

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

PROGRAM: 764/81 DEFERRED MAINTENANCE - CCD DM 1.9

LEGAL REQUIREMENTS

- A) To prepare and submit to the Chancellor's office a current Scheduled Maintenance Five-Year Plan (241/SM5Y) on or before December 1st of each year, consistent with the district's five-year capital outlay plan, but not a duplicate of that plan, including plans for preventative, ongoing and deferred maintenance, pursuant to Education Code Section 84660, subdivision (b), Title 5, California Code of Regulations Section 57201, subdivision (a), and the "Preparation Guidelines for Scheduled Maintenance and Hazardous Substances Project Funding Proposals of December 2001," (Hereinafter: "Preparation Guidelines"), page 4.
- B) To maintain a level of ongoing maintenance during the year for which funds requested are commensurate with the level of activity in prior years, pursuant to Title 5, California Code of Regulations Section 57201, subdivision (b). The district must expend at least 1/2 percent of its current operating budget for ongoing maintenance to receive funds for deferred maintenance or special repair, pursuant to Education Code Section 84660, subdivision (c), and the "Preparation Guidelines," page 5.
- C) To apply for deferred maintenance funding in the form and manner specified by the Chancellor's office, pursuant to Title 5, California Code of Regulations Section 57202.
- D) To provide for a matching contribution for deferred maintenance unless waived by the Chancellor's office for financial hardship, pursuant to Education Code Section 84660. When it accepts funds, the district must agree to spend district funds necessary to complete the project (up to 50 percent), unless completely or partially waived by the Chancellor's office, pursuant to Title 5, California Code of Regulations Section 57205. If the district cannot meet the financial commitment because of financial hardship, it shall submit a match waiver request, pursuant to the "Preparation Guidelines" page 7.
- E) To prepare and submit a Scheduled Maintenance Project Funding Proposal (241/SM/PFP) on or before December 1st of each year, pursuant to the "Preparation Guidelines," pages 3, 6.
 - 1) To include data that will readily identify the district, college, or center project, and the assigned district priority number, pursuant to the "Preparation Guidelines," pages 4, 6
 - 2) To certify the Proposal by the signature of the Chief Executive Officer or other authorized individual, pursuant to the "Preparation Guidelines," pages 4, 6.
 - 3) To identify what programs are affected, describe the maintenance

PROGRAM: 764/81 DEFERRED MAINTENANCE - CCD DM 1.9

- problem, preventative measures taken, adverse effects if not corrected and corrective measures needed to remedy the situation, pursuant to the "Preparation Guidelines," page 6.
- 4) To clearly identify project type, facility type(s) involved, how long the problem existed, and the adverse effects if uncorrected (a safety hazard must be supported by valid documentation), pursuant to the "Preparation Guidelines," page 6.
 - 5) To include construction management costs (including expenditures for Architects, Engineering, Permit Fees, Plan Check Fees, as well as Construction Management) as a supplemental element of the project cost estimate in the "Permits and Fees" budget summary line item, pursuant to the "Preparation Guidelines," pages 6, 7.
- F) To use, as may be necessary, district staff for completion of projects if their staff performs these tasks on overtime or weekends, or temporary staff hired to perform tasks from the beginning to the completion of project, pursuant to the "Preparation Guidelines," page 7.
- G) To issue a written request to the Chancellor's Office Facilities Planning Unit identifying any revisions a district needs to make to the preliminary list of projects to ensure that the scope, costs and projected match requirements are still feasible, pursuant to the "Preparation Guidelines," page 7.
- H) To submit the final year claims by May 15th of the fourth year to the Chancellor's office, pursuant to the "Preparation Guidelines," page 8.
- I) To notify the program monitor and supply information, if the bid amount is greater than the amount of the proposal, any information of why the bid is greater than the initial cost estimate and how the district plans on meeting the shortfall of funding while addressing the scope of the proposal, pursuant to the "Preparation Guidelines," page 8.
- J) To submit claims to the Chancellor's office on a monthly basis for work complete or in progress, except for claims of less than \$1,000 (unless it is the final claim), pursuant to the "Preparation Guidelines," page 9.
- K) To include in any claims containing district staff hourly charges, the detailed itemized records for the direct expenses showing work performed beyond the normal work period, pursuant to the "Preparation Guidelines," page 9.
- L) To prepare and submit a Hazardous Substances Project Funding Proposal (241/HS/PFP) on or before January 30th of each year, pursuant to the "Preparation Guidelines," pages 23, 25.
- 1) To include data that will readily identify the district, college, or center project, and the assigned district priority number, pursuant to the "Preparation Guidelines," pages 24, 25.
 - 2) To certify the Proposal by the signature of the Chief Executive Officer or

PROGRAM: 764/81 DEFERRED MAINTENANCE - CCD DM 1.9

- other authorized individual, pursuant to the "Preparation Guidelines," pages 24.
- 3) To identify what programs are affected, describe the hazardous problem, means of controlling the hazardous materials, adverse effects if not corrected and corrective measures needed to remedy the situation, and the age and size of the building, pursuant to the "Preparation Guidelines," page 25.
 - 4) To clearly identify project type, facility type(s) involved, how long the problem existed, and the adverse effects if uncorrected (a safety hazard must be supported by valid documentation), pursuant to the "Preparation Guidelines," page 25.
 - 5) To include construction management costs (including expenditures for Architects, Engineering, Permit Fees, Plan Check Fees, as well as Construction Management) as a supplemental element of the project cost estimate in the "Permits and Fees" budget summary line item, pursuant to the "Preparation Guidelines," pages 25, 26.
- M) To use, as may be necessary, district staff for completion of projects if their staff performs these tasks on overtime or weekends, or temporary staff hired to perform tasks from the beginning to the completion of project, pursuant to the "Preparation Guidelines," page 26.
- N) To issue a written request to the Chancellor's Office Facilities Planning Unit identifying any revisions a district needs to make to the preliminary list of projects to ensure that the scope, costs and projected match requirements are still feasible, pursuant to the "Preparation Guidelines," page 26.
- O) To submit the final year claims by May 15th of the fourth year to the Chancellor's office, pursuant to the "Preparation Guidelines," page 27.
- P) To notify the program monitor and supply information, if the bid amount is greater than the amount of the proposal, any information of why the bid is greater than the initial cost estimate and how the district plans on meeting the shortfall of funding while addressing the scope of the proposal, pursuant to the "Preparation Guidelines," page 27.
- Q) To submit claims to the Chancellor's office on a monthly basis for work complete or in progress, except for claims of less than \$1,000 (unless it is the final claim), pursuant to the "Preparation Guidelines," page 28.
- R) To include in any claims containing district staff hourly charges, the detailed itemized records for the direct expenses showing work performed beyond the normal work period, pursuant to the "Preparation Guidelines," page 28.