Memorandum

November 17, 2011

TO: Chief Business Officers
Facilities Planners

FROM: Frederick E. Harris, Assistant Vice Chancellor
College Finance and Facilities Planning

SUBJECT: 2012-13 Scheduled Maintenance & Special Repairs Program 5-Year Plan is Due

Please accept this memo as a reminder for you to submit in FUSION by December 16, 2011 your district’s annual Scheduled Maintenance & Special Repairs 5-Year Plan (SMSR 5YP) for fiscal years 2012-13 through 2016-17. 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 Plan is critical, especially as we continue to document the added deferred maintenance needs at our colleges and advocate for funding. For fiscal year 2012-13, we are requesting for the restoration of $27.3 million in ongoing funds to be split equally between the Physical Plant AND Instructional Support programs. Additionally, we are pursuing a one-time fund of $282 million to help address some of the accumulated needs in Physical Plant ($200 million) and Instructional Support ($82 million).

The SMSR 5YP is completed and submitted in FUSION Planning module. Please refer to Attachment I for additional details on how to prepare and submit the SMSR 5YP in FUSION.

ACTION/DATE REQUESTED: The district’s 2012-13 Scheduled Maintenance & Special Repairs 5-Year Plan in FUSION is due to our office by December 16, 2011.

CONTACT: If you have any questions or need assistance, please contact Patty Fong at (916) 327-5363 or pfong@cccco.edu.

Attachment
The SMSR 5YP provides crucial data for establishing the scheduled maintenance needs and for advocating for future funding for the System. Consequently, the objective of the SMSR 5YP update is to capture all anticipated deferred maintenance needs over the next five years for each college, regardless of funding limits. Since FUSION automatically populates the initial four years of the plan with data from prior year’s SMSR 5YP, this annual submittal is essentially simplified to districts reviewing/updating the data for the initial four years of the plan and adding projects for the new 5th year of the plan.

**To update the SMSR 5YP**

- Go to [http://fusion.deltacollege.edu/](http://fusion.deltacollege.edu/), enter username and password.
- Select the “Planning” module, “2.0 Local Assistance” program and “2012-13, SI 10-11” planning year.
- The SMSR 5YP is prepared at the individual college level by project type:
  - Click on the district level of the tree and select the college.
  - Select the appropriate project type (Roof, Utility, Mechanical, Exterior, or Other) to enter/edit data.
  - Select the “Add New” button for additional entries.
  - Click on the “Save” button upon completing the entries for each project type (switching screens before saving will delete any unsaved data).

**To Submit the SMSR 5YP**

- The submittal to FPU is accomplished at the district level:
  - Click on the district level of the tree and the 2012-13 Scheduled Maintenance Projects page will appear on the screen with the “Submit to FPU” button.
- Districts DO NOT need to prepare Project Funding Proposals (PFPs) UNTIL funding is identified as being available via the block grant certification process.
- Districts that have opted to keep their existing list of PFPs may continue to do so by submitting these PFPs along with their SMSR 5YP in FUSION. FPU will continue to defer these PFPs pending return of our block grant certification process.
- **Please delete any “Auto Generated” PFPs prior to submitting the SMSR 5YP.**

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