

Memorandum Number 03-04

January 6, 2003

**MEMORANDUM**

**TO:** Community College Presidents

**FROM:** J. David Armstrong, Jr.

**SUBJECT:** Updates of Legislative Budget Requests for 2003-2004:  
 1. Operating Expenses for New Facilities  
 2. Facility Enhancement Challenge Grant Program  
 3. Non-State Fixed Capital Outlay Projects and Authorization to Extend or Change Certain Facility Projects of Community Colleges

We are in the process of updating information on legislative budget requests for several facilities-related issues indicated above.

**Operating Expenses for New Facilities**

Operating Expenses for New Facilities information was previously requested in Memorandum Number 02-27, dated July 3, 2002, for the Legislative Budget Request which was required by the Governor's Office of Planning and Budgeting. The project requests that we received are shown on the attached charts. Please review the charts and make any additions or changes **on the form provided** and return by **February 11, 2003**. Even if there are no additions or changes, **please return the form marked NO CHANGE REQUESTED**. This information is necessary to finalize the Florida Community College System's 2003-2004 Legislative Budget Request.

**Facilities Enhancement Challenge Grant Program**

Projects for the Facility Enhancement Challenge Grant Program (FECGP) under Section 1011.32, Florida Statutes (formerly Section 240.383, Florida Statutes), were requested in Memorandum Number 02-31, dated July 22, 2002. A chart of those proposed projects that we have received for this program is attached. Please review this chart to ensure that the information for your college is correct. If your college is requesting a new project not submitted during last summer, you must fill in information requested on the attached CIP-8 Facility Enhancement Challenge Grant Program Project Explanation form. Be reminded that projects requested from this program must be survey recommended and included in the college's Capital Improvement Program (CIP). Your college Facilities Director/Planner knows how to fill out this form.

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The matching funds (cash) for a project under FECGP must be certified on deposit in the Direct Support Organizations (DSO's) special account by **February 1, 2003**. Only those funds that the college has on deposit or receipted as of that date will be requested to be matched in the 2003-2004 Legislative Budget Request. Attached is a form to be used by the college to certify amounts on deposit as of that date. Please complete this form after the February 1, 2003, deadline. The form to certify the funds were on deposit by the specified date should be forwarded to Ron Fahs before **5:00 p.m. on February 11, 2003**.

**Authority from Legislature for Certain Facilities Issues**

Section 1013.40 Florida Statutes (formerly Section 240.327, Florida Statutes), requires authority from the Legislature prior to acquiring additional property with public funds or acquiring or constructing facilities which would require General Revenue funds for operations and maintenance on buildings not built or purchased by state funds.

Requests for such authority must include the following information:

1. Title, description (including project's purpose, size (gross square feet) and types of spaces),
2. Location, educational use to benefit the college, amount, source of funding, and
3. Estimated annual operational and maintenance costs.

Additionally, authority is required from the Legislature to extend an appropriated project beyond its reversion date according to Section 216.301(3), Florida Statutes, or change previously funded projects in any way. This authority is usually obtained through the Appropriations Act. The same basic information as required above, as well as an explanation and substantial reason why it is necessary to extend a project or make a change in the title, must be included in a request. This authority may be used to transfer unexpended balances from one project to another project.

All requests for such authority should also be forwarded to Ron Fahs by **February 11, 2003**. We will make one request for these items to the Legislature for the Florida Community College System.

If you have any questions on Operating Expenses for New Facilities or any of the other matters, please contact Ron Fahs at SUNCOM 278-7926 or (850) 488-7926, extension 115 or by e-mail at [Ron.Fahs@fldoe.org](mailto:Ron.Fahs@fldoe.org).

JDA/rfw

Attachments

- c:     Community College Business Officers  
       Community College Facilities Planners  
       Community College Foundation Directors