

# Physical Plant and Instructional Support Guidelines

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**California Community Colleges Chancellor's Office  
Facilities Planning and Utilization  
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# 2015-16 Budget Act

## Physical Plant and Instructional Support Summary

The 2015-16 Budget Act and trailer bill language includes \$148 million for the Physical Plant and Instructional Support program. Districts may allocate between the Physical Plant, Instructional Support, and Water Conservation funding in the best interest of their campuses.

PROGRAM	MATCH REQUIREMENT State:Local	PROJECT REQUIREMENT
<b>INSTRUCTIONAL SUPPORT</b>		
Instructional Equipment	N/A	N/A
Library Materials	N/A	N/A
<b>PHYSICAL PLANT</b>		
Scheduled Maintenance/Special Repairs	N/A	Over \$10,000 and limited to \$634,000
Hazardous Substances	N/A	Over \$10,000 and limited to \$634,000
Architectural Barrier Removal	N/A	Over \$10,000 and limited to \$400,000
Seismic Retrofit	N/A	Over \$10,000 and limited to \$400,000
<b>WATER CONSERVATION<sup>1</sup></b>		
Landscaping/Synthetic Turf	N/A	Over \$10,000 and limited to \$634,000
Drip/Low-flow Irrigation System	N/A	Over \$10,000 and limited to \$634,000
Building Improvements	N/A	Over \$10,000 and limited to \$634,000
Well Meter Installation	N/A	Over \$10,000 and limited to \$634,000

<sup>1</sup> Please see page 40 for instructions on water conservation and how to enter them as Project Funding Proposals.

## Physical Plant and Instructional Support Timeline

District Task	Due Date
FY 15/16 Scheduled Maintenance 5-Year Plan	December 1, 2014
FY 15/16 Certification for Expenditures	September 15, 2015
FY 15/16 Project Funding Proposals	September 15, 2015
FY 15/16 Instructional Support 5-Year Plan	December 1, 2015
FY 16/17 Scheduled Maintenance 5-Year Plan	December 1, 2015
FY 16/17 Certification for Expenditures <sup>2</sup>	September 15, 2016
FY 16/17 Project Funding Proposals <sup>3</sup>	September 15, 2016

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<sup>2</sup> The Chancellor's Office will send out the Certification of Expenditures if there is Physical Plant and Instructional Support funding in the Budget Act.

<sup>3</sup> Districts will enter Project Funding Proposals in FUSION once informed of their Physical Plant allocation.

# Physical Plant

# Physical Plant

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## Introduction

The Physical Plant component of the Physical Plant and Instructional Support program is comprised of the following areas: 1) Scheduled Maintenance/Special Repairs, including Architectural Barrier Removal and Seismic Retrofit, and 2) Hazardous Substances.

## Scheduled Maintenance/Special Repairs

### Introduction

The Scheduled Maintenance and Special Repairs Program (initially called the Deferred Maintenance Program when established in 1981) provides funding to districts for non-recurring repair and maintenance of facilities and to correct and avoid health and safety hazards, maintain an environment conducive to learning, and improve long-term cost effectiveness of facility operations.

This program assists districts by sharing in the cost of repairing and replacing some of the more costly maintenance projects required on the 112 college campuses. The Chancellor's Office uses the district's annual Scheduled Maintenance 5-Year Plan to substantiate project needs and costs.

The Scheduled Maintenance 5-Year Plan includes projects, dollar amounts, and time frames for preventive and scheduled maintenance projects anticipated by each community college district. In addition, districts submit individual project proposals identifying the scope and justification for each project. Some of the more common types of projects are, in category priority order: replacement or repair of roof, utility, or mechanical systems; replacement of doors, windows, floors, ceilings and hardware; exterior/interior refurbishing; infrastructure repairs and land erosion control; and resurfacing of tennis courts, swimming pools, walkways, running tracks and roadways.

### Matching Funds – Fiscal Year 2015-16

**The 2015-16 Budget Act does not require districts to match the state's contribution for scheduled maintenance, architectural barrier removal, hazardous substance, and seismic retrofit.** The district match must be from local funds as the Chancellor's Office will not accept matching funds from other state programs.

### Scheduled Maintenance 5-Year Plan

In order to be eligible for funding in the Scheduled Maintenance and Special Repairs Program, the district must have submitted a current year Scheduled Maintenance 5-Year Plan (5 YP), due on December 1<sup>st</sup> of each year. Projects not contained in the district's Scheduled Maintenance 5-Year Plan will not be eligible for funding unless an amended 5 YP is submitted which includes the project. The Project Funding Proposal (PFP) is not requested at this time and the district does not have to enter any PFPs.



## **Project Funding Proposal**

A Project Funding Proposal (PFP) is a statement of the intent, scope, justification, estimated cost and timing of a project. If approved, the PFP becomes an integral part of the district's contract with the State. The PFP is also used for proposing local assistance funds to be included in the total budget for that project.

If there is an approved budget with funding allocated to Physical Plant, a memorandum will be sent out informing districts of their allocation amount for the stated fiscal year in the Budget Act. Districts are then requested to enter PFPs in FUSION up to their allocation amount and any local match required. Any project over the state allocation amount and any match will be deferred to the following fiscal year. Budget pending, the Project Funding Proposals are due on September 15<sup>th</sup> of each year. After review by the FPU and approval of the PFP, the district may start the project.

The proposed scheduled maintenance/special repair, architectural barrier removal, and seismic retrofit projects are presumed to have been analyzed and prioritized by the district in the district's Scheduled Maintenance 5-Year Plan based on the needs of the campus. The Project Funding Proposal should meet the following qualifications:

1. Proposals for projects under \$10,000 or over \$634,000 will not be considered for evaluation. Proposals may be made for portions or phases of a project where the total is over \$634,000 but the currently planned phase is less than \$634,000. Projects under \$10,000 may be combined with other similar projects on the same campus as one project proposal. Any proposal under \$10,000 will have to be discussed with the Facilities Planning Unit (FPU).
2. Architectural barrier and seismic proposals for projects under \$10,000 or over \$400,000 will not be considered for evaluation. Proposals may be made for portions or phases of a project where the total is over \$400,000 but the currently planned phase is less than \$400,000. Projects under \$10,000 may be combined with other similar projects on the same campus as one project proposal. Any proposal under \$10,000 will have to be discussed with the Facilities Planning Unit (FPU).
3. For tracking and auditing purposes, certain campus-wide projects are acceptable. Please contact the FPU to determine if project is eligible. District-wide projects will not be accepted.
4. Consideration of the project is based upon whether corrective procedures are realistic enough to eliminate the problem.
5. An evaluation of the need for the project by the district and state for prioritizing purposes.
6. Agreement between the district and FPU as to the project's intent and scope.
7. The district has developed a cost estimate consistent with state requirements for scheduled maintenance and special repair projects i.e. Permits and Fees at 11% max, Contingency at 7% max, as seen in the PFP.

8. All proposals will be budgeted at the Department of General Service's California Construction Cost Index. The CCCI will be displayed in FUSION when entering the project information.
9. The Project Funding Proposal must have district certification by the Chief Executive Officer or other authorized signature. Incomplete or incorrect recording of data may result in non-approval of that Project Funding Proposal.
10. The state reserves the right to amend line item costs that exceed line item amount maximums as shown on the Project Funding Proposal form.

The FPU will review the submitted PFPs to evaluate if the projects correspond to the district's Scheduled Maintenance 5-Year Plan. The project will be approved if the project is on the 5 YP and meets the criteria previously discussed. If the project is not in the 5 YP and in the current fiscal year, the PFP will need to be amended or the 5 YP will need to be amended to reflect the project for the current fiscal year. The district will need to contact the FPU if they need to make revisions to submitted PFPs or the district's 5YP.

The district's Scheduled Maintenance 5-Year Plan must be in the Chancellor's Office on December 1<sup>st</sup>. The Project Funding Proposals must be in the Chancellor's Office the following September 15<sup>th</sup> to be considered for the current fiscal year program.

## **Auditing**

The Chancellor's Office does not perform audits on projects. However, we do reserve the right to spot check projects when on campus. District expenditures of the moneys, including the required district match, shall be reviewed as part of the district's annual contracted audit (pursuant to requirements in the Budget Act). Exceptions to the block grant terms may result in repayment of funds.

## **District Certification**

The Governor's Budget will be reviewed yearly for any Physical Plant or Instructional Support funding. Once funding has been approved, the Facilities Planning Unit (FPU) will calculate the allocation for each district. A memorandum and certification form will be sent to the districts informing them of their apportionment funding. The district will sign the certification form and send it back to the FPU. If a match is required and a district cannot meet the financial commitment because of a financial hardship a match waiver request may be submitted.

The match waiver criteria are explained further down in this guideline. Please review the criteria and contact the scheduled maintenance program monitor for further information if necessary.

**Project expenditures incurred prior to the effective date of the appropriation will not be reimbursed.**

## **District Project Management**

The Physical Plant and Instructional Support budget language requirements may change yearly. The District staff should read the current budget act to familiarize themselves with those changes. It is the district's responsibility that funds are expended in accordance with the budget act language. The date by which funds must be expended varies depending on the budget language in a given year. Please review the latest budget act to see if there are any funding restrictions.

The PFPs are the working part of each district's contract with the state. Changes to the scope or cost must be approved by the FPU. Frequently districts will find that the budgeted amount will either be in excess of the project costs at bid award or will be insufficient to cover the lowest bid. If the cost included in the PFP is greater than the bid amount, the district may award the bid and at a later date request use of the bid savings for an alternative project. If the bid is greater than the costs estimated in the PFP, the district should notify the program monitor. The district will need to supply information to the FPU on why the bid is greater than the initial cost estimate and how the district plans on meeting the funding shortfall while addressing the scope of the proposal. This must take place **prior** to the issuing of the contract by the district.

Down scoping a project, use of savings from other projects or funding a phase of the project with savings from a different year's scheduled maintenance appropriation, or a greater local contribution are all viable solutions when bids come in higher than the cost estimated in the PFP. However, these solutions must be approved in writing by the Chancellor's Office prior to the issuing of the contract by the district.

The FPU may allow for the elimination of a project from the project list under certain circumstances. Typically, the situations are an emergency repair where the campus or a portion of the campus will be shut down unless emergency repairs are completed. The district shall make every effort to notify the program monitor as soon as possible of the need to substitute an emergency project in place of an approved PFP. The district will need written permission from the program monitor prior to issuing a contract. If the cause of the substitution was an emergency repair than the substituted project may be re-submitted with the next fiscal year's scheduled maintenance program proposals.

## Scheduled Maintenance and Special Repairs Evaluation Criteria

The evaluation criteria used for developing the priority standing for the Scheduled Maintenance and Special Repairs program are:

- Type of project (*listed in order of state priority*)
  1. Roofs
  2. Utilities
  3. Mechanical
  4. Exterior
  5. All others that do not fit in the above types
- Severity of the problem – it is presumed that all projects are considered necessary and have been prioritized by the district based on the severity of the issue.
- Types of facilities:
  1. Instructional Classrooms and Laboratories
  2. Libraries
  3. Faculty and Administrative Offices
  4. Cafeterias
  5. Theaters and Physical Education Facilities
  6. Site Development (sidewalks, walkways, roads, etc.)
  7. Warehousing and Maintenance Facilities
- Age of the problem in relation to age of the facility.
- Existence of an ongoing district maintenance program, specifically a preventive maintenance program.
- Level of district maintenance commitment as a percentage of the total annual Operating Budget (Activity Account 6500) and the district's ability to provide matching funds (if match is required).
- Other factors as appropriate to the particular scheduled maintenance and special repair problems within the listed categories.
- Inclusion of project in district's Scheduled Maintenance Program 5-Year Plan. A revised 5-Year Plan may be necessary for emergency projects.
- Projects for those facilities which would not be state-supportable under the Community College Construction Act will not be considered in the Scheduled Maintenance Program (such as parking lots, stadiums, bookstores, and dormitories).
- Projects that contain both maintenance aspects and capital outlay features are to be pro-rated and will be considered on an individual basis. The cost of any work included within a project which is in addition to recognized scheduled maintenance work must be borne by the district.

## Project Categories

- Roof  
Repair  
Replacement
  
- Utilities  
Telephone Lines  
Flush Valves  
Irrigation Distribution Systems  
Sewer Lines  
Switch Gear  
Electrical Panels  
Fire Alarm Systems  
Water Systems  
Lighting  
Plumbing  
Elevators  
Data System Lines
  
- Mechanical  
Air Compressors  
Chillers  
Boilers  
Energy Management Systems  
HVAC (heat, vent, and air cond.)  
Exhaust Hood Systems  
Swamp Coolers  
Cooling Towers  
Fan Coils  
Clock Systems  
Sound Systems
  
- Exterior  
Painting  
Replace Siding Buildings  
Doors (paint and replace only)  
Windows  
Resurfacing (swimming pool)
  
- Other  
Lock system  
Roads  
Sidewalks/Walkway  
Flooring Replaced  
Tennis Courts  
Signage  
Interior Doors (replace doors, locks, and hardware)  
Bleachers  
Resurfacing Floors  
Replacement Lockers  
Non-mechanical Equipment Replaced  
Area Grading

California Code of Regulations, title 5, section 57001.5(d) – *A project shall not include the planning or construction of dormitories, student centers other than cafeterias, stadia, the improvement of sites for student or staff parking, or single-purpose auditoriums.*

This is not an exhaustive list; other items may be considered in each category on a project-by-project basis.

## Waiver Request

Note: There is no match required for scheduled maintenance except for architectural barrier removal in which there is a dollar for dollar match in FY 2015-16.

The following criteria will be used for evaluating district requests for more than the established state share on their funded Scheduled Maintenance Program projects:

1. The unrestricted General Fund ending balance on the final financial statement (311) of the preceding fiscal year for which they are requesting the waiver, as established by the Chancellor's Office for district ability, will be used as a base.
2. If the net result of the above mentioned step is less than 5% of the total unrestricted General Fund expenditures, the district may qualify for up to 90% state funding for its approved Scheduled Maintenance projects of that year.
3. If the net result is equal to or larger than 5%, but the amount of funds needed for matching that year's Scheduled Maintenance Program projects brings the unrestricted ending balance below 5%, the district may qualify for up to 90% state funding.
4. If the net result is larger than 5%, the district will be required to use those funds to match its approved Scheduled Maintenance projects at the established match. However, if there are not sufficient funds for the established match, but there are sufficient funds to cover more than 10% of the project, the district may apply those funds as matching. District matching will be no less than 10% and not more than 50% of the total project cost.
5. State funds for the approved Scheduled Maintenance projects are limited to the amount allocated by the Legislature for that fiscal year. The projects are initially allocated on an established matching share (i.e. 50%). Therefore, any district eligible for more than the established state match will receive approximately the same amount of state funds as they would have received if they had matched at the established rate. This may require some projects to be deferred until successive fiscal years. Exceptions may be made for districts with only one approved project in the Scheduled Maintenance Program for that year.

# Hazardous Substances

## Introduction

The hazardous substance program provides funding for remediation of environmental hazards which pose an immediate danger to human health and safety at California Community College facilities such as asbestos materials, polychlorinated biphenyl (PCB), lead, chemical removal, radon, and underground tanks and their contents.

The state has supplied funding for Hazardous Substance Abatement intermittently since 1985. Due to lack of consistent funding, the backlog of unfunded projects continues to grow. Additionally, as the scientific knowledge on the impact of various chemical and environmental elements increases, so does the challenge to ensure adequate protection for students and staff.

## Matching Funds

Hazardous substances projects will be funded 100% by the state. No local matching funds are required for this category.

## Project Funding Proposals

A Hazardous Substances Project Funding Proposal (PFP) is used for requesting state financial support for a hazardous substance project. The form contains a statement of that project's intent, scope, justification, project type, facility type involved, and budget summary (estimated cost and timing). If funded, the proposal becomes an integral part of the contract with the state.

The PFP(s) are due September 15<sup>th</sup> of each year. Acceptance of the PFP for funding consideration by the Chancellor's Office shows that the proposal has met certain criteria for state support. The amount of state support is determined by the project cost estimate included in the PFP.

It is possible that projects which meet the criteria for support will not be approved due to funding limitations. In this event, first consideration will be given to projects that meet the greatest instructional needs.

The proposed Hazardous Substance project is presumed to have been analyzed and prioritized by the district based on the campus needs including an accurate description of project scope. The PFP should be the basis for:

1. Proposals for projects under \$10,000 or over \$634,000 will not be considered for evaluation. Proposals may be made for portions or phases of a project where the total is over \$634,000 but the currently planned phase is less than \$634,000. Projects under \$10,000 may be combined with other similar projects on the same campus as one project proposal. Any proposal under \$10,000 will have to be discussed with the Facilities Planning Unit (FPU).
2. Consideration of the project on the method(s) of corrective action that is the most efficient long-term solution.
3. An evaluation of the need for the project at the district and state levels for prioritizing purposes.

4. Agreement to the project's intent and scope.
5. The district has developed an accurate budget summary (estimate of cost) that will remain viable during the six to nine month approval process.

All proposals will be budgeted at the California Construction Cost Index (CCCI) established for that year by the Department of General Services. The CCCI will be displayed in FUSION when entering the project information.

Each proposal for a project is to be given a separate local district priority number (1, 2, 3, etc.). The district should make the priority determination for each of its proposals and not list them as all top priority or the same priority number. The Chancellor's Office gives consideration to the district's prioritization in the approval process.

The Hazardous Substances Project Funding Proposal must have district certification by the Chief Executive Officer or other authorized signature. An incomplete PFP or obviously incorrect recording of data may result in non-approval of the Hazardous Substances Project Funding Proposal. The state reserves the right to amend line item costs that exceed line item amount maximums as shown on the Project Funding Proposal form.

Remember, all Hazardous Substances Project Funding Proposals must be in the Chancellor's Office on or before September 15<sup>th</sup>, to be considered for the upcoming year's program.



## Hazardous Substance Evaluation Criteria

The criteria for developing a project's priority in the Hazardous Substances program are:

- Type of project (*listed in order of state priority*)
  1. Asbestos Airborne Particulates
  2. Non-Friable Asbestos
  3. Chemical Related
  4. Polychlorinated Biphenyl (PCBs)
  5. Underground Tanks and Other Related Project.
  6. All others that do not fit in the above types
- Severity of the problem – it is presumed that all projects are considered necessary and have been prioritized by the district based on the severity of the issue.
- Types of facilities that have maintenance problems are prioritized as follows:
  1. Instructional Classrooms, Laboratories and Libraries/Learning Resource Centers
  2. Child Care Centers and Physical Education Facilities
  3. Faculty, Administrative Offices and Support Services Facilities
  4. Cafeterias and Theaters Facilities
  5. Site Development
  6. Warehousing and Maintenance Facilities
  7. Campus wide and Other Facilities
- Age of the problem in relation to age of facility.
- Adverse immediate effect(s) if uncorrected
  1. Campus/Facility Closure
  2. Safety Hazard
  3. Disruption of Programs(s)
  4. Code Violation
  5. Greater Future Damage/Costs
  6. Inconvenience
  7. Potential/Future Damage Costs
- Corrective method: Removal, Replace, Retrofit, Disposal and Encapsulate/Abandon problem materials.
- Other factors as appropriate to the particular hazardous substances problems within the listed categories.
- Projects for those facilities which would not be state-supportable under the state capital outlay program per the California Code of Regulations, title 5, § 57001.5(d) will not be considered in the Hazardous Substances Program (parking lots, stadiums, bookstores, and dormitories).
- Projects that contain both hazardous materials problems and scheduled maintenance aspects are to be pro-rated. Only those costs associated with the hazardous materials aspect should be represented on the proposal. The costs of any work included in a project which is in addition to recognized hazardous substances work must be borne by

the district. For example, if a project is to replace asbestos laden ceiling tiles and the district wishes to install ceiling fans at the same time, only the ceiling tile replacement costs will be considered. The district would be responsible for covering the cost of the fans and their installation with local funds.

### **Categories for Hazardous Substances Projects**

- Asbestos – floor tiles
- Asbestos – friable airborne – ceilings
- Asbestos – friable – general
- Asbestos – friable – insulation
- Asbestos – roofs
- Asbestos – survey
- Asbestos – walls
- Ballast containing PCBs
- Chemical sweeps or ongoing chemical monitoring
- Chemical – storage or ventilation
- Lead paint removal
- Storage tanks and other ground water issues
- Switches containing PCBs
- Underground tanks – removal and replacement
- Underground tank monitoring

This is not an exhaustive list; other items may be considered in each category on a project-by-project basis.

California Code of Regulations, Title 5, Section 57001.5(d) – *A project shall not include the planning or construction of dormitories, student centers other than cafeterias, stadia, the improvement of sites for student or staff parking, or single-purpose auditoriums.*

# 5-Year Plan and Project Funding Proposal FUSION Instructions

## Starting Out

These instructions are only valid if the district has access to their Scheduled Maintenance/Special Repair (SMSR) plan in FUSION. In the figure seen below, there is a “Submit to FPU” button. This means the district is able to manipulate the data for their Scheduled Maintenance program. Without access, the district will be unable to add, delete, edit, or prioritize projects. Contact the FPU for assistance if you cannot make changes.

- \* Log into FUSION (<http://fusion.deltacollege.edu/default.asp>).
- \* Click on the Planning Tab.
- \* Click on 2.0 Local Assistance.
- \* Click on your District.
- \* Change planning year to desired fiscal year.
  - a. The Chancellor’s Office will inform districts in which fiscal year to enter PFPs and the 5-Year Plan (5 YP).

The screenshot shows the FUSION web application interface. The top navigation bar includes 'Home', 'Assessment', 'Space Inventory', 'Planning', 'Project', and 'Emanual'. The user is logged in as 'Hoang Nguyen - Local is signed in: Access Your Info | Sign Out'. The 'Change Planning Year:' dropdown is set to '2015-16, SI 13-14'. The left sidebar shows a tree view of districts, with 'Kern' selected. The main content area displays 'PLANNING > Local Assistance > Kern Community College District - 2015/2016'. Below this, there is a 'Local Assistance' section with a 'SMSR 5YP' button and a 'Submit To FPU' button. A table titled '2015/2016 Scheduled Maintenance Projects' is shown with columns: Priority, Project Title, Campus, Problem Existed, Project Type, Facility Type, Totals Funds, and Status. The table is currently empty, with a 'Fund Total: \$0' at the bottom right. Red arrows point to the 'Submit To FPU' button, the 'Kern' district name in the left menu, and the '2015-16, SI 13-14' planning year dropdown.

## 5-Year Plan Instructions

To start entering the 5-Year Plan in FUSION, select a college needs a maintenance project.

**\* Any site with an asterisk (\*) next to it will not be eligible for state funding. These sites do not meet requirements for state funding.**

The screenshot shows the FUSION software interface. On the left, a navigation tree lists various colleges, with 'Kern' selected and highlighted by a red arrow. The main content area displays the 'Local Assistance' section for 'Kern Community College District - 2015/2016'. Below this, there is a table with columns for 'Roof', 'Utility', 'Mechanical', 'Exterior', and 'Other'. Each of these columns has sub-columns for 'Est. Total' and 'St. Funds'. The rows represent fiscal years from 2015 to 2019.

## Roof

1. For a roof project, click on the Roof tab as seen below.
2. Select a fiscal year from the drop down menu.
3. Enter a short description of the project.
4. Enter the age of the building.
5. Enter the age of the roof.
6. Enter the amount of state and local funding that will be needed for this project.
7. Once the project is entered, click on the Save button.
8. Click on Add New button to continue to add additional projects.

The screenshot shows the FUSION software interface. On the left, a navigation tree lists various colleges, with 'Bakersfield College' selected and highlighted by a red arrow. The main content area displays the 'Roof' tab for 'Bakersfield College - 2015/2016'. Below this, there is a table with columns for 'Fiscal Year of Funding', 'Type/Use of Building', 'Age of Building', 'Age of Roof', 'Square Feet of Roof', 'State Funds', 'Local Funds', and '(CCI 5754) Est. Repair/Replace Cost'. A dropdown menu is open for the 'Fiscal Year of Funding' column, showing options for 2015, 2016, 2017, 2018, 2019, and Delete. A red arrow points to the 'Roof' tab, and another red arrow points to the '2015' option in the dropdown menu.

## Utility

1. For a utility project, click on the Utility tab as seen below.
2. Select a fiscal year from the drop down menu.
3. Enter a short description of the project.
4. Enter the age of the utility.
5. Enter the facilities the utility serves.
6. Enter the amount of state and local funding that will be needed for this project.
7. Once the project is entered, click on the Save button.
8. Click on Add New button to continue to add additional projects.

The screenshot shows the FUSION software interface. The top navigation bar includes 'Home', 'Assessment', 'Space Inventory', 'Planning', 'Project', and 'Emanual'. The user is logged in as 'Hoang Nguyen - Local'. The current view is 'PLANNING > Local Assistance 5 Year Plan > Bakersfield College - 2015/2016'. The 'SMSR 5YP' section is active, and the 'Utility' tab is selected. Below the tabs, there is a 'District Scheduled Maintenance Five Year Plan' section with a 'Save' button and an 'Add New \*' button. A table is displayed with the following columns: 'Fiscal Year of Funding', 'Type Utility', 'Age of Utility (years)', 'Type of Facility Served', 'State Funds', 'Local Funds', and '(CCI 5754) Est. Repair/ Replace Cost'. The table shows a total of \$0 for State and Local Funds. A dropdown menu for 'Fiscal Year of Funding' is open, showing options for 2015, 2016, 2017, 2018, 2019, and Delete. Red arrows point to the 'Utility' tab and the dropdown menu.

## Mechanical

1. For a mechanical project, click on the Mechanical tab as seen below.
2. Select a fiscal year from the drop down menu.
3. Enter a short description of the project.
4. Enter the age of the facility.
5. Enter the facilities served.
6. Enter the amount of state and local funding that will be needed for this project.
7. Once the project is entered, click on the Save button.
8. Click on Add New button to continue to add additional projects.

The screenshot shows the FUSION software interface. The top navigation bar includes 'Home', 'Assessment', 'Space Inventory', 'Planning', 'Project', and 'Emanual'. The user is logged in as 'Hoang Nguyen - Local'. The current view is 'PLANNING > Local Assistance 5 Year Plan > Bakersfield College - 2015/2016'. The 'SMSR 5YP' section is active, and the 'Mechanical' tab is selected. Below the tabs, there is a 'District Scheduled Maintenance Five Year Plan' section with a 'Save' button and an 'Add New \*' button. A table is displayed with the following columns: 'Fiscal Year of Funding', 'Type/Use', 'Age (years)', 'Type of Facility Served', 'State Funds', 'Local Funds', and '(CCI 5754) Est. Repair/ Replace Cost'. The table shows a total of \$0 for State and Local Funds. A dropdown menu for 'Fiscal Year of Funding' is open, showing options for 2015, 2016, 2017, 2018, 2019, and Delete. Red arrows point to the 'Mechanical' tab and the dropdown menu.

## Exterior

1. For an exterior project, click on the Exterior tab as seen below.
2. Select a fiscal year from the drop down menu.
3. Enter a short description of the project.
  - a. You can enter parking lot projects but leave the state funding portion empty since the state does not fund these types of projects.
4. Enter the years since it was last refinished.
5. Enter the amount of state and local funding that will be needed for this project.
6. Once the project is entered, click on the Save button.
7. Click on Add New button to continue to add additional projects.

PLANNING > Local Assistance 5 Year Plan >  
**Bakersfield College - 2015/2016**

SMSR 5YP

Summary	Roof	Utility	Mechanical	Exterior	Other
District Scheduled Maintenance Five Year Plan Exterior Repair or Replacement (2015 through 2019)					
Fiscal Year of Funding	Type and Size of Facility	Years Since Last Refinishing	State Funds	Local Funds	(CCI 5754) Est. Repair/ Replace Cost
2015					
2016					
2017					
2018					
2019					
Delete					
Total			\$0	\$0	\$0

## Other

1. For other types of projects, click on the Other tab as seen below.
2. Select a fiscal year from the drop down menu.
3. Enter a short description of the project.
4. Enter the amount of state and local funding that will be needed for this project.
5. Once the project is entered, click on the Save button.
6. Click on Add New button to continue to add additional projects.

PLANNING > Local Assistance 5 Year Plan >  
**Bakersfield College - 2015/2016**

SMSR 5YP

Summary	Roof	Utility	Mechanical	Exterior	Other
District Scheduled Maintenance Five Year Plan Other Repairs or Replacements (2015 through 2019)					
Fiscal Year of Funding	Needs		State Funds	Local Funds	(CCI 5754) Estimated Repair/ Replacement Cost
2015					
2016					
2017					
2018					
2019					
Delete					
Total			\$0	\$0	\$0

## Empty 5-Year Plan Summary

As seen below, this is what a blank 5-Year Plan looks like. For the fiscal year shown, FY 15/16, the 5-Year Plan is empty. This is because the district has never entered any information for the Scheduled Maintenance 5-Year Plan or the project information from FY 14/15 has not carried over yet. If the FY 14/15 information is filled out and the district submits the FY 14/15 Scheduled Maintenance plan to the FPU, the 5-Year Plan below will be completed. The district will only have to add year 2019 projects to complete the FY 15/16 5-Year Plan.

PLANNING > Local Assistance >  
**Kern Community College District - 2015/2016**

Local Assistance    SMSR 5YP

	Roof		Utility		Mechanical		Exterior		Other	
	Est. Total	St. Funds	Est. Total	St. Funds	Est. Total	St. Funds	Est. Total	St. Funds	Est. Total	St. Funds
2015										
2016										
2017										
2018										
2019										

## Completed 5-Year Plan Summary

The screen shot below shows a completed 5-Year Plan. Data has been entered for all the required years. For FY 14/15, districts were to schedule projects through 2018. When the district submits the FY 14/15 5-Year Plan to the FPU, this information will carry forward but the year 2014 information will drop off. If planned projects were not completed in year 2014, those projects will have to re-entered in the fiscal year they are projected to be completed.

PLANNING > Local Assistance >  
**Kern Community College District - 2014/2015**

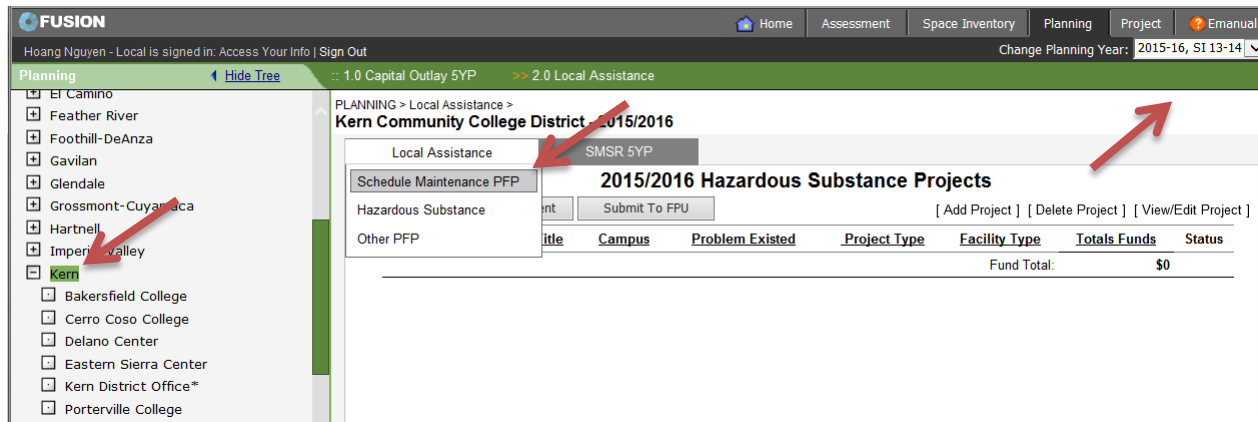
Local Assistance    SMSR 5YP

	Roof		Utility		Mechanical		Exterior		Other	
	Est. Total	St. Funds	Est. Total	St. Funds	Est. Total	St. Funds	Est. Total	St. Funds	Est. Total	St. Funds
2014	\$2,568,326	\$1,284,163	\$1,614,000	\$782,000	\$3,182,500	\$1,557,500	\$5,699,340	\$348,250	\$2,134,080	\$1,058,040
2015	\$1,250,000	\$625,000	\$883,000	\$441,500	\$1,358,500	\$679,250	\$7,679,500	\$829,750	\$2,914,850	\$1,452,425
2016	\$1,750,000	\$875,000			\$780,000	\$390,000	\$2,092,216	\$546,108	\$50,000	\$25,000
2017	\$1,350,000	\$775,000	\$416,000	\$78,000			\$1,250,000	\$365,000	\$750,000	\$375,000
2018	\$1,075,000	\$537,500	\$115,000	\$57,500	\$237,500	\$118,750	\$2,815,000	\$1,407,500	\$205,000	\$102,500

## Scheduled Maintenance Project Funding Proposal (PFP) Instructions

### Getting Started

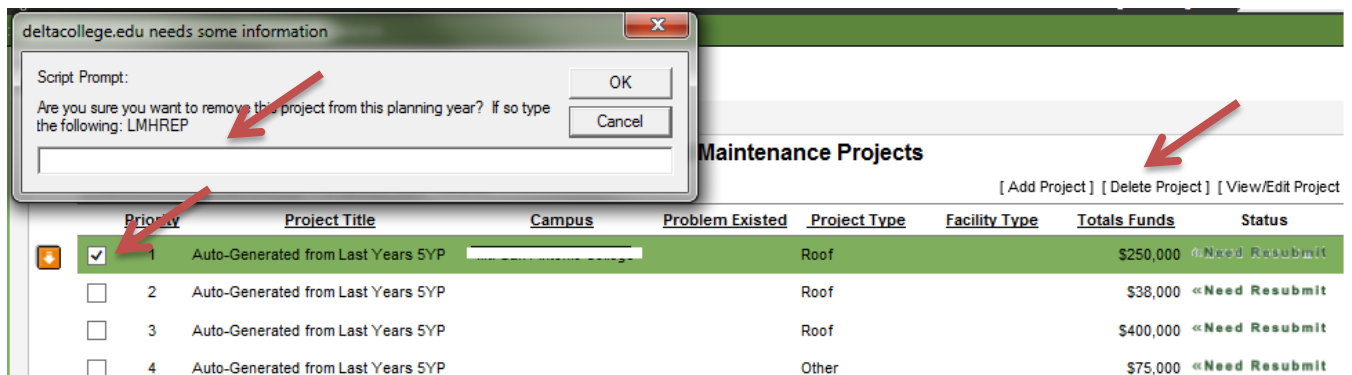
1. To enter Project Funding Proposals (PFPs), go to the district level on the tree on the left hand side of the web browser.
2. Make sure the planning year is for the approved year.
3. Mouse over to the Local Assistance tab and a drop down menu will appear. Mouse down and click on Schedule Maintenance PFP.



### Delete all Auto-Generated PFPs

Before entering PFPs, first delete the auto-generated PFPs. Auto-generated PFPs do not contain any useful information. Auto-generated PFPs pull the project cost data from the 5YP plan but no other information. If you do not want to delete these types of PFPs, you can just update the information in the auto-generated PFP instead. Skip to the next step to see how to add/edit the PFP or see below to continue the deletion process.

1. Mouse click on the project on the left hand side.
2. Mouse click on the Delete Project on the right hand side.
3. Type in the letters displayed in the pop-up window and click on OK. If you do not see a pop-up window, go through your Internet settings to allow for the pop-up windows.
4. Repeat until all auto-generated projects have been deleted.





## Adding Scheduled Maintenance PFPs

1. Click on the planning year drop down and change if needed.
2. Mouse click on the Add Project. A pop-up window will appear and allow the user to enter more information about the project. If you do not see a pop-up window, go through your Internet settings to allow for the pop-up window.

The screenshot shows the FUSION web application interface. The top navigation bar includes 'Home', 'Assessment', 'Space Inventory', 'Planning', 'Project', and 'Emanual'. The user is logged in as 'Hoang Nguyen'. The 'Change Planning Year' dropdown is set to '2015-16, SI 13-14'. The left sidebar shows a tree view of planning areas, with 'Kern' selected. The main content area displays 'Kern Community College District - 2015/2016' and '2015/2016 Scheduled Maintenance Project'. Below the title are buttons for 'Save Priority Arrangement', 'Submit To FPU', and '[ Add Project ] [ Delete Project ] [ View/Edit Project ]'. A table with columns 'Priority', 'Project Title', 'Campus', 'Problem Existed', 'Project Type', 'Facility Type', 'Totals Funds', and 'Status' is shown, with a 'Fund Total: \$0' at the bottom.

Priority	Project Title	Campus	Problem Existed	Project Type	Facility Type	Totals Funds	Status
						Fund Total:	\$0

## Entering Scheduled Maintenance PFP Information

1. Select a campus for the project.
2. Select the building that the project will affect.
3. Type in the Project Title.
4. Fill in the Project's Intent and Scope. If the project affects more than one building, please list it here.
5. Type in the Program Discipline(s) that will be affected.
6. In the category section, select your choices for the drop down menu selections for Project Type, Facility Type Involved, How long the Problem Existed, Adverse Effects, and Corrective Method.
7. Fill in the budget summary for Permits and Fees, Construction Costs, Inspection, Contingency, and Project Cost.
8. Fill in the in Project/Program Director for this project i.e. Facilities Director.
9. Fill in the Business Manager for this project i.e. CBO.
10. Fill in the contact phone number for this project.
11. Mouse click on the Save button when all the information has been entered.

http://fusion.deltacollege.edu/?cdid=520&cat=SM - PFP Form - Windows Internet Explorer

**PFP**

Form

[View/Edit Associated Comet Projects] Chancellor's Office  
California Community Colleges

2015-16 Scheduled Maintenance Project Funding Proposal Save

District: Kern Community College District # COMET Projects:  
Campus: Bakersfield College, Cerro Coso College, Porterville College, Delano Center District Priority No.: 1  
Space Inv. Bldg.#:

Project Title:

Project's Intent and Scope:

Program Discipline(s) or Activity(ies) Affected:

Select one answer for each category:

Project Type:

Facility Type(s) Involved:

How long has Problem Existed?:

Adverse Immediate Effect(s) if Uncorrected (justification attached):

Corrective Method:

**Budget Summary (Where Maximums Apply, % Based on Construction Costs)**

1. Permits and Fees (Architect/Engineer, Plan Check Fees, Misc.-11% max)	\$	<input type="text"/>
2. Construction Costs (@ CCI 5754 )	\$	<input type="text"/>
3. Inspection	\$	<input type="text"/>
4. Contingency (7% maximum)	\$	<input type="text"/>
5. Total Project (Sum of items 1 through 4)	\$	<input type="text"/>

I hereby certify that if this project is approved for funding from the 2015-16 Budget Act, it is the district's intent to award a contract for this project during the 2015-16 fiscal year.

**District Certification**

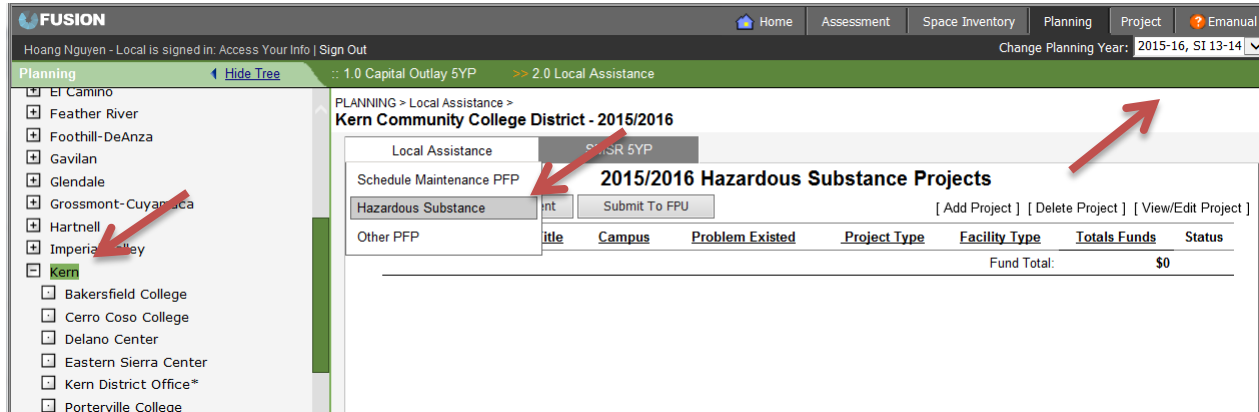
Business Manager: <input type="text"/>	Return to: California Community Colleges Facilities Planning Unit 1102 Q Street, Fourth Floor Sacramento, CA 95811-8649
Project Director: <input type="text"/>	
Phone Number: <input type="text"/>	

90%

# Hazardous Substance Project Funding Proposal (PFP) Instructions

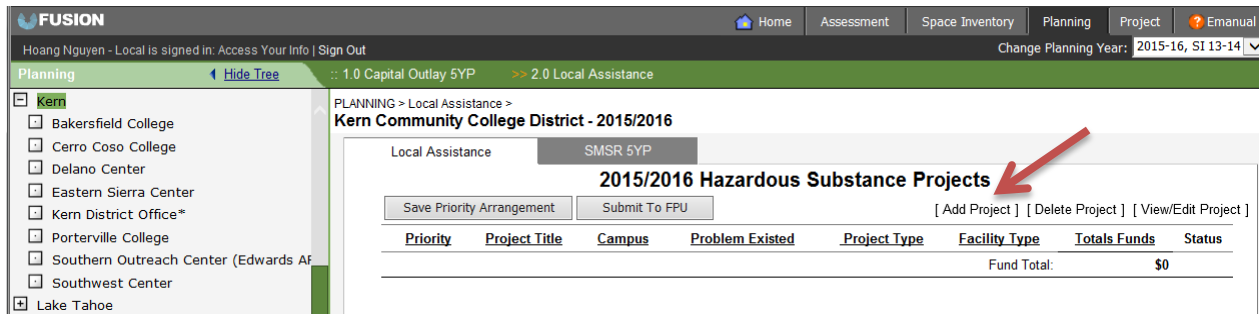
## Getting Started

1. To enter a Hazardous Substance Project Funding Proposals (PFP), go to the district level on the tree on the left hand side of the web browser.
2. Mouse over to the Local Assistance tab and a drop down menu will appear. Mouse down and click on Hazardous Substance.
3. Make sure the planning year is correct. Click on the drop down to change the planning year if needed.



## Adding a Hazardous Substance PFP

1. Click on Add Project.



## Entering Hazardous Substance PFP Information

1. Select a campus for the project.
2. Select the building that the project will affect.
3. Type in the Project Title.
4. Fill in the Project's Intent and Scope. If the project affects more than one building, please list it here.
5. Type in the Program Discipline that will be affected.
6. In the category section, select your choices for the drop down menu selections for Project Type, Facility Type Involved, How long the Problem Existed, Adverse Effects, and Corrective Method
7. Fill in the budget summary for Permits and Fees, Construction Costs, Inspection, Contingency, and Project Cost.
8. Fill in the in Project/Program Director for this project i.e. Facilities Director.
9. Fill in the Business Manager for this project i.e. CBO.
10. Fill in the contact phone number for this project.
11. Mouse click on the Save button when all the information has been entered.

http://fusion.deltacollege.edu/?coid=520&cat=HM - PFP Form - Windows Internet Explorer

**PFP**

Form

[View/Edit Associated Comet Projects] Chancellor's Office  
California Community Colleges

2014-15 Hazard Materials Project Funding Proposal

# COMET Projects: \_\_\_\_\_  
District Priority No.: 1

District: Kern Community College District  
Campus: Bakersfield College  
Cerro Coso College  
Ponterville College  
Delano Center

Space Inv. Bldg.#: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project's Intent and Scope: \_\_\_\_\_

Program Discipline(s) or Activity(ies) Affected: \_\_\_\_\_

Select one answer for each category:

Project Type: Asbestos  
Project Subtype: \_\_\_\_\_  
Facility Type(s) Involved: \_\_\_\_\_  
How long has Problem Existed?: \_\_\_\_\_  
Adverse Immediate Effect(s) if Uncorrected (justification attached): \_\_\_\_\_  
Corrective Method: \_\_\_\_\_

**Budget Summary (Where Maximums Apply, % Based on Construction Costs)**

1. Permits and Fees (Architect/Engineer, Plan Check Fees, Misc.-11% max)	\$ _____
2. Construction Costs (@ CCI 5754)	\$ _____
3. Inspection	\$ _____
4. Contingency (7% maximum)	\$ _____
5. Total Project (Sum of items 1 through 4)	\$ _____

I hereby certify that if this project is approved for funding from the 2014-15 Budget Act, it is the district's intent to award a contract for this project during the 2014-15 fiscal year.

**District Certification**

Business Manager: \_\_\_\_\_  
Project Director: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Return to: California Community Colleges  
Facilities Planning Unit  
1102 Q Street, Fourth Floor  
Sacramento, CA 95811-8549

90%

## Other Local Assistance Project Funding Proposal (PFP) Instructions Getting Started

- To enter an Other Project Funding Proposals (PFP), go to the district level on the tree on the left hand side of the web browser.
  - \* **Other PFP is used for Architectural Barrier Removal and for Seismic Retrofit projects.**
- Mouse over to the Local Assistance tab and a drop down menu will appear. Mouse down and click on Other PFP.
- Click on the planning year to change it to the correct year if needed.

The screenshot shows the FUSION web application interface. The top navigation bar includes 'Home', 'Assessment', 'Space Inventory', 'Planning', 'Project', and 'Emanuel'. The user is logged in as 'Hoang Nguyen'. The main content area is titled 'Kern Community College District - 2015/2016' and shows a 'Local Assistance' tab with a dropdown menu. The 'Other PFP' option is selected, displaying a table with columns: 'title', 'Campus', 'Problem Existed', 'Project Type', 'Facility Type', 'Totals Funds', and 'Status'. The table currently shows a 'Fund Total' of '\$0'. A red arrow points to the 'Other PFP' tab in the left-hand navigation tree, and another red arrow points to the '2015/2016 Hazardous Substance Projects' title in the main content area.

## Adding an Other Local Assistance PFP

- Click on Add Project.

The screenshot shows the FUSION web application interface. The top navigation bar includes 'Home', 'Assessment', 'Space Inventory', 'Planning', 'Project', and 'Emanuel'. The user is logged in as 'Hoang Nguyen'. The main content area is titled 'Kern Community College District - 2015/2016' and shows a 'Local Assistance' tab with a dropdown menu. The 'Other PFP' option is selected, displaying a table with columns: 'Priority', 'Project Title', 'Campus', 'Problem Existed', 'Project Type', 'Facility Type', 'Totals Funds', and 'Status'. The table currently shows a 'Fund Total' of '\$0'. A red arrow points to the 'Add Project' button in the top right corner of the main content area.

## Entering Other Local Assistance PFP Information

1. Select a campus for the project.
2. Select the building that the project will affect.
3. Type in the Project Title.
4. Fill in the Project's Intent and Scope. If the project affects more than one building, please list it here.
5. Type in the Program Discipline that will be affected.
6. In the category section, select your choices for the drop down menu selections for Project Type, Facility Type Involved, How long the Problem Existed, Adverse Effects, and Corrective Method.
7. Fill in the budget summary for Permits and Fees, Construction Costs, Inspection, Contingency, and Project Cost.
8. Fill in the in Project/Program Director for this project i.e. Facilities Director.
9. Fill in the Business Manager for this project i.e. CBO.
10. Fill in the contact phone number for this project.
11. Mouse click on the Save button when all the information has been entered.

http://fusion.deltacollege.edu/?cid=520&cat=OM - PFP Form - Windows Internet Explorer

PFP Form

[View/Edit Associated Comet Projects] Chancellor's Office  
California Community Colleges

2014-15 Other Local Assistance Project Funding Proposal Save

# COMET Projects: \_\_\_\_\_  
District Priority No.: 1

District: Kern Community College District  
Campus:   
Cerro Coso College  
Porterville College  
Delano Center

Space Inv. Bldg.#:

Project Title:

Project's Intent and Scope:

Program Discipline(s) or Activity(ies) Affected:

Select one answer for each category:

Project Type:

Facility Type(s) Involved:

How long has Problem Existed?:

Adverse Immediate Effect(s) if Uncorrected (justification attached):

Corrective Method:

**Budget Summary (Where Maximums Apply, % Based on Construction Costs)**

1. Permits and Fees (Architect/Engineer, Plan Check Fees, Misc.-11% max)	\$ <input type="text"/>
2. Construction Costs (@ CCI 5754)	\$ <input type="text"/>
3. Inspection	\$ <input type="text"/>
4. Contingency (7% maximum)	\$ <input type="text"/>
5. Total Project (Sum of items 1 through 4)	\$ <input type="text"/>

I hereby certify that if this project is approved for funding from the 2014-15 Budget Act, it is the district's intent to award a contract for this project during the 2014-15 fiscal year.

**District Certification**

Business Manager: <input type="text"/>	Return to: California Community Colleges Facilities Planning Unit 1102 Q Street, Fourth Floor Sacramento, CA 95811-0549
Project Director: <input type="text"/>	
Phone Number: <input type="text"/>	

## Prioritizing Project Funding Proposals

The Chancellor's Office only requires projects to be entered that total the value of the district's allocation plus any required district match. Any project that exceeds this value will be deferred to the following fiscal year. Sometimes projects may need to be reprioritized in FUSION. This is a relatively simple step:

1. Make sure you are in the correct planning year under the local assistance module.
2. Click on your district.
3. Check to highlight the project you want to reprioritize.
4. A set of up and down arrows will appear on the left-hand side of the project. Click on the up or down arrow to move the project.
5. Once you have completed reprioritizing, click on the Submit to FPU button to send the plan back to the Specialist for review and approval.

Hoang Nguyen - FPU is signed in. Access Your Info | Sign Out Change Planning Year: 2013-14, SI 11

Planning [Hide Tree](#) :: 1.0 Capital Outlay SYP >> 2.0 Local Assistance :: 3.0 System Wide SYP

PLANNING > Local Assistance >  
**Kern Community College District - 2013/2014**

Local Assistance **SMSR SYP** Comments

[View/Edit Certification Letter](#) [Send Certification Letter](#) [Review Proj](#)

Priority	Project Title	Campus	Problem Existed	Project Type	Facility Type	Totals Funds	Status
<input type="checkbox"/>	PC ADA Path of Travel Project	Porterville College	2-5 yrs.	Exterior	Campuswide	\$72,324	Approved
<input checked="" type="checkbox"/>	2 CC Physical Education Facility HVAC Replacement	Cerro Coso College	2-5 yrs.	Mechanical	Physical Education	\$76,220	Approved
<input type="checkbox"/>	3 BC ADA Path of Travel Project	Bakersfield College	2-5 yrs.	Exterior	Campuswide	\$294,130	Approved
Approved Total:						<b>\$442,674</b>	

## Deleting Projects

Districts may need to delete a project from their list of proposals. This is similar to deleting auto-generated PFPs.

**NOTE:** Once a project is deleted, the data cannot be retrieved. Please save/print any information before starting this process.

1. Make sure that you are in the correct planning year.
2. Click on Local Assistance.
3. Click on the District.
4. Select the project you want to delete by checking on the box on the left hand side of the project title.
5. Click on Delete Project.
6. A pop up box will appear and you will need to type in the letters that it shows and click Okay.
7. Project is now deleted.

The screenshot shows the FUSION web application interface. The top navigation bar includes 'Home', 'Assessment', 'Space Inventory', 'Planning', 'Project', and 'Emanual'. The user is logged in as 'Hoang Nguyen'. The current page is '2015/2016 Other Local Assistance Projects' for the 'Kern Community College District - 2015/2016' planning year. The left sidebar shows a tree view with 'Kern' selected. The main content area has a table with columns: Priority, Project Title, Campus, Problem Existed, Project Type, Facility Type, Totals Funds, and Status. The table is currently empty, with a 'Fund Total: \$0' at the bottom. Buttons for 'Save Priority Arrangement', 'Submit To FPU', 'Add Project', 'Delete Project', and 'View/Edit Project' are visible. Red arrows point to the 'Kern' menu item, the '2015/2016 Other Local Assistance Projects' title, and the 'Delete Project' button.

## View/Editing Projects

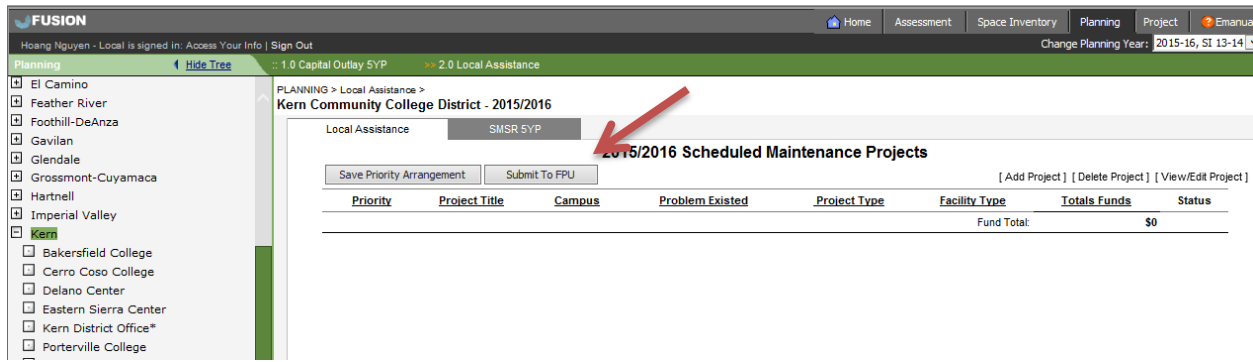
Projects can be viewed and edited after they have been added in FUSION. It is a function that allows districts to make changes to the project budget or the scope/description. The district will not have access to editing projects if the Scheduled Maintenance Plan has been submitted to the FPU. Please contact the FPU for instructions on how to make edits.

1. Click on the project to select it.
2. Click on View/Edit Project and a pop-up window will display project. Edit the project as needed.
3. Save the project changes.



## Submitting the Scheduled Maintenance Plan

Once projects have been entered and saved there is a crucial step that must be done. Back on the main screen click on the Submit to FPU button. This will send the PFPs to the Chancellor's Office staff for review. The projects are then approved or rejected. If the project gets rejected districts may work with the FPU to make the corrections and resubmit the project for approval.



## Making changes/updating/adding a Project Funding Proposal

There are three options to make changes or updates to PFPs. Talk with the FPU Specialist in charge of the Physical Plant and Instructional Support Program to see which route to take when you need to make changes to your PFPs.

**Option 1** is when there is a needed change to a PFP in FUSION after the district has submitted the 5-Year Plan and/or PFPs to the FPU. At this point, the district can no longer make changes. If the PFPs are in the current fiscal year, the FPU can send the projects back to the district and ask the district to resubmit their projects. The district will then have full access to the projects and can make changes, updates, and even add a new project.

**Option 2** is available if the fiscal year has moved forward and the district has already entered their new 5-Year Plan, the districts need to talk to the FPU to move forward. The FPU will return the district's 5-Year Plan and ask the district to resubmit the previous year's PFPs in FUSION. If the fiscal year has moved forward, this is the only way to allow a district access in FUSION so they can make changes, update, or add to the previous year's PFPs.

The district then resubmits these PFPs and the 5-Year Plan with the changes. The drawback to this process is that the district will have to re-input their 5-Year Plan as this information gets deleted when the 5-Year Plan is sent back to the district. This is only the recommended approach if the district has no projects or very few projects in their new 5-Year Plan.

**Option 3** is viable when FUSION has rolled forward and it is no longer possible to make corrections to the previous fiscal year or the district does not wish to re-input their 5-Year Plan. This approach calls for the district to open the PFP for that fiscal year in question in FUSION, make the corrections, and print out the PFP. The district then scans and emails the new PFP to

the FPU for review and approval. Alternatively, the district can create a PDF of the PFP and send this to the FPU for review.

With this method, the changes made to the PFP cannot be saved in FUSION but the information displayed can be changed. However, this solution is only a workaround. Sometimes certain cells in the PFP cannot be changed. At this point, turn the PFP into an Adobe PDF file; use Adobe to white out the old information and type in the new changes. Scan and email the new PDF to the Specialist and include the district CEO, CBO, and Facilities Director as part of the email chain. This process is also done for adding a new project using any old PFP. The district will also need to complete a spreadsheet the Specialist sends to the district with all the changes. The Specialist will keep this updated PFP and spreadsheet on file.

### **Reprioritizing Project Funding Proposals**

If there is a need to reprioritize projects after the Scheduled Maintenance 5-Year Plan has been submitted, please contact the FPU to inform them of the necessary change(s). Once approval is given, the FPU can send the plan back to the district to reprioritize if the 5YP has not rolled forward and the Scheduled Maintenance Plan is not in the next fiscal year. Once the changes are completed, the district will resubmit the Scheduled Maintenance plan back to the FPU.

However, if the Scheduled Maintenance plan has been submitted and rolled forward or is in the next fiscal year, the simplest way to move forward is to either print out the project list or PDF the project list. Once this is done, re-number the projects on the print out or PDF and send the FPU a copy via email along with a signature on the copy certifying the changes are acceptable. The FPU will keep the updated priority list on file for future reference.

# Instructional Support

# Instructional Equipment / Library Material / Technology

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## Introduction

The Instructional Support Program assists districts with their ever growing need for instructional equipment, library materials, and technology on community college campuses due to aging equipment and inadequate funding. The 2015-16 Budget Act will allow all funds in Schedule (23) to be available for either the repair or replacement of instructional equipment and library materials or for scheduled maintenance and special repairs. *This fund cannot be used for instructional supplies.*

## Definition of Equipment

The Budget and Accounting Manual (BAM) provides a definitive description of equipment. The *Guidelines for Distinguishing Between Supplies and Equipment and Classification of Expenditures by Object* is included in the appendix of the manual to assist districts in differentiating between equipment and supplies and determining if the equipment purchase is allowable. A quick definition of equipment versus supply as defined by the Budget and Accounting Manual is:

**Equipment:** Tangible property with a purchase price of at least **\$200** and a useful life of more than one year, other than land or buildings and improvements thereon. (See Appendix, Guidelines for Distinguishing Between Supplies and Equipment.)

**Supply:** A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

## Matching Funds – Fiscal Year 2015-16

The 2015-16 Budget Act does not require a district match for the instructional equipment, library material, and technology block grant for fiscal year 2015-16.

## Salary/Wages

Instructional support funds cannot be used to supplant district personnel salaries and wages. Only expenditures for parts, outside labor or that which is included in the purchase price of the library materials, technological enhancement, or instructional equipment are allowable. Instructional equipment that requires installation or adaptation included with the purchase is also allowable.

## Installation Costs

Normal costs of installation can be included for instructional support. “Normal” costs as being defined as costs appearing reasonable to a reasonable person. For example, running electrical wiring for equipment will be acceptable but building a new building to house the equipment is not reasonable.

## **Auditing**

The Chancellor's Office does not perform audits on instructional equipment. District expenditures of the funds shall be reviewed as part of the district's annual contracted audit (pursuant to requirements in the Budget Act). Exceptions to the block grant terms may result in repayment of funds.

## **Allowable Items**

Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples but is not limited to what is shown.

### **1. Equipment and Furniture**

Instructional equipment and furniture for primary use by students in instructional programs.

- Classroom/Laboratory equipment
  - i. Whiteboard, Projector screen, Projector, etc.
- Instructional furniture
  - i. Desks, Tables, Podium, etc.
  - ii. Chairs, etc.

### **2. Information Technology**

Instructional information technology equipment for student use in classrooms and/or laboratories.

- Desktops, Laptops
- Monitors
- Printers
- Servers
- Network/Wireless infrastructure
- AV/TV
- Multi-media

### **3. Software**

Software licenses are allowed but only the initial year is permitted. Other permitted software are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software.

- Registration
- Counseling
- Student services
- Learning Management Systems for student use

### **4. Adaptive Equipment**

Adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment. Please see the Definitions Section in the Appendix for examples.

## **5. Library Material**

- Databases
- Online subscriptions
- Books, Periodicals, Videos, etc.

### **Non-allowable Items: Administrative or Non-instructional Purposes**

Equipment being used for administrative or non-instructional purposes is not allowed. The following equipment is not allowed:

- Photocopiers
- File cabinets
- Bookcases
- Computers
- Networking infrastructure
- Software licenses

# Instructional Support Equipment List

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The Chancellor's Office will collect data from districts on their equipment need for each campus. The collected information will be used to inform the Department of Finance (DOF) and Legislative Analyst's Office (LAO) of the district's future Instructional Equipment needs. The Chancellor's Office will send a spreadsheet for the districts to fill out. It will be an interim Instructional Support 5-Year Plan. The spreadsheet data is comprised of the following:

- Fiscal year
- District
- College
- Program (top code and instructional program name)
- Equipment Category
  - Equipment and Furniture
  - Information Technology
  - Software
  - Adaptive Equipment
  - Library Material
- Total cost
- Notes

The district will fill in the spreadsheet and send it back to the FPU. The FPU will compile all the data into one workbook which will be provided to the DOF and LAO. This spreadsheet will be sent out in early August and will need to be returned by December 1. This will give the district approximately 30 days to complete this task. The data collected will be the FY 2013/14 instructional equipment expenditures, FY 2014/15 year's need, and the next five years (if the district has a plan available).

# Water Conservation



# Water Conservation

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## Introduction

A State of Emergency was declared in January 2014 and a Continued State of Emergency was declared in April 2014. The Governor's Executive Order B-29-15 was due to California's water supply being severely depleted because of the lack of rain and snowfall. This severe drought conditions present urgent challenges including: drinking water shortages in communities across the state, diminished water for agriculture production, degraded habitat for many fish and wildlife species, increased wildfire risk, and the threat of saltwater contamination to fresh water supplies in the Sacramento-San Joaquin Bay Delta.

The Chancellor's Office advocated for the districts the ability to use the Physical Plant and Instructional Support funds on water conservation projects. As of the 2015 Budget Act, the 2015-16 Physical Plant and Instructional Support program will allow districts to allocate funds to water conservation projects.

## Water Conservation Projects

Water conservation projects to reduce water consumption in cooperation with the Governor's Executive Order B-29-15 give enough berth so that districts can plan their projects accordingly. Projects may include any of the following:

1. 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.
2. Drip or low-flow irrigation systems.
3. Building improvements to reduce water usage.
4. Installation of meters for wells to allow for monitoring of water usage.

## Water Conservation Project Funding Proposal

Water conservation projects are to be submitted in FUSION as a new Project Funding Proposal in FY 2015-16. Please see instructions on how to enter PFPs starting on page 18. The changes for entering water conservation projects are the following:

1. Project's Intent and Scope: Type in the description of the water project and which areas on campus are being affected.
2. Program Disciplines(s): Type in "Water Conservation"
3. Project Type: Select "Other" from the drop down menu
4. Facility Type(s) Involved: Select "Other" from the drop down menu
5. Adverse Immediate Effect(s) if Uncorrected (justification attached): Select "Code Violation" from the drop down menu
6. Complete the remaining form per usual

# Appendix

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## Title 5 CA ADC § 57200

### Subchapter 4. Deferred Maintenance

Barclays Official California Code of Regulations  
Title 5. Education  
Division 6. California Community Colleges  
Chapter 8. Construction  
Subchapter 4. Deferred Maintenance

#### **§ 57200. Purpose.**

For the purposes of administration and implementation of the Community Colleges Facility Scheduled Maintenance and Special Repair Program as required by Education Code section 84660, the provisions of this subchapter shall apply.

#### **§ 57201. General Requirements.**

Each community college district applying to receive funds pursuant to this subchapter shall:

(a) Prepare and submit to the Chancellor a current 5-Year maintenance plan. The plan shall be consistent with the district's 5-Year capital outlay plan, but shall not duplicate that plan. The plan shall provide for ongoing as well as scheduled maintenance.

***(b) Maintain a level of ongoing maintenance during the year for which funds are requested commensurate with the level of activity in prior years.***

#### **§ 57202. Application for Funds.**

Districts shall apply to the Chancellor's Office for funding for scheduled maintenance in the form and manner specified by the Chancellor.

#### **§ 57203. Allocation of Funds.**

The Chancellor shall allocate the funds appropriated by the Legislature as soon as such funds are available, and in accordance with the project priorities established, provided that ten percent (10%) of the funds may be held for contingencies that may occur during the year. Any such funds initially held for contingencies shall be allocated prior to the end of the fiscal year.

#### **§ 57204. Selection of Projects.**

***The Chancellor shall evaluate district applications and rank projects for funding. Projects shall be ranked for funding using the following criteria, which shall be ranked equally:***

***(a) Health and Safety. Priority shall be given to projects necessary to meet safety requirements and to correct hazardous conditions which, if uncorrected, would result in facility closure or danger to staff and students utilizing the facility.***

***(b) Prevention of Further More Costly Repairs. Priority shall be given to scheduled maintenance for instructional facilities necessary to prevent substantially increased maintenance or replacement costs in the future.***

***(c) Disruption of Programs. Priority shall be given to projects necessary to prevent disruption of instructional programs.***

**§ 57205. District Match.**

The Chancellor will allocate funds for only fifty percent of the costs for a scheduled maintenance project. In accepting funds under this subchapter, a district agrees to spend district funds necessary to complete the project. The Chancellor may waive this requirement in whole or in part for projects for which the district demonstrates that it cannot make available fifty percent of the costs for the project from other sources.

The Chancellor shall waive this requirement only for projects with high priority for funding. Highest priority shall be given to those projects which the Chancellor determines are necessary to prevent a facility from being closed.

Where projects would otherwise be of equal rank, first priority shall be given to those projects for which the district provides matching funds.

## **Title 5 CA ADC § 57001.5**

Barclays Official California Code of Regulations

Title 5. Education

Division 6. California Community Colleges

Chapter 8. Construction

Subchapter 1. Community College Construction Act

### **§ 57001.5. Project.**

(a) As used in this chapter "project" means the purpose for which a community college district has applied for assistance under chapter 4 of part 49 of the Education Code for one or more institutions under its authority or for district wide facilities. A project may include the planning, acquisition, and improvement of community college sites; the planning, construction, reconstruction, or remodeling of any permanent structure necessary for use as a classroom, a laboratory, a library, a performing arts facility, a gymnasium, the basic outdoor physical education facilities, the basic food service facilities, or child development centers, pursuant to section 79120 of the Education Code; related facilities necessary for the instruction of students or for administration of the educational program; maintenance or utility facilities essential to the operation of the foregoing facilities and the initial acquisition of equipment. A project may also include the initial furnishing of, and initial acquisition of equipment for, any facility leased or lease-purchased by a community college district as of August 1, 1987, for educational purpose or purposes.

(b) A project may also include the reconstruction or remodeling of any facility leased or lease-purchased for educational purposes. The Chancellor's Office shall require transfer to the community college district of title or any other interest considered sufficient by the district, in and to facilities presently leased or to be leased in the future by the district, to the extent of the funds appropriated for reconstruction or remodeling of leased facilities. When sufficient title or interest has not been transferred, the term of the lease shall be of sufficient duration to completely amortize the reconstruction or remodeling cost. Such amortization shall be determined by utilizing current interest rates and normal accounting practices. If the lease is terminated prior to amortizing the reconstruction or remodeling costs the district shall repay the state for any unamortized state costs.

A project consisting of the construction of any facilities listed in subdivision (a) on property that conforms to subdivision (b) of section 81530 of the Education Code shall be eligible for state funding. For any project that is constructed under this paragraph, the term of the lease shall be of sufficient duration to completely amortize the cost of the project and the governing board of the community college district shall provide in the lease agreement a hold harmless clause satisfactory to the lessor. The amortization shall be determined by utilizing current interest rates and normal accounting practices. If the lease is terminated prior to amortizing the project, the district shall pay the state for any unamortized state costs.

(c) The projects defined by subdivisions (a) and (b) of this section shall not be construed as a commitment by the Board of Governors as to the type or possible number of projects that may be considered during any fiscal year.

(d) A project shall not include the planning or construction of dormitories, student centers other than cafeterias, stadia, the improvement of sites for student or staff parking, or single-purpose auditoriums.

## Education Code Section 84660

84660. (a) The Legislature finds and declares that it is in the interests of the people of the State of California to ensure that the facilities of the California Community Colleges are repaired and maintained on a timely basis in order to provide for the safe utilization of these facilities as well as providing for the prevention of further structural damage resulting in more costly repairs. The Legislature recognizes that in many community college districts high operating costs and limited district revenues have combined to restrict the ability of community college districts to provide for the periodic maintenance and timely repair of community college facilities.

It is the intent of the Legislature in enacting this chapter that funds be allocated pursuant to the requirements of this chapter to provide for the deferred maintenance and special repair of community college facilities. However, the Legislature recognizes that there may not be sufficient revenues in future years to provide an annual appropriation for the program provided by this chapter. Therefore, nothing in this chapter shall be construed to create an annual state obligation to fund this program.

(b) The Board of Governors of the California Community Colleges shall adopt rules and regulations for the allocation of funds authorized by this chapter for the deferred maintenance and special repair of community college facilities. The adopted rules and regulations shall establish criteria for the ranking of requests for funding by community college districts for funds allocated pursuant to this chapter. The adopted rules and regulations shall require districts to prepare and submit to the board of governors a 5-Year maintenance plan which includes plans for preventative as well as deferred maintenance in order to be eligible for state funding of deferred maintenance. The adopted rules and regulations shall require recipient districts to provide an amount of district funds equal to the amount of state funds to be allocated for facility deferred maintenance and special repair as a condition for the receipt of state funding, subject to a complete or partial waiver of this requirement by the Board of Governors of the California Community Colleges based upon a review of the financial condition of the district.

For the purpose of this chapter, "deferred maintenance and special repair" means unusual, nonrecurring work to restore a facility to a safe and continually useable condition for which it was intended.

***(c) No community college district shall receive funds pursuant to this chapter unless the district expends at least 1/2 percent of its current operating budget for ongoing maintenance.***

(d) The board of governors may, pursuant to subdivision (b), increase the percentage specified in subdivision (c).

(e) It is the intent of the Legislature that funds received by districts pursuant to this chapter supplement, not supplant, district deferred maintenance funds.

## 2013-14 Budget Act

(19) 20.40.026-Physical Plant and Instructional Support.....30,000,000

30. (a) One-half of any funds appropriated in Schedule (19) are available for the following purposes:

(1) Scheduled maintenance and special repairs of facilities. The Chancellor of the California Community Colleges shall allocate funds to districts on the basis of actual reported full-time equivalent students (FTES), and may establish a minimum allocation per district. As a condition for receiving and expending these funds for maintenance or special repairs, a district shall certify that it will increase its operations and maintenance spending from the 1995–96 fiscal year by the amount it allocates from this appropriation for maintenance and special repairs, plus an equal amount to be provided from district discretionary funds. The chancellor may waive all or a portion of the matching requirement based upon a review of a district's financial condition. The question of whether a district has complied with its resolution shall be reviewed under the annual audit of that district. For every \$1 a district expends from any funds provided in this appropriation for scheduled maintenance and special repairs, the recipient district shall provide \$1 in matching funds.

(2) Hazardous substances abatement, cleanup, and repairs.

(3) Architectural barrier removal projects that meet the requirements of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and seismic retrofit projects limited to \$400,000. Districts that receive funds for architectural barrier removal projects shall provide a \$1 match for every \$1 provided by the state.

(b) One-half of any funds appropriated in Schedule (19) are available for replacement of instructional equipment and library materials. For every \$3 a district expends from any moneys provided in this appropriation for replacement of instructional equipment or library materials, the recipient district shall provide \$1 in matching funds. The chancellor may waive all or a portion of the matching requirement based upon a review of a district's financial condition. The funds provided for instructional equipment and library materials shall not be used for personal services costs or operating expenses. The chancellor shall allocate funds to districts on the basis of actual reported FTES and may establish a minimum allocation per district. The question of whether a district has complied with its resolution shall be reviewed under the annual audit of that district.

***(c) Any funds appropriated in Schedule (19) shall be available for expenditure until June 30, 2015.***

## 2014-15 Budget Act (SB852)

(19) 20.40.026-Physical Plant and Instructional Support 148,000,000

20. (a) Any funds appropriated in Schedule (19) are available for the following purposes:

- (1) Scheduled maintenance and special repairs of facilities. The Chancellor of the California Community Colleges shall allocate funds to districts on the basis of actual reported full-time equivalent students (FTES), and may establish a minimum allocation per district. As a condition for receiving and expending these funds for maintenance or special repairs, a district shall certify that it will increase its operations and maintenance spending from the 1995-96 fiscal year by the amount it allocates from this appropriation for maintenance and special repairs. The question of whether a district has complied with its resolution shall be reviewed under the annual audit of that district.
- (2) Hazardous substances abatement, cleanup, and repairs.
- (3) Architectural barrier removal projects that meet the requirements of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and seismic retrofit projects limited to \$400,000. Districts that receive funds for architectural barrier removal projects shall provide a \$1 match for every \$1 provided by the state.

(b) Any funds appropriated in Schedule (19) are available for replacement of instructional equipment and library materials. The funds provided for instructional equipment and library materials shall not be used for personal services costs or operating expenses. The chancellor shall allocate funds to districts on the basis of actual reported FTES and may establish a minimum allocation per district. The question of whether a district has complied with its resolution shall be reviewed under the annual audit of that district.

**(c) Any funds appropriated in Schedule (19) shall be available for one-time use in the 2014-15 fiscal year.**



## 2014-15 Budget Act Amended (AB1476)

20. (a) Any funds appropriated in Schedule (19) are available for the following purposes:

- Scheduled maintenance and special repairs of facilities. The Chancellor of the California Community Colleges shall allocate funds to districts on the basis of actual reported full-time equivalent students (FTES), and may establish a minimum allocation per district. As a condition for receiving and expending these funds for maintenance or special repairs, a district shall certify that it will increase its operations and maintenance spending from the 1995–96 fiscal year by the amount it allocates from this appropriation for maintenance and special repairs. The question of whether a district has complied with its resolution shall be reviewed under the annual
- (1) audit of that district.
  - (2) Hazardous substances abatement, cleanup, and repairs.
  - (3) Architectural barrier removal projects that meet the requirements of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and seismic retrofit projects limited to \$400,000.

- Any funds appropriated in Schedule (19) are available for replacement of instructional equipment and library materials. The funds provided for instructional equipment and library materials shall not be used for personal services costs or operating expenses. The chancellor shall allocate funds to districts on the basis of actual reported FTES and may establish a minimum allocation per district. The question of whether a district has complied with its resolution shall be reviewed under the annual audit of that
- (b) district.
  - (c) Any funds appropriated in Schedule (19) shall be available for one-time use in the 2014–15 fiscal year.

## 2015-16 Budget Act (AB 93 Chapter 10)

6870-101-0001—For local assistance, Board of Governors of the California Community Colleges (Proposition 98)

(23) 5675133-Physical Plant and Instructional Support.....100,000,000

20. (a) Any funds appropriated in Schedule (23) are available for the following purposes:

- (1) Scheduled maintenance and special repairs of facilities. The Chancellor of the California Community Colleges shall allocate funds to districts on the basis of actual reported FTES, and may establish a minimum allocation per district. As a condition for receiving and expending these funds for maintenance or special repairs, a district shall certify that it will increase its operations and maintenance spending from the 1995–96 fiscal year by the amount it allocates from this appropriation for maintenance and special repairs. The question of whether a district has complied with its resolution shall be reviewed under the annual audit of that district.
- (2) Hazardous substances abatement, cleanup, and repairs.
- (3) Architectural barrier removal projects that meet the requirements of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and seismic retrofit projects limited to \$400,000.
- (4) Water conservation projects to reduce water consumption in cooperation with the Governor’s Executive Order B-29-15. Projects may include any of the following:
  - a. 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.
  - b. Drip or low-flow irrigation systems
  - c. Building improvements to reduce water usage.
  - d. Installation of meters for wells to allow for monitoring of water usage.

(b) Any funds appropriated in Schedule (23) are available for replacement of instructional equipment and library materials. The funds provided for instructional equipment and library materials shall not be used for personal services costs or operating expenses. The chancellor shall allocate funds to districts on the basis of actual reported FTES and may establish a minimum allocation per district. The question of whether a district has complied with its resolution shall be re-viewed under the annual audit of that district.

( c) Any funds appropriated in Schedule (23) shall be available for one-time use until June 30, 2017.

## 2015-16 Budget Act Trailer Bill Amended(SB 81 Chapter 22)

### SEC. 37.

(a) The sum of forty-eight million dollars (\$48,000,000) is hereby appropriated from the General Fund to the Chancellor of the California Community Colleges for allocation to community college districts. A community college district shall use its allocation for any of the following purposes:

(1) Scheduled maintenance and special repairs of facilities. As a condition for receiving and expending funds for maintenance or special repairs, a community college district shall certify in a resolution that it will increase its operations and maintenance spending from the 1995–96 fiscal year by at least the amount the community college district uses from its allocation under this paragraph for maintenance and special repairs. The question of whether a community college district has complied with its resolution shall be reviewed under the annual audit of that district.

(2) Hazardous substances abatement, clean up, and repairs.

(3) Architectural barrier removal projects that meet the requirements of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and seismic retrofit projects limited to four hundred thousand dollars (\$400,000) per project.

(4) For replacement of instructional equipment and library materials. As a condition for receiving and expending funds for instructional equipment and library materials, a community college district shall certify in a resolution that it will not use any of its allocation under this paragraph for personnel services costs or operating expenses. The question of whether a community college district has complied with its resolution shall be reviewed under the annual audit of that district.

(5) Water conservation projects to reduce water consumption in cooperation with the Governor's Executive Order B-29-15. Projects may include any of the following:

(A) 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.

(B) Drip or low-flow irrigation systems.

(C) Building improvements to reduce water usage.

(D) Installation of meters for wells to allow for monitoring of water usage.

(b) The Chancellor of the California Community Colleges shall allocate funds under this section to community college districts on the basis of actual reported full-time equivalent students, except that the chancellor may establish a minimum allocation to be received by each district. The chancellor may establish guidelines for the use of the moneys allocated.

(c) For purposes of making the computations required by Section 8 of Article XVI of the California Constitution, the funds appropriated pursuant to this section shall be deemed to be "General Fund revenues appropriated for community college districts," as defined in subdivision (d) of Section 41202 of the Education Code, for the 2014–15 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202 of the Education Code, for the 2014–15 fiscal year.

## Labor Compliance Requirements

(The Chancellor's Office is currently reviewing SB 854 which became effective July 1, 2014. This section will be updated once it is known how the provisions of SB 854 will impact LCP requirements.)

Labor compliance program (LCP) Labor Code section 1771.5 authorizes the establishment of Labor Compliance Programs ("LCPs") to enforce prevailing wage requirements on public works construction projects. LCPs enforce prevailing wage laws on behalf of public agencies that award public works contracts (known as "awarding bodies") and serve as an alternative to the traditional enforcement role of the Division of Labor Standards Enforcement.

LCPs are required, among other things, to inform contractors about their prevailing wage obligations, monitor compliance by obtaining and reviewing certified payroll reports, investigate complaints and other suspected violations, and take appropriate enforcement action when violations are found. LCPs must be approved, may have their approval revoked, and must follow specific reporting and performance standards set forth in regulations adopted by the Director of Industrial Relations at Title 8, California Code of Regulations, sections 16421 – 16439.

## Compliance Monitoring Unit

We are currently reviewing SB 854 and how it will affect the **Compliance monitoring unit (CMU)** requirements.

### CMU Requirements

- Any public works project paid for in whole or part out of public funds that are derived from bonds issued by the state, **except** Proposition 84 (2006 Water project bond initiative)
- Public entities that utilize design-build contracts as a project delivery method that has a CMU requirement within the authorizing statute
- Projects undertaken by an awarding body that elects to use the CMU on all of its projects.

### CMU Exceptions

- Construction projects under the control of an awarding body that has been previously approved by the Department of Industrial Relations to operate its own in-house labor compliance program (LCP) for all projects. A list of approved in-house LCP programs is listed at [www.dir.ca.gov/lcp.asp](http://www.dir.ca.gov/lcp.asp).
- Neither CMU nor LCP are required on projects covered by qualified project labor agreements (i.e. collective bargaining agreements that bind all contractors on the project and contain mechanisms for resolving wage disputes).
- Proposition 84-funded projects require LCP – no alternatives or exceptions.
- Any project that does not fall within the CMU requirements or one of the three exception categories listed above are not covered by CMU requirements. Such a project may include:

- A locally or federally funded project that does not receive any state bond funding or
- Design-build projects that do not have a CMU requirement within the authorizing statute (including CSU design-build projects).

Please see <https://www.dir.ca.gov/dlse/cmu/cmu.html> if you need further clarification.

## **Guidelines For Distinguishing Between Supplies And Equipment (BAM Appendix D)**

One common accounting challenge districts face is that of distinguishing between supplies and equipment, between equipment and improvement of grounds, and between equipment/building fixtures and service systems. Nevertheless, districts must correctly identify each expenditure if they are to achieve the necessary uniformity of accounting.

Whether an item should be classified as equipment or as supplies is determined on the basis of the length of time the item is serviceable and on its contribution to the value of the district. For example, supplies are constantly being consumed and replaced without increasing the value of the physical properties of the district. Equipment has relatively permanent value, and its purchase increases the value of the physical assets of the district.

Expenditures made by districts for equipment, improvement of sites, building fixtures and service systems are charged as capital outlay; expenditures for supplies are charged as current expense. The purchase of equipment either as direct purchase or lease-purchase must be recorded in object classification 6400, Equipment.

Supplies are items of expendable nature that are consumed or worn out, deteriorate in use, or are easily broken, damaged or lost. Examples include paper, pencils, cleaning materials, nails, scissors, test tubes, and keys.

Items that have a relatively short service life (less than one year) and that, therefore, must be replaced frequently are also charged as supplies. Examples include brooms, tools, and rubber stamps.

Computer software and hardware could fall into either category, supplies or equipment, depending on the cost and useful life. To determine which category of expenditure an item belongs, follow the questions and/or guidelines listed below.

Some articles clearly cannot be classified as either supplies or equipment. They have the characteristics of equipment, but they have a low unit cost or are frequently lost, broken or worn out and replaced in normal use. To obtain uniformity, the district should assign items to the various classifications on the basis of the answers to the questions in the list below:

1. Does the item lose its original shape and appearance with use?
2. Is it consumable, with a normal service life of less than one year?
3. Is it easily broken, damaged, or lost in normal use?
4. Is it usually more feasible to replace it with an entirely new unit than to repair it?
5. Is it an inexpensive item? Does the small unit cost make it inadvisable to inventory the item? See *Education Code* Section 81600.

If the answer to one of the above five questions is yes, the item should be classified as a supply item and the expenditure should be recorded within object classification 4000. If all answers are no, the item should be classified under object classification 6400, Equipment.

Another method of distinguishing equipment from supplies is to follow the useful flowchart below.

**Guidelines for Distinguishing Equipment from Supply Items**  
(Listed in Priority Order)

- |  |       |  |
|--|-------|--|
| Lasts more than one year<br>↓ Y E S  | -> NO |  |
| Repair rather than replace<br>↓ Y E S  | -> NO |  |
| Independent unit rather than being<br>incorporated into another unit item<br>↓ Y E S | -> NO | At first NO<br>item is declared to be SUPPLY |
| Cost of tagging and inventory<br>small percent of item cost<br>↓ Y E S               | -> NO |  |

## Equipment

By way of example, let us classify both a personal computer and a calculator. The computer is likely to last more than one year, and if it did break down, it is most likely to be repaired. The calculator may last more than one year, but in the event that the calculator stopped working, it would be replaced, not repaired.

Thus, it would be declared a supply. Although it is not necessary to continue down the list of other criteria, note that many of them support the classification of calculator as supply rather than equipment. It would not be subject to special control, because the cost of keeping inventory on it would represent a large percentage of the cost. Nor is the cost in excess of the minimum dollar value established by the Budget and Accounting Manual. All of these criteria strengthen the classification of calculators as supplies.

**NOTE: It is important to note that the policies of a district may override any of these guidelines. Districts may also wish to include in their historical inventories, audit trace inventory system, or any other acceptable inventory system those items whose acquisition costs are less than the amount cited in the Budget and Accounting Manual. It may be desirable for individual districts to establish and maintain Capital Accounts for charging non-inventoriable equipment that do not warrant the keeping of inventory records.**

Repair parts that the district purchases for buildings, equipment and grounds, regardless of cost, are normally charged as supplies and would be accounted for under object 4000. Examples include plumbing fixtures; compressors, if part of a larger unit; bus transmissions; engines; and timer devices for automatic sprinkling systems.

Repair costs are those outlays which are necessary to keep an asset in its intended operating condition but which do not materially increase the value or physical properties of the asset. These costs would be accounted for under object 5000.

In contrast, all additions and betterments to fixed assets should be charged to a Capital Outlay account when acquired or when construction or installation is completed. An addition refers to a physical extension of some existing asset. A betterment exists when part of an existing asset is replaced by another and the replacement provides a significant increase in the life or value of the asset.

Capital Outlay expenditures are those that result in the acquisition of capital assets or additions to capital assets. They are expenditures for sites, improvement of sites, buildings, improvement of buildings, building fixtures, service systems, and purchase of initial or additional equipment.



## **Classification Of Expenditures By Object (BAM)**

### **4000 Supplies and Materials**

Software

Books, Magazines and Periodicals

Instructional Supplies and Materials

Non-instructional Supplies and Materials

This object is used to record all expenditures for instructional and non-instructional supplies and materials, including costs of freight, sales/use tax and handling charges.

Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged, or lost. For distinguishing between supplies and equipment see Appendix D.

Included in this object are instructional, office, library, medical, food and food service supplies as well as tests, periodicals, magazines, pictures, maps, computer software, and other expendable items having a useful life of less than one year. Also included are supplies and materials used in the care and upkeep of equipment, buildings and grounds and other like items.

Object 4000, Supplies and Materials, is the controlling account that summarizes expenditures in the following subsidiary object categories:

#### **Software**

Expenditures for software purchases with an initial cost of less than the district's capital outlay threshold should be accounted for in object code 4000. Expenditures for payments to firms providing software licensing are recorded within Object 5000. **Software purchases with an initial useful life in excess of one year may be classified as equipment in Object 6400.** For additional information, see Appendix D, *Guidelines for Distinguishing Between Supplies and Equipment*. The account codes for software licensing are also described in object codes 5000, Rents and Leases, and object code 5000, Repairs and Maintenance. Account codes for the purchase of a perpetual license agreement is included in object code 6400, Equipment.

#### **Books, Magazines and Periodicals**

Expenditures for books, magazines, and periodicals other than those purchased for the district's library. Books purchased for a department/division library are to be recorded within this object as a supply. See Object 6300, Library Books for expenditures related to the college library.

#### **Instructional Supplies and Materials**

Expenditures for supplies to be used by students, faculty and other personnel in connection with an instructional program.

#### **Non-instructional Supplies and Materials**

Expenditures for supplies and materials used in institutional support services.

### **6300 Library Books**

Expenditures for the purchase of books, magazines, periodicals and non-print media for the college library. Non-print media includes the costs of electronic services for books, magazines, periodicals and other library resources which are available through electronic subscriptions.

The purchase of books, magazines, periodicals, and non-print media for department/division libraries shall be recorded within Object 4000, Books, Magazines and Periodicals under the appropriate Instructional Activity.

### **6400 Equipment**

Expenditures for the purchase of tangible property with a useful life of more than one year, other than land or buildings and improvements thereon (*EC §35168*).

Expenditures for intangible assets are also charged to object code 6400 if they have a value greater than the district's capital outlay threshold and an initial useful life longer than one year. Intangible assets may include: easements, patents, intellectual property, and software both internally generated and purchased. The initial costs to implement, including licensing costs, for both internally generated and off the shelf software should be capitalized in accordance with the district's capitalization policy. Subsequent outlays for maintenance and licensing are generally expensed unless they include modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software. **Modifications that do not result in added capacity or efficiency or result in an extension of the useful life of the software should be charged to the repairs and maintenance object code 5000.**

See Appendix D, *Guidelines for Distinguishing Between Supplies and Equipment*.

Districts shall maintain a historical inventory, audit trace inventory system, or any other acceptable inventory system that contains the description, name, identification numbers, original cost, date of acquisition, location, and time and mode of disposal for all items of equipment that cost or had a market value at time of acquisition in excess of five thousand dollars (\$5,000) or the district adopted capitalization threshold. Districts retain authority to inventory assets at a lower level if there is local need to do so, but the \$5,000 level is the uniform system level for capitalization and depreciation. (Accounting Advisory No. 2001-01)

Built-in fixtures are an integral part of the building, or building service system, and are reported in Object 6200, Buildings.

Expenditures for equipment purchases shall be recorded by the prescribed subsidiary account:

#### ***New***

Expenditures for the purchase of new equipment, or equipment of different quality or capacity, or restoration of equipment (necessitated by casualty loss).

#### ***Replacement***

Expenditures for the identical replacement of equipment (necessitated by normal use) on a piece-for-piece basis to perform the same function(s).

Equipment that differs in capacity, function, or quality shall be considered new equipment.

## Definitions

**Adaptive Equipment:** Equipment for those with disabilities that make the instructional program accessible. "Accessible" means that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use. Examples of adaptive equipment/assistive technology would be the following:

- CCTV's (hardware or equipment) for low vision users to read textbooks, library books
- Magnification software for users with low vision
- Screen reader software for users who are blind
- Screen reader software for users with learning disabilities
- Adjustable height tables for users in wheelchairs
- Ergonomic furniture for users needing adjustments due to physical disabilities
- Scanning solutions (small scanners for text to voice software and/or high-end scanners for digitizing library research in books)
- Accessible teaching podiums for instructors with disabilities
- Any purchase of accessible technology in order to meet the needs of students on a college campus.
- Accessible clickers used in lecture hall setting to record student response systems

**Equipment:** Tangible property with a purchase price of at least \$200 and a useful life of more than one year, other than land or buildings and improvements thereon.

**Instructional Support 5-Year Plan:** A spreadsheet submitted by each district to the Chancellor's Office comprised of the district's future instructional equipment needs over a period of five years.

**Project Funding Proposal:** A statement submitted by the districts of the intent, scope, justification, estimated cost and timing of proposed scheduled maintenance/special repair, architectural barrier removal, seismic retrofit, and hazardous substances projects.

**Scheduled Maintenance:** Non-recurring work to restore a community college facility to a safe and continually useable condition for which it was intended.

**Scheduled Maintenance 5-Year Plan:** This plan is submitted by each district to the Chancellor's Office summarizing the district's future scheduled maintenance/special repair projects over a five-year period.

**Supply:** A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

# Budget Letter BL 14-01

	<b>NUMBER:</b> BL 14-01
<b>SUBJECT:</b> THE STATE CONTRACT ACT—PROJECT COST THRESHOLD ADJUSTMENTS	<b>DATE ISSUED:</b> January 30, 2014
<b>REFERENCES:</b> PUBLIC CONTRACT CODE SECTIONS 10105, 10108.5, AND 10108	<b>SUPERSEDES:</b> BL 12-01

TO: Agency Secretaries  
Department Directors  
Department Budget and Accounting Officers  
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

**Budget Officers are requested to forward this Budget Letter (BL) to the Department Facilities Manager.**

This BL adjusts the dollar threshold for a project subject to Division 2, Part 2 of the Public Contract Code (Contracting by State Agencies), which defines: (1) a project that requires oversight by the Department of General Services (DGS); (2) the maximum cost for a project to be budgeted as a minor capital outlay project; and (3) for the Resource Agency departments the project cost threshold to require a competitive bid and the maximum day labor amount.

Section 10105 of the Public Contract Code defines a “project” as the erection, construction, alteration, repair, or improvement of any state structure, building, road, or other state improvement of any kind with a total cost exceeding a specified amount (\$250,000 originally) that is biennially adjusted by the Director of Finance to reflect the percentage change in the annual California Construction Cost Index (CCCI) as used by the DGS.

Section 10108 of the Public Contract Code establishes the maximum cost of a project (\$600,000 originally) that may be budgeted as a minor capital outlay project. It also requires the project cost amount to be adjusted biennially for CCCI.

Section 10108.5 of the Public Contract Code applies to departments within the Resources Agency. This section requires a biennial CCCI adjustment to: (1) the project dollar threshold (\$500,000 originally) for DGS oversight; (2) the cost threshold (\$50,000 originally) that determines when a project must be competitively bid; and (3) the maximum day labor amount.

A summary of these new dollar thresholds for calendar years 2014 and 2015 follows:

Adjusted Project Cost Threshold	2014 and 2015 Amount
Section 10105—DGS oversight required for projects over	\$281,000
<b>Section 10108—minor capital outlay project limit</b>	<b>\$634,000</b>
Section 10108.5—DGS oversight required for projects over	\$872,000
Section 10108.5—competitive bidding required for projects over	\$ 87,000
Section 10108.5—maximum day labor amount	\$175,000

Any questions on this BL should be referred to Greg Rogers, Assistant Program Budget Manager for Capital Outlay, Department of Finance, at (916) 445-9694.

/s/ Karen Finn

Karen Finn  
Program Budget Manager

## **Public Contract Code (10105 – 10108.5)**

10105. (a) As used in this chapter, "project" includes the erection, construction, alteration, repair, or improvement of any state structure, building, road, or other state improvement of any kind that will exceed a total cost calculated pursuant to subdivision (b).

(b) The total cost limit for calendar year 2010 shall be two hundred fifty thousand dollars (\$250,000), and at two year intervals thereafter, the total cost limit shall be adjusted upward or downward by the Director of Finance to reflect the percentage change in the annual California Construction Index as used by the Department of General Services. The amount shall be rounded off to the nearest one-thousand-dollar (\$1,000) figure.

10108. Where the nature of the work in the opinion of the department is such that its services in connection therewith are not required, it may authorize the carrying out of the project directly by the state agency concerned therewith if the estimated cost does not exceed six hundred thousand dollars (\$600,000), except that the six hundred thousand dollar (\$600,000) limitation shall not apply to a project of a district agricultural association or a project of the State Lands Commission. Any capital outlay project with a total value that does not exceed six hundred thousand dollars (\$600,000) may be budgeted as a minor capital outlay project. This limit shall be adjusted pursuant to subdivision (b) of Section 10105.

If the estimated total cost of any construction project or work carried out under this section exceeds twenty-five thousand dollars (\$25,000), the district or agency shall solicit bids in writing and shall award the work to the lowest responsible bidder or reject all bids. However, the director may authorize the district or agency to carry out work in excess of twenty-five thousand dollars (\$25,000) under the provisions of this section by day labor if he or she deems that the award of a contract, the acceptance of bids, or the acceptance of further bids is not in the best interests of the state. In no event shall the amount of work performed by day labor under this section exceed the sum of fifty thousand dollars (\$50,000) in the case of district agricultural association fair projects, or thirty-five thousand dollars (\$35,000) in other cases.

10108.5. (a) When the nature of the work by departments, boards, commissions, or conservancies within the Resources Agency, in the opinion of the Department of General Services, is such that its services in connection therewith are not required, it may authorize the carrying out of the project directly by the department within the Resources Agency concerned therewith if the estimated cost does not exceed five hundred thousand dollars (\$500,000). This limit shall be adjusted pursuant to subdivision (b) of Section 10105.

(b) If the estimated total cost of any construction project or work carried out under this section exceeds fifty thousand dollars (\$50,000), the Department of Forestry and Fire Protection shall solicit bids in writing and shall award the work to the lowest responsible bidder or reject all bids. However, the Director of General Services may authorize the Department of Forestry and Fire Protection to carry out work in excess of fifty thousand dollars (\$50,000) under this section by day labor if he or she deems that the award of a contract, the acceptance of bids, or the acceptance of further bids is not in the best interests of the state. However, in no event shall the amount of work performed by day labor under this section exceed the sum of one hundred thousand dollars (\$100,000). This limit shall be adjusted pursuant to subdivision (b) of Section 10105.

(c) Notwithstanding the cost limitation of subdivision (a), the State Coastal Conservancy may, if authorized by the Department of General Services as described in subdivision (a), directly carry out a public works project involving habitat or wetlands restoration and related pedestrian or cycling access improvements, not including buildings or other non-access related structures on the following state-owned lands: Bel Marin Keys Unit V in Marin County, Eden Landing Ecological Reserve (a part of the South Bay Salt Pond Restoration Project) in Alameda County, Bair Island Ecological Reserve in San Mateo County, Napa Sonoma Marshes State Wildlife Area in Napa, Solano, and Sonoma Counties, Ballona Wetlands Ecological Reserve in Los Angeles County, Buena Vista Lagoon Ecological Reserve in San Diego County, Los Peñasquitos Marsh in Torrey Pines State Natural Reserve in San Diego County, and Tijuana Estuary State Park in San Diego County. In carrying out a public works project pursuant to this subdivision, the State Coastal Conservancy shall comply with the provisions of, and regulations adopted pursuant to, this chapter.

## Contracted District Audit Manual (Scheduled Maintenance)

### 430 - SCHEDULED MAINTENANCE PROGRAM

#### .01 **Background**

The Scheduled Maintenance Program is designed to protect the State's investment in community colleges through the timely repair and maintenance of facilities, to correct and avoid health and safety hazards, to maintain an environment conducive to learning, to prevent the disruption of programs, and to improve long-term cost effectiveness of facility operations.

Scheduled maintenance and special repair means unusual, non-recurring work to restore a facility to a safe and continually usable condition for which it was intended.

#### .02 **Criteria**

1. [Education Code](#) 84660
2. [CCR, Title 5: 57200-57205](#)
3. [2013 Budget Act](#) [AB 110, Ch. 20, Item 6870-101-0001(19)] Requirement for audit is on page 532-533, provision 30(a)(1)
4. Scheduled Maintenance 5-Year Plan – located in the FUSION system
5. Scheduled Maintenance Program Criteria for Evaluating Waiver of 50% District Match
6. [Budget and Accounting Manual \(BAM\)](#)
7. Block Grant Certification for Expenditures
8. [FP99-09 Facilities Planning Unit Advisory dated August 6, 1999](#)

#### .03 **Compliance Requirement**

Funds provided by the State must be to supplement, not supplant, district deferred maintenance funds. This is defined as the amount spent in fiscal year 1995-96 for Operation and Maintenance of Plant increased by an amount equal to the State's contribution and the district's match for the Scheduled Maintenance Program for the year being audited.

#### .04 **Suggested Audit Procedures**

1. Determine how much in district funds was spent in fiscal year 1995-96 in the General Fund on Operation and Maintenance of Plant (Activity Code 6500), excluding any state funds and match dollars expended for "Deferred Maintenance and Special Repairs" as defined in Education Code Section 84660, if reported in Activity Code 6500. (This amount may be found in the audit report for fiscal year 1998-99).
2. Determine how much the district expended for Operation and Maintenance of Plant (Activity Code 6500) in the General Fund for the fiscal year being audited.
3. Determine Scheduled Maintenance and Special Repairs block grant expenditures (include state and district match) for the fiscal year being audited.
4. Determine other Scheduled Maintenance and Special Repairs expenditures incurred and funded by district or other funds for the fiscal year being audited.



5. Add the amounts determined in 2, 3, and 4 above.
6. Add the amounts determined in 1 and 3 above.
7. A reportable instance occurs if the amount identified in **6** above is greater than the amount identified in **5** above. The worksheet below has been provided to assist the auditor in determining compliance.

**SCHEDULED MAINTENANCE PROGRAM  
MAINTENANCE OF EFFORT WORKSHEET**

1. 1995-96 Operations and Maintenance Expenditures  
(Actual from 1998-99 Annual Audit Report) \$ \_\_\_\_\_

**Expenditures for fiscal year being audited**

2. General Fund Expenditures – Routine Maintenance and  
Operation of Plant (Activity 6500) and Physical Property  
and Related Acquisitions (Activity 7100) All Fund  
Sources \$ \_\_\_\_\_

3. Total Scheduled Maintenance and Special Repairs  
**Block** Grant Expenditures (Includes State and District  
**Match**) \$ \_\_\_\_\_

4. District/Other Funded Scheduled Maintenance and  
Special Repairs Expenditures \$ \_\_\_\_\_

5. Total Expenditures (Add lines 2, 3, and 4) \$ \_\_\_\_\_

6. Line 1 Plus Line 3 \$ \_\_\_\_\_

Maintenance of Effort test is met if line 5 equals or exceeds  
line 6.

## Links

### **2013 Budget Act**

[http://www.leginfo.ca.gov/pub/13-14/bill/asm/ab\\_0101-0150/ab\\_110\\_bill\\_20130627\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/13-14/bill/asm/ab_0101-0150/ab_110_bill_20130627_chaptered.pdf)

### **2014 Budget Act**

[http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb\\_0851-0900/sb\\_852\\_bill\\_20140620\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0851-0900/sb_852_bill_20140620_chaptered.pdf)

### **2015 Budget Act**

[http://leginfo.ca.gov/pub/15-16/bill/asm/ab\\_0051-0100/ab\\_93\\_bill\\_20150624\\_chaptered.pdf](http://leginfo.ca.gov/pub/15-16/bill/asm/ab_0051-0100/ab_93_bill_20150624_chaptered.pdf)

### **2015 Budget Act Trailer Bill**

[http://leginfo.ca.gov/pub/15-16/bill/sen/sb\\_0051-0100/sb\\_81\\_bill\\_20150624\\_chaptered.pdf](http://leginfo.ca.gov/pub/15-16/bill/sen/sb_0051-0100/sb_81_bill_20150624_chaptered.pdf)

### **Budget and Accounting Manual (BAM)**

<http://extranet.cccco.edu/Divisions/FinanceFacilities/FiscalStandards/BudgetandAccountingManual.aspx>

### **Budget Letter BL 14-01 (Minor Capital Outlay)**

[http://www.dof.ca.gov/budgeting/budget\\_letters/documents/BL14-01.pdf](http://www.dof.ca.gov/budgeting/budget_letters/documents/BL14-01.pdf)

### **California Code of Regulations, Title 5 57001.5, 57200-57205 (CCR)**

<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>

### **California Construction Cost Index (CCCI)**

<http://www.dgs.ca.gov/resd/Resources.aspx>

### **Compliance Monitoring Unit (CMU)**

<https://www.dir.ca.gov/dlse/cmu/cmu.html>

### **Contracted District Audit Manual (Scheduled Maintenance) (CDAM)**

[http://extranet.cccco.edu/Divisions/FinanceFacilities/FiscalAccountability/ContractedDistrictAuditManual.aspx#CDAM\\_2014\\_FY\\_2013-14](http://extranet.cccco.edu/Divisions/FinanceFacilities/FiscalAccountability/ContractedDistrictAuditManual.aspx#CDAM_2014_FY_2013-14)

### **Education Code 84660 (EC)**

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=84001-85000&file=84660>

<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody=&hits=20>

### **Governor's Executive Order B-29-15 (Drought)**

[http://gov.ca.gov/docs/4.1.15\\_Executive\\_Order.pdf](http://gov.ca.gov/docs/4.1.15_Executive_Order.pdf)

### **Labor Compliance Program (LCP)**

<http://www.dir.ca.gov/lcp.asp>

**Public Contract Code (10105 – 10108.5) (PCC)**

<http://www.leginfo.ca.gov/calaw.html>

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pcc&group=10001-11000&file=10100-10111.2>

**Taxonomy of Programs (TOP Code)**

[http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6\\_2009\\_09corrected\\_12.5.13.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf)