

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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## Memorandum

July 1, 2016

FP 16-16  
(Via E-Mail Only)

**TO:** Chief Business Officers  
Facilities Directors

**FROM:** Mario Rodriguez, Vice Chancellor (Acting)  
Finance and Facilities Planning Division

**SUBJECT:** 2016-17 Physical Plant and Instructional Support—Certification and Allocations

The 2016-17 Budget Act provides \$184,565,000 for the Physical Plant and Instructional Support program. Districts have discretion on the distribution of the funds between the physical plant and instructional support components of the program and there is no district match requirement. The Department of Finance has confirmed that the limit for all minor capital outlay projects will be \$656,000, this includes all scheduled maintenance project categories. In addition, water conservation projects are still allowable as part of the program due to the on-going drought.

The Chancellor's Office requested that districts still be allowed to fund water conservation projects from the Physical Plant and Instructional Support budget item and this provision was included in the 2016-17 Budget Act. Eligible projects include replacement of water intensive landscaping with drought tolerant landscaping, synthetic turf, provided that the turf is used only in nonathletic areas, and other non-plant materials; drip or low-flow irrigation systems; building improvements to reduce water usage; and installation of meters for wells to allow for monitoring of water usage.

### Allocations

The 2016-17 Physical Plant and Instructional Support allocations for each district are attached to this memo. The funds are allocated based upon each district's 2015-16 total Full-time Equivalent Students as reported at P2.

### Expenditure of Funds

**The State Controller's Office has confirmed that the budget allows for two years to encumber and an additional two years to expend. For the 2016 Budget Act, the encumbrance date is June 30, 2018 and the expenditure date is June 30, 2020.**

*We strongly encourage districts to expend **all** Physical Plant and Instructional Support funds, regardless of the funding year, by **June 30, 2018**. This includes any remaining 2015-16 Physical Plant & Instructional Support funds and amounts from previous years that districts have not yet been expended.*

Districts have documented the need for both scheduled maintenance projects and instructional equipment but if the system is not expending the funds allocated in a timely manner, it will be difficult to advocate for more funding.

## **Certification Process**

To assist with this year's certification process, please find attached 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 abatement, seismic retrofit, and water conservation) 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. The certification forms are due to the Chancellor's Office by **September 16, 2016**, along with the project funding proposals discussed below:

### **2016-17 Project Funding Proposals**

Project Funding Proposals (PFPs) must be completed and submitted in FUSION (Local Assistance Plan Year 2016-17, SI 14-15) to support districts' spending plans for physical plant projects.

### **2015-16 (or previous years) Project Funding Proposals**

Districts funding projects with funds allocated from previous fiscal years (2015-16 and before) will need to complete the Project Funding Proposal and the Scheduled Maintenance Project List attached. Please contact Sandy Melching at [smelching@cccco.edu](mailto:smelching@cccco.edu) for further information if the district will be using Physical Plant and Instructional Support funding from previous years.

## **Instructional Support**

At this time, the Chancellor's Office is requesting that districts provide information regarding their instructional support needs. Districts can either complete the Instructional Support 5 Year Plan (attached) or update the workbook submitted by the district last year. If updating last year's workbook, please add a new tab for fiscal year 2021-22.

**ACTION/DATE REQUESTED:** Please complete the Instructional Support 5 Year Plan workbook with purchases made for FY 15/16, potential purchases for FY 2016/17 using the allocated funds, and FY 2017/18 – 2021/22 Five Year projection of instructional support needs. The due date for the workbook is **December 2, 2016**.

**Please do not start the next 2017-18 plan year cycle in FUSION until after the 2016-17 plan year has been certified by our office, as any updates made prior to this certification will not be saved in FUSION.**

The Physical Plant & Instructional Support guidelines are attached for your information. Please contact Sandy Melching at (916) 322-8515 or [smelching@cccco.edu](mailto:smelching@cccco.edu) for assistance with this certification process.

*Attachments*