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<td>9.1</td>
<td>10.1-10.6</td>
<td>11.1</td>
<td>12.1</td>
<td>13.1</td>
</tr>
</tbody>
</table>
Final Project Proposal

20__-__

Community College Construction Act of 1980
Capital Outlay Budget Change Proposal

Proposal Name

Community College District

College or Center

Date
### Final Project Proposal Checklist

**District:**

**College/Center:**

**Project:**

**Prepared by:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Status</th>
<th>Date</th>
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<tr>
<td>1.1</td>
<td>Title Page</td>
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<tr>
<td>2.1</td>
<td>Final Project Proposal Checklist</td>
<td></td>
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<td>Approval Page - Final Project Proposal (with original signatures)</td>
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<tr>
<td>3.2</td>
<td>Project Terms and Conditions</td>
<td></td>
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<tr>
<td>4.1</td>
<td>Analysis of Building Space Use and WSCH - JCAF 31</td>
<td></td>
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<tr>
<td>5.1</td>
<td>Cost Estimate Summary - JCAF 32</td>
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<td>5.2</td>
<td>Quantities and Unit Costs supporting the JCAF 32</td>
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<td>6.1</td>
<td>Board of Governors Energy and Sustainability Policy</td>
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<td>7.1</td>
<td>Responses to Specific Requirements – State Administrative Manual</td>
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<td>California Environmental Quality Act</td>
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<td>Analysis of Future Costs</td>
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<td>10.1</td>
<td>Campus Plot Plan</td>
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<td>10.2</td>
<td>Site Plan</td>
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<td>10.3</td>
<td>Floor Plans</td>
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<td>10.4</td>
<td>Exterior Elevations</td>
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<td>10.5</td>
<td>Electrical Plans (as needed)</td>
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<td>10.6</td>
<td>Mechanical Plans (as needed)</td>
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<tr>
<td>11.1</td>
<td>Guideline-Based Group II Equipment Cost Estimates - JCAF 33</td>
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<tr>
<td>12.1</td>
<td>Justification of Additional Costs exceeding Guidelines (as needed)</td>
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</tr>
<tr>
<td>13.1</td>
<td>Detailed Equipment List 1/</td>
<td></td>
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</tbody>
</table>

1/ Traditional projects—To be submitted when the Plan Year for requesting for CE funding is due.
Final Project Proposal
Budget Year 20 -

District: 

Project Location: 
(College or Center)

Project: 

The district proposes funds for inclusion in the state capital outlay budget (check items):
preliminary plans ☑, working drawings ☑, construction ☑, equipment ☑

District Certification

Contact Person: 
(Facilities, Planning and Development) 

Telephone: (  ) 

E-Mail Address: 

Fax: (  ) 

Approved for submission: 
(Chancellor/President/Superintendent Signature) 

Date: 

District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

(President of the Board of Trustees Signature and Date) 
(Secretary of the Board of Trustees Signature and Date) 

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:
Facilities Planning and Utilization
Chancellor’s Office
California Community Colleges
1102 Q Street, 4th Floor (Ste. 6549)
Sacramento, CA 95811-6549

Chancellor’s Office Certification

Reviewed by _________________________

Date Completed _________________________
PROJECT TERMS AND CONDITIONS

District: ___________________________  College/Center: ___________________________
Project: ___________________________  Budget Year: ___________________________

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.

2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
   a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
   b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.
      If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
   c. Pursuant to the provisions of Section 81837 of the Education Code, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
   d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor’s Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
   e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor’s Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
   f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the Education Code and that it conforms to the approved plans and specifications.
   g. Pursuant to the provisions of Section 8 of the Budget Act, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.
Project Terms and Conditions (Continued)

3. It is understood by the applicant that:
   a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
   b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
   c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.

4. It is further understood that:
   a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
   b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
   c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.
Complete/Insert FUSION JCAF 31

* Indicate manual override

---

**JCAF 31 - FPP Sample**

<table>
<thead>
<tr>
<th>Reconst.</th>
<th>Rm. Type</th>
<th>Description</th>
<th>TOP No.</th>
<th>Department</th>
<th>No. Rms</th>
<th>No. Sta</th>
<th>Room No.</th>
<th>ASF</th>
<th>WSCH Capacity</th>
<th>Soc. ASF</th>
<th>Increase In Space</th>
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<tbody>
<tr>
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</table>

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4.1
### COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

<table>
<thead>
<tr>
<th>Campus:</th>
<th>Project Title: FPP Sample</th>
<th>Date Prepared:</th>
<th>Original CC#: 5643</th>
<th>Budget Ref#:</th>
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<tr>
<td>Request For:</td>
<td></td>
<td></td>
<td>Original EP#: 3125</td>
<td>Prepared by:</td>
</tr>
</tbody>
</table>

#### 1. Site Acquisition
- Acres:

#### 2. Plans
- Architectural Fees (for preliminary plans)
- Project Management (for preliminary plans)
- Preliminary Tests (soils, hazardous materials)
- Other Costs (for preliminary plans)

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>State Funded</th>
<th>District Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State-Supportable</td>
<td>Non State-Supportable</td>
</tr>
</tbody>
</table>

#### 3. Working Drawings
- Architectural Fees (for working drawings)
- Project Management (for working drawings)
- Office of the State Architect, Plan Check Fee
- Community College Plan Check Fee
- Other Costs (for working drawings)

(Total FW may not exceed 13% of construction)

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>State Funded</th>
<th>District Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State-Supportable</td>
<td>Non State-Supportable</td>
</tr>
</tbody>
</table>

#### 4. Construction
- Utility Service
- Site Development, Service
- Site Development, General
- Other Site Development
- Reconstruction
- New Construction (building) (w/Group 1 equip)
- Other

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>State Funded</th>
<th>District Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State-Supportable</td>
<td>Non State-Supportable</td>
</tr>
</tbody>
</table>

#### 5. Contingency

#### 6. Architectural and Engineering Oversight

#### 7. Tests and Inspections
- Tests
- Inspections

#### 8. Construction Management (if justified)

#### 9. Total Construction Costs (Items 4 through 8 above)

#### 10. Furniture and Group II Equipment

<table>
<thead>
<tr>
<th>Total Project Cost (Items 1, 2, 3, 9, and 10)</th>
</tr>
</thead>
</table>

#### 11. Project Data
- Outside GSF
- Assignable Square Feet
- Ratio ASF/GSF
- Unit Cost Per ASF
- Unit Cost Per GSF

#### 14. State Funded
- District Funded
- Supportable
- Non Supportable
- District Funded

#### 13. Anticipated Time Schedule
- Start Preliminary Plans
- Advertise Bid for Construction
- Construction
- Start Working Drawings
- Award Construction Contract
- Equipment
- Complete Working Drawings
- Advertise Bid for Equipment
- Total Costs
- DSA Final Approval
- Complete Project
- % of SS Total
- SS Total:
<table>
<thead>
<tr>
<th>QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32</th>
</tr>
</thead>
</table>
| Include a detailed cost estimate in lieu of this sheet.
BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY

The Energy and Sustainability Policy of the Board of Governors of the California Community Colleges (CCC) provides goals and guidance for districts to achieve energy conservation, sustainable building, and physical plant management best practices necessary to reduce energy consumption. All major capital outlay projects starting design should at a minimum outperform by at least 15% the current Title 24 Standards (California Energy Code) for new construction and should at a minimum outperform the current Title 24 Standards by at least 10% for all major renovation projects. The following elements should be considered in the design of all buildings for the CCCs:

- Siting and design considerations that optimize local geographic features to improve sustainability of the project, such as proximity to public transportation and maximizing use of vistas, microclimate, and prevailing winds;
- Durable systems and finishes with long life cycles that minimize maintenance and replacement;
- Optimization of indoor environmental quality for occupants;
- Utilization of environmentally preferable products and processes, such as recycled-content materials and recyclable materials;
- Procedures that monitor, trend, and report operational performance as compared to the optimal design and operating parameters;
- Space should be provided in each building to support an active program for recycling and reuse of materials.

Sample Language

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility’s energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.
ORG CODE:____ COBCP NO. _____ PRIORITY: _____ PROJECT ID:__________

DEPARTMENT: ________________________________________________________

PROJECT TITLE: ______________________________________________________

TOTAL REQUEST (DOLLARS IN THOUSANDS): $_________ MAJOR/MINOR:____

PHASE(S) TO BE FUNDED: _______ PROJ CAT: _________ CCCI/EPI:___________

SUMMARY OF PROPOSAL:

******* THIS PAGE IS TO BE COMPLETED BY FPU. ******

HAS A BUDGET PACKAGE BEEN COMPLETED FOR THIS PROJECT?  (E/U/N/?):   ___

REQUIRES LEGISLATION (Y/N): _____ IF YES, LIST CODE SECTIONS: ______________

REQUIRES PROVISIONAL LANGUAGE (Y/N) _____

IMPACT ON SUPPORT BUDGET: ONE-TIME COSTS (Y/N): ___ FUTURE COSTS (Y/N):___

FUTURE SAVINGS (Y/N):__ REVENUE (Y/N):__

DOES THE PROPOSAL AFFECT ANOTHER DEPARTMENT (Y/N): ___ IF YES, ATTACH

COMMENTS OF AFFECTED DEPARTMENT SIGNED BY ITS DIRECTOR OR DESIGNEE.

SIGNATURE APPROVALS:

PREPARED BY ___________ DATE ___________ REVIEWED BY ___________ DATE ___________

DEPARTMENT DIRECTOR ___________ DATE ___________ AGENCY SECRETARY ___________ DATE ___________

******************************************************************************

DOF ANALYST USE

DOF ISSUE # _____ PROGRAM CAT:___ PROJECT CAT:___ BUDG PACK STATUS:____

ADDED REVIEW: SUPPORT:___OCIU:____ FSCU/ITCU:___ OSAE:___ CALSTARS:____

PPBA: ___________________________ Date: ________________

DF-151 (Rev. 04/11)
A. PURPOSE OF THE PROJECT: (problem, program need, infrastructure deficiency)
   1. Executive Summary
   2. Problem Statement
   3. Solution Criteria

B. RELATIONSHIP TO THE STRATEGIC PLAN: (relevance of problem/need to mission and goals)

C. ALTERNATIVES: (for each, describe the proposed alternative and provide a brief summary of scope, cost, funding source, program benefits, facility management benefits, and impact on support budget)
   1. Alternatives
   2. Solution Criteria Matrix
   3. Economic Analysis Matrix

D. RECOMMENDED SOLUTION:
   1. Which alternative and why?
   2. Detailed scope description
   3. Basis for cost information
   4. Factors/benefits for recommended solution other than the least expensive alternative
   5. Complete description of impact on support budget
   6. Identify and explain any project risks
   7. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals)

E. Consistency with Government Code Section 65041.1:
   Consistent with the provisions of Government Code Section 65041.1 - 65042, the California Community Colleges are exempt from these provisions of this government code section.
CALIFORNIA ENVIRONMENTAL QUALITY ACT
(Reference: California Code of Regulations, Title 5 Section 57121)

District will have CEQA review requirements completed prior to request for Preliminary Plans approval.
ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor’s Office review.

<table>
<thead>
<tr>
<th>Personnel Costs</th>
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<td>Certificated:</td>
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| Classified:           |
|                       |

| Depreciation, Maintenance, and Operation |
|                                       |
Analysis of Future Costs (Continued)

<table>
<thead>
<tr>
<th>Name of New Program/Course/Service</th>
<th>Date of Approval</th>
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Provide the following pre-schematics in lieu of this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations. If the project has unusual characteristics that require further explanation, please provide the following conceptual drawings as needed: Electrical Plans and Mechanical Plans.

REVISED LEVEL OF DETAIL FOR FLOOR PLANS AND ELEVATIONS

(Sample)
## JCAF 33- FPP Sample

<table>
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<th>No. Rms</th>
<th>No. Sta</th>
<th>Room No.</th>
<th>ASF</th>
<th>Sec. ASF</th>
<th>Increase In Space</th>
<th>Equip Cost Per ASF</th>
<th>Total Allowable Cost</th>
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**Totals:**

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Complete/Insert FUSION JCAF 33

11.1
JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

☐ Construction (including Group I equipment), ☐ Equipment (Group II and Furniture)

District: ____________________________________  College: ____________________________________

Project: ____________________________________

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the “Quantities and Unit Costs Supporting the JCAF 32” and the “Guidelines-based Group II Equipment Cost Estimate” forms.
**DETAILED EQUIPMENT LIST**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name¹</th>
<th>Units</th>
<th>Cost per Unit</th>
<th>Total Cost</th>
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</table>

List to be provided when the Plan Year of funding the equipment phase is due to FPU:
- **Ready Access= no change/due at FPP submittal**
- **Traditional= due year after initial FPP submittal**

¹Cost requests for equipment are to be limited to those required for new programs or for net expansion space in existing programs.