September 12, 2014

TO: Chief Business Officers
   Facilities Directors

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

SUBJECT: 2014-15 Space Inventory Report
          2013-14 Energy Usage Data

Please accept this memo as a reminder that your district’s 2014-15 Space Inventory Report and 2013-14 Energy Usage Data are due into our office by October 17, 2014.

2014-15 Space Inventory Report

Your 2014-15 Space Inventory Report is due to Jim Rogaski via the FUSION web-based program. Please ensure that your district's 2014-15 Space Inventory Report is updated and includes all 100% controlled, owned or leased space utilized by the district through December 31, 2014. The 2014-15 district Space Inventory Report is a key component of the 2017-18 district and statewide Capital Outlay Five-Year Plans, and provides essential data to determine project 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 the signed certification signature page to our office by October 17th.

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 2017-18 Five-Year Capital Outlay Plan.
If your inventory includes a new state-funded building 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 2017-18 Five-Year Plan space calculations. This will ensure that the space is not included 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 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 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:
  
  Taxonomy of Programs (TOP) 6th Edition

- **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 from the COMET assessment module. Please contact Dennis Vernon, CCC Foundation Assessor, at (916) 325-0844 if you have questions about unclassified space.

**2013-14 Energy Usage Calculator (EUC)**

The district’s 2013-14 natural gas and electricity usage data is due October 17, 2014. Please use the new 2014 Energy Usage Calculator (EUC) spreadsheet to submit this information. This spreadsheet utilizes readily available energy use data and determines the energy use by square feet and weeks of operation at a campus for each state-approved district site (including your district office) identified in your district’s Space Inventory Report. For single campus districts, please complete the first tab of the EUC. For districts with more than one site (multi-campus districts), please complete tabs 2 through 11, as appropriate. Please be sure to provide energy usage data
only through fiscal year 2013-14; going beyond fiscal year 2013-14 would be a projection, and we only need data on last fiscal year’s actual energy usage.

Pursuant to the Board of Governors Energy and Sustainability Policy (Board Energy Policy), state energy efficiency incentives will be made available to qualifying districts to help offset costs on proposed state-funded capital outlay projects. To qualify for these incentives, please submit your data on the enclosed new 2014 Energy Usage Calculator (EUC) spreadsheet. Please ensure that your district’s energy usage data is updated and includes all natural gas and electricity usage from July 1, 2013 through June 30, 2014.

Thank you for your assistance in gathering this important data before October 17, 2014.

Submission Recap

2014-15 Space Inventory Report:
For questions contact Jim Rogaski at (916) 324-9794 or jrogaski@cccco.edu. Please complete the report in FUSION and either submit using the electronic signature method or send your district’s signed “Report 17: certification signature page(s)” by October 17, 2014 to:

Jim Rogaski
California Community Colleges Chancellor’s Office
1102 Q Street, Suite 4554
Sacramento, California 95811-6549

2013-14 Energy Usage Calculator (EUC):
For questions contact Eric Thorson at (916) 322-2491 or ethorson@cccco.edu. Please submit your data on the enclosed new 2014 Energy Usage Calculator (EUC) spreadsheet by emailing ethorson@cccco.edu or send your district’s energy usage calculator via mail by October 17, 2014 to:

Eric Thorson
California Community Colleges Chancellor’s Office
1102 Q Street, Suite 4554
Sacramento, California 95811-6549

Enclosure