August 23, 2013

TO:    Chief Business Officers
       Facilities Directors

FROM:  Susan C. Yeager, Administrator
       Facilities Planning and Utilization

SUBJECT: 2013-14 Space Inventory Report due October 18, 2013

Please accept this memo as a reminder that your district’s 2013-14 Space Inventory Report is due into our office by October 18, 2013 via the FUSION web-based program. 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, 2013. The 2013-14 district space inventory report is a key component of the 2016-17 district and statewide Capital Outlay Five-Year Plans, and provides essential data to determine your district’s annual eligibility for state capital outlay dollars.

There are now two ways that the Space Inventory Report can be submitted. It can be submitted using the Chief Business Officer’s electronic signature (see FP13-06 for details) or via the traditional signed hard copy mailed to our office. It is not necessary to send in hard copies of the signature pages if you choose to use the electronic signature method.

If you wish to use the traditional hard copy method, please 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 send that signed certification signature page to our office by October 18th.

If there have been any 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 send an email to Jim Rogaski at jrogaski@cccco.edu letting him know of these changes. Such early notification will help expedite the approval of your district’s space inventory so it will be available for use in next year’s 2016-17 Five-Year Capital Outlay Plan.

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 2016-17 Five-Year Plan's space calculations. This will ensure that your district does not include the space twice, 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
A project is marked as “Completed” when it is not only occupied, but also has met all of the Project Closeout procedures detailed in FP12-09. 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.

Please be sure to update your space inventory report if there are changes to the following items:

- District/College profile changes (president/chancellor, contact names, address, phone numbers, legislative district numbers, etc.). **Redistricting has changed the district numbers at the state and federal level so district numbers should be verified prior to submittal.**

- New Buildings or building profile changes (OGSF, names, condition codes, recent additions, and especially location codes).

- Room profile changes (ASF, room type, TOP codes, etc.).

- Check data for accuracy (has this building been demolished, are there buildings not inventoried, etc.).

- Districts are to use the 6th edition of the TOP Codes. You can look up the TOP code directory in FUSION (in the Space Inventory, College, Building, Room, Edit, TOP/CSS level) OR check out the following website to download the latest taxonomy:
  

- **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 Woody Nelson, CCC Foundation Assessor, at (916) 325-0844 if you have questions about unclassified space.

Please either submit using the electronic signature method or send your district’s signed “Report 17: certification signature page(s)” by **October 18, 2013** to:

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E-mail: jrogaski@cccco.edu