Memorandum

July 2, 2015

TO: Chief Business Officers
Facilities Directors

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

SUBJECT: 2015-16 Physical Plant and Instructional Support—Certification and Allocations

The 2015-16 Budget Act provides $100 million for the Physical Plant and Instructional Support program, while SB 81 provides an additional $48 million in current year funds [AB 93, Ch. 10/15, Item 6870-101-0001(23); SB 81, Ch. 22/15, SEC. 37]. The Physical Plant and Instructional Support funds are available for use until June 30, 2017 and there is no district match requirement. Districts have discretion on the distribution of the funds between the physical plant and instructional support components of the program. Lastly, the projects eligible for funding with the scheduled maintenance funds have been expanded to include water conservation projects.

The Chancellor’s Office requested that districts be allowed to fund water conservation projects from the scheduled maintenance budget item and this provision was included in the 2015-16 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 nonplant 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 2015-16 Physical Plant and Instructional Support allocations for each district are attached to this memo. The funds are allocated based upon each district’s 2014-15 total Full-time Equivalent Students as reported at P2.

Expenditure of Funds

The Physical Plant & Instructional Support item in the 2015-16 Budget returns to the past practice of providing two years for the one-time use of the funds. We strongly encourage districts to expend all Physical Plant and Instructional Support funds, regardless of the funding year, by June 30, 2017. This includes any remaining 2014-15 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 15, 2015**, along with the project funding proposals discussed below:

**2015-16 Project Funding Proposals**

Project Funding Proposals (PFPs) must be completed and submitted in FUSION (Local Assistance Plan Year 2015-16) to support districts’ spending plans for physical plant projects. The $48 million in funding allocated from 2014-15 funds per SB 81 will be treated as 2015-16 funds for the purposes of identifying and tracking projects by districts.

**2014-15 (or previous years) Project Funding Proposals**

Districts funding projects with funds allocated from previous fiscal years (2014-15 and before) will need to complete the Project Funding Proposal and the Scheduled Maintenance Project List attached. Please contact Hoang Nguyen at hnguyen@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 2020-21.

**ACTION/DATE REQUESTED:** Please complete the Instructional Support 5 Year Plan workbook with purchases made for FY 14/15 and potential purchases for FY 2015/16 – 2020/21. The due date for the workbook is **December 1, 2015**.

*Please do not start the next 2016-17 plan year cycle in FUSION until after the 2015-16 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 Hoang Nguyen at (916) 327-5363 or hnguyen@cccco.edu for assistance with this certification process.

**Attachments**