Memorandum

August 1, 2014

TO: Chief Business Officers
Facilities Directors

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

SUBJECT: 2014-15 Physical Plant and Instructional Support—Certification and Allocations

The 2014-15 Budget Act [SB 852, Ch. 25/14, Item 6870-101-0001(19)] provides $148 million for the Physical Plant and Instructional Support program. Based on the language in the Budget Act, the districts have discretion on the distribution of the funds between the physical plant and instructional support components of the program.

To assist with this year’s certification process, please find attached a copy of the allocation for each district and the certification form for reporting the district’s expenditure plan. The certification form identifies how the district will allocate the funds between physical plant (scheduled maintenance and special repair, architectural barrier removal, hazardous substances, and seismic retrofit) and instructional support (instructional equipment and library materials).

ACTION/DATE REQUESTED: Please complete and have the district’s Chief Executive Officer sign the enclosed certification form. Maintain a copy for your files. Project Funding Proposals (PFPs) must be completed and submitted in FUSION (Local Assistance Plan Year 2014-15) to support your spending plan for physical plant projects. The completed and signed certification form and supporting PFPs are due to our office no later than September 15, 2014.

In addition to the PFPs, the Chancellor’s Office is requesting that districts provide information regarding their instructional support needs. This has not been a requirement in previous budget years, but due to circumstances that occurred during development of the 2014-15 budget, it is now necessary to have more documentation on the California community colleges’ instructional support needs. A memo will be sent out in August on how our office will be moving forward with collecting this information.

Please do not commence with the next 2015-16 plan year cycle in FUSION until after the 2014-15 plan year has been certified by our office as any updates made prior to this certification will not be saved in FUSION.

CONTACT: Please contact Hoang Nguyen at (916) 327-5363 or hnguyen@cccco.edu for assistance with this certification process.

Attachments