

## PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT

### 2023-24 Total Allocation

The 2022 Budget Act included \$840,655,000 in one-time funds for 2022-23 to address deferred maintenance and energy efficiency projects across the system. The 2023 Budget Act reduces that appropriation for 2022-23 by \$500,013,000 to \$340,642,000 but appropriates \$5,732,000 one-time for the 2023-24 fiscal year. These changes result in a net allocation over the two years of \$346,374,000.

### 2023-24 Funding Formula

The reduction in 2022-23 funding and the 2023-24 allocation is applied proportionally based on the district's share of the original total 2022-23 allocation. For details on the reduction for each district, see the Physical Plant and Instructional Support - Summary of Revised Allocation table at the end of this section.

### 2023-24 Spending Guidelines

#### Encumbrance of Funds

The Higher Education Trailer Bill (SB 117, SEC. 20, 2023) requires the funds for Physical Plant and Instructional Support provided in 2022-23 and in 2023-24 to be encumbered or expended by June 30, 2027.

#### Flexibility Between Funds

The 2023 enacted budget includes provisions to allow community college districts more flexibility in the use of COVID-19 Recovery Block Grant, Physical Plant and Instructional Support, and Retention and Enrollment Outreach funds. Each of these funding sources can now be used for any of the allowable purposes for all three programs.

If a district determines that funds originally provided for the COVID-19 recovery block grant, physical plant and instructional support, or retention and enrollment outreach are to be expended for one of the other programs, a transfer between program funds should be made in the total amount of previous or intended spending, beginning with expenditures made on or after July 1, 2022. In this way, expenditures can be recorded and attributed to the program with which they most align. For example, if a district has block grant funds remaining, they can transfer those funds for use for retention and enrollment efforts or for costs related to physical plant and instructional support.

#### Certification Process

For the 2023-24 fiscal year, districts are required to submit a certification form containing districts' reallocation on the revised 2022-23 block grant allocation, the 2023-24 block grant allocation, and any amounts transferred from the COVID-19 Recovery Block Grant or the Retention and Enrollment Outreach funds. The sum of these funds will total the 2022-23 Project Funding Proposal (PFP) funding. The 2022-23 PFPs will be submitted with the

district's 2023-24 Scheduled Maintenance Five Year Plan within FUSION. To assist with the Physical Plant and Instructional Support certification process, please use the [Physical Plant and Instructional Support Block Grants Certification form](#). The certification form documents how districts plan to distribute their funds between physical plant and instructional support as outlined below.

- Physical Plant
- Scheduled maintenance and special repairs
- Architectural barrier removal
- Hazardous substances abatement
- Seismic retrofit
- Water conservation
- Energy efficiency
- Instructional Support
- Instructional equipment
- Library materials

For the revised 2022-23 block grants, 2023-24 block grants, and other fund sources, districts are not required to match their state Physical Plant and Instructional Support allocations with local resources.

### **Project Funding Proposals and Scheduled Maintenance Five-Year Plan**

With the updated district block grant allocations, it is recommended districts revise the 2022-23 PFPs as needed. Districts should submit any new PFPs to the Chancellor's Office for review. Districts shall also complete and submit the 2022-23 PFPs with the 2023-24 Scheduled Maintenance 5-Year Plan via FUSION. This plan is comprised of information on fiscal year 2023-24 and a four-year planning horizon that ends in 2027-28.

Districts' Scheduled Maintenance Five-Year Plans demonstrate long-term physical plant needs. The Chancellor's Office uses districts' physical plant data to advocate for state funding. For more information about the Physical Plant and Instructional Support program, project eligibility, or information about how to enter projects into FUSION, please use the [Physical Plant and Instructional Support Guidelines](#).

### **Project Funding Proposal Funding Limits**

Architectural Barrier Removal and Seismic Retrofit projects have a maximum funding limit of \$929,000. All other project categories do not have funding limits. For permits and fees,

the maximum funding percentage is 25%. For contingency, the maximum funding percentage is 14%.

### **Instructional Support**

The Chancellor’s Office requests that districts provide information about local instructional support needs through the submission of the Instructional Support Five-Year Plan. The Instructional Support Five-Year Plan should include your district’s purchases using the revised 2022-23 funds and planned purchases for 2023-24, along with a five-year projection (2024-25 to 2028-29) of instructional support need. Please use the [Instructional Support 5 Year Plan Template](#).

### **Reporting Requirements**

Please submit the following items by their specified deadlines:

- Email the Physical Plant and Instructional Support Block Grants Certification form, signed by your district’s Chief Executive Officer to Druv Bhat at [DBhat@CCCCO.edu](mailto:DBhat@CCCCO.edu) by October 30, 2023.
- Submit the revised 2022-23 PFPs and the 2023-24 Scheduled Maintenance Five-Year Plan (2023-24 to 2027-28) via FUSION by October 30, 2023.
- Email the 2023-24 Instructional Support Five-Year Plan to Druv Bhat at [DBhat@CCCCO.edu](mailto:DBhat@CCCCO.edu) by December 1, 2023.

### **Contact**

Please contact Druv Bhat at [DBhat@CCCCO.edu](mailto:DBhat@CCCCO.edu) or (925) 998-4431 for assistance with the Physical Plant and Instructional Support certification process or with questions related to the program.

### **Additional Resources**

[Physical Plant and Instructional Support webpage](#)

Documents available on the [Facilities Planning Reports and Guidelines webpage](#):

- 2023-24 Physical Plant and Instructional Support Certification Form
- 2023-24 Physical Plant and Instructional Support Guidelines
- 2023-24 Instructional Support 5 Year Plan Template

