TO: Chief Business Officers  
Facilities Directors

FROM: Susan C. Yeager, Administrator  
Facilities Planning Unit

SUBJECT: 2015-16 Scheduled Maintenance & Special Repairs Program 5-Year Plan

Please accept this memo as a reminder to submit your district’s annual Scheduled Maintenance & Special Repairs 5-Year Plan (SMSR 5YP) in FUSION. The SMSR 5YP is due by December 15, 2014 for fiscal years 2015-16 through 2019-20.

The SMSR 5YP is an important document used to ascertain the system-wide scheduled maintenance needs. We have benefitted in the past in obtaining a healthy share of one-time funds as they occur mainly due to the data that was provided by you in past SMSR 5YPs. Your timely submittal of this SMSR 5YP is critical, especially as we continue to document the added deferred maintenance needs at our colleges and advocate for funding.

The SMSR 5YP is completed by districts and submitted in the FUSION Planning module. Please refer to the attachment for detailed instructions. The Physical Plant and Instructional Support Guidelines are also attached for your information.

ACTION/DATE REQUESTED: The district’s 2015-16 Scheduled Maintenance & Special Repairs 5-Year Plan in FUSION is due to our office by December 15, 2014.

If you have any questions or need assistance, please contact Hoang Nguyen at (916) 327-5363 or hnguyen@cccco.edu.

Attachments
CALIFORNIA COMMUNITY COLLEGES  
2015-16 Scheduled Maintenance & Special Repairs  
5-Year Plan (SMSR 5YP)  
Instructions for Submitting in FUSION

The SMSR 5YP (plan) is a program which provides funds for general maintenance to your college. The maintenance program requires districts provide a 50% local match.

The SMSR 5YP is prepared and administered in FUSION. Once logged into FUSION, four years of data will be already displayed in the plan. The data comes from the prior year SMSR 5YP, rolled forward to the current year SMSR 5YP.

If the four years are acceptable to your district as populated, simply fill in the missing fifth year with maintenance projects. If the district priority has changed, modify the plan accordingly, i.e. adjust costs; replace projects, move projects between years, add projects that have dropped off, etc. The SMSR 5YP is five years of maintenance projects.

Steps to Update the SMSR 5YP

1. Ensure you have administrative access to “Submit to FPU” in FUSION to submit the SMSR 5YP.
2. Go to http://fusion.deltacollege.edu, enter your username and password.
3. Select tab “Planning” module. Next under “Change Planning Year”, click on “2.0 Local Assistance” (located below tab, “Home”), and then select “2015-16, SI 13-14”.
4. Now select your district and college. Changes are made at the college level, not district.
5. Select appropriate tab: Roof, Utility, Mechanical, Exterior, or Other. Enter or edit data.
6. Next, click on the “Add New” button to create rows for additional entries.
7. Next, click on the “Save” button upon completing each project entry. Important step.
8. Districts do NOT need to prepare Project Funding Proposals (PFPs) until funding is available.
9. Districts that want to retain their existing list of PFPs will submit them with your SMSR 5YP in FUSION. Please remember to change the status of PFPs from “Planning” to “Submitted,” otherwise the “Submit to FPU” button will not appear on the screen. FPU will continue to defer these PFPs pending available funds in the block grant certification process.
10. Please delete all “Auto Generated” PFPs, prior to submitting the SMSR 5YP. Districts submitting “Auto Generated” PFPs in their SMSR 5YP will be returned to the district.

How to Submit the SMSR 5YP

1. In FUSION, click on district name. The 2015-16 Scheduled Maintenance Projects page will appear on the screen with a “Submit to FPU” button. Click on it to send the SMSR 5YP to the Facility Planning Unit.

For more information or assistance with the SMSR 5YP in FUSION, please contact Hoang Nguyen at (916) 327-5363 or hnguyen@cccco.edu.