlay project proposals, and other district data are accurately reported to the Department of Finance and the Legislative Analyst's Office.

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

- District/College profile (New President/Chancellor, contact information, legislative districts)
- New buildings and/or building profile (Building names, conditions, additions, OGSF, location)
- Room profile (ASF, room type, TOP codes from the 6th edition)

## 2020-21 Space Inventory Report

July 13, 2020

- Demolished buildings
- Non-inventoried buildings

### Unclassified Space in the Space Inventory

The building and room representations of both the COMET assessment and Space Inventory programs have been synchronized in FUSION. As your district building deficiency data is updated by the FUSION reassessment team, they will be providing instructions and assistance on how to classify space that may be imported in from the COMET assessment module. Please contact Robert McClung, CCC Foundation Assessor, at (916) 498-6710 if you have questions about unclassified space.

### Updating Space Inventory with a New State-funded Facility

If a new **state-funded** building is included in the inventory that is now (or will soon be) complete, it is important to submit a change request in the FUSION Project module marking this project as “Online” or “Completed” for the 2023-24 Five-Year Plan's space calculations. This will ensure that the project space is not included twice in the space calculation, which would reduce eligibility for state funds. A project is marked “Online” when it is part of the functional inventory but financial transactions relative to the project construction are still in process, and DSA Certification has not yet been received. A project is marked as “Completed” when it is not only occupied, but also has met all of the Project Closeout procedures detailed in the attached FP12-09 memorandum. When all transactions have been finalized on projects marked as “Online”, please submit a change request in the FUSION Project Module marking the project as “Completed” once the closeout procedures have been completed.

If there are major changes in your district's annual report since last year (i.e., changes in assignable square footage, major room use or TOP codes), please contact Chay Yang at [cyang@cccco.edu](mailto:cyang@cccco.edu). Early notification of changes will help expedite the approval of your district's space inventory so it will be available for use in next year's 2023-24 Five-Year Capital Outlay Plan. Thank you for all your efforts to complete your district's space inventory report by the appropriate due date.