



Core Program Elements of the State's Post-Funding Processes

State Funded Capital Outlay Program



Session Presenters

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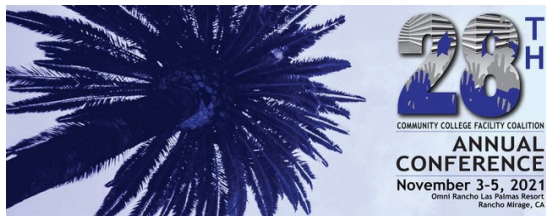
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Presentation Topics

- Prefunding for Capital Outlay Projects
 - Five-Year Construction Plan
 - Approval Timeline
- Capital Outlay Project Administration
 - Project Phases
 - Invoicing
 - Quarterly Reports
 - Project Closeout
- Questions
- Contact Information



Five-Year Construction Plan

Planning Elements

- Educational and Facilities Master Plans
- Space Inventory
- Enrollment Forecasts
- Chancellor’s Office Call Letter

Board of Governor’s Project Categories

- Category A – Fire Life-Safety
- Category M – Modernization
- Category G – Growth





Five-Year Construction Plan

Initial Project Proposal (IPP)

- Based on Educational and Facilities Master Plans
- Input from user groups
- Conceptual
- Prerequisite for Final Project Proposal (except Category A)
- Submitted 3 years before proposed funding



Five-Year Construction Plan

Final Project Proposal (FPP)

- Formal proposal
- State Administrative Manual (SAM) Narrative
- Junior College Accounting Forms:
 - JCAF 31 - Analysis of Building Space Use and Weekly Student Contact Hours (WSCH)
 - JCAF 32 - Cost Estimate Summary and Project Time Schedule
 - JCAF 33 - Group II Equipment Cost Estimate
- Diagrams - plot and site plans, floor plans, and elevations
- Submitted 2 years before proposed funding





Prefunding for Capital Outlay Projects

Capital Outlay Budget Change Proposal

- Capital Outlay Budget Change Proposal (COBCP) is the formal proposal to seek state funding
- Establishes project scope and budget for the project
- If funded, COBCP forms binding agreement between the state and the district to proceed with a project



Prefunding for Capital Outlay Projects

Capital Outlay Approval Timeline





Capital Outlay Project Administration

Capital Outlay Project Phases

- Preliminary Plans
- Working Drawings
- Construction
- Equipment



Project Administration: Preliminary Plans

Schematic Designs

- Site plan/floor plans/building elevations (see Facilities Planning Manual Appendix F)
- Any perspectives, models, or other presentation materials necessary to describe the design

Support Information

- Area calculations - summaries of Gross Square Footage (GSF) and Assignable Square Footage (ASF) by floor as they relate to the scope of the project
- Construction cost estimate - a systems level estimate as it relates to the budget for the project
- Code analysis - a brief description of the major code elements
- Outline specification - a brief description of the major systems the architect had in mind





Project Administration: Preliminary Plans

Preliminary Plans Package

- District Request Letter
- Preliminary Plans and Specifications plus 11”x17” site plans, floor plans and elevations for Department of Finance
- Detailed Cost Estimate – Architect’s cost estimate, JCAFs 31 and 32, Cost Estimate Summary and anticipated project timeline
- Side-by-side JCAF 31 (if any changes)
- CEQA document and CCC Board of Governors (BOG) Energy Incentive Design Recommendation letter



Project Administration: Working Drawings

Design Development

- Review and revision of schematic documents
- Addition and coordination of all the design systems (e.g., structural, electrical, mechanical)
- Value engineering with life-cycle costing
- Updated scope, cost estimate, code analysis

Plans and Specifications

- Site plan/landscape plan/floors plans/elevations/sections
- Details/structural/mechanical/electrical drawings
- Specifications





Project Administration: Working Drawings

Working Drawings Package

- District Request Letter
- DSA stamped plans and specifications **plus** 11"x17" site plans, floor plans and elevations for Department of Finance
- Detailed Cost Estimate – Architect’s cost estimate, JCAF 32, Cost Estimate Summary and anticipated project timeline with estimated costs
- Side-by-side JCAF 31 (if any changes)
- Bid format information with any add/deduct alternatives
- BOG Energy Incentive verification letter and documents



Project Administration: Proceed to Bid

Proceed to Bid Package

- District Request Letter
- Bid format information
- Add/Deduct alternates with estimated costs
- Side-by-side JCAF 31 (if any changes)
- JCAF 32 (updated if necessary)
 - Cost details that tie to JCAF-32
 - Updated schedule
- District Board Item stipulating that award is “subject to State approval”





Project Administration: Bid Award

Bid Award Package

- District Request Letter
- List of bidders (bid tab) – all bid tabulations, arrayed with base bid and alternates separately
 - If the district elects alternates (add or deduct), they become part of the official scope of work and must be completed.
 - If Multi-prime, list of all bidders
- Actual lowest responsive bid with a list of subcontractors
- JCAF 32 (updated if necessary)
- District Board Item stipulating that award is “subject to State approval” or “contingent upon State approval”



Project Administration: Equipment

Equipment Package

- District Request Letter
- Copy of Inspector of Record’s report stating construction is at least 50% complete
- Revised Equipment List of State Supportable Items (Group II equipment)
- JCAF 32 (updated if necessary)





Project Administration: DF-14Ds

What is a DF-14D?

- The DF-14D is the core document that provides state authority for release of and allow for project activity to commence
- The Chancellor's Office prepares DF-14Ds on the district's behalf, at the start of each project and for every project phase
- Signed by California Community College Chancellor's Office and California Department of Finance representatives
- Project activity cannot proceed before the Department of Finance representative signature date



Project Administration: DF-14Ds

When will I Receive DF-14Ds?

- Encumbrance and release of Preliminary Plans funds
- Approval of Preliminary Plans
- Encumbrance and release of Working Drawings funds
- Authority to Proceed to Bid and/or Rebid
- Encumbrance and release of Construction funds providing the authority to award bid
- Encumbrance and release of Group II Equipment funds, once construction is at least 50% complete according to the Inspector of Record's report (not applicable to Category A projects)
- Approval of scope and/or cost changes at any stage (if necessary)
- Augmentation/reversion of funds (Chancellor's Office/Department of Finance initiated action)





Project Administration: Scope Change

Reasons for Scope Change

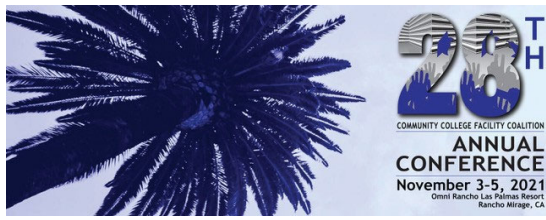
- Reassignment of room functions between space types
- Changes in program purposes
- Changes in building design or location



Project Administration: Invoicing

- The Facilities Planning Unit is responsible for monitoring, reviewing, and authorizing all reimbursements.
- Claims are to be submitted in FUSION for processing and should be reviewed and submitted by the district Chief Business Official (CBO) or their delegate.
- Expenses are itemized and reviewed to ensure they are allowable for capital outlay state project reimbursement.
- **No expenses prior to Department of Finance approval of the DF-14D.**





Project Administration: Invoicing

Project Information Entry

- Change Requests
List of all change requests for the project
- Project Funding
Appropriations, Reversions, Augmentations and Re-Appropriation
- Invoices**
Create and Submit Invoices
- Quarterly Reports
Report status of state funded projects on a quarterly basis
- Project Summary
Summary views for Project's key data
- Review JCAF 31/JCAF 33
JCAF 31 defines how the project's space will be utilized
- Review JCAF 32
JCAF 32 and QUC provide cost details for the project.
- Review Project Timeline
Review Funding Years, Milestones and Occupancy Year
- Analyze Project Data Differences
Compare current project data with past years
- Compare JCAF31 with Space Inventory
Compare JCAF31 with Space Inventory for current year
- Manage Documents
Upload and edit documents for the project

“Create Invoice” under the relevant project phase.



Actions

- + Create Invoice \$ Show Phase Balance
- + Create Invoice \$ Show Phase Balance
- + Create Invoice \$ Show Phase Balance



Project Administration: Invoicing

New Invoice

[Go Back](#)
[Save](#)
[Delete](#)
[Create Signature Request](#)

Selected Phase
 Preliminary Plans

Claim Type
 Reimbursement

Start date for expenses*required: 01/01/0001
 End date for expenses*required: 01/01/0001

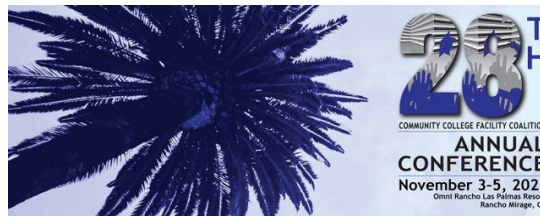
Contractor Vendor/Name: [Empty]
 Description of Services: [Empty]
 Budget Line Item Provided: 1. SITE ACQUISITION

This Invoice's Total: \$0

#*	Amount*	Invoice date*	P.O. #	Invoice #*	Check #*	Actions*
0	\$0	01/01/0001				+ -

[Create](#)





Project Administration: Quarterly Reports

- State Administrative Manual (SAM) Section 6864
- FUSION – Quarterly Reports are located in the Projects tab or Project section
- Due the 15th of each month following the close of a quarter
- Delayed reporting could affect reimbursement of invoices and delayed authorization to release additional state funds for a project
- Comments” section used for project status report
- “Related Documents” can be attached (e.g., upload change orders, additional comments/justification, granular explanation of delays/unforeseen conditions, etc.)
- Data to be entered is for local expenditures only and not expenses that will be submitted for reimbursement from the state



Project Administration: Quarterly Reports

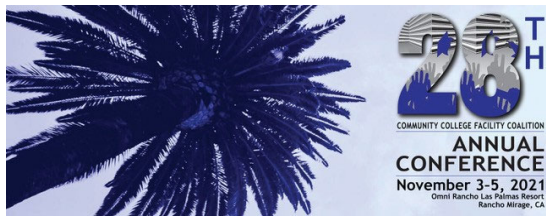
Project Information Entry	
	Change Requests List of all change requests for the project
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	Invoices Create and Submit Invoices
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	Review JCAF 31/JCAF 33 JCAF 31 defines how the project's space will be utilized
	Review JCAF 32 JCAF 32 and QUC provide cost details for the project.
	Review Project Timeline Review Funding Years, Milestones and Occupancy Year
	Analyze Project Data Differences Compare current project data with past years
	Compare JCAF31 with Space Inventory Compare JCAF31 with Space Inventory for current year
	Manage Documents Upload and edit documents for the project



Generate new report at top of page

+ Create Quarterly Report





Project Administration: Quarterly Reports

State Fiscal Data	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
(Chapter #, Item #)		6870-301-6087 (6)	6870-301-6087 (6)	6870-301-6087 (2)	6870-301-6087 (2)
Reappropriation (Chapter#, Item#)					
Appropriation Amount - State	\$0	\$945,000	\$708,000	\$22,163,000	\$710,000
Augmentation/Reversion - State	\$0	\$0	\$0	\$0	\$0
(EO Date or Chapter#, Item#)					
Total Financing - State	\$0	\$945,000	\$708,000	\$22,163,000	\$710,000
Proceed to Bid Date (per DF14D)				4/1/2020	
Release Date (per DF14D)		7/26/2017	7/20/2018	1/19/2021	
Release Amount	\$0	\$0	\$0	\$22,873,000	\$0
Expenditures Reported/Paid - State	\$0	\$945,000	\$708,000	\$11,486,646	\$0
Appropriation Balance - State	\$0	\$0	\$0	\$-710,000	\$710,000
Local Fiscal Data	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
Initial Financing - Local	\$0	\$945,000	\$708,000	\$19,266,000	\$710,000
Current Financing - Local	\$0	\$945,000	\$708,000	\$19,266,000	\$710,000
Expenditures (Locally Funded)	\$0	\$0	\$0	\$0	\$0
Project Schedule/Status	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
Number of Change Orders				0	
Change Order Total				\$0	
Original Completion Date	04/01/2022	04/01/2022	04/01/2022	04/01/2022	04/01/2022
Actual Completion Date	04/01/2022 <input type="checkbox"/>	04/01/2022 <input type="checkbox"/>	04/01/2022 <input type="checkbox"/>	04/01/2022 <input type="checkbox"/>	04/01/2022 <input type="checkbox"/>
Close Fiscal Accounts Date				01/01/0001 <input type="checkbox"/>	
Beneficial Occupancy Date				01/01/0001 <input type="checkbox"/>	
Pct Complete Financial (prior quarter)	0%	0%	0%	0%	0%
Percent Complete (current quarter)	0%	100%	100%	27.26%	0%

When complete, use the “Create Signature Request” feature to finalize and submit.



Project Administration: Close Out

Phase 1 – Online Change Request

- Update Space Inventory
- Create a Change Request for “Online”
 - Update the JCAF 31 for final space
 - JCAF 31 is to be consistent with the project space entered into the space inventory in FUSION
 - Side-by-Side space comparison, with any differences shown
- Notice of Completion (Multi-prime, attach Notices from each contractor)
- FPU approval of this Change Request
 - Removes project space from the 5-Year Plan
 - Prevents double counting of space





Project Administration: Close Out

Phase 2 – Completed Change Request

- Create a Change Request for “Completed”
 - District Request Letter
 - JCAF 32
 - Final Quarterly Report
 - Space Inventory Report #17
 - Final Equipment List
 - DSA Certification/Close of File Letter & DSA 6 Forms
- Chancellor’s Office Approval of Change Request
 - Removes project from both Planning and Project modules in FUSION



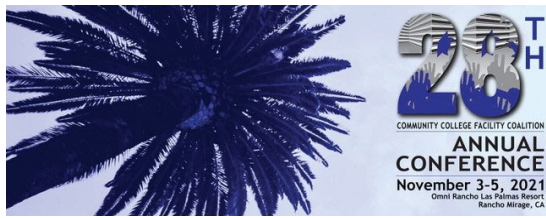
Project Administration: Close Out

Phase 2 – Completed Change Request

District Submits a Closeout Letters certifies the following:

- The project is complete
- All state reimbursement claims are settled
- The space was constructed as approved by the Department of Finance and the Legislature and as depicted in the district’s certified Space Inventory Report
- The district followed Public Contract law in the construction of the project
- Per the State Treasurer’s Office, the district will retain all project financial records for a period of no less than 35 years, including DF-14D forms, expenditure records, and claims information





Questions?



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