

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BOND PROGRAM MANAGEMENT PLAN

MAY 14, 2021

**THE BOND PROGRAM MANAGEMENT PLAN
AND ALL UPDATES ARE AVAILABLE ON THE
WCCUSD WEBSITE**



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INTRODUCTION

West Contra Costa Unified School District (District) has developed this Bond Program Management Plan (Plan) for use in administering the District's Bond Program (Program). The purpose of this Plan is to document the internal controls that properly implement the District's policies, safeguard its assets, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information. This Plan outlines the processes for Program activities including, but not limited to, staffing, procurement, financial controls, document control, budgeting practices, master planning, and project management.

The Plan's organization includes four sections: Program & Operations, Administration, Fiscal, and Project Management. These sections do not replace the Board Policies and the District's contract requirements, but they do provide supplemental information regarding management and day-to-day processes for our District. The Plan strives to provide consistency in process implementation and ensure that Bond Staff, including consultants, have clear guidelines to follow. The Plan will also assist in training new members of the team by providing them with the essential information they will need to meet the expectations of the District.

This Plan was uniquely crafted for and in partnership with the community. During the development of the Plan, a dedicated web page was used to highlight the updates, display draft sections, and gather public comments. Throughout the development process, District Staff listened and learned. Accordingly, District Staff prepared two supplemental reference materials to improve navigation and enhance the reader's experience. The first document is a compilation of all the acronyms used through the Plan into one convenient resource. The second resource highlights the location of demonstrated audit recommendations, from the 2016 Forensic Accounting Investigation Phase II Report and the 2017-2019 Program Effectiveness Audit Report.

The Plan was organized so that readers only need to read one article to learn everything necessary about a specific topic whenever possible. With that goal in mind, information that appears in a synthesized form in one section might appear in a more expanded form elsewhere. When this is the case, readers can click on the article that is identified in the narrative and go directly to that point in the document. If readers find examples of a topic being mentioned in one article and expanded upon in another that are not identified within the document, please feel free to submit the relevant location to the general mailbox (askfacilities@wccusd.net) for consideration in a future update.

Acronyms are spelled out completely the first time that they appear in a larger section (Program & Operations, Administration, Fiscal, and Project Management) and then appear in acronym form. A complete list of the acronyms used in the Bond Program Management Plan is attached in the Appendices as Appendix 3. There are hyperlinks throughout the document to facilitate reader access to additional information. The Appendices are designed to provide additional context and documentation for the processes described in the narrative of the Plan. When an Appendix Item is referenced in the narrative, readers can click on that text to open the appropriate Appendix Item.

We believe the strength of the Plan lies in the ability to implement the Plan. Therefore, this Bond Program Management Plan is a living document that is intended to be updated and refined over time to reflect emerging decisions, improvements, and best practices needed to guide the program. The District will

continue to encourage suggestions for revisions, additions, and modifications via email to our general mailbox:

askfacilities@wccusd.net

The Board of Education gives life and meaning to this Bond Program Management Plan. When new regulations or better practices emerge, District Staff will present proposed updates and revisions to the Plan at the Facilities Committee. District Staff will also report to the BOE annually, at minimum, that the Bond Program Management Plan is current and under implementation.

Approvals Page

Excerpt from Board Meeting Minutes from June 2, 2021

2. Approve the Bond Program Management Plan

Ms. Payne provided information regarding the Bond Program Management Plan. She spoke about the two-decades old program and the commitment to manage funds appropriately to report and demonstrate where every dollar was spent. She pointed out the various features of the plan. She asked the Board for approval and commitment to the community to hold the highest levels of integrity for the program.

Clarifying questions included inquiries about the forensic investigation recommendations and whether the plan was available to the public and translated to other languages. Ms. Payne responded with clarification.

Public Comment:

Don Gosney

Board Comment:

Board members thanked staff for the work on the plan, supported transparency and inclusion in the process and noted the great idea about educational videos as an information tool for the community.

MOTION: Ms. Smith-Folds motioned to approve the Bond Program Management Plan. Ms. Reckler seconded. Mr. Christian, Mr. Gonzalez Hoy, Ms. Reckler, Ms. Smith-Folds, and President Phillips voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

Motion made by: Jamela Smith-Folds

Motion seconded by: Leslie Reckler

Voting: Unanimously Approved

Excerpt from Board Meeting Minutes from August 25, 2021

C.8. Dissolve Board Committees

Recommendation:

For Board to approve to dissolve Board Committees.

Quick Summary/Abstract:

At the recommendation of the Superintendent and after several discussions the Board has agreed to dissolve all Board committees listed below:

- Academic Committee
- Budget Committee
- Charter Committee
- Facilities Committee
- Safety Committee

SECTION 1. DISTRICT'S PROGRAM AND OPERATIONS

1. WCCUSD's Vision & Mission

1.1. Vision / Purpose Statement.

The Bond Team provides facilities planning and construction services in a fiscally sustainable, and transparent manner to create safe, effective, and inspiring physical environments that foster learning.

1.2. 2016 Long-Range Facilities Master Plan.

The Board of Education (BOE) approved the District's current Long-Range Facilities Master Plan (FMP) on June 15, 2016. The purpose of creating a new FMP was to solicit input for prioritizing and sequencing construction projects that would utilize the remaining funds from Measure D 2010 and Measure E 2012 bonds. The process of creating the FMP began on July 24, 2015. Community and stakeholder involvement were key elements in this highly involved, transparent process.

The complete FMP, including the development and approval process, can be found on the District's website at <https://www.wccusd.net/Page/6945/>.

1.2.1. Annual Review & Update.

The Facilities Planning and Construction Department presents a yearly update on the status of the Implementation Plan for the Facilities Master Plan (FMP). The annual update includes a review of the overall project details. Throughout the year, a variety of factors may impact the FMP, so District Staff present monthly project updates at the Facilities Committee and Citizens' Bond Oversight Committee meetings. These updates may include information about the status of the procurement, site studies, design options, construction conditions, and project timelines. Historical annual Master Plan updates are available on the District's website at <https://www.wccusd.net/Page/6945/>.

1.2.2. Periodic Master Plan Reassessment.

The conclusion section of the FMP provides an additional recommendation to complete a periodic review of the FMP that involves the community. While the existing FMP is kept current through the annual review and update process, a reassessment may be needed every five to seven years to incorporate new information.

1.2.3. Measure R.

In March 2020, the voters approved Measure R, a \$575M General Obligation Bond to repair, upgrade, and modernize classrooms to provide safe and secure school environments, including technology and air conditioning. Currently, the

District is facilitating an update to the FMP to incorporate Measure R. The FMP Update will:

1. Identify the order in which projects on the Priority Sites would be completed based on equitable, measurable criteria.
2. Define construction projects with budgets.
3. Establish the Implementation Plan that prioritizes a clear course of action to address facility needs.

Information on the Update of the FMP is available on the District's website <https://www.wccusd.net/Page/6945>.

1.3. Legacy Projects.

In addition to the projects defined in the 2016 Long-Range Facilities Master Plan, there are projects which are known as Legacy Projects. Legacy Projects are bond-funded projects that were approved or completed before the 2016 Facilities Master Plan.

2. **Roles & Responsibilities**

2.1. Organizational Structure of the District.

Organizational charts for the District are available on the District Website at <https://www.wccusd.net/Page/12252>. A detailed Bond Program organizational chart that references titles and team designations used throughout the Plan is available in the Appendices as Item 1.1.

2.2. Teams & Departments.

Many groups contribute to the success of the District's Bond Program, each with an interest in and responsibility for the expenditure of bond funds.

2.2.1. Board of Education.

The Board of Education (BOE) is responsible for governing the school district efficiently and effectively on behalf of the community. With community input, the BOE envisions the education future of its community and then formulates goals, defines outcomes, and sets the course for the District. Through planning and goal-setting efforts, the BOE ensures that the District's vision is articulated in written board policies, mirrored in budget planning, and implemented in ways that allow for oversight and success.

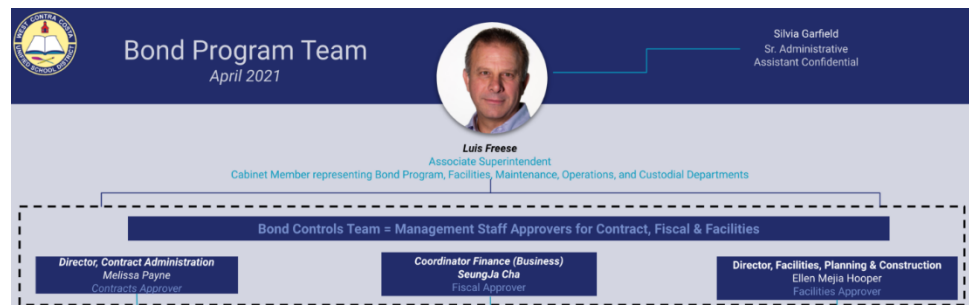
The BOE Facilities Committee's purpose is to support the work of the Board by guiding and providing transparency to the development of facilities projects in accordance with the District's mission, planning documents, Board policy and the education program. If the Facilities Committee (FC) makes a recommendation to the Board that is contrary to District Staff's recommendation to the Committee, then the full BOE should receive information to identify District Staff's

recommendation, the basis for the recommendation and the reason the recommendation was rejected.

2.2.2. Superintendent.

The BOE designates the Superintendent to implement Board policies and manage the administration of the District. The Superintendent provides the BOE with the information, analytics, and advice necessary to formulate policy and monitor the operations of the District.

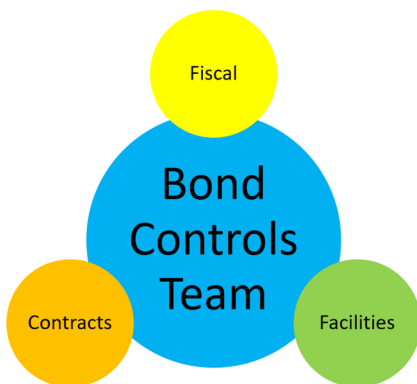
2.2.3. Operations.



Led by the Associate Superintendent of Facilities, Maintenance, Operations, and Bond Program, the Operations Department manages the Bond Program, Facilities, Maintenance and Operations departments, including all related fiscal, multi-year budgeting, procurement, administration, and contracting oversight.

2.2.3.1. The Bond Controls Team.

The Bond Controls Team (BCT) leads the management of the Bond Program. The BCT includes three management level approvers, Facilities, Fiscal and Contracts, each one responsible for the interrelated program and project disciplines of the Bond Program. All proposed expenditures require the review and approval of all three managers. The implementation of this cross-discipline approval process facilitates constant communication and ensures alignment of the Program. The current BCT leadership includes:



- Fiscal Approver: Coordinator of Bond Finance
- Contracts Approver: Director of Contract Administration
- Facilities Approver: Director of Facilities Planning and Construction

2.2.3.2. Maintenance & Operations.

The Director of Maintenance and Operations (M&O) leads their department to ensure the safety and security of students, staff, and the community by maintaining the integrity of learning and working

environments. After the completion of a project, the Facilities Department works very closely with the respective M&O teams to provide training and deliver warranties, manuals, and materials to ensure a successful project transition.

2.2.4. School Sites.

Principals, staff, students, and parents have strong connections with their respective schools and are passionate about protecting their culture and identity. When the BOE approves a project, the school community will be actively engaged in the planning process within the Board approved scope and budget.

2.2.5. Other Departments.

Other District departments will be engaged when the scope of the project includes functional areas that will benefit from their expertise, including but not limited to Education Services, Special Education, Maintenance & Operations, Technology, Food Services, and Community Engagement.

2.2.6. Consultants.

During the management of the Program, there may be a need for individuals with expertise in certain specialized services such as program, project or construction management, and administrative matters. Since these services are incredibly technical and project dependent, it may be more efficient for the District to hire qualified consultants to perform hourly staff augmentation services as needed.

2.3. District & Professional Services Annual Staffing Plan.

Concurrent with the preparation of the annual fiscal year budget, the BCT will prepare an Annual Staffing Plan. The Staffing Plan will anticipate and align staffing resources with the needs of the Bond Program and management of projects authorized for the upcoming fiscal year. The Staffing Plan will include services provided by program consultants as well as District staff.

To ensure accurate staffing charges against the Bond Program, any District Staff that the Bond Program funds must complete a timesheet. Hourly employees submit their timesheets by the hour, and salary employees submit their timesheets by percentage. The timesheet requires the approval of the supervisor and is submitted to the Fiscal Approver monthly. Each month a reconciliation between payroll and the timesheet ensures that the Bond Program will fund only eligible hours. District Staff reports the reconciliation between the payroll Full-Time Employee (FTE) allocation and the timesheet as part of the monthly Accounts Payroll report.

3. **Communication & Reporting**

3.1. Fraud Cognizance & Reporting.

District Staff should be on alert for any indication of fraud, irregularity, or financial impropriety within their area of responsibility. Any incidences of known or suspected potential wrongdoing that impact the District shall be immediately reported to the employee's supervisor and/or the Superintendent or designee. The District has also established a fraud hotline through WeTip, which is available 24/7 for employees and members of the community to anonymously communicate any concerns. The Fraud Hotline phone number is 1-800-US FRAUD and is featured on the District website at <https://www.wccusd.net/Page/8140>.

3.2. Citizens' Bond Oversight Committee.

As a result of the passage of Prop 39 in November 2000, language was added to Ed Code §15264 et seq. calling for school districts to establish a Citizens' Bond Oversight Committee (CBOC) for all general obligation bonds with 55% voter approval. The District's CBOC provides oversight for Measures D-2002, J-2005, D-2010, E-2012, and R-2020.

The purpose of the CBOC, as stated in Board Policy 7214.2, is to inform the public concerning the expenditures and uses of bond revenues. The CBOC's legal charge is to actively review and report on the uses of bond proceeds to ensure they are spent only on school facilities improvements allowed under each bond measure and not for any other purpose.

Ed Code §15280 states that the Governing Board shall provide the CBOC with any necessary technical assistance and administrative assistance in furtherance of the CBOC's purpose but cannot use bond funds to pay for these expenses.

The BOE appoints the members of the CBOC. The CBOC should consist of at least seven (7) members who serve for no more than three (3) consecutive terms of two (2) years each. The CBOC must include one member who is active in the following categories: business organization, senior citizen, parent/guardian of enrolled student, parent/guardian of enrolled student and active in PTA, and taxpayers' organization.

The District has a link to the current CBOC roster, which includes all vacant seats and invites any interested candidates to apply: <https://www.wccusd.net/domain/1867>.

The District believes that another great way to recruit CBOC members is personal contact and networking by both District personnel and current CBOC members. The application to join the CBOC Team can be found at <https://www.wccusd.net/domain/1891>.

CBOC meetings are held monthly and are open to the public. The meeting schedule and agendas can be found on the CBOC website at: <https://www.wccusd.net/Domain/1819>.

3.3. Program Management & Resource Database Interoperation.

3.3.1. MUNIS.

In July 2013, the District transitioned financial systems from Bi-Tech to MUNIS. MUNIS contains the annual general ledger and the multi-year subsidiary project

ledger. The general ledger and the project ledger are reconciled monthly for accuracy by the Fiscal Approver. The Bond Program's audited financial data reside in two financial systems.

3.3.2. Colbi Technologies.

In 2019, the Facilities, Planning and Construction Department contracted with Colbi Technologies to provide financial reporting and construction management document controls. The financial reporting module AccountAbility specializes in its ability to provide historical Bond Program data from both financial systems Bi-Tech & MUNIS. The construction management document controls module ColbiDocs is cost-effective, easy to use, and customizable for different construction delivery methods.

3.4. Monthly Financial Reports.

To promote transparency and accountability in the Program, the Facilities, Planning and Construction Department prepares a suite of reports each month to present at the FC and CBOC. The reports provide an update on the financial status of projects as well as the status of the overall Bond Program. The development of the existing suite of financial reports that provide detailed historical and current expenditure data was done in active consultation with the CBOC. The CBOC approved this suite of reports in February 2020, and the entire suite can be found in the Appendices under Item 1.3.

3.4.1. Bond Program Spending to Date by Site.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Spending to Date by Site
Data as of 03/31/2021

Report#2

Site Name	Original Budget	Board Approved Budget	Current FY Budget	Current FY Budget to Date	Expenditure Total	Current Balance	Budget Balance	Notes
DAVIS KEY	15,755,360	15,800,000	15,800,000	15,800,000	15,800,000	-	-	Footnote 1
CHATEL	1,500,700	1,500,200	1,500,200	1,500,200	1,500,200	-	-	Footnote 1
COLLIER	300,200	300,000	300,000	300,000	300,000	-	-	Footnote 1
CONCORD	11,276,000	11,276,000	11,276,000	11,276,000	11,276,000	-	-	Footnote 1
DOUGLASS	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	-	-	Footnote 1
DOUGLASS	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	-	-	Footnote 1

This report, grouped by school type, shows Current Board Approved Budget, Prior Year/Current Year and Total Expenditures, Remaining Commitments, and Board Approved Budget Balance for each school site. In addition, footnotes indicate whether the site includes Legacy or 2016 Master Plan projects and the status of those projects. This report can be found in the Appendices as Item 1.3.3.

3.4.2. Bond Program Financial Status Report 13.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Financial Status
As of March 31, 2021

Cash Projection to June 2021

Report#3

Adjusted Cash Balance	164,000,000	Notes
	1	

This report provides a cash projection, including Cash Balance, Projected Revenues, Available Funds, Board Approved Budget, Current Budget Balances, and Project Cash Balances. It also includes pending State Facility Grants and funding anticipated in future years. This report can be found in the Appendices as Item 1.3.4.

3.4.3. Financial Impact of Report 13 Variance.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Financial Impact of Report 13 Analysis
From February 2021 to March 2021

Report#4

Item	Beginning Balance	Ending Balance	Variance	Notes
Adjusted Cash Balance	164,000,000	164,000,000	(1,000,000)	Report 13 Variance

This report demonstrates and provides an explanation for any changes in Adjusted Cash Balance, Projected Available Funds, Projected Cash Balance, and State Facility Grants from month to month. This report can be found in the Appendices as Item 1.3.5.

3.4.4. Bond Program AP Check List.

This report lists all of the Warrants issued during the prior month, including Vendor, Check Number, Check Date, Account Code, Invoice Number, Invoice Date, Invoice Amount, and Invoice Description. This report can be found in the Appendices as Item 1.3.6.

3.4.5. Consolidated Budget Status Report - Program-Wide.

This report, grouped by School site, includes Total Budget, Total Commitments, and Total Expenditures for all projects in the Bond Program dating back to FY 2001. This report is produced in AccountAbility. This report can be found in the Appendices as Item 1.3.1.

3.4.6. Consolidated Budget Status Report – 2016 Master Plan.

This report, grouped by school site, includes Total Budget, Total Commitments, and Total Expenditures for all projects in the 2016 Facilities Master Plan. This report is produced in AccountAbility. This report can be found in the Appendices as Item 1.3.2.

3.5. Annual Financial Reports.

The Associate Superintendent of Business Services, with considerable input from the BCT, is responsible for presenting the annual budget reports for the Bond Program as part of the annual Districtwide presentation of the budget. After the adoption of the annual budget, the State Department of Education requires two interim financial reports each year, which are first submitted to the County Office of Education and then sent to the State. The Interim Reports include updates that reflect new information and BOE actions taken since the original budget adoption. Any significant updates in Revenue and Expense expectations since adoption of the original budget are summarized.

New Fiscal Year Annual Budget – presented annually to the BOE in June and adopted at the following BOE meeting.

First Interim Report (October) – update presented annually to the BOE in December.

Second Interim Report (January) – update presented annually to the BOE in March.

As a best practice, the internal cash flow reports are also presented to the FC occasionally throughout the year.

In addition, the following reports are provided to the CBOC to aid in the preparation of their annual report:

- Bond Program Key Performance Indicators (KPI) Summary
- Annual Report 13 Variance for January-December

3.6. Review Process.

The Associate Superintendent reviews the draft reports and Board précis generated by their respective departments for mathematical, spelling, and grammatical accuracy. The Associate Superintendents must authorize their publication before placing them on the meeting agenda.

3.7. Report Delivery.

Reports are made available to the public at the meetings and are published on the District website.

4. Independent Third-Party Audits

The Bond Program has two annual independent third-party compliance audits required by Proposition 39: the Bond Performance Audit and the Bond Financial Audit.

4.1. Website Locations.

The historical Bond Performance Audits are available on the District website at <https://www.wccusd.net/Domain/20>.

The historical Bond Financial Audits are available on the District website at <https://www.wccusd.net/Domain/20>.

4.2. Forensic Accounting Investigation.

On April 22, 2015, a District employee delivered documents to the BOE which contained several allegations regarding the Bond Program. The BOE committed to pursuing a forensic examination of the allegations, hire an independent attorney to represent the Board, and form the Clay Investigation Subcommittee. In October 2015, the BOE approved a contract with Vicenti, Lloyd & Stutzman, LLP (VLS) to perform a Phase I risk assessment of the allegations. On January 7, 2016, VLS presented its Phase I risk assessment matrix to the Clay Investigation Subcommittee and scope of work for a Phase II Accounting Investigation Report. On January 20, 2016, the Board approved the Phase II Accounting Investigation scope of work, which included testing the internal controls of the District, assigning a new risk score, and conducting a forensic investigation in eleven different areas. The Board accepted the Phase II Investigation Report on September 21, 2016. The Phase II report contained 112 recommendations to reduce the District's level of risk, improve overall operational and administrative efficiencies. One of the recommendations for the overall operational efficiency of the district included the formation of the Implementation Task Force (ITF), which has outlined its plans to implement the recommendations contained in the Phase II report. Each recommendation has an itemized work plan that outlines the recommendation's implementation.

On October 18, 2017, the Board approved an amendment to Moss Adams LLP agreement for Performance Audit Services to prepare a separate report for the Forensic

Accounting Investigation Implementation verification. Phase 1 reviewed 62 recommendations identified as implemented by District staff as of June 30, 2017. The resulting report identified various implementation status types, including implemented, partially implemented, not implemented before June 30, 2017, and undetermined. Phase 2 will begin in May 2021 and will review the remaining 50 recommendations. On October 21, 2020, the Board approved a contract to Eide Bailly to verify the recommendations from Phase 1 that were not identified as “implemented.” Phase 1.5 will begin in May 2021 and will review 57 recommendations.

4.3. Program Communications.

To earn the public’s confidence and trust in the integrity of the District’s Bond Program, transparency and timely communication of accurate information are vital. Information needs to be provided consistently in an easily accessible, organized manner.

4.3.1. Websites.

The primary method of communication with the public is the District’s website. Links to the pages related to the Program are provided below:

District Main Website: <https://www.wccusd.net/Page/1>

Board of Education Main Website: <https://www.wccusd.net/domain/3196>

Board of Education Meeting
Agendas/Minutes: <https://www.wccusd.net/Page/71>

Board of Education Policy: <https://www.wccusd.net/Page/78>

Bond Program Management Plan: <https://www.wccusd.net/Page/13520>

Citizens’ Bond Oversight
Committee Homepage: <https://www.wccusd.net/cboc>

Facilities, Planning and
Construction Page: <https://www.wccusd.net/Domain/40>

Facilities Committee Page: <https://www.wccusd.net/Page/238>

Forensic Accounting Investigation: <https://www.wccusd.net/Page/7491>

Operations Division: <https://www.wccusd.net/page/433>

4.3.2. Communication Plan.

To reach out to a greater audience, the District will also use other means of communication information to various stakeholders through the community. Depending on the information being provided and the target audience, the District may consider any of the following methods:

- School or District Newsletters
- Social Media
- Periodic Direct Mail Updates
- Other Appropriate Means

4.3.3. Public Record Act Requests.

Requests for information made under the Freedom of Information Act should be sent to the Communications Department at communications@wccusd.net.

More information is available on the District website <https://www.wccusd.net/Page/10890>.

SECTION 2. FISCAL SECTION

1. Program & Project Budgets

As new Board-approved projects are scheduled to begin, the project budgets will be brought to the Board of Education (BOE) for approval.

1.1. Design & Construction Budget Management.

Once the BOE approves the project budget, the Fiscal Initiator will set up the project in MUNIS. The Fiscal Initiator will prepare the New Bond Program Project Detail Form (Project Detail Form), which is attached in the Appendices as Item 1.6.1. Project funding will be broken down by Fiscal Year and Cost Code. The Project Detail Form requires approval from the Fiscal Approver and the Facilities Approver.

The Project Detail Form is then routed to the Fiscal Initiator, who creates the project account strings and enters the multi-year budget into MUNIS. Once the budget has been entered in MUNIS, the Fiscal Initiator will complete, sign, and date the “Input in MUNIS” box on the Project Detail Form. The Fiscal Approver will then review and approve the budget batch in MUNIS and initial the form in the “Input in MUNIS” section to confirm that the project budget was entered in MUNIS correctly.

The Board-Approved project budgets are reviewed, reconciled, and reported on a monthly basis to confirm the accuracy and appropriateness of expenditures and commitments. The Fiscal Approver also verifies sufficient funding in each account to cover anticipated encumbrances throughout the fiscal year. All project budgets roll up into the overall multi-year cash flow projection.

A step-by-step flowchart of the project budgeting process is attached in the Appendices as Item 1.5.1.

1.2. Monthly Reconciliation Project Ledger to General Ledger.

Reconciliation of the SACS code (General Ledger Account Code [GL]) and the Project Ledger Account Code (PL) is completed monthly. If variances are found, the Fiscal Team will make corrections in MUNIS using the appropriate forms. There are three forms used, which are in the Appendices as Items 1.6.2, 1.6.4, and 1.6.5:

1. Project Multi-Year Budget Amendment/Transfer Form
2. General Journal Entry Form
3. Encumbrance Journal Entry Form

1.3. Project Budget Transfers.

Budget transfers between cost codes within a project can be made at the Fiscal Approver’s discretion because there is no change to the overall project budget. The Fiscal Approver may determine that a budget transfer is needed as the result of a monthly review of project budgets or knowledge of anticipated commitments and expenditures.

1.3.1. Proposal Approval Checklist Form.

For every prospective transaction, the Fiscal Approver is required to review and approve the Proposal Approval Checklist Form (PACF), which confirms the account string and sufficient funding for the proposed commitment. The PACF workflow is attached in the Appendices as Item 1.5.2. [More information about the PACF can be found in Fiscal 2.1. Proposal Approval Checklist Form.](#)

1.3.2. Project Multi-Year Budget Amendment/Transfer Form.

When a budget transfer is required, the Fiscal Initiator will prepare a Project Multi-Year Budget Amendment/Transfer Form with all required information. The Fiscal Approver will then review the fiscal year, account string and amount, and verify that the budget transfer will keep the project within the Board-approved budget. After review, the Fiscal Approver will sign and date the form. The Fiscal Initiator will then enter the budget transfer in MUNIS and route it for approval and posting.

Per the requirements of Ed Code §42600, budget transfers between cost codes with no change to the overall project budget are brought to the BOE quarterly (First Interim, Second Interim, Estimated Actual, and Unaudited Actual). A copy of the Project Multi-Year Budget Amendment/Transfer Form and detailed instructions for completion are attached in the Appendices as Item 1.6.2.

1.4. Project Budget Amendments.

The BOE must approve any change to the Board-approved project budget (increase or decrease). The Bond Controls Team (BCT) may determine that a budget amendment to increase or decrease funding is necessary as the result of a monthly review of project budgets or knowledge of anticipated commitments. If a project budget amendment is required, the BCT will prepare a Board précis, including a Financial Impact statement, to identify the effect on the overall Program. The Financial Impact Statement will clearly state the effect on the Projected Cash Balance and the overall effect on the total Bond Program Budget.

After the BOE has approved the budget amendment, the Fiscal Initiator will prepare a Project Multi-Year Budget Amendment/Transfer Form with all required information for entry into MUNIS. Fiscal Approver will then review the fiscal year, account string, and the amount and verify available funding for the amendment. After review, the Fiscal Approver will sign and date the form. The Fiscal Initiator will then enter the MUNIS budget amendment and release it into the workflow for approval and posting.

1.4.1. Site Bond Budget Authorization.

At the end of the project, when financial reconciliation and closeout is complete, the Site Bond Program Site Budget Authorization will be prepared with the final project cost. A copy of the Bond Program Site Budget Authorization is available in


the Appendices as Item 1.4.5. Board approval is required to finalize the project cost and transfer any budget savings back to the fund balance. Once the BOE approves the budget, the Fiscal Initiator will prepare the Project Multi-Year Budget Amendment/Transfer Form for review and approval by the Fiscal Approver and complete the process in MUNIS. A copy of the Project Multi-Year Budget Amendment/Transfer Form and detailed instructions for completion are available in the Appendices as Item 1.6.2.

2. Proposed Commitments.

2.1. Proposal Approval Checklist Form

The District procures a variety of goods and services for the delivery of a project. The procurement of all types of transactions begins with the Project Manager (PM) or department initiating a Proposal Approval Checklist Form (PACF) and attaching the corresponding proposal or quote. An example of the PACF is attached in the Appendices as Item 1.6.3, and the flowchart of the New Proposal Approval Checklist process is attached as Item 1.5.2.

Pursuant to PCC §20111 WCCUSD BP 3300 3310

 **West Contra Costa Unified School District**
2020-21 Proposal Approval Checklist Form

Contract#:
REQ/PO#:

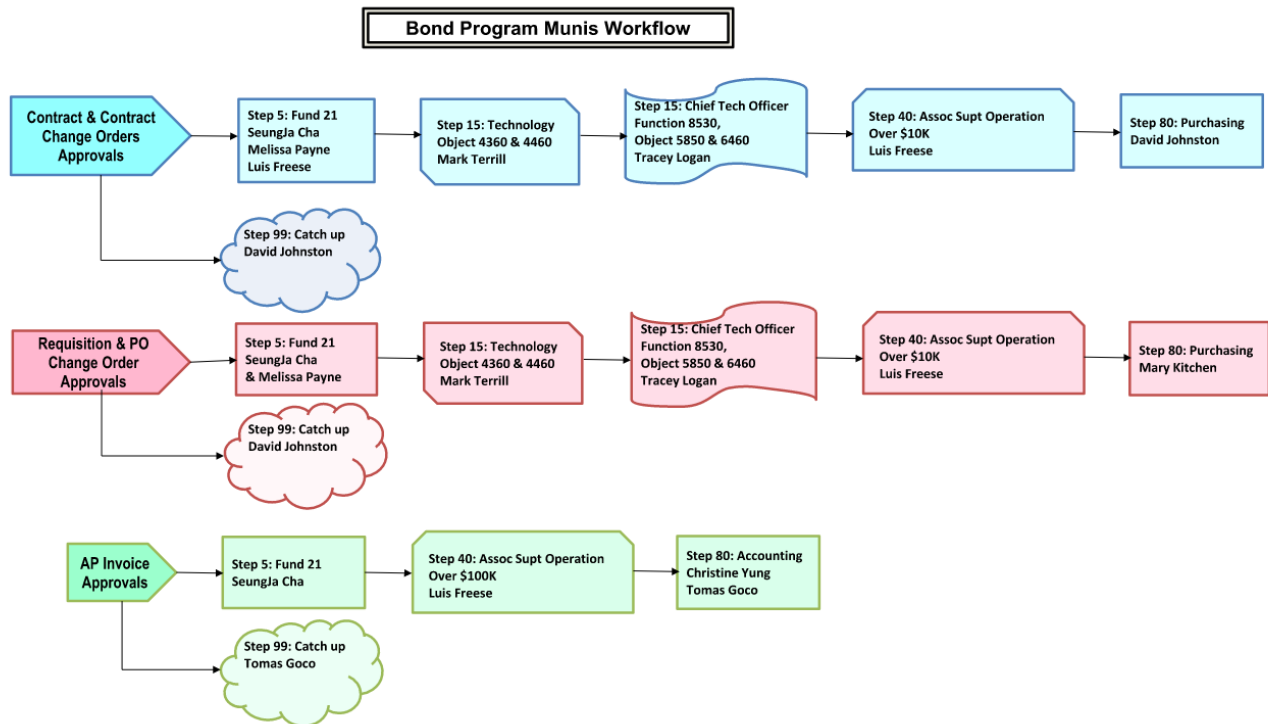
Site: <input type="text"/>		Project Name: <input type="text"/>	
Fund: <input type="text"/>		Project Number (BOND only): <input type="text"/>	
Vendor: <input type="text"/>	Vendor Name: <input type="text"/>	Vendor Contact: <input type="text"/>	Email: <input type="text"/>
Department: <input type="text"/>		Account Code (Project String/GL Account): <input type="text"/>	
Amount: \$ <input type="text"/>	Dept/Project Manager Signature: <input type="text"/>		Date: <input type="text"/>
% of work by Fiscal Year:			
<input type="text"/> 2021 %	<input type="text"/> 2022 %	<input type="text"/> 2023 %	<input type="text"/> 2024 %
<input type="text"/> 2025 %			
1 Procurement: Were 3 quotes received/solicited? If not, Please provide written explanation.		<input type="text"/>	
2 Approximate or Exact Start Date (Please indicate which one):		3 Anticipated Completion Date:	
4 Liquidated damages per day: <input type="text"/>	5 Hourly Rates/Fee Schedule included: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	6 Union Sign-off, If applicable (NON-BOND only): <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
7 Site address where the work is being performed/Delivery Address: <input type="text"/>			
8 Scope of work	<input type="text"/>		
W-9 <input type="checkbox"/>	CSLB <input type="checkbox"/>	DIR REG <input type="checkbox"/>	Retainage: <input type="text"/> %
Contract: CUPCCAA <input type="checkbox"/>	Professional Services <input type="checkbox"/>	AOR <input type="checkbox"/>	ICA <input type="checkbox"/>
BOE: <input type="text"/>	Award/Ratification: <input type="text"/>	Amendment#: <input type="text"/>	Reimbursables: \$ <input type="text"/>
Contracts Approver: <input type="text"/>		Date: <input type="text"/>	
Facilities Approver: <input type="text"/>		Date: <input type="text"/>	
Fiscal Approver: <input type="text"/>		Date: <input type="text"/>	
BOE attached <input type="checkbox"/>		PWC 100 attached <input type="checkbox"/>	
Executed Contract attached <input type="checkbox"/>		Released (Date & Initial): <input type="text"/>	
Funding Available: YES <input type="checkbox"/> NO <input type="checkbox"/>		Budget Amendment/Transfer Submission Date: <input type="text"/>	
BA/BT Received Date: <input type="text"/>			

PAC effective 06/18/20

Check requests for Agencies Having Jurisdiction (AHJ) where payment of fees is required in advance are processed differently from other procurement transactions. The PM or department will prepare a Check Request form and attach supporting documentation that shows the requested amount calculation. In the case of a Division of the State Architect (DSA) Check Request, a screenshot of the DSA Fee Calculator should be included. The Check Request form is then routed for review and approval. A Sample Check Request form is available in the Appendices as Item 1.8.1.3.

2.2. Enter in MUNIS.

In order to initiate a bond-funded financial record in MUNIS, an approved PACF or Check Request Form must be uploaded in MUNIS. Once all the required backup documentation is uploaded into MUNIS, the financial record is released into an electronic approval process. Once the electronic workflow approvals are complete, a requisition is converted into a purchase order and a contract is converted to posted status. Payments can only be made against a purchase order or posted contract.



2.2.1. Cost Codes — Chart and Explanation.

The District's financial system MUNIS uses General Ledger Account Codes (GL) to track all financial transactions against project budgets within a fiscal year. The Project Ledger (PL) is a subsidiary ledger within MUNIS which is used to track capital projects wherein budgets span multiple fiscal years. A copy of the MUNIS Project Ledger Cost-Code Chart and a Cost-Code Explanation worksheet with examples are attached in the Appendices as Item 1.7.1.2 and 1.7.1.3.

2.2.2. Requisition/Purchase Order.

The purchase of goods or materials that will be received within a single fiscal year will be processed in MUNIS as a Purchase Order (PO). When the PACF is complete with all approvals and required documentation, the Fiscal Team will enter the MUNIS requisition. A step-by-step instruction sheet for Requisition Entry in MUNIS is attached in the Appendices as Item 1.7.3.

2.2.3. Contracts.

Construction contracts and related professional and special services are entered in MUNIS through the Contracts Module. Some purchases may be entered into the MUNIS Contracts Module because they usually extend over multiple fiscal years. When the PACF is complete with all approvals and required backup documentation, the Contracts Team will enter the MUNIS contract. A step-by-step instruction sheet for Contract Entry in MUNIS is attached in the Appendices as Item 1.7.4.

3. **Payment Processing**

3.1. Vendor Invoices.

3.1.1. Timeliness / Receipt Date-Stamp.

PCC §20104.50 requires all public agencies to process payments for all undisputed, properly submitted payment requests within 30 days. While this statute generally refers to contractors, the District uses its best efforts to extend the same courtesy to all vendors. Vendors are required to submit invoices to the Facilities Operation Center with the following information included:

1. Reference to Existing Authority: Contract or PO Number
2. Unique Invoice Number
3. Date
4. Name of Firm
5. Billing Detail Pursuant to Contract
6. Contractor Payment Applications in AIA G702/G703 Format

3.1.2. Invoice Review & Approval Process.

The Fiscal Initiator will review the invoice against the purchase order or contract financial record in MUNIS. They also review the invoice to make sure it includes all required information and is eligible for payment. Once an invoice is received, a Payment Approval Form (PAF) is created. Every invoice type has a corresponding PAF to ensure proper payment processing and contract forecasting. The various types of PAF can be found in the Appendices under Item 1.8.1.2.

The invoice and PAF are then forwarded to the PM to confirm the bill rate, statement of work, and any reimbursable expenses before signing and dating directly on the invoice. The invoice and PAF are then forwarded to the Fiscal Approver, who will review the funding, billing amounts and related considerations such as retention. Finally, the PAF is sent to the Facilities Approver, who indicates approval of the contract status (scope and completion of work).

Payment Approval Form Features:

- Vendor Details
- Munis Contract# & Billing Reference
- Accounting Summary

Invoice Types:

1. Regular
2. Multi-year
3. Multi-funded
4. Multi-year & Multi-project
5. Reimbursable
6. Retention
7. Escrow

**West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form**

Fiscal Year: FY 2018-19

Invoice Details:

Vendor#: 12641
Vendor Name: East Bay Times (West County Times)
Site Name: Central
Contract#: 1000000867
Date: 2/1/2019
Invoice Date: 12/31/2018
Received Date: 1/18/2019
Invoice#: 0001171252
Project#: 61501396-00 / GF & FUND 40

Bond Project number & Non-Bond Project

Project Description: December 1, 2018 to December 31, 2018.
FOC Bid Advertisements; Billing Period from

Contract Summary

Fund 21 Project String: 01396-61500-97485890-748LGAD
Fund 21 GL Account code: 21-9748-5890-615-0000-8500-400130-0-0000
Other Fund Account code: 40-0000-5890-615-0000-8500-400130-0-0000
Other Fund Account code: 01-0000-5900-686-0000-7200-800100-0-0000
Other Fund Account code: 01-8150-5890-130-0000-8110-400110-0-8151

Original Contract Amount:	\$30,000.00
Revised Contract Amount:	\$110,544.00
Liquidated Amount:	\$64,406.00
Fund 21 Balance:	\$26,929.50
Fund 40 Balance:	\$19,208.10
Fund 01 Balance:	\$0.40
RRM Balance:	\$0.00
Contract Balance:	\$46,138.00

Invoice Summary

Amount of This Invoice:	Fund 21	\$900.00
Amount of This Invoice:	Fund 40	\$135.00
Amount of This Invoice:	Fund 01	\$0.00
Amount of This Invoice:	RRM	\$0.00
Total of This Invoice:		\$1,035.00

Forecasting

Contract Balance after this payment:	\$45,103.00
Fund 21 Balance after this payment:	\$26,029.50
Fund 40 Balance after this payment:	\$19,073.10
Fund 01 Balance after this payment:	\$0.40
RRM Balance after this payment:	\$0.00

Please review the invoice and approve the payment by signing the below:

Approvals

Signatures _____ Date _____

Initiator: _____

Fiscal Approver: _____

Facilities Approver: _____

The invoice is then forwarded back to the Fiscal Initiator for accounts payable entry in MUNIS. Step-by-step instructions for MUNIS Invoice Payment Entry are attached in the Appendices as Item 1.7.5.1. A step-by-step workflow of the Invoice Process can be found in the Appendices as Item 1.8.3 and 1.8.4.

3.1.3. Invoice Rejection.

When the Fiscal Initiator or the PM determines that an invoice is unacceptable for any reason, it must be returned to the vendor by email in a timely manner accompanied by invoice rejection text, with a CC to the Fiscal Initiator and/or the PM. A sample of such an email is attached in the Appendices as Item 1.8.2. The reason for the rejection may include any of the following:

1. Billing is not supported by Contract (term/rate)
2. Invoice Exceeds Available Balance
3. Duplicate Invoice Number
4. Missing Supporting Documentation
5. Other Reason

The vendor may resubmit the invoice when the missing documents have been submitted or corrections made, at which time the 30-day window will recommence. The Fiscal Initiator is responsible for tracking the open invoice until it is resolved.

3.2. Construction Payment Applications.

3.2.1. Pay Application Review & Approval Process.

On or around the 25th day of each month at the weekly job site meeting, the Contractor will present their pencil draft payment application for review by the PM, Architect, and Inspector of Record (IOR), as applicable, all of whom are generally in attendance. After the monthly progress of completion is agreed, the Contractor will then produce the final payment application. The PM will then sign the payment application and obtain the signatures of the Architect and IOR, if necessary, in a timely manner before delivering the completed payment application to the Fiscal Initiator for processing.

Following the same procedure as for Vendor Invoices described above, the Fiscal Initiator will review the payment application and then forward it to the Fiscal Approver for review and approval. The invoice is then returned to the Fiscal Initiator for accounts payable entry in MUNIS. Step-by-step instructions for Invoice & Payment Application Entry in MUNIS are attached in the Appendices as Item 1.7.5.

A step-by-step workflow diagram showing the Pay Application Process is attached in the Appendices as Item 1.8.4.

3.2.2. Retention Payment to Escrow/Retention Release.

PCC §7201 requires that the District withhold 5% retention on construction contracts. If the contractor elects to hold their retention in an escrow account, the payment process involves a combination of the progress and retention payment processes. The Fiscal Initiator will run the contract retainage report in MUNIS after the payment application's contract portion is released and then process the escrow payment. While the check to the contractor will be available following the next check run date, the check for the escrow bank will be available one week after that date.

Thirty (30) days after the Notice of Completion (NOC) is filed, the contractor may request the release of retention. This request should be separate from any other progress payments or final change order payment applications. The remaining steps to generate and track the Retention Warrant are the same as for other payments. A step-by-step description of the Retention/Escrow Payment process in MUNIS is attached in the Appendices as Item 1.7.5.2.

3.3. Check Processing/Payment Schedule.

The District typically processes payments in MUNIS weekly, with check-run batches every Tuesday. The warrants are then available to be mailed out the next business day.

3.4. Corrections.

In the monthly reconciliation of the project, District Staff may discover that an invoice payment was applied incorrectly:

1. Invoice payment is made to the wrong contract or PO.
2. Invoice payment is made to the wrong Account Code for a split-funded Contract or PO.
3. Invoice payment is made as a Direct Pay instead of against the contract or PO.
4. Invoice payment is made as Direct Pay with wrong Account Code.
5. Any other payment correction.

If the discovery is made after the check is cashed, then the invoice must be reversed and corrected in MUNIS following the steps outlined in the Invoice Correction Procedure, which is attached in the Appendices as Item 1.7.5.3.

4. **Fiscal Year-End Procedures**

The District is obligated to close its books at the end of every fiscal year, whereas projects continue to be designed and built year-round. Every year, the District's fiscal year begins on July 1 and ends on the following June 30.

4.1. Deadlines for Current Fiscal Year Transactions.

Every spring, the Business Services department publishes deadlines for completing all remaining current fiscal year transactions, by which all District Departments are expected to comply. The PAF for any invoices submitted for payment after June 30 should clearly indicate which fiscal year the invoice should be expensed.

4.1.1. Invoices/Pay Applications/Retention through June 30.

Beginning May 1, the PM will request a projected billing amount from all contractors to be submitted by May 15 for all services completed and goods received by June 15. The PM will provide this information to Fiscal Approver for year-end accruals and budget planning purposes.

Beginning June 1, the PM will request invoices from all vendors for work completed and goods received by June 30, to be received no later than the first week of July. Retention for all projects will be automatically carried over to the following year.

4.1.2. Contract/Purchase Order Review.

Contracts will automatically roll to the new fiscal year unless the PM confirms that the work is complete. The commitment should be closed, and the funds should be disencumbered as necessary.

POs will automatically close unless the PM confirms that there are open items that will not be completed or received by year-end. In that case, the PO will close and be re-issued in the new fiscal year with a new PO number.

5. Bond Financing Procedures and Strategy

For each bond financing transaction, the District shall work with its municipal advisor to identify applicable procedures and issuance strategy in advance of the financing process. Bond refunding and bond refinancing are two terms that refer to the same process. Various factors may be considered including interest rate environment, debt structure, credit rating profile and market conditions at the time of sale. Additionally, the following are applicable for each bond financing transaction:

5.1. Post-Financing Review.

Upon successfully closing each transaction, District Staff and/or municipal advisor will report financing results to the BOE. The results will summarize transaction highlights such as final debt service, maturity term, repayment ratio, true interest cost and cost of issuance. Other pertinent details may also include pricing results, credit rating outcome, tax rate projections, available bonding capacity and future bond issuance plans.

5.1.1. Negotiated Sale Transactions.

For negotiated sale transactions, a post-financing review may also report secondary trade activity following initial issuance. District Staff will work closely with the District's municipal advisor to monitor secondary market trades, identifying any specific activity in which there are unusual or significant change to price and/or yield. Review of secondary trades will extend for approximately a 30-day period following the initial sale.

5.2. Refunding of Outstanding Bonds.

On April 24, 2013, the District adopted its Refunding and Restructuring Policy (BP 7214.3). The policy was adopted to provide specific parameters and guidelines when considering the issuance of refunding bonds. The policy extends beyond statutory requirements and is intended to assist with the decision-making process and to provide a basis for determination on when to issue refunding bonds. Specific objectives are outlined within the policy including minimum present value savings, tax rate management objectives and/or debt service re-structuring. Policy guidelines require a minimum net present value savings of at least 4%, a minimum of \$1 million present value savings and/or annual savings in excess of \$100,000. Furthermore, the policy requires an annual report be presented to the BOE reviewing outstanding debt obligations and consideration of potential refunding candidates.

5.3. Arbitrage & Investments.

On November 12, 2014, the District adopted its General Obligation Bond/Post-Issuance Tax Compliance Procedures (AR 7214). The purpose of this Administrative Regulation is to establish specific procedures and assigned responsibilities which will assist the District in complying with its federal tax obligations for tax-exempt bonds. Please refer to the Post-Issuance Tax Compliance Procedures for further details.

5.3.1. Arbitrage.

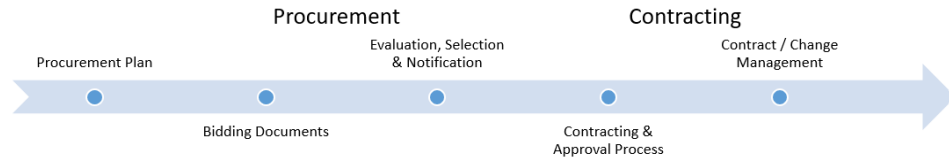
Consideration for arbitrage becomes present when there are bond proceeds that have not been spent for a bond-financed project. Every fifth year after the issue date of bonds, the District shall have a nationally recognized rebate service provider confirm whether arbitrage has occurred and if so, ensure a rebate payment, if any, is made within 60 days. Please refer to the Administrative Regulation 7214 for specific arbitrage requirements and District procedures.

5.3.2. Investments.

Proceeds generated from the issuance of bonds are required to be deposited within the County Pool and therefore the District has little discretion on how funds are invested. Bond proceeds are only made accessible to the District upon requisition for applicable capital facility expenditures.

SECTION 3. ADMINISTRATIVE SECTION

Procurement & Contracting Process



The Contracts Team manages the procurement of quality goods, services, and construction from responsible vendors at the lowest price or best value. The Contracts Team's purpose is to ensure and conduct the procurement of goods and services per all applicable federal, state, and local laws and regulations. Many statutory requirements outline the framework of various types of procurement, but the general process is very similar.

- Procurement Plans are plans based on the type of services and the estimated value of the contract associated with them in order to ensure compliance with all Statutory Requirements, including bid limits.
- Procurement Documents are bid and/or proposal documents which are developed to describe the project, scope of services, deliverables, form of the contract, duration, and evaluation process for the procurement. This may include prequalification before bidding.
- The Selection Process includes the evaluation, selection, and notification processes that are described in the Procurement Documents and required by statute.
- The Approval and Contracting Process includes the approval process, form of contract, and financial contract process.
- Contract Management & Change Management covers the management of the contract, which includes any changes to the work.

The District has an online planroom to centralize all bid management. The planroom allows firms to create a free account that includes notifications about new opportunities. The online planroom is available at www.wccusdplanroom.com. In addition, the contracts team also maintains a schedule of all public bidding opportunities on the website at <https://www.wccusd.net/Page/9048>. A sample Bid Schedule is attached in the Appendices as Item 1.10.3.

1. **Procurement Plan**

The California Public Contract Code requires school districts to bid services over a certain bid threshold competitively. The statute defines the threshold based on the type of services: non-construction services and construction services. Under those bid limits, contracts need not be bid but must follow Board policies and administrative regulations.

The District also confirms adherence to the conflict of interest policy for all procurement. BOE adopted Bylaw 9270 and its corresponding appendix as a Conflict of Interest Code that incorporates all legal provisions. The purpose of this policy is to observe all state statutes regarding conflict of interest and to engage in District business activities in a manner that avoids conflicts of interest and the appearance of impropriety.

In addition, the District extends its code of ethics standards to all vendors who do business with the District. In the standard construction bidding requirements, contractors must provide a Non-

Collusion Declaration with their bids. For professional service providers, the Request for Qualifications/Request for Proposals (RFQ/RFP) process includes a certification of conflict of interest.

1.1. Non-Construction Services: Goods & Materials Purchases.

The purchase of equipment, materials, and supplies is governed by PCC §20111, requiring that the District competitively bid any contract involving an expenditure over the annual public bidding threshold. The annual threshold becomes effective January 1 of each year; currently, the 2021 threshold is \$96,700. In addition to the formal bidding process, other alternative bidding procedures may be available for purchases.

1.1.1. California Multiple Award Schedule.

Ed Code §17595 and PCC §10299 provide an alternative to competitive bidding when purchasing materials, equipment, or supplies through the Department of General Services or utilizing its California Multiple Award Schedule (CMAS). CMAS are supplier agreements based upon an existing Federal GSA or other approved multiple award contracts. CMAS offers a wide variety of commodity and information technology products at prices assessed to be fair, reasonable, and competitive.

1.1.2. Piggyback Bids.

PCC §20118 also provides another alternative to competitive bidding by utilizing another public agency's procurement to purchase or lease materials, supplies, and equipment. The process is known as "piggybacking" and works by using the pricing and products from a contract held by another school district or public agency. Piggybacking often provides lower prices than a single jurisdiction would obtain.

1.2. Construction Services.

There are two primary methods to design and construct a project, each with its procurement considerations. Design-Bid-Build (DBB) is the most common method of delivering a construction project. For DBB projects, PCC §20111 (b) requires school districts to bid and award any construction contract over \$15,000 competitively. On May 20, 2009, the BOE passed Resolution #90-0809 to adopt the California Uniform Public Construction Cost Accounting Act (CUPCCAA) alternative bidding procedures. CUPCCAA raises the bid threshold, simplifies the informal quote process for small projects, reduces advertising costs, and expedites the bidding process.

1.2.1. CUPCCAA Informal Quotes: Up to \$60,000.

Public projects \$60,000 or less do not require formal, public bidding. The District requires the Project Managers/Departments to solicit informal quotes.

1.2.2. CUPCCAA Informal Bid: Greater than \$60,000, less than \$200,000.

Public projects greater than \$60,000 and less than \$200,000 may follow informal bidding procedures. The bid duration must be at least ten days after the complete bid set is published.

1.2.3. Formal Bid: Greater than \$200,000.

Public projects of more than \$200,000 follow standard formal, public bidding processes outlined in PCC §20111.

1.3. Change Orders on Construction Contracts.

PCC §20118.4 does not require bidding if the change or alteration to the contract is less than 10% of the Contract or \$15,000, whichever is greater. The District process includes presenting all change orders to the contract to the BOE for ratification or approval.

1.4. Design-Build Services.

The Design-Bid construction delivery method features a partnership between the Architect and Contractor, collectively known as the Design-Build Entity (DBE). Ed Code §17250 outlines the design-build procurement process, requiring a two-step RFQ and RFP procedure for authorized projects that are more than one million dollars.

1.5. Professional & Special Services

Architectural and professional services providers also require a fair and competitive selection process under Government Code §4529.10. The procurement process typically starts with a Request for Qualifications (RFQ), followed by a Request for Proposals (RFP). The process can also be a single RFQ/P.

Alternatively, Government Code §53060 allows Districts to contract with an entity to furnish “special services and advice” to the District in financial, economic, accounting, engineering, legal, or administrative matters without a competitive selection process. Any person so employed must be specially trained and experienced, and competent to perform the services.

2. Procurement

Construction Services follow a very concise formula of statutory and district requirements triggered by the contract value. The District utilizes the Construction Services Thresholds Guide to summarize the various thresholds that apply to the components of the construction contract. The guide is used internally as a resource and reference and can be found in the Appendices as Item 1.10.1.

2.1. Contractor Prequalification.

CUPCCAA, mandatory, and project-specific prequalification are the three types of contractor prequalification.

2.1.1. CUPCCAA Contractor Prequalification Process.

One of the mandatory provisions of CUPCCAA is that the District must maintain a list of registered bidders for each calendar year. Each November, the District publishes a notice in various trade journals and publications, inviting all licensed contractors to submit information for inclusion on the District's annual list of qualified bidders. A contractor may have their firm added to the CUPCCAA list at any time by providing the required information. The CUPCCAA prequalification application requires that Contractors provide the following information:

1. Company name
2. Contact name and mailing address
3. Contact phone number, fax number, and email address
4. Type of work contractor is licensed to perform
5. Contractor's license class and number
6. DIR Registration

The Contractor Registration Application and current list of firms are available on the District's website at <https://www.wccusd.net/Page/9049>.

2.1.2. Mandatory Contractor Prequalification Process.

PCC §20111.6 requires mandatory prequalification of all General Contractors and MEP- designated subcontractors on construction contracts with a projected value of \$1M or more. This prequalification process applies to all general contractors and all electrical, mechanical, and plumbing subcontractors with license types C4, C7, C10, C16, C20, C34, C36, C38, C42, C43, and C46.

Contractors must complete the application and submit it to the District at least ten (10) business days before the bid opening date. The District will publish the final list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors eligible to bid at least five (5) days before bid opening. Prequalification will place contractors on the District's Qualified Bidders list for one calendar year. The prequalification application and the current list of prequalified firms are available on the District's website at <https://www.wccusd.net/Page/9049>.

2.1.3. Project-Specific Contractor Prequalification Process.

PCC §20111.5 allows a District to require project-specific prequalification following the same application and timing guidelines as the mandatory prequalification. The District may consider project-specific prequalification on more extensive or highly specialized projects. The major difference between the mandatory and project-specific prequalification is the requisite project experience.

2.2. Construction Bid Documents.

The Bid Documents typically include the District and project specifications as well as the project drawings. The District specifications include the procurement, contracting, and general requirements commonly referred to as the Front-End Documents. Legal counsel prepares the standard front-end document templates that staff customizes to align with each project. The bid documents also include the technical trade-specific project specifications and drawings prepared by the Design Team.

2.2.1. Invitation to Bid.

Formal Public Bidding starts with the project's advertisement, also known as the Invitation to Bid (Document 00 11 16). Statutory requirements in the advertisement include:

- Published at least once a week for two weeks in some newspaper of general circulation published in the district, which may also be posted on the district's website or through an electronic portal (PCC §20112)
- Description of work to be done (PCC §20112)
- Time and place of bid opening (PCC §20112)
- Application of alternates in the selection of low bidder (PCC §20103.8)
- Mandatory job walk(s), if any (PCC §6610)
- Substitution of securities (PCC §22300)
- Required contractor license to perform the work (PCC §3300)
- Prevailing wage and registration requirements (Labor Code §1720 et seq and 1725.5)
- Sole Sourced products, if any (PCC §3400)
- Retention (PCC §7105)

In addition to the statutory requirements, additional project-specific requirements may include prequalification and Project Labor Agreement.

2.2.2. Proof of Publishing.

The Proof of Publication of the Invitation to Bid must be retained in the central program bidding files as part of the complete bid package and filed in the project file.

2.2.3. Instructions to Bidders.

Instruction to Bidders (Document 00 21 13) identifies all of the forms required to bid on the project. This document describes the procurement process and requirements, including submitting a bid, asking questions about the bid and the bidder's responsibilities.

2.2.4. Project Labor Agreement.

The District has had a Project Labor Agreement (PLA) since 2003. The PLA applies to bond-funded projects greater than \$1M. The purpose of a PLA is to establish the terms and conditions under which contractors who successfully bid on projects complete the project in a safe, efficient, and compliant manner. The PLA Implementation Specification describes how the District's Labor Coordinator assists the District in implementing the PLA throughout the Bidding, Preconstruction, and Construction phases. In addition, the Labor Coordinator will manage all Program inquiries and issues, contractor verification, monitoring, and enforcement of Program policies.

2.2.5. Local Capacity Building Program.

In order to provide economic opportunity for residents and businesses and stimulate local economic development, the District established a Local Capacity Building Program (LCBP). The program has two components local business and local worker participation. The program defines three local areas: area one includes the areas served by the district, area two is all of Contra Costa County, and area three includes the southern tip of Solano County and the northern tip of Alameda County.

The District contract outlines the local participation outreach and engagement requirements. The District will also continue to encourage local participation through direct vendor outreach and solicitation. Currently, the District's CUPCAA list includes an indication of local businesses to help foster outreach.

2.3. Pre-Bid Job Walk/Meeting.

Depending on the project's scope, the District may choose to offer one or more Pre-Bid Conferences or Job Walks for bidders. The District may also determine that attendance at least one of the meetings is mandatory for potential bidders. All pre-bid meetings will include a sign-in sheet that will be available via addenda.

2.4. RFIs for Clarification.

If potential bidders have any questions before bidding, they must submit them in writing to the District. The District will issue any interpretations or clarifications deemed necessary in writing by Addenda. The form for pre-bid RFIs is available in the Appendices as Item 1.10.4. All pre-bid RFIs should be submitted to facilities_procurement@wccusd.net.

2.5. Addenda.

After the publication of the Bid Documents, any modifications, clarifications, or additional information will be communicated to potential bidders through the issuance of Addenda by the District. Bidders must acknowledge each Addendum in its Bid Form by number.

Each Addendum shall be part of the Contract Documents and issued no later than seventy-two (72) hours before the bid opening.

2.6. Bid Opening & Evaluation.

The Invitation to Bid will identify the date, time, and form of submittal for the bid. Each bidder shall submit the bid on time and ensure that the bid contains all required documents. Bids may be received in person at the Facilities Operation Center or online through the District's online planroom: www.wccusdplanroom.com. At or after that time, the Contracts Team will open the bids and read them aloud publicly.

The Contracts Team will review all bids for responsiveness and completeness to determine the lowest, responsive, responsible bidder and the next two (2) lowest bidders. The Contracts Team will prepare and post the bid tally and complete bid package of the apparent low bidder on the website at <https://www.wccusd.net/Page/11710>. Posting these documents starts the bid protest period. Any bids that do not comply with all statutory requirements or do not include all documentation required in the Invitation to Bid and the material requirements of the specifications may be "non-responsive." Any claim by a bidder of an error in their bid must comply with PCC §5100.

Board AR 3311 allows a bidder to protest a bid award if they believe that the award was inconsistent with statute, Board policy, or the bid documents. The protest must contain a complete statement of all bases for the protest, referring to the specific portions of all documents that form the bases for the protest. Any potential non-responsive bid or protest requires legal review.

3. Professional & Special Services

The District may use consultants to provide professional services or specialized technical services. Such individuals, firms, or organizations may, as consultants, assist staff with program and project management related to design, engineering, financial, legal, administrative, or other matters. Some professional services require a competitive process through some combination of the Request for Qualifications and Proposal process.

3.1. Request for Qualifications & Evaluation.

The Contracts Team may prepare an RFQ to solicit credentials from a pool of service providers. The Contracts Team will publish the RFQ and manage the Request for Information (RFI) process during the period before Statements of Qualification (SOQs) are due. The Contracts Team may schedule a pre-proposal meeting if necessary.

The RFQ will describe the type of services and the minimum qualifications. The RFQ will outline the requested information, which may include:

- Professional Team: Identify the team members; discuss availability and summary of qualifications. Identify other individuals and support staff; note the location and describe each person's role.
- Approach: Describe the approach to performing services.

- Key Considerations: Discuss any unique factors related to firm or strategy and any challenges or issues that the District should consider.
- Financial Position
- Distinguishing Characteristics: How is firm different from others? Summarize any points the District should take into consideration.
- Recent School District Experience: Describe recent and long-term assignments with school districts, including project type, cost, and any other relevant information.
- Fee: Basis on which fee is determined, although the RFP process may request fee proposals to be submitted in a separate submission.
- References
- Legal Questions: conflict of interest statement, compliance statements, any bankruptcy or OSHA violation history, etc.

District Staff will evaluate all SOQ packages using a set of uniform criteria identified in the procurement, which may include the following:

- Responsiveness and potential conflict of interest
- Qualifications and experience
- Financial fitness

District Staff will evaluate SOQs using a set of uniform criteria to determine the firms that are well-qualified to perform the services on future projects at school sites throughout the District.

The District may recommend that the BOE designate the chosen firms as prequalified for their respective types of services. However, this does not constitute a specific project award. This action merely creates a pool of prequalified firms to receive future requests for proposals as the need for performance of the services arise.

The prequalified pool of service providers will then be eligible to participate in RFPs for future services. The District may solicit SOQs from additional firms from time to time to add to the pool of prequalified firms.

3.2. Request for Proposals.

The primary purpose of the RFP process is to allow for a comprehensive and competitive analysis of each qualified firm based primarily on pricing considerations.

In general, the RFP will include general information describing the project, the scope of services, and the form of agreement. The RFP will outline the requested information, which may include:

- Letter of Interest: Brief statement of the firm's experiences, personnel, sub-consultants, and what distinguishing characteristics
- Executive Summary: Outline of the firms' approach in providing the services and a summary of qualifications.

- Proposed Personnel: Key personnel who will provide the services.
- Detailed Statement of Services
- Proposed Schedule: Start/End and Duration
- Firm's current work commitments
- Compensation: Proposed fee for performance of services, as well as breakdown and explanation of the basis of the fee for each of the required tasks.

The RFP includes the standard form of agreement. The prospective firm must include in their response any comments or objections to the form.

District Staff will open the proposals and review them for responsiveness. The selection of one or more firms to perform the requested services will be based on an evaluation of qualifications and demonstrated competence, as well as a competitive analysis of pricing. All documentation supporting the procurement, evaluation and selection must be maintained in the centralized procurement files. The documentation includes the solicitation, all proposals received, and a detailed proposal tally that aligns with the specific procurement process.

3.3. Request for Qualifications & Proposals Process.

When the District needs a defined scope of specialized services or has a short procurement timeframe, they may issue a Request for Proposals and Qualifications (RFQ/P) to receive the qualifications and proposal simultaneously. The qualification requirements are similar to those required in the RFQ process, and the pricing and proposed cost statements are similar to those required in the RFP process. The RFQ/P also includes the form of contract for review. The rest of the process is the same as for RFPs above.

3.3.1. OPSC Fee Schedule.

RFPs for Design Services may require architecture firms to submit their proposals using the OPSC fee schedule as a basis for their fees. For any project that may not align with the Office of Public-School Construction (OPSC) fee schedule, the firms must include the basis for their fee structure for analysis along with the firm's qualifications. All of the remaining provisions of the RFQ and RFP processes listed above are applicable in the procurement, evaluation, and selection of architects and engineers.

3.4. Amendment Process

Agreements may require amendments to change the contract terms, including contract amount, services, or term. The amendment process begins with the acceptance of a written proposal from the service provider. Various consultants provide staff augmentation services on an hourly as-needed basis providing design and project management services. To reasonably propose staffing levels anticipated to support the projects, they provide six-month proposals typically from July to December and January

to June. After accepting a proposal, a PACF is prepared and submitted for final review and approval.

3.5. RFQ & RFP Process for Selection of Design-Build Entity.

The procurement of Design-Build Services is completed through a two-step Request for Qualification and Request for Proposal process as outlined in Ed Code §17250. The RFQ describes the services and the minimum qualifications to prequalify for the Project. The Request for Proposals is only available to the prequalified DBEs that meet the minimum outlined in the Request for Qualifications. The RFP includes the Bridging Documents, Design-Build Agreement, District Standards, and existing conditions.

As with other RFQ processes, the Contracts Team will publish an RFQ and manage all questions or requests. The district will publish any clarifications or modifications through addenda before the date that the RFQ package is due. The Contracts Team may conduct a prequalification conference with potential respondents to provide more information about the project.

After the RFQ due date, the Contracts Team will review the prequalification submittals together with the Project Team. The District may conduct interviews with any or all of the respondents, as necessary. The Project Team will evaluate the submittals of the DBEs following the process in the procurement documentation and record the results on a tally sheet. The Contracts Team will notify all respondents of their prequalification status. Only prequalified and short-listed DBEs will receive the Request for Proposal (RFP) for the project.

The Contracts Team will publish the RFP to the prequalified DBEs. During the pre-proposal period, the Contracts Team will manage all questions or requests for clarification. The Project Team will participate in a pre-proposal conference as necessary.

After the due date and time, the Contracts Team and the Project Team will evaluate the responses for thoroughness and completeness. The Project Team may also conduct interviews with any or all respondents as necessary. After an exhaustive review process, the Team will score the DBEs. The evaluation and scoring will follow the guidelines published in the RFP. The results of the evaluation and scoring will be sent out to all proposers to notify them of the results. After proper notification, the District will begin the negotiations.


4. **Approval & Contracting Process.**

4.1. Approval Process.

4.1.1. Proposal Approval Checklist Form.

The approval of all procurement transactions begins with the Project Manager (PM) or department initiating a Proposal Approval Checklist Form (PACF). The PACF is a recommendation for the approval and processing of the proposal that complies with the procurement plan. In addition to the recommendation from the project manager or department, the PACF requires approval from the entire BCT. Each member of the BCT evaluates the PACF for alignment with their control procedures.

Pursuant to PCC §20111 WCCUSD BP 3300 3310

 **West Contra Costa Unified School District**
2020-21 Proposal Approval Checklist Form

Contract#:
REQ/PO#:

Site: <input type="text"/>		Project Name: <input type="text"/>	
Fund: <input type="text"/>		Project Number (BOND only): <input type="text"/>	
Vendor: <input type="text"/>	Vendor Name: <input type="text"/>	Vendor Contact: <input type="text"/>	Email: <input type="text"/>
Department: <input type="text"/>		Account Code (Project String/GL Account): <input type="text"/>	
Amount: \$ <input type="text"/>	Dept/Project Manager Signature: <input type="text"/>		Date: <input type="text"/>
% of work by Fiscal Year:			
<input type="text"/> 2021 %	<input type="text"/> 2022 %	<input type="text"/> 2023 %	<input type="text"/> 2024 %
<input type="text"/> 2025 %			
1 Procurement: Were 3 quotes received/solicited? If not, Please provide written explanation.		<input type="text"/>	
2 Approximate or Exact Start Date (Please indicate which one):		3 Anticipated Completion Date:	
4 Liquidated damages per day: <input type="text"/>	5 Hourly Rates/Fee Schedule included: <input type="text"/>	6 Union Sign-off, If applicable (NON-BOND only): <input type="text"/>	
7 Site address where the work is being performed/Delivery Address: <input type="text"/>			
8 Scope of work: <input type="text"/>			
W-9 <input type="checkbox"/> CSLB <input type="checkbox"/> DIR REG <input type="checkbox"/> Retainage: <input type="text"/> % Reimbursables: \$ <input type="text"/> Contract: CUPCCAA <input type="checkbox"/> Professional Services <input type="checkbox"/> AOR <input type="checkbox"/> ICA <input type="checkbox"/> Formal/Informal <input type="checkbox"/> BOE: <input type="text"/> Award/Ratification: <input type="text"/> Amendment#: <input type="text"/> Previous Authorization: \$ <input type="text"/> Contracts Approver: <input type="text"/> Date: <input type="text"/> Funding Available: YES NO Facilities Approver: <input type="text"/> Date: <input type="text"/> Budget Amendment/Transfer Submission Date: <input type="text"/> Fiscal Approver: <input type="text"/> Date: <input type="text"/> BA/BT Received Date: <input type="text"/> BOE attached <input type="checkbox"/> PWC 100 attached <input type="checkbox"/> Executed Contract attached <input type="checkbox"/> Released (Date & Initial): <input type="text"/>			

PAC effective 06/18/20

The Contract Approver reviews the PACF for compliance with all statutory requirements, Board policies, and district procedures. The Facilities Approver evaluates the scope of work, coordination, and duration. Lastly, the Fiscal Approver confirms the account code, calculations, and budget compliance. An example of the PACF is attached in the Appendices as Item 1.6.3, and the flowchart of the New Proposal Approval Checklist process is attached as Item 1.5.2.

4.1.2. Financial Contract in MUNIS.

Construction contracts and related professional and special services are entered in MUNIS, the district's financial system, through the Contracts Module. In order to initiate a bond-funded financial contract record in MUNIS, an approved PACF and supporting documentation must be uploaded in MUNIS. Once all the required backup documentation is uploaded into MUNIS, the financial record is released into an electronic approval process. Once the electronic workflow approvals are complete, a contract will convert to posted status. A contract must be in posted status before any payment. The result is an internal controls process that prevents the payment for any goods or services without documenting and

completing all the necessary procurement, contracting, and approval requirements.

4.1.3. Board Authorization.

All contracts require Board approval. Board policy does allow for delegation of authority for some contract approval. The Board, through a resolution, may delegate the Superintendent and designees a certain level of approval authority, up to which they are authorized to enter into contracts or agreements. All delegated contracts still require Board approval through ratification. Staff recommends items to the Board by preparing a precis that includes the title, brief description, recommended action, and financial impact statement. Many précis also include supporting documentation included as attachments. The PACF indicates the Board approval date for contracts that cannot be delegated. All précis require final review and approval from the Associate Superintendent of Operation (ASO) before submission to the proposed Board Agenda.

4.1.3.1. Non-Construction Services.

Delegated Authority Threshold: <\$50K (cumulative value of the contract)

Board Precis: Summary of Payroll and Vendor Warrant Report

Timing: Monthly

Board Supporting Documentation: Payroll Vendor Report

Financial Impact Statement: Total cost and month

MUNIS supporting documentation: executed PACF, executed contract or amendment, PWC-100 (if any)

Board Approval: >\$50K cumulative value of the contract

Board Precis: Professional and Special Services

Timing: As needed

Board Supporting Documentation: Summary Table (Appendices as Item 1.4.3.), agreement or amendment

Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.

MUNIS supporting documentation: executed PACF, executed contract/amendment, BOE summary table, PWC-100 (if any)

4.1.3.2. Construction.

Delegated Authority Threshold: <\$60K (CUPCCAA bid threshold)

Board Precis: CUPCCAA

Timing: Every 60 days

Board supporting Documentation: CUPCCAA Table (Appendices as Item 1.4.2.)

Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.

MUNIS supporting documentation: executed PACF, PWC-100 (>\$15K)

Board Approval: >\$60K

Board Precis: Award of Contract (contractor named precis or read into record for BOE minutes)

Timing: As needed

Board Supporting Documentation: N/A

Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.

MUNIS supporting documentation: executed PACF, PWC-100

4.1.3.3. Change Orders.

Delegated Authority Threshold: <\$250K or <10% of original contract value (cumulative)

Board Precis: Bond Change Order

Timing: as needed

Board supporting documentation: change order table (Appendices as Item 1.4.4)

Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.

MUNIS supporting documentation: board change order table

Board Approval: >\$250K or >10% of original contract value (cumulative)

Board Precis: Approval of Bond Change Order (action item)

Timing: As needed

Board Supporting Documentation: detailed scope of change and contract summary

Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.

MUNIS supporting documentation: board item

4.1.3.4. Purchases for Goods & Materials.

Delegated Authority Threshold: <\$96,700K (annual bid threshold)

Board Precis: Summary of Payroll and Vendor Warrant Report

Timing: Monthly

Board Supporting Documentation: Payroll Vendor Report

Financial Impact Statement: Total cost and month

MUNIS supporting documentation: executed PACF

Board Approval: >\$96,700 (annual bid threshold) or alternative bidding
Board Precip: Purchase or Authorize approval of alternative bidding
Timing: As needed
Board Supporting Documentation: case-by-case
Financial Impact Statement: Total cost, funding source, proposed action is within Board approved Site Budget. Proposed expenditure is within the following budget account.
MUNIS supporting documentation: executed PACF, board item

4.2. Contracting Process.

4.2.1. Form of Agreement.

The District uses standardized contract document templates prepared and approved by legal counsel. Any deviations from the approved contract templates require approval by legal counsel. Procurement documents typically include the form of agreement to provide the opportunity to identify any concerns related to the agreement before submitting a bid or proposal.

Once a PACF has full approval, the contracts team prepares the draft agreement for review before issuance to the firm. For delegated contracts, the approved contract is emailed to the firm, and the project team is copied. For contracts that require BOE approval, the approved contract is emailed to the firm the day after the BOE approval.

4.2.2. Notice of Award.

The Notice of Award (NOA) is issued to the selected construction contractor, confirming the BOE approval, or delegated designee. The Contracts Team prepares the NOA for all construction contracts greater than \$25K. The NOA (Document 00 51 00) is attached in the Appendices as Item 1.9.1.

4.2.3. Agreement Checklist.

Upon receipt of the signed contract documents, the Contracts Team will complete the contract checklist to confirm that all required documentation is received, verified, and accepted. Once the verification of all contract documents is complete, the Contracts Team will submit the package to the ASO for review and approval. Lastly, the ASO will review the checklist and, if approved, execute the contract. The Agreement Checklist is attached in the Appendices as Item 1.9.3.

4.2.4. Notice to Proceed.

When all of the contract documents have been received and executed, the Contracts Team will prepare the Notice to Proceed (NTP) for signature by the ASO. The NTP is included in the bid documents and attached in the Appendices as Item 1.9.2.

4.2.5. Executed Contract.

The Contracts Team will email the executed copy of the Contract Documents and, if applicable, the NTP and DIR number for the project to the firm and copy the project team.

4.3. Procurement & Contract Files.

All documentation related to the procurement, evaluation, and selection of contract awards for professional services must be retained in the program's centralized filing system per District policy and all state laws and regulations. The documentation includes the solicitation, all proposals received, and an overall proposal tally. In addition, the proposal and selection criteria for the consultant to whom the contract was awarded must be filed in the contract file.

5. **Document Control**

The purpose of a Document Control System is to define which project-specific documents and information in various media and formats shall be categorized, filed, and maintained for easy retrieval throughout the life of the project. To ensure that projects are managed in an efficient, quality-conscious, and timely manner, all project-related documents must be easily identified, tracked, retrieved, and retained.

5.1. Centralized Filing System.

The District maintains the project archive files and electronic backup archives.

5.1.1. Project Files.

Immediately following the Contract Award for each project, the Contracts Team will create the online project folder structure on the District's Home Drive.

Project files for documents generated during construction will be set up per the File Index and maintained by the Construction Manager (CM) at the designated project site location or FOC. The CM (or designated District Staff) shall be responsible for determining the appropriate file index section for all documents, assigning file index numbers, and maintaining "hard copies" of the original documents or materials/media (or a duplicate/copy) in the project files.

In addition, it is the CM's responsibility to ensure that all documents not otherwise captured in Colbi Docs, as described below, are filed on the District's Home Drive.

5.1.2. Online Planroom Kiosk & Archive.



WEST CONTRA COSTA UNIFIED School District

Planroom Home
Public Jobs
Private Jobs
Job Calendar

Login

Username
Password
☐ Remember me
Register for an account
Forgot password?

WELCOME TO OUR PLANROOM
*Fast and easy access to our projects anytime, anywhere.
View drawings, order prints, upload files and much more.*

Register for your free planroom account

Recent Jobs Posted
Prequalification Questionnaire
Upload for Pinole Valley High School Fields, Field House and Bleachers
Bids 5/26/21
Pinole Valley High School Fields, Field House and Bleachers, Project #1000003314
Bids 6/10/21
Pinole Valley High School Magnetic Hold Open Devices, Project

Looking for a private job?
Enter your job key
Enter a private job key...
Received a bid invitation?
Enter your access code
Enter an access code...

Looking for jobs?
Our planroom makes it fast & easy

Copyright © 2021 - Online planroom powered by ReproConnect

BPXpress offers a public online Planroom for the District where prospective bidders can view, print, or download plans and specifications 24 hours a day, seven days a week <https://www.wccusdplanroom.com/>.

5.2. Colbi Docs.

On May 8, 2019, the District approved a contract with Colbi Technologies to implement Colbi Docs for construction projects. Colbi Docs is an online construction document processing system that replaces Primavera as the District's system for document control. All of the usual construction-related documents, including submittals, RFIs, punch lists, and change requests, are organized, tracked, and preserved in the cloud-based system. In addition to simple file storage and retrieval, Colbi Docs will preserve every change and comment with easy access and version control.

One of the benefits of the system is Colbi's ability to customize workflow procedures and logs in the system to meet the needs of the District project-by-project. With role-based security, documents are routed to the appropriate persons for processing and approvals. Once a project is ready to initiate in ColbiDocs, the project team will prepare a draft preconstruction packet for the District's review and approval.

The Preconstruction Forms for ColbiDocs are available in the Appendices as Item 1.11.1.

SECTION 4. PROJECT MANAGEMENT SECTION

This section generally describes the project lifecycle from initiation through closeout and certification. Each project is unique and differs in scope and size. The resources assigned to a project are customized based on the size, scope, and complexity of the project. We use the terms Project Manager, Design Manager, or Construction Manager generally. Project Manager (PM) typically identifies the District Staff member or consultant assigned to oversee the project from initiation through closeout. The Design Manager or Construction Manager (CM) identifies the consultant hired and assigned to oversee parts of the project in coordination with the District. Every project requires specific expertise throughout the design and construction process.

1. Design Management and Quality Assurance

1.1. Project Initiation.

The initiation of a project is a deliberate and formal process, authorizing the expenditure of District resources in the consideration, review, and approval of a project. During the pre-design process, the District considers many factors that outline the parameters of the project, which may include:

- Project Budget
- Project Funding, including any grant funding and requirements
- Project Schedule
- Phasing (if necessary)
- Temporary Housing / Swing Space (if necessary)
- Facility Needs Assessments (existing or as needed)
- District Operational Requirements
- Division of the State Architect (DSA) Requirements
- Consultants and Consultant Scope of Services
- Community Outreach
- End User Needs
- Campus Impacts, Site Constraints, and Logistics
- Utility Requirements
- Project Delivery Method (Design-Build or Design-Bid-Build)

1.2. Existing Conditions.

The District assembles all available existing site information for the Design Team to use during the design phases of the project, which may include:

- As-built drawings of building(s), including original construction documents and documentation of subsequent renovations.
- Recent Facilities Conditions Assessment(s)
- Recent geotechnical, civil, hydrological, and other environmental investigations.
- Information concerning existing utility service; plans for new utilities or upsizing of existing services.

1.2.1. Consultant Scope and Selection.

District Staff reviews the project and determines when additional project-specific consultants need to be incorporated into the project. Depending on the type of project, consultants may include:

- Architect (AOR)
- Engineer(s) of Record (EOR)
 - Civil Engineer
 - Electrical Engineer
 - Environmental Engineer
 - Geotechnical Engineer
 - Mechanical Engineer
 - Structural Engineer
- Surveyor
- Inspector(s) of Record (IOR)
 - Special Inspector
 - Testing and Materials Inspector
- Project Manager
- Design Manager
- CEQA Consultant
- Construction Manager
- Testing & Material Lab
- Commissioning Agent
- Others as necessary

1.2.2. 2016 Facilities Master Plan.

The BOE approved the 2016 Facilities Master Plan (FMP), which is updated annually and reflects the road map for the project scope, sequence, schedule, and budget. The District is updating the FMP to incorporate Measure R. The FMP, including subsequent annual updates and the Districtwide Facilities Standards that guide our Project Management Process is available on the District website at <https://www.wccusd.net/Page/15554>.

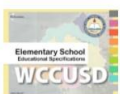
1.2.2.1. Districtwide Facilities Standards.



High School Educational Specifications



Middle School Educational Specifications



Elementary Educational Specifications

The Educational Specifications are Districtwide design standards for the functional use of all school buildings in the District. The Districtwide Educational Specifications Documents are available in three (3) separate packages to describe the places and spaces for Elementary, Middle School, and High School. The guidelines set forth by these documents, intend to create equitable spaces that support the educational program throughout the District.

Based on the complexity and size of the project, the District may prepare a project specific Educational Specification. The Educational Specification conveys the purpose of the project, the size and qualities of each space, the adjacencies of spaces to one another, the types of finishes, environmental characteristics, and other essential project specifics. The resulting Space Planning checklist aligns with the Education Specifications and ensures alignment as the project progresses through the design process.



Material and Product Standards

The District Material and Product Standards provide additional information on the specific attributes and performance expected from the materials listed. The Design Team or Consultant may propose alternative products that meet the performance requirements to the District for approval before proceeding with inclusion into the design.



Sole Source Resolution

PCC §3400 allows the designation of specific materials and products to improve ongoing maintenance and efficiency throughout the District. The current Board-approved list of Sole-Source products is available on the District website <https://www.wccusd.net/Page/15554>.

1.2.3. Budget.

Project budgets require Board approval. Project budgets include all hard costs and soft costs to complete a project. Hard cost describes the construction cost and soft cost describes the non-construction cost. Non-construction costs can include project consultants, furniture, fixtures, and equipment like technology. A project budget is typically 70% construction and 30% non-construction cost, but the actual split depends on project-specific factors. Upon engaging a Design Team for a project, the District and the Design Team validate the project scope, schedule, and budget.

1.2.4. Schedule.

The project master schedule is an analysis tool to evaluate project duration, workload, cash flow, design activities, construction activities, and impacts on campus operations.

The Design Team prepares a detailed scope of work list and work plan in narrative form. This scope of work list and work plan identifies project tasks applicable to the project, which may include architectural programming, design phases, and construction cost estimates. The Design Team assigns duration dates to all tasks and prepares a project schedule in a District-approved format.

1.2.5. Agencies Having Jurisdiction.

The Design Team plans and coordinates Agencies Having Jurisdiction (AHJ) approval for each project. The following is a sample of some of the government agencies and public utility providers that may have jurisdiction for the project:

- **Division of the State Architect**
The Division of State Architect (DSA) acts as California's policy leader for building design and construction and provides design and construction oversight for K-12 schools and community colleges. DSA also develops and maintains accessibility standards and codes utilized in public schools throughout California.
- **State Water Resources Control Board**
The California State Water Resources Control Board's mission is to preserve, enhance, restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future.
- **California Department of Education**
The mission of the California Department of Education (CDE) is to provide leadership, assistance, oversight, and resources so that every Californian has access to an education that meets world-class standards.
- **Office of Public-School Construction**
The Office of Public-School Construction (OPSC) implements and administers the School Facility Program and other programs of the State Allocation Board (SAB). OPSC is also responsible for verifying that all applicant school districts meet specific criteria based on the type of funding request.
- **Department of Toxic Substance Control**
The Department of Toxic Substance Control (DTSC) regulates hazardous waste, cleans up existing contamination, and looks for ways to reduce the hazardous waste products in California.
- **Department of Industrial Relations**
The Department of Industrial Relations (DIR) publishes prevailing wage rates and manages contractor registration to improve California's wage earners' working conditions.
- **Division of Apprenticeship Standards**
The California Division of Apprenticeship Standards (DAS) consults with employers to develop a skilled workforce with viable career pathways to increase productivity and strengthen our economy.
- **California Geological Survey**
The California Geological Survey (CGS) provides scientific products and services about the state's geology, seismology, and minerals that affect the health and safety, and business interests of the people of California.
- **Pacific Gas & Electric**
Pacific Gas & Electric (PG&E) provides natural gas and electric services.
- **East Bay Municipal Utility District (East Bay Mud)**
East Bay Municipal Utility District (East Bay Mud) provides water and sewage treatment services for the San Francisco East Bay Area.

- City or County Fire Departments
 - Water and Sanitary Districts
 - Local Fire Review
 - City or County Public Works/Engineering
- Coordination of off-site improvements that may include street, sidewalk, and sewer work

1.2.6. California Environmental Quality Act.

The California Environmental Quality Act (CEQA) requires a public review of all major projects to ascertain a project's impact on the environment. Upon project initiation, the PM reviews environmental issues and formulates a CEQA compliance strategy relevant to the project.

1.2.7. Project Delivery Methods.

The Project Delivery Method establishes when the parties become engaged, influences the contractual relationships among the parties, influences ownership and impact of changes and modifications of the project cost.

The two Project Delivery Methods currently in use at WCCUSD are Design-Bid-Build (DBB) and Design-Build (DB).

1.2.7.1. Design-Bid-Build.

Design-Bid-Build (DBB) is the most commonly used project delivery method.

DBB Features Include:

- Three linear phases: Design, Bid, and Build
- Three prime players: District, Design Team, Contractor
- Two separate contracts: District to Design Team, District to Contractor

In a DBB project, the responsibilities include:

- District: Program, finance, management
- Design Team: Architectural/ Engineering services
- Contractor: Prime and Subcontractor

Benefits of selecting DBB:

- Multiple and alternative designs can be developed and reviewed
- Architect/Engineer (A/E) works directly for District
- Contractor works directly for District

1.2.7.2. Design-Build.

Design-Build (DB) is the fastest-growing project delivery method in the US for public agencies.

Characteristics of DB include:

- Project value of at least \$1M
- Integrated process; overlapped design and construction
- Often fast-tracked
- Two prime players: District and DBE
- One contract - District to DBE

Responsibilities:

- District: Program, performance requirements, and finance
- DBE: Design and construction

Reasons for selecting DB:

- Single point of responsibility for District
- A/E and Contractor on the same team providing unified recommendations to District
- Early Contractor involvement
- Transfer of risk from District to DBE
- Faster project delivery

1.3. Design Phase.

1.3.1. Design Team Selection and Procurement.

During the Pre-Design Phase, the District determines the type of Design Team appropriate to the scope and selects the Design Team through a fair and competitive process. In Design-Build, the design phases remain the same, but the procurement of the Design Team and contractual relationship with the A/E differs.

1.3.1.1. Value Engineering.

Value Engineering is a systematic approach to achieving the essential functions of a building or a project while minimizing cost without compromising performance.

In the early stages of design, the project team is always looking for opportunities to reduce cost while maintaining longevity and function of the building. As design decisions are made, alternative options are developed to understand the cost, construction, maintenance, and

operation impacts of alternatives. Value Engineering considerations include:

- Identification of needs and definition of function
- Creative solutions to meet the basic need or function
- Developing the costs for the various alternative solutions
- Evaluation and ranking of the various solutions based on project criteria, feasibility of implementation, and cost
- Selection of the optimal solution and implementation

1.3.2. Schematic Design Phase.

Schematic Design is the process of translating the Program into an efficient design that will meet the project objectives. During this phase, the PM's primary role in this phase is to assist the Design Team in reviewing project alternatives and developing a project configuration that meets the site's needs and the District's parameters. The PM coordinates development of the project so that it is within the budget and time constraints established by the District.

1.3.2.1. Architectural.

As required for the scope of the project, the Architect may prepare illustrative drawings and a written report (Basis of Design) describing critical design factors, with outline descriptions of proposed engineering systems, construction types, finish materials, and other work to be included in the project.

The Architect may prepare site plans, floor plans, elevations, sections, and other drawings, sketches, and graphic materials as needed to illustrate the design.

1.3.2.2. Specifications.

The Design Team prepares outline specifications for proposed architectural, structural, mechanical, and electrical materials, systems and equipment, and their Basis of Design and quality standards.

1.3.2.3. Construction Cost Estimate.

The Design Team submits the Schematic Design Construction Cost Estimate, which indicates compliance with budget requirements, and includes breakdowns based on types of materials and systems.

1.3.2.4. Schematic Design Phase Deliverables.

As required for the scope of the project, the Design Team may provide the following deliverables:

- The construction cost estimate aligns with the Preliminary Cost Estimate of the work as approved by the District.
- The Schematic Design fulfills the requirements of the Program Document.
- The location on the site and the scope of site work to be included in the project.
- The general size, shape, massing, plan, and sectional relationships of project components, and layout of the spaces of the new building.
- The selection of the primary exterior and interior materials to be used in the new building.
- The proposed structural materials and systems.
- The proposed mechanical, plumbing, and electrical systems.

1.3.3. Design Development Phase.

In the Design Development Phase, the Design Team further develops the design from the Schematic Design Phase. The Design Team provides an update to the schedule they created during the Schematic Design Phase. By the end of the phase, the building exterior and the interior layout will be more fully defined, dimension of spaces finalized, and most materials selected.

1.3.3.1. Design Development Documents.

The Design Team furnishes all design and engineering information required to prepare and process applications for service to utilities. The Design Development documents include the site plans, floor plans, elevations, sections, and other drawings needed to describe the Project's architectural, structural, mechanical, plumbing, and electrical systems. Outline specifications describe all major systems and products and the type and quality of materials and equipment.

1.3.3.2. Construction Cost Estimate.

The Design Team uses the Schematic Design cost estimate as a basis for developing an updated estimate of probable construction costs, containing detail consistent with the Design Development Documents and a breakdown based on types of materials and systems. If the budget is not balanced, the Design Team provides alternatives that the District can review to balance the budget before moving into the next phase of design.

1.3.3.3. Design Development Phase Deliverables.

As required for the scope of the project, the Design Team may provide the following deliverables:

- Design Development Drawings
- Outline Specifications
- Design Development Phase Construction Cost Estimate
- Division of the State Architect (DSA) file, including all correspondence with and meeting notes for preliminary meetings with DSA

1.3.4. Construction Documents Phase.

The design drawings develop into a precise and thorough set of construction documents containing all the information necessary to communicate the design to a contractor to build the project. The Construction Documents include all drawings, specifications, and calculations required to obtain all permits and approvals from all federal, state, regional, and local AHJs.

1.3.4.1. Constructability Review.

A Constructability Review is a review of documents to maximize the opportunity for the project to be buildable, cost-effective, and maintainable. The District may hire an independent designer or another consultant to conduct a Constructability Review. The Design Team makes all agreed-upon changes to the Construction Documents that result from any Constructability Review.

An effective Constructability Review process accomplishes several goals:

- The project, as detailed in the plans and specifications, can be constructed using standard construction methods, materials, and techniques.
- The plans and specifications provide the Contractor with clear, concise information to prepare a competitive, cost-effective bid and avoid future change orders.

1.3.4.2. Construction Cost Estimate.

The Design Team shall prepare the final Construction Cost Estimate and submits it to the District for review and approval. If the budget is not balanced, the Design Team provides alternatives that the District can review to balance the budget before moving into the next phase of design.

1.4. DSA Permitting Process.

For most District projects, the Division of the State Architect (DSA) is the building code AHJ over K-12 construction. Partnership and coordination with DSA begin during the initial planning stages and continues through DSA approval of the design, construction management, and project certification.

2. Construction Management and Quality Assurance

2.1. Pre-Construction.

2.1.1. Preconstruction Meeting.

The Construction Manager (CM) conducts a Preconstruction Meeting with all of the key stakeholders of the project. At the meeting, the CM highlights the logistics and protocols for the Project. Attendees typically include the PM, CM, Inspector of Record (IOR), AOR/EOR, and Contractor's Team.

2.1.2. Contractor Initial Submittals.

The Contract Time commences on the date specified in the Notice to Proceed. The Contractor prepares and submits to the District for review the initial submittals listed below.

2.1.2.1. Preliminary Construction Schedule.

The Contractor provides a preliminary construction schedule to the CM that indicates the start and completion dates of the various stages of the Work. This schedule includes and identifies all tasks on the project's critical path with start and completion dates, all contract milestones with a completion date(s) as required by the District, and the date of Project Completion.

2.1.2.2. Schedule of Values.

The Contractor prepares a preliminary Schedule of Values for all components of the work. Once the CM approves the preliminary Schedule of Values, it becomes the project Schedule of Values. It is not modified or amended by the Contractor without the District's prior written consent and approval.

2.1.2.3. Completed Subcontractor List.

The Contractor submits a list of all Subcontractors plus suppliers of major components or equipment.

2.1.2.4. Preliminary Schedule of Submittals.

The Contractor provides the CM a preliminary Schedule of Submittals, including Shop Drawings, Product Data, and Samples.

2.1.2.5. Contractor/DBE's Safety Plan.

The Contractor/DBE provides a Safety Plan specifically adapted for the project. The CM is responsible for ensuring the Contractor/DBE's Safety Plan aligns with the contract requirements.

2.1.2.6. COVID-19.

The Contractor will be responsible for adapting and complying with safety protocols that may emerge during construction, including all federal, state, and local COVID-19 requirements.

2.1.3. Pre-Job Meeting (Mark Up Meeting).

The District has a Project Labor Agreement (PLA) that extends to all bond-funded construction projects with an original construction contract greater than one million dollars. All PLA projects hold a Pre-Job Meeting at the beginning of the Project. At the meeting, the Contractor and Subcontractors meet with the Building Trades representatives to review the provisions of the District's PLA. There may be more than one Pre-Job meeting, depending on the duration and needs of a specific project. The District's Labor Coordinator is Construction Employers Advocates. They act as a liaison between the Building Trades, Contractor/DBE, and District to help support any issues that may develop during construction.

2.2. Construction Management.

2.2.1. Project Progress Meetings.

The CM schedules and administers weekly Project Progress Meetings. Required meeting attendees typically include the PM, CM, Contractor/DBE, IOR, and AOR/EOR of Record.

2.2.2. Pre-Installation Meetings.

The purpose of pre-installation meetings is to review Contract Documents, conditions of installation, preparation and installation procedures, coordination with related work, and manufacturer's recommendations. The Construction Manager ensures that the Contractor/DBE coordinates and conducts pre-installation meetings at the project site per the Contract Documents.

2.2.3. Schedule and Schedule Review.

All projects require the submission and maintenance of a Construction Schedule. Construction Schedules enable the District to gauge the progress of the project and validate Contractor/DBE pay applications.

The CM verifies that the schedule:

- Is in the form required by the contract

- Includes all Milestones required by the contract
- Includes milestone completion dates that support the overall Project Schedule
- Is based upon approved, site-specific work hours and work rules
- Is coordinated with other work at the Project Site, if applicable.
- Schedules for projects which have multiple trades providing equipment, materials, and other supplies include activities for procurement, delivery, storing, rigging, installation, and startup including:
 - Time for submittals
 - Time for fabrication and delivery
 - Interdependence of procurement and construction activities
 - Dates and durations for Mobilization, Start-Up of Equipment, Test and Balance, Substantial Completion, and Administrative Closeout

2.2.3.1. Look-Ahead Schedule.

The Contractor/Look-Ahead Schedule includes weekly updates to all construction, submittal, fabrication/procurement, and separate work contract activities.

2.2.4. Inspections.

The Project Inspector of Record (IOR) is employed by the District, certified by DSA, and specifically approved by DSA and applicable project design professionals to provide inspections for the specific project.

2.2.5. Testing and Special Inspections.

Construction inspections and material testing verify conditions are compliant with the DSA-approved Construction Documents. Depending on the project, testing and construction inspections may be conducted by:

- Architect or Engineer of Record and their consulting engineers
- Certified Special Inspectors (Welding)
- Geotechnical Engineer of Record
- Environmental Engineer
- Independent testing and inspection agencies
- Manufacturer's representatives
- Owner consultants and representatives

2.2.6. As-Built Drawings.

The Contractor/DBE is responsible for maintaining a set of As-Built Drawings throughout the project that reflects the changes made during the performance

of the work and records any differences between the original design and the work as built. The Contractor/DBE indicates on drawings all deviations from the original scope of work on the contract drawings (e.g., pipe and conduit locations) and deviations caused by Construction Directives, RFIs, COs, and Addenda.

The Contractor and AOR or DBE are responsible for producing a final set of As-Built Drawings, which show all of the work as actually constructed and submitted to the District upon Project Completion.

2.2.7. Submittals.

Submittals are an integral part of the work performed by the Contractor/DBE in the execution of the contract. Submittal review includes the AOR/EOR, CM, and other parties as required by the Contract Documents. Most submittals relate to the technical requirements, which may include products, assemblies, and samples. Others relate to administrative requirements such as the project schedules, Schedule of Values. In all cases, the CM ensures that all submittals are appropriately received, reviewed, and tracked.

2.2.8. Shop Drawings.

The Contractor/DBE creates shop drawings that conform to the requirements outlined in the Contract Documents. The CM ensures that the Contractor/DBE does not use or allow others to use Shop Drawings which have been submitted but not approved.

2.2.9. Material Substitutions.

Substitutions may be allowed when the Contractor/DBE proposes to provide a contractually required item that is different than identified in the specifications. All substitutions require the review and approval of the District.

No substitutions are made until approved, in writing, by the District. The burden of proof as to the quality of any material, process, or article rests with the Contractor/DBE. The Contractor/DBE warrants that if substitutes are approved:

- The proposed substitute is equal or superior in all respects to that specified.
- The Contractor/DBE provides the same warranties and guarantees for the substitute as specified.
- The Contractor/DBE is fully responsible for the installation of the substitute.
- The Contractor/DBE is responsible for any re-design costs occasioned by the District's acceptance of any substitute.
- If the Contractor/DBE proposes to furnish a material, process, or article that is more expensive than the one specified, the Contractor/DBE bears the difference in cost.

2.2.10. Requests for Information.

A Request for Information (RFI) is a written request from the Contractor/DBE, requesting additional information to clarify or resolve any issues from the Contract Documents or address issues that have arisen due to field conditions. The CM reviews a list of all outstanding RFI's at each Progress Meeting.

2.3. Change Management.

Change orders record and authorize changes in the contract scope, amount, and duration. The CM is responsible for ensuring that the administration of changes in the work follows the prescribed contract provisions

2.3.1. Proposed Change Orders.

A Proposed Change Order (PCO) is a written request that the Contractor/DBE prepares to request that the District issue a Change Order (CO) based upon a proposed change to the work, and in any situation where the Contractor/DBE believes a change in the work has occurred. Every PCO that the District approves will become part of a CO.

The Contractor/DBE provides the PCO on District-approved forms and includes backup documentation to support any additions, deletions, or revisions in the work, including a detailed cost breakdown validating a proposed adjustment to the Contract Amount. The Contractor/DBE submits Drawings, Specifications, and sketches as necessary to illustrate their reasoning for a PCO.

2.3.2. DSA Construction Change Documents, Category A and B.

Changes to the DSA-Approved Construction Documents require a Construction Change Document (CCD).

Changes that impact the Structural Safety, Access Compliance, or Fire and Life Safety portions of the project are classified as CCD Category A and may require submittal and approval by DSA before the commencement of the relevant work. Changes that do not impact the Structural Safety, Access Compliance, or Fire and Life Safety portions of the project are classified as CCD Category B and are not required to be submitted to DSA unless specifically required, in writing, by DSA. The AOR, with the IOR's assistance, is responsible for determining the correct CCD classification.

The final verified report from the AOR must include a statement that DSA has approved all changes to the Structural Safety, Access Compliance, and Fire Life Safety portions of the project.

2.3.3. Change Reason Code.

Every PCO includes a reason for the change that identifies the catalyst for the change. There are four different types of reason codes. The first type is an unforeseen condition that could not have been reasonably known or investigated without destructive testing. The second is an owner-initiated request. The third type is an Agency Having Jurisdiction that requests a modification to the project. The last category is design deficiencies resulting from errors or omissions by the Design Team.

2.3.4. Change Order Process.

The Construction Manager (CM) and the Contractor/DBE meet to review the PCO. Once the Contractor/DBE and District reach an agreement on proposed changes to Contract Cost and Time, the CM prepares a Change Order (CO) package for District review and approval. PCOs and COs missing adequate backup documentation will not be processed.

Change Order packages include the following documentation:

1. Change Order Checklist (Appendix Item 1.9.4)
2. Change Order Approval Form (signatory page)
3. Change Reason Code
4. Proposed Change Order Approval Form (PCO) with signatures
5. Price Request (if any)
6. Request for Information (if any)

District Staff submits COs to the BOE for approval. Post-approval, the CM is responsible for notifying the Contractor/DBE and distributing the approved CO documents to the project team and appropriate files. Once the Board approves the CO, the Contractor/DBE may include the CO in their next Payment Application. [For more information about Board approval of COs, please see Admin 4.1.3.3 Change Orders.](#)

2.3.5. Unilateral Change Order.

The District may issue a Unilateral Change Order in the absence of agreement on the terms of a Change Order. If there is partial agreement on a PCO, the Construction Manager may issue a CO for those portions of the PCO upon which the Contractor/DBE and the CM have mutually agreed. The resolution of any dispute about the sum of the Unilateral Change Order or timing of payment follows the contractual payment provisions and the Claims and Dispute Resolution Process.

2.3.6. Contractor/DBE Payments.

This procedure outlines actions required for the review and approval of Contractor/DBE submitted Payment Applications.

2.3.6.1. Submittal of Payment Application.

Each calendar month during the project, the Contractor/DBE submits to the CM the Application for Payment on AIA Form G702 Application and Certificate for Payment and AIA Form G703 Continuation Sheet, or a District-approved form with the same information as these AIA forms, for work completed during the preceding month.

2.3.6.2. Retention and Withholds.

PCC §7201 authorizes the District to withhold five percent (5%) retention from all Progress Payments and permits the substitution of securities for retention in accordance with the Contract Documents.

2.3.6.3. Stop Notices.

If the District receives a Stop Notice, the District will issue a Notice of Withhold for the Stop Notice, plus administrative funds to cover potential expenses (for a total of 125% of the Stop Notice amount). The Notice of Withhold will be sent to the General Contractor/DBE and will copy the claimant, PM/CM, and all three members of the Bond Controls Team.

The District coordinates with the PM/CM to ensure that the Contractor/DBE's Payment Applications are processed with the current cumulative withhold amounts for the respective pay period.

The District withholds the funds until the stop notice is resolved. Only at that point will the District issue a Release of Withhold and distribute the correspondence to the same project distribution.

2.3.6.4. Pre-Approval Review.

Upon receipt of the draft Payment Application, the CM conducts a pre-approval review with the Project Team to ensure that all required forms are accurately completed and verify the completion of all contract requirements precedent to approval of the payment.

During that review, the relevant parties:

- Review the Payment Application to ensure accuracy and completeness
- Review the percent of work completed
- Compare "Description of Work" and "Scheduled Values" submitted against the approved Project Schedule of Values.
- Verify approved CO Work percent completed for each CO line item

- Verify that all stored material for which Contractor/DBE seeks payment is in accordance with the requirements of the Contract Documents
- Verify submittal of contract required submittals
- Verify the status of any potential and ongoing Stop Notice

2.3.6.5. Contractor/DBE Submittal of Payment Application

The Contractor/DBE submits each Payment Application to the CM, who must validate complete and accurate submittal of the payment before accepting the Pay Application and circulating for all required approvals.

If the CM determines that the application is not acceptable, the CM must return the Pay Application to Contractor/DBE. The Pay Application should include a written statement detailing the reason for the rejection within seven (7) days from the date of receipt. The Contractor/DBE must then resubmit the Application for Payment and supporting documentation to the Construction Manager.

2.3.7. Payment Application Processing.

The CM assembles a payment package consisting of complete sets of the following documents in the order listed:

1. Signed Payment Application
2. Copies of Contractor/DBE material or equipment rental invoices as required
3. Unconditional Waiver and Release for prior pay application.
4. Conditional Waiver and Release for current pay application.

2.3.8. Final Payment at Completion.

Contractual requirements that must be reviewed and considered when processing a Final Payment include:

1. A full and final waiver or release of all Stop Notices
2. A duly completed and executed Conditional Waiver and Release Upon Final Payment from the Contractor/DBE and each Subcontractor of any tier and supplier
3. A duly completed and executed Unconditional Waiver and Release Upon Final Payment from the Contractor/DBE and each Subcontractor of any tier and supplier that received payment from the previous progress payment
4. The Contractor/DBE has made all corrections required to remedy any defects, obtain compliance with the Contract Documents

5. Each Subcontractor has delivered to the Contractor/DBE all written guarantees, warranties, applications, and bonds required by the Contract Documents for its portion of the work
6. The Contractor/DBE has completed all completion and closeout requirements outlined in the Contract Documents, including submission of an approved set of complete As-builts
7. The Contractor/DBE has delivered to the District all manuals and materials required by the Contract Documents
8. The Contractor/DBE has completed the final clean up

2.3.9. Release of Retention.

The retention, less any amounts disputed by the District or that the District has the right to withhold according to the Contract provisions, is paid thirty-five (35) days after recording the Notice of Completion or the final acceptance of the project.

2.4. Close-Out.

2.4.1. Contract Closeout Procedures.

When the Contractor/DBE considers the work complete, they submit a written request to the CM. The decision to proceed with inspection of the work requires verification that the project-specific contract requirements. When the CM determines that the work meets the contract requirements criteria, the CM, in consultation with the IOR and AOR/EOR, schedules a Completion Inspection. If the CM does not consider the work complete, they notify the Contractor/DBE in writing, stating the reasons for rejecting the request.

2.4.2. Inspection for Completion: Punchlist Process.

If the work is judged to be incomplete, the CM issues written notification to the Contractor/DBE, with the list of corrective items and deficiencies attached, and that the request for Completion has been rejected and that the Contractor/DBE proceeds to complete the work.

If the list of work to complete represents minor and corrective actions to work that is already installed and in place, and not still requiring installation or completion, the CM issues the official Punchlist and requests that the Contractor/DBE promptly proceeds to correct the items on the Punchlist.

2.4.3. Final Acceptance of the Work

Upon completion of all items on the Punchlist and any other uncompleted portions of the work, the Contractor/DBE notifies the CM. If the CM, in conjunction with the IOR and Architect, finds the work complete and acceptable under the Contract Documents, the CM reviews the Notice of Completion or Project Acceptance with District Staff.

2.5. Fixtures, Furnishings, and Equipment (FF&E) Delivery and Installation.

Planning the Fixtures, Furnishings, and Equipment (FF&E) starts during the Design Development Phase of the project when decisions regarding the floor plan and access are determined in many locations by furniture layouts.

Alternatively, the procurement aligns with the construction schedule. Installation of FF&E in the completed project is scheduled to follow completion of the building and precedes move-in of District personnel and materials and equipment. The District's Project Schedule allows for this sequence to occur and anticipates the time necessary for FF&E move-in and installation.

A formal FF&E Punchlist inspection is conducted after the installation to confirm conformance to the contract documents.

2.6. Move Management and Occupancy.

Depending on the type of project, move management to temporary housing at the beginning of the project or move management into the new or renovated facilities. The components to any successful move include ongoing coordination and communication with the Site. The move schedule should minimize any interruptions and provide clear milestones and packing procedures to follow.

2.7. DSA Certification and Closeout.

The DSA Project Certification Phase entails review and verification that the constructed project complies with the DSA-Approved Construction Documents. After DSA has completed their review of the project files, they issue a notification of certification status.

2.8. Maintenance of District Assets and Warranty Conditions Compliance.

The Operations and Maintenance manuals provide services and preventative maintenance recommendations for products and equipment installed during construction. The CM prepares a spreadsheet that summarizes the service and maintenance tasks and timeframes, so District Staff can anticipate, plan and schedule future service to maintain the warranty.

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1.10.2. Project Bid Schedule & Logistics Checklist

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3. ACRONYM APPENDIX

- 3.1. Acronym & Abbreviation Guide

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOND PROGRAM MANAGEMENT PLAN: APPENDICES

MAY 14, 2021



SECTION 5. APPENDICES

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3. **ACRONYM APPENDIX**

- 3.1. Acronym & Abbreviation Guide



1. RESOURCE APPENDIX

1.1. Bond Program Team Organizational Chart





Bond Program Team

September 2021



Silvia Garfield
Sr. Administrative
Assistant Confidential

Luis Freese

Associate Superintendent

Cabinet Member representing Bond Program, Facilities, Maintenance, Operations, and Custodial Departments

Bond Controls Team = Management Staff Approvers for Contract, Fiscal & Facilities

Executive Director, Contracts Administration
Melissa Payne
Contracts Approver

Coordinator Finance (Business)
SeungJa Cha
Fiscal Approver

Director, Facilities, Planning & Construction
Ellen Mejia Hooper
Facilities Approver

Admin Service Contracts Manager
Consuelo Rojas

Admin Service Contracts Manager
Imelda Sanchez

Admin Tech
Zenaída Riveria - Camacho

Contracts Team

Fiscal Initiators

Accounting Tech
Nicole Koyanagi

Accounting Tech
Delena Leung

Sr. Budget Clerk
Lina Sonico

Fiscal Team

Bond Project Manager
Joe Mayes

Bond Project Manager
Eduardo Donoso

DM/CM Management Augmentation (Contractors)

Project Team

1. RESOURCE APPENDIX

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1.2.2.1. Design Build

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Gym / Main Entry & Student Quad

CONSTRUCTION ACTIVITIES

Previous Month:

Locker Delivery and installation completed
Bleacher Delivery and Installation completed
Plaster Operations completed
HVAC Test and Balance and Commissioning
Landscape planting irrigation and controls
Final Concrete Flatwork Placement completed
Final Grading and Demo for AC Paving
Electrical and Low Voltage Testing at GYM and Health Clinic

Upcoming Month:

Punchlist Corrections
Completion of AC Paving
Completion of Gates
Parking Lot Striping at Health Clinic



PROJECT FACTS

New Auxiliary Gym Square Footage: 15,500

Completion: The Science Classroom Building has been completed except the exterior elevator. Elevator state inspection and approval expected mid March. New Auxiliary GYM is complete with final punchlist wrapping up in March.

Design Build Contractor:

Lathrop Construction Associates
www.lathropconstruction.com

Design Build Architect:

HKIT Architects
www.hkit.com

CONTACT INFORMATION

To subscribe to this monthly newsletter or to submit project questions, please email:

Facilitiesplanning@wccusd.net

Construction Manger

Peter Hempel

Project Manager

Swinerton Management & Consulting

415.516.1250

1. RESOURCE APPENDIX

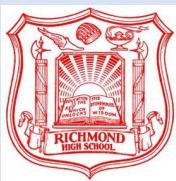
1.2. Project Reporting

1.2.2. Project Status Report

1.2.2.1. Design Build

1.2.2.2. Design Bid Build

Project Status Report: 3/3/2021



Richmond High School Critical Needs Project

1250 23rd Street
Richmond CA 94804

Project No: 1000003023 DSA No: 01-118099

Project Scope	New construction of a single story gymnasium, demolition of old gymnasium and new plaza sitwork. Seismic upgrade of existing two-story Science Building and sitwork surrounding the building, including adding a new exterior elevator to the building. Demolition of existing Building A (old auto-shop building) and repavement of area to prepare for new Health Clinic portable buildings.

Project Team	Owner	WCCUSD
	DBE	Lathrop Construction
	Construction Manager	Swinerton
	Inspector	Structure Groups

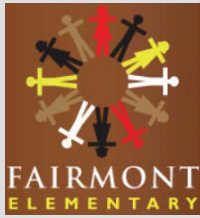
Schedule	NTP	11/11/2019
	Original Project Duration	459
	Final Completion	2/11/2021
	Approved Time Extensions	22
	Revised Project Duration	481
	Revised Completion Date	3/5/2021
	Calendar Days Lapsed	479 100%



Contract Summary	Original Scope	\$16,399,899
	District Contingency	\$0
	Project Contingency	\$1,639,990
	Original Contract Amount	\$18,039,889
	Amendment to Scope	\$1,092,952
	Amendment to District Contingency	\$900,000
	Amendment to Project Contingency	-\$300,000
	Amendments to Date	\$1,692,952
	Revised Contract Amount	\$19,732,841
	District Contingency	\$900,000
	Executed CO	11 \$520,875 58%
	Remaining Contingency	\$379,125 42%
	Project Contingency	\$1,339,990
	Executed CO	10 \$314,475 23%
	Remaining Contingency	\$1,025,515 77%
	Pending PCOs (District)	6 \$133,024
	Pending PCOs (Project)	10 \$186,171
	Rejected PCOs (District)	0 \$0
	Rejected PCOs (Project)	0 \$0
	Completed & Stored \$ Billed to Date	\$16,733,136 85%
	Stop Notices	\$0

Project Status	Completed Work: At new Auxiliary Gymnasium: Locker delivery and installation completed Bleacher delivery and installation completed Plaster operations completed HVAC Test and Balance and Commissioning ongoing Final concrete flatwork placement completed Final grading and demo for AC paving ongoing Electrical and low voltage testing ongoing At Quad: Landscape irrigation of Bioswale and planters continued Plaster work at Main Building completed At Science Building: Plaster work at elevator tower completed
	Upcoming Work: Punchlist corrections ongoing Completion of AC paving Completion of gates Parking lot striping
Project Issues:	

Project Status Report: 09/02/2020



Fairmont Elementary School Critical Needs Modernization Phase 2

724 Kearney Street
El Cerrito, CA 94530

Project No: **1000003356** DSA No: **01-117906**

Project Scope	Replacement of fire alarm system, three new ADA compliant restrooms, replace classroom flooring.
---------------	--

Project Team	Owner	WCCUSD
	Architect	HY Architects
	Construction Manager	Lisa Nagai
	Contractor	Mar Con Builders, Co.
	Inspector	Brad Williamson

Schedule	NTP	06/08/2020
	Original Project Duration	61
	Final Completion	08/07/2020
	Approved Time Extensions	0
	Revised Project Duration	61
	Revised Completion Date	08/07/2020
	Calendar Days Lapsed	87 143%



Contract Summary	Original Contract Amount	\$ 1,363,095		
	BOE Executed Cos	0	\$ 0	0%
	Unforeseen Conditions	0	\$ 0	0%
	Owner Requested	0	\$ 0	0%
	Design Changes	0	\$ 0	0%
	Outside Agency/Other	0	\$ 0	0%
	Revised Contract Amount (Contract + \$ Executed CO)	\$ 1,363,095		
	No. of PCOs	5	\$ 11,354	1%
	Pending PCOs	5	\$ 11,354	1%
	Rejected PCOs	0	\$ 0	0%
Completed & Stored \$ billed to Date	\$ 665,597			49%
Stop Notices	\$ 0			

Project Status	Completed Work:	Building 300 Multi-Use Building Floor Tile installation completed. Buildings 400 and 500 Classrooms and Hallways Floor Tiles installation completed. New Fire Alarm at 100,200,400, 500, and portables Final Test completed. Building 500 Staff and Special Ed new restroom completed. Boys and Girls restroom at Building 400 and 500 completed.
	Upcoming Work:	New exterior door at Multi-use Building. Building 500 Staff and Special Ed restroom: New doors
	Project Issues:	None

1. RESOURCE APPENDIX

1.3. Financial Reports

- 1.3.1. Consolidated Budget Status Report, Program Wide
- 1.3.2. Consolidated Budget Status Report, 2016 Facilities Master Plan
- 1.3.3. Bond Program Spending to Date by Site, Program Wide
- 1.3.4. Bond Program Financial Status, Report 13, Program Wide
- 1.3.5. Report 13 Monthly Variance
- 1.3.6. Accounts Payable Checklist, Monthly
- 1.3.7. Annual Calendar Year Report 13 Variance
- 1.3.8. Annual Calendar Year Bond Program Key Performance Indicators
- 1.3.9. Bond Program Cash Flow Report





Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
1 Bayview Elementary School						
Legacy Project	19,850,802	19,850,802	100.0%	-	19,850,802	100.0%
	19,850,802	19,850,802	100.0%	-	19,850,802	100.0%
1 Cameron						
* Critical Needs	1,300,000	82,400	6.3%	1,217,600	-	0.0%
Legacy Project	122,195	122,195	100.0%	-	122,195	100.0%
	1,422,195	204,595	14.4%	1,217,600	122,195	8.6%
1 Castro Elementary School						
Legacy Project	620,944	620,944	100.0%	-	620,944	100.0%
	620,944	620,944	100.0%	-	620,944	100.0%
1 Chavez Elementary School						
Critical Needs	72,847	72,847	100.0%	-	72,847	100.0%
Legacy Project	985,387	985,387	100.0%	-	985,387	100.0%
	1,058,234	1,058,234	100.0%	-	1,058,234	100.0%
1 Collins Elementary School						
* Critical Needs	3,500,000	221,000	6.3%	3,279,000	-	0.0%
Legacy Project	1,638,871	1,638,871	100.0%	-	1,638,871	100.0%
	5,138,871	1,859,871	36.2%	3,279,000	1,638,871	31.9%
1 Coronado Elementary School						
Legacy Project	43,022,627	43,022,627	100.0%	-	43,022,627	100.0%
	43,022,627	43,022,627	100.0%	-	43,022,627	100.0%
1 Dover Elementary School						
Legacy Project	35,095,267	35,095,267	100.0%	-	35,095,267	100.0%
	35,095,267	35,095,267	100.0%	-	35,095,267	100.0%
1 Downer Elementary School						
Legacy Project	33,415,902	33,415,902	100.0%	-	33,415,902	100.0%
	33,415,902	33,415,902	100.0%	-	33,415,902	100.0%
1 El Sobrante Elementary School						
Legacy Project	536,231	536,231	100.0%	-	536,231	100.0%
	536,231	536,231	100.0%	-	536,231	100.0%
1 Ellerhorst Elementary School						
Legacy Project	13,931,806	13,931,806	100.0%	-	13,931,806	100.0%
	13,931,806	13,931,806	100.0%	-	13,931,806	100.0%
1 Fairmont Elementary School						
* Critical Needs	3,000,000	2,685,037	89.5%	314,963	2,613,231	87.1%
Legacy Project	3,864,259	3,864,259	100.0%	-	3,864,259	100.0%
	6,864,259	6,549,296	95.4%	314,963	6,477,489	94.4%
1 Ford Elementary School						
Legacy Project	30,817,526	30,817,526	100.0%	-	30,817,526	100.0%
	30,817,526	30,817,526	100.0%	-	30,817,526	100.0%
1 Grant Elementary School						
Critical Needs	211,467	211,467	100.0%	-	211,467	100.0%
Legacy Project	1,944,098	1,944,098	100.0%	-	1,944,098	100.0%
	2,155,565	2,155,565	100.0%	-	2,155,565	100.0%
1 Hanna Ranch Elementary School						
Legacy Project	783,349	783,349	100.0%	-	783,349	100.0%
	783,349	783,349	100.0%	-	783,349	100.0%
1 Harbour Way						
Legacy Project	121,944	121,944	100.0%	-	121,944	100.0%
	121,944	121,944	100.0%	-	121,944	100.0%



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
1 Harding Elementary School						
Legacy Project	22,632,446	22,632,446	100.0%	-	22,632,446	100.0%
	22,632,446	22,632,446	100.0%	-	22,632,446	100.0%
1 Harmon Knolls						
Critical Needs	406,946	406,946	100.0%	-	406,946	100.0%
Soil Testing	41,489	41,489	100.0%	-	41,489	100.0%
	448,435	448,435	100.0%	-	448,435	100.0%
1 Highland Elementary School						
* Water & Power Upgrade	747,125	-	0.0%	747,125	-	0.0%
Critical Needs	52,875	52,875	100.0%	-	52,875	100.0%
Legacy Project	1,879,839	1,879,839	100.0%	-	1,879,839	100.0%
	2,679,839	1,932,714	72.1%	747,125	1,932,714	72.1%
1 Kensington Elementary School						
Legacy Project	19,343,892	19,343,892	100.0%	-	19,343,892	100.0%
	19,343,892	19,343,892	100.0%	-	19,343,892	100.0%
1 King Elementary School						
Legacy Project	25,342,166	25,342,166	100.0%	-	25,342,166	100.0%
	25,342,166	25,342,166	100.0%	-	25,342,166	100.0%
1 Lake Elementary School						
* Campus Replacement	65,600,000	193,089	0.3%	65,406,911	191,489	0.3%
Legacy Project	1,500,322	1,500,322	100.0%	-	1,500,322	100.0%
Portable Demolition	147,501	147,501	100.0%	-	147,501	100.0%
	67,247,823	1,840,912	2.7%	65,406,911	1,839,312	2.7%
1 Lincoln Elementary School						
Legacy Project	17,676,561	17,676,561	100.0%	-	17,676,561	100.0%
	17,676,561	17,676,561	100.0%	-	17,676,561	100.0%
1 Lupine Hills Elementary School						
Legacy Project	15,395,678	15,395,678	100.0%	-	15,395,678	100.0%
	15,395,678	15,395,678	100.0%	-	15,395,678	100.0%
1 Madera Elementary School						
Legacy Project	12,233,801	12,233,801	100.0%	-	12,233,801	100.0%
	12,233,801	12,233,801	100.0%	-	12,233,801	100.0%
1 Michelle Obama School						
* Campus Replacement	40,300,000	39,312,782	97.6%	987,218	39,075,512	97.0%
Legacy Project	3,829,324	3,829,324	100.0%	-	3,829,324	100.0%
	44,129,324	43,142,106	97.8%	987,218	42,904,836	97.2%
1 Mira Vista K-8						
Legacy Project	16,651,130	16,651,130	100.0%	-	16,651,130	100.0%
	16,651,130	16,651,130	100.0%	-	16,651,130	100.0%
1 Montalvin K-8						
Additional New Classrooms	4,028,011	4,028,011	100.0%	-	4,028,011	100.0%
Legacy Project	12,763,017	12,763,017	100.0%	-	12,763,017	100.0%
	16,791,028	16,791,028	100.0%	-	16,791,028	100.0%
1 Murphy Elementary School						
Legacy Project	15,619,655	15,619,655	100.0%	-	15,619,655	100.0%
	15,619,655	15,619,655	100.0%	-	15,619,655	100.0%
1 Nystrom Elementary School						
Classroom Renovation	30,233,455	30,233,455	100.0%	-	30,233,455	100.0%
Demo Portable and Sitework	518,285	518,285	100.0%	-	518,285	100.0%
Legacy Project	5,442,234	5,442,234	100.0%	-	5,442,234	100.0%



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
Multi-purpose Room	11,606,839	11,606,839	100.0%	-	11,606,839	100.0%
	47,800,813	47,800,813	100.0%	-	47,800,813	100.0%
1 Ohlone Elementary School						
Classroom and Admin Building	24,508,510	24,508,510	100.0%	-	24,508,510	100.0%
Critical Needs	623,885	623,885	100.0%	-	623,885	100.0%
Legacy Project	3,962,598	3,962,598	100.0%	-	3,962,598	100.0%
Portable Removal and Playgroun	5,397,758	5,397,758	100.0%	-	5,397,758	100.0%
	34,492,752	34,492,752	100.0%	-	34,492,752	100.0%
1 Olinda Elementary School						
Critical Needs	793,247	793,247	100.0%	-	793,247	100.0%
Legacy Project	1,286,942	1,286,942	100.0%	-	1,286,942	100.0%
	2,080,188	2,080,188	100.0%	-	2,080,188	100.0%
1 Peres K-8						
Legacy Project	21,424,293	21,424,293	100.0%	-	21,424,293	100.0%
	21,424,293	21,424,293	100.0%	-	21,424,293	100.0%
1 RCP Charter School						
Legacy Project	4,415,204	4,415,204	100.0%	-	4,415,204	100.0%
	4,415,204	4,415,204	100.0%	-	4,415,204	100.0%
1 Riverside Elementary School						
* Critical Needs	6,900,000	3,123,386	45.3%	3,776,614	165,423	2.4%
Legacy Project	14,611,005	14,611,005	100.0%	-	14,611,005	100.0%
	21,511,005	17,734,391	82.4%	3,776,614	14,776,428	68.7%
1 Seaview Elementary School						
Legacy Project	499,116	499,116	100.0%	-	499,116	100.0%
	499,116	499,116	100.0%	-	499,116	100.0%
1 Shannon Elementary School						
* Critical Needs	7,100,000	368,438	5.2%	6,731,562	2,800	0.0%
Legacy Project	1,555,163	1,555,163	100.0%	-	1,555,163	100.0%
	8,655,163	1,923,601	22.2%	6,731,562	1,557,963	18.0%
1 Sheldon Elementary School						
Legacy Project	15,102,837	15,102,837	100.0%	-	15,102,837	100.0%
	15,102,837	15,102,837	100.0%	-	15,102,837	100.0%
1 Stege Elementary School						
* Critical Needs	2,900,000	35,900	1.2%	2,864,100	35,900	1.2%
Legacy Project	3,445,886	3,445,886	100.0%	-	3,445,886	100.0%
	6,345,886	3,481,786	54.9%	2,864,100	3,481,786	54.9%
1 Stewart K-8						
Legacy Project	16,737,037	16,737,037	100.0%	-	16,737,037	100.0%
	16,737,037	16,737,037	100.0%	-	16,737,037	100.0%
1 Tara Hills Elementary School						
Legacy Project	14,975,067	14,975,067	100.0%	-	14,975,067	100.0%
	14,975,067	14,975,067	100.0%	-	14,975,067	100.0%
1 TLC Elementary School						
Legacy Project	116,673	116,673	100.0%	-	116,673	100.0%
	116,673	116,673	100.0%	-	116,673	100.0%
1 Valley View Elementary School						
Critical Needs	1,091,447	1,091,447	100.0%	-	1,091,447	100.0%
Existing Campus Demo	33,096	33,096	100.0%	-	33,096	100.0%
Legacy Project	3,908,093	3,908,093	100.0%	-	3,908,093	100.0%
Portables	5,189,726	5,189,726	100.0%	-	5,189,726	100.0%



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
	10,222,362	10,222,362	100.0%	-	10,222,362	100.0%
1 Verde K-8						
Legacy Project	16,065,870	16,065,870	100.0%	-	16,065,870	100.0%
	16,065,870	16,065,870	100.0%	-	16,065,870	100.0%
1 Washington Elementary School						
Legacy Project	15,322,847	15,322,847	100.0%	-	15,322,847	100.0%
	15,322,847	15,322,847	100.0%	-	15,322,847	100.0%
1 West Hercules						
Legacy Project	56,847	56,847	100.0%	-	56,847	100.0%
	56,847	56,847	100.0%	-	56,847	100.0%
2 Adams Middle School						
Legacy Project	691,211	691,211	100.0%	-	691,211	100.0%
	691,211	691,211	100.0%	-	691,211	100.0%
2 Crespi Middle School						
Critical Needs	5,169,597	5,169,597	100.0%	-	5,169,597	100.0%
Legacy Project	1,245,896	1,245,896	100.0%	-	1,245,896	100.0%
	6,415,493	6,415,493	100.0%	-	6,415,493	100.0%
2 DeJean Middle School						
Legacy Project	381,209	381,209	100.0%	-	381,209	100.0%
	381,209	381,209	100.0%	-	381,209	100.0%
2 Helms Middle School						
Legacy Project	83,432,888	83,432,888	100.0%	-	83,432,888	100.0%
	83,432,888	83,432,888	100.0%	-	83,432,888	100.0%
2 Hercules Middle School						
Legacy Project	699,000	699,000	100.0%	-	699,000	100.0%
	699,000	699,000	100.0%	-	699,000	100.0%
2 Korematsu Middle School						
* New Buildings	53,439,076	52,983,581	99.1%	455,495	52,718,451	98.7%
Legacy Project	19,943,103	19,943,103	100.0%	-	19,943,103	100.0%
	73,382,179	72,926,684	99.4%	455,495	72,661,554	99.0%
2 Pinole Middle School						
Legacy Project	56,689,430	56,689,430	100.0%	-	56,689,430	100.0%
	56,689,430	56,689,430	100.0%	-	56,689,430	100.0%
3 De Anza High School						
Legacy Project	132,236,248	132,236,248	100.0%	-	132,236,248	100.0%
	132,236,248	132,236,248	100.0%	-	132,236,248	100.0%
3 DELTA NSS						
Legacy Project	152,226	152,226	100.0%	-	152,226	100.0%
	152,226	152,226	100.0%	-	152,226	100.0%
3 El Cerrito High School						
Legacy Project	128,477,500	128,477,500	100.0%	-	128,477,500	100.0%
Stadium	18,372,605	18,372,605	100.0%	-	18,372,605	100.0%
	146,850,105	146,850,105	100.0%	-	146,850,105	100.0%
3 Greenwood High School						
Legacy Project	79,583,607	79,583,607	100.0%	-	79,583,607	100.0%
	79,583,607	79,583,607	100.0%	-	79,583,607	100.0%
3 Hercules High School						
* Critical Needs	14,700,000	6,590	0.0%	14,693,410	-	0.0%
Legacy Project	3,295,019	3,295,019	100.0%	-	3,295,019	100.0%
	17,995,019	3,301,609	18.3%	14,693,410	3,295,019	18.3%



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
3 KAPPA NSS						
Legacy Project	109,831	109,831	100.0%	-	109,831	100.0%
	109,831	109,831	100.0%	-	109,831	100.0%
3 Kennedy High School						
* Critical Needs	12,200,000	-	0.0%	12,200,000	-	0.0%
Legacy Project	33,854,981	33,854,981	100.0%	-	33,854,981	100.0%
	46,054,981	33,854,981	73.5%	12,200,000	33,854,981	73.5%
3 North Campus High School						
Legacy Project	205,450	205,450	100.0%	-	205,450	100.0%
	205,450	205,450	100.0%	-	205,450	100.0%
3 OMEGA NSS						
Legacy Project	118,313	118,313	100.0%	-	118,313	100.0%
	118,313	118,313	100.0%	-	118,313	100.0%
3 Pinole Valley High School						
* Campus Replacement	154,551,389	154,109,282	99.7%	442,106	154,109,282	99.7%
* Fields/Sitework	19,184,130	214,860	1.1%	18,969,270	214,860	1.1%
* Interim Campus Demo	3,628,013	3,625,096	99.9%	2,917	3,625,096	99.9%
* Site Design	17,948,216	17,942,714	100.0%	5,502	17,342,224	96.6%
Detention Basin and Paving	3,517,521	3,517,521	100.0%	-	3,517,521	100.0%
Existing Building Demolition	2,511,397	2,511,397	100.0%	-	2,511,397	100.0%
Hillside Stabilization	2,199,821	2,199,821	100.0%	-	2,199,821	100.0%
Interim Campus	8,796,248	8,796,248	100.0%	-	8,796,248	100.0%
Legacy Furniture & Equipment	36,520	36,520	100.0%	-	36,520	100.0%
Legacy Program Cost	696,938	696,938	100.0%	-	696,938	100.0%
Legacy Restroom Renovation	167,601	167,601	100.0%	-	167,601	100.0%
Legacy Technology	37,165	37,165	100.0%	-	37,165	100.0%
Legacy Track	1,676,771	1,676,771	100.0%	-	1,676,771	100.0%
Off Site Parking and Traffic	1,240,584	1,240,584	100.0%	-	1,240,584	100.0%
Video Surveillance System	357,268	357,268	100.0%	-	357,268	100.0%
	216,549,580	197,129,785	91.0%	19,419,795	196,529,295	90.8%
3 Richmond High School						
* Gym and Seismic Classroom	21,000,000	20,896,976	99.5%	103,024	18,419,959	87.7%
Legacy Project	21,622,087	21,622,087	100.0%	-	21,622,087	100.0%
	42,622,087	42,519,063	99.8%	103,024	40,042,046	93.9%
3 SIGMA NSS						
Legacy Project	110,949	110,949	100.0%	-	110,949	100.0%
	110,949	110,949	100.0%	-	110,949	100.0%
3 Vista High School						
Legacy Project	7,236,543	7,236,543	100.0%	-	7,236,543	100.0%
	7,236,543	7,236,543	100.0%	-	7,236,543	100.0%
4 Technology						
* Infrastructure	15,366,976	14,646,098	95.3%	720,878	14,299,306	93.1%
Computer Common Core	3,903,858	3,903,858	100.0%	-	3,903,858	100.0%
District Network Backbone	568,416	568,416	100.0%	-	568,416	100.0%
IT Data Center	1,400,746	1,400,746	100.0%	-	1,400,746	100.0%
Teacher Equipment	112,360	112,360	100.0%	-	112,360	100.0%
Tech Communication	1,130,966	1,130,966	100.0%	-	1,130,966	100.0%
Technology Equipment	1,885,661	1,885,661	100.0%	-	1,885,661	100.0%
Technology Wireless	10,993,016	10,993,016	100.0%	-	10,993,016	100.0%
	35,362,000	34,641,122	98.0%	720,878	34,294,330	97.0%



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
4 Central						
District Support	54,389,766	53,836,872	99.0%	552,894	53,441,282	98.3%
Program Coordination	48,441,868	47,898,046	98.9%	543,822	46,809,657	96.6%
	102,831,634	101,734,918	98.9%	1,096,717	100,250,940	97.5%
Totals	1,756,561,243	1,622,546,831	92.4%	134,014,412	1,613,429,157	91.9%

Note 1: * Site Projects are under planning, construction or in closeout.

Note 2: 1 School Name - Elementary school site name

Note 3: 2 School Name - Middle school site name

Note 4: 3 School Name - High school site name

Note 5: 4 Central/Program Name

Note 6: BOE approved supplemental fund for Michelle Obama school: Fund 25 of \$1.75M and Fund 01 MRAD of \$0.85M on 6/26/19

Note 7: BOE approved supplemental fund for Richmond HS: Fund 40 of \$1M on 11/06/19

Note 8: BOE approved supplemental fund for Michelle Obama school: Fund 25 of \$2M on 06/24/20

Note 9: BOE approved supplemental fund for Richmond HS: Fund 40 of \$0.6M on 09/09/20

Note 10: 2016 FMP budget for Hercules MS & Hercules HS is combined and reported under Hercules HS

Note 11: Measure 1998E is not covered under Proposition 39 regulations for school bonds, and is not ordinarily reported in the Bond Program expenditure reports. The following report shows Measure 1998E projects by site with state funded DeJean middle school project.

Measure 1998E Project

DeJean Middle School	36,836,215.33	36,836,215.33	100.0%	-	100.0%
1998E Project	23,994,285.33	23,994,285.33	100.0%	-	100.0%
State Fund Project	12,841,930.00	12,841,930.00	100.0%	-	100.0%
Pinole Valley High School	190,570.61	190,570.61	100.0%	-	100.0%
Central Program Coordination	16,276,517.57	16,276,517.57	100.0%	-	100.0%
Total	53,303,303.51	53,303,303.51	100.0%	-	100.0%



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

2016 MASTER PLAN PROJECT

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget			Commitments			Expenditures	
	Original Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
1 Cameron								
* Critical Needs	1,300,000	-	1,300,000	82,400	6.3%	1,217,600	-	0.0%
	1,300,000	-	1,300,000	82,400	6.3%	1,217,600	-	0.0%
1 Chavez Elementary School								
Critical Needs	600,000	(527,153)	72,847	72,847	100.0%	-	72,847	100.0%
	600,000	(527,153)	72,847	72,847	100.0%	-	72,847	100.0%
1 Collins Elementary School								
* Critical Needs	3,500,000	-	3,500,000	221,000	6.3%	3,279,000	-	0.0%
	3,500,000	-	3,500,000	221,000	6.3%	3,279,000	-	0.0%
1 Fairmont Elementary School								
* Critical Needs	3,000,000	-	3,000,000	2,685,037	89.5%	314,963	2,613,231	87.1%
	3,000,000	-	3,000,000	2,685,037	89.5%	314,963	2,613,231	87.1%
1 Grant Elementary School								
Critical Needs	900,000	(688,533)	211,467	211,467	100.0%	-	211,467	100.0%
	900,000	(688,533)	211,467	211,467	100.0%	-	211,467	100.0%
1 Harmon Knolls								
Critical Needs	200,000	206,946	406,946	406,946	100.0%	-	406,946	100.0%
Soil Testing	100,000	(58,511)	41,489	41,489	100.0%	-	41,489	100.0%
	300,000	148,435	448,435	448,435	100.0%	-	448,435	100.0%
1 Highland Elementary School								
* Water & Power Upgrade	-	747,125	747,125	-	0.0%	747,125	-	0.0%
Critical Needs	800,000	(747,125)	52,875	52,875	100.0%	-	52,875	100.0%
	800,000	-	800,000	52,875	6.6%	747,125	52,875	6.6%
1 Lake Elementary School								
* Campus Replacement	65,600,000	-	65,600,000	193,089	0.3%	65,406,911	191,489	0.3%
Portable Demolition	500,000	(352,499)	147,501	147,501	100.0%	-	147,501	100.0%
	66,100,000	(352,499)	65,747,501	340,590	0.5%	65,406,911	338,990	0.5%
1 Michelle Obama School								
* Campus Replacement	40,300,000	-	40,300,000	39,312,782	97.6%	987,218	39,075,512	97.0%
	40,300,000	-	40,300,000	39,312,782	97.6%	987,218	39,075,512	97.0%
1 Ohlone Elementary School								
Critical Needs	800,000	(176,115)	623,885	623,885	100.0%	-	623,885	100.0%
	800,000	(176,115)	623,885	623,885	100.0%	-	623,885	100.0%
1 Olinda Elementary School								
Critical Needs	1,000,000	(206,753)	793,247	793,247	100.0%	-	793,247	100.0%
	1,000,000	(206,753)	793,247	793,247	100.0%	-	793,247	100.0%
1 Riverside Elementary School								
* Critical Needs	6,900,000	-	6,900,000	3,123,386	45.3%	3,776,614	165,423	2.4%
	6,900,000	-	6,900,000	3,123,386	45.3%	3,776,614	165,423	2.4%
1 Shannon Elementary School								
* Critical Needs	7,100,000	-	7,100,000	368,438	5.2%	6,731,562	2,800	0.0%
	7,100,000	-	7,100,000	368,438	5.2%	6,731,562	2,800	0.0%
1 Stege Elementary School								
* Critical Needs	2,900,000	-	2,900,000	35,900	1.2%	2,864,100	35,900	1.2%
	2,900,000	-	2,900,000	35,900	1.2%	2,864,100	35,900	1.2%
1 Valley View Elementary School								
Critical Needs	1,000,000	91,447	1,091,447	1,091,447	100.0%	-	1,091,447	100.0%
	1,000,000	91,447	1,091,447	1,091,447	100.0%	-	1,091,447	100.0%



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

2016 MASTER PLAN PROJECT

Fund 21 and Fund 35

Data as of 3/31/2021

School/Project Name	Budget			Commitments			Expenditures	
	Original Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
2 Crespi Middle School								
Critical Needs	3,100,000	2,069,597	5,169,597	5,169,597	100.0%	-	5,169,597	100.0%
	3,100,000	2,069,597	5,169,597	5,169,597	100.0%	-	5,169,597	100.0%
3 Hercules High School								
* Critical Needs	14,700,000	-	14,700,000	6,590	0.0%	14,693,410	-	0.0%
	14,700,000	-	14,700,000	6,590	0.0%	14,693,410	-	0.0%
3 Kennedy High School								
* Critical Needs	12,200,000	-	12,200,000	-	0.0%	12,200,000	-	0.0%
	12,200,000	-	12,200,000	-	0.0%	12,200,000	-	0.0%
3 Richmond High School								
* Gym and Seismic Classroom	15,100,000	5,900,000	21,000,000	20,896,976	99.5%	103,024	18,419,959	87.7%
	15,100,000	5,900,000	21,000,000	20,896,976	99.5%	103,024	18,419,959	87.7%
4 Central								
Program Coordination (Ed Specs & School Size)	200,000	-	200,000	148,128	74.1%	51,872	148,128	74.1%
	200,000	-	200,000	148,128	74.1%	51,872	148,128	74.1%
Totals	181,800,000	6,258,426	188,058,425	75,685,026	40.2%	112,373,399	69,263,741	36.8%

Note 1: * Site Projects are under planning, construction or in closeout.

Note 2: 1 School Name - Elementary school site name

Note 3: 2 School Name - Middle school site name

Note 4: 3 School Name - High school site name

Note 5: 4 Central/Program Name

Note 6: BOE approved supplemental fund for Michelle Obama school: Fund 25 of \$1.75M and Fund 01 MRAD of \$0.85M on 6/26/19

Note 7: BOE approved supplemental fund for Richmond HS: Fund 40 of \$1M on 11/06/19

Note 8: BOE approved supplemental fund for Michelle Obama school: Fund 25 of \$2M on 06/24/20

Note 9: BOE approved supplemental fund for Richmond HS: Fund 40 of \$0.6M on 09/09/20

Note 10: 2016 FMP budget for Hercules MS & Hercules HS is combined and reported under Hercules HS



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Spending to Date by Site
Data as of 03/31/2021

Updated 04/03/2021

Site Name	Original Budget *	Board Approved Budget 03/24/21	Expended FY 99-01 thru FY 19-20	Expended FY 20-21 Jul-Mar	Expended Total thru 03/31/21	Committed Balance as of 03/31/21	Budget Balance as of 03/31/21	Notes
BAYVIEW	17,732,392	19,850,802	19,850,802	-	19,850,802	-	-	Footnote 1
CHAVEZ	1,339,784	1,058,234	1,058,234	-	1,058,234	-	-	Footnote 1
COLLINS	993,294	5,138,871	1,638,871	-	1,638,871	221,000	3,279,000	Footnote 3
CORONADO	11,278,047	43,022,627	43,022,627	-	43,022,627	-	-	Footnote 1
DOVER	13,070,243	35,095,267	35,095,267	-	35,095,267	-	-	Footnote 1
DOWNER	28,819,079	33,415,902	33,415,902	-	33,415,902	-	-	Footnote 1
ELLERHORST	11,238,341	13,931,806	13,931,806	-	13,931,806	-	-	Footnote 1
FAIRMONT	10,971,356	6,864,259	4,809,942	1,667,547	6,477,489	71,807	314,963	Footnote 3
FORD	11,839,322	30,817,526	30,817,526	-	30,817,526	-	-	Footnote 1
GRANT	1,409,600	2,155,565	2,155,565	-	2,155,565	-	-	Footnote 1
HANNA RANCH	680,923	783,349	783,349	-	783,349	-	-	Footnote 1
HARDING	15,574,211	22,632,446	22,632,446	-	22,632,446	-	-	Footnote 1
HARMON KNOLLS	-	448,435	448,435	-	448,435	-	-	Footnote 1
HIGHLAND	13,504,714	2,679,839	1,932,714	-	1,932,714	-	747,125	Footnote 3
KENSINGTON	16,397,920	19,343,892	19,343,892	-	19,343,892	-	-	Footnote 1
KING	16,688,732	25,342,166	25,342,166	-	25,342,166	-	-	Footnote 1
LAKE	822,657	67,247,823	1,745,473	93,839	1,839,312	1,600	65,406,911	Footnote 3
LINCOLN	15,225,821	17,676,561	17,676,561	-	17,676,561	-	-	Footnote 1
LUPINE HILLS	16,111,242	15,395,678	15,395,678	-	15,395,678	-	-	Footnote 1
MADERA	11,088,764	12,233,801	12,233,801	-	12,233,801	-	-	Footnote 1
MICHELLE OBAMA**	13,673,885	44,129,324	37,302,187	5,602,648	42,904,836	237,270	987,218	Footnote 3
MIRA VISTA	13,928,364	16,651,130	16,651,130	-	16,651,130	-	-	Footnote 1
MONTALVIN	15,904,716	16,791,028	16,791,028	-	16,791,028	-	-	Footnote 1
MURPHY	13,554,495	15,619,655	15,619,655	-	15,619,655	-	-	Footnote 1
NYSTROM	20,999,690	47,800,813	47,800,813	-	47,800,813	-	-	Footnote 1
OHLONE	14,174,928	34,492,752	34,492,752	-	34,492,752	-	-	Footnote 1
OLINDA	1,170,596	2,080,188	2,080,188	-	2,080,188	-	-	Footnote 1
PERES	19,752,789	21,424,293	21,424,293	-	21,424,293	-	-	Footnote 1
RIVERSIDE	13,439,831	21,511,005	14,741,225	35,203	14,776,428	2,957,963	3,776,614	Footnote 3
SHANNON	1,157,736	8,655,163	1,555,163	2,800	1,557,963	365,638	6,731,562	Footnote 3
SHELDON	14,968,745	15,102,837	15,102,837	-	15,102,837	-	-	Footnote 1
STEGE	13,000,749	6,345,886	3,481,786	-	3,481,786	-	2,864,100	Footnote 3
STEWART	12,710,427	16,737,037	16,737,037	-	16,737,037	-	-	Footnote 1
TARA HILLS	14,160,935	14,975,067	14,975,067	-	14,975,067	-	-	Footnote 1
VALLEY VIEW	11,117,405	10,222,362	10,222,362	-	10,222,362	-	-	Footnote 1
VERDE	15,709,690	16,065,870	16,065,870	-	16,065,870	-	-	Footnote 1
WASHINGTON	14,051,720	15,322,847	15,322,847	-	15,322,847	-	-	Footnote 1
Elementary Total	438,263,142	699,062,105	603,697,297	7,402,038	611,099,335	3,855,278	84,107,493	
CRESPI MS	1,205,711	6,415,493	6,218,766	196,726	6,415,493	-	-	Footnote 1
DEJEAN MS	64,929	381,209	381,209	-	381,209	-	-	Footnote 1
HELMS MS	61,287,986	83,432,888	83,432,888	-	83,432,888	-	-	Footnote 1
HERCULES MS	602,982	699,000	699,000	-	699,000	-	-	Footnote 1
KOREMATSU MS	37,937,901	73,382,179	72,657,291	4,264	72,661,554	265,130	455,495	Footnote 2
PINOLE MS	38,828,979	56,689,430	56,689,430	-	56,689,430	-	-	Footnote 1
Middle Sch Total	139,928,488	221,000,199	220,078,584	200,990	220,279,574	265,130	455,495	



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Spending to Date by Site
Data as of 03/31/2021

Updated 04/03/2021

Site Name	Original Budget *	Board Approved Budget 03/24/21	Expended FY 99-01 thru FY 19-20	Expended FY 20-21 Jul-Mar	Expended Total thru 03/31/21	Committed Balance as of 03/31/21	Budget Balance as of 03/31/21	Notes
DE ANZA HS	105,389,888	132,236,248	132,236,248	-	132,236,248	-	-	Footnote 1
EL CERRITO HS	93,605,815	146,850,105	146,850,105	-	146,850,105	-	-	Footnote 1
GREENWOOD	35,315,772	79,583,607	79,583,607	-	79,583,607	-	-	Footnote 1
HERCULES HS	12,603,343	17,995,019	3,295,019	-	3,295,019	6,590	14,693,410	Footnote 3
KENNEDY HS	89,903,130	46,054,981	33,854,981	-	33,854,981	-	12,200,000	Footnote 3
PINOLE VALLEY HS	124,040,286	216,549,580	196,481,690	47,604	196,529,295	600,490	19,419,795	Footnote 2
RICHMOND HS	94,720,910	42,622,087	30,559,099	9,482,947	40,042,046	2,477,017	103,024	Footnote 3
VISTA HS	3,566,208	7,236,543	7,236,543	-	7,236,543	-	-	Footnote 1
High Sch Total	559,145,352	689,128,170	630,097,292	9,530,552	639,627,844	3,084,097	46,416,229	
ADAMS MS	703,660	691,211	691,211	-	691,211	-	-	Footnote 1
CAMERON	284,012	1,422,195	122,195	-	122,195	82,400	1,217,600	Footnote 3
CASTRO	11,901,504	620,944	620,944	-	620,944	-	-	Footnote 1
DELTA NSS	152,564	152,226	152,226	-	152,226	-	-	Footnote 1
EL SOBRANTE	187,343	536,231	536,231	-	536,231	-	-	Footnote 1
HARBOUR WAY	121,639	121,944	121,944	-	121,944	-	-	Footnote 1
KAPPA NSS	109,809	109,831	109,831	-	109,831	-	-	Footnote 1
NORTH CAMPUS	169,849	205,450	205,450	-	205,450	-	-	Footnote 1
OMEGA NSS	117,742	118,313	118,313	-	118,313	-	-	Footnote 1
SEAVIEW	178,534	499,116	499,116	-	499,116	-	-	Footnote 1
SIGMA NSS	110,728	110,949	110,949	-	110,949	-	-	Footnote 1
TLC	118,020	116,673	116,673	-	116,673	-	-	Footnote 1
WEST HERCULES	-	56,847	56,847	-	56,847	-	-	Footnote 1
Closed/Program Total	14,155,404	4,761,930	3,461,930	-	3,461,930	82,400	1,217,600	
CENTRAL	67,713,312	102,831,634	98,466,020	1,784,919	100,250,940	1,483,978	1,096,717	Budget thru 20-21
RCP CHARTER	8,148,550	4,415,204	4,415,204	-	4,415,204	-	-	Footnote 1
TECHNOLOGY	35,000,000	35,362,000	34,294,330	-	34,294,330	346,792	720,878	Footnote 2
Admin/Other Total	110,861,862	142,608,838	137,175,554	1,784,919	138,960,474	1,830,770	1,817,595	
GRAND TOTAL	1,262,354,248	1,756,561,243	1,594,510,658	18,918,499	1,613,429,157	9,117,674	134,014,412	

* Original Budget provided is based on Report#2 dated April 30, 2018, and has not been reconciled.

** Board approved renaming of Wilson Elementary school to Michelle Obama School on 02/12/20.

Footnote 1: Site projects are completed.

Footnote 2: Site Legacy projects are under planning, construction or in closeout.

Footnote 3: Site Legacy projects are completed and 2016 Facilities Master Plan Projects are under planning, construction or in closeout.

Note: Measure 1998E is not covered under Proposition 39 regulations for school bonds, and is not ordinarily reported in the Bond Program expenditure reports.

The following report shows Measure 1998E projects by site with state funded DeJean middle school project.

Measure 1998E Project	Budget	Expended	
DeJean Middle School	36,836,215	36,836,215	-
1998E Project	23,994,285	23,994,285	-
State Fund Project	12,841,930	12,841,930	-
Pinole Valley High School	190,571	190,571	-
Central Program Coordination	16,276,518	16,276,518	-
Total	53,303,304	53,303,304	-



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of March 31, 2021

Cash Projection to June-2021

			<u>Notes</u>
<u>Adjusted Cash Balance</u>		164,001,025	1
<u>Projected Revenues</u>			
Interest Earning & Other Revenue	\$ 400,000	\$ <u>400,000</u>	2
<u>Projected Available Funds</u>		\$ 164,401,025	
<u>Budget Balance</u>			
Board Approved Budget		\$ 1,756,561,243	3
Less Expenses to Date		\$ <u>(1,613,429,157)</u>	3
<u>Current budget balance</u>		\$ 143,132,086	
Projected Cash Balance June 2021		\$ 21,268,939	

State Facility Grants Pending State Approval

Estimated after current planning period: \$	12,340,748	4
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Items Pending Board Approval

Future Bond Sale 2020 Measure R	\$ 575,000,000	
2022-2023 Estimated Central Cost	\$ 9,328,794	6
2022-2023 Estimated Other Revenue	\$ 1,845,000	2



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of March 31, 2021

Note 1 Adjusted Cash Balance

Description	Amount	Comments
Cash & Equivalents Building Fund 21	\$ 164,049,962	A
Cash & Equivalents County School Facilities Fund 35	\$ -	B
Cash with Fiscal Agent (contract retentions)	\$ 2,323,711	C 3rd-Party held Retention
Accounts Receivable	\$ -	
Accounts Payable	\$ -	D
Contract Retention	\$ (2,372,647)	C District held Retention
Adjusted Cash Balance	\$ 164,001,025	

Comments

A. The cash balance is reflective of financial data from MUNIS.

B. California School Facilities Grants are deposited into the County School Facilities Fund 35 and subsequently transferred to the Building Fund 21.

C. This liability is deducted from the contractor's process payment and retained; it is deposited in a Third party escrow account or accumulated and held by the district. The amounts are reflective of financial data from MUNIS.

D. Accounts payable is reflective of financial data from MUNIS.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of March 31, 2021

Note 2 Projected Revenues

Fiscal Year	Bond Sales 2010 Measure D	Bond Sales 2012 Measure E	Less: Cost of Bond Issuance	Interest Earnings & Other Revenue	Total
FY2021				\$ 400,000	\$ 400,000
Sub-Totals	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000
FY2022				\$ 845,000	\$ 845,000
FY2023				\$ 1,000,000	\$ 1,000,000
Sub-Total	\$ -	\$ -	\$ -	\$ 1,845,000	\$ 1,845,000
Grand Total	\$ -	\$ -	\$ -	\$ 2,245,000	\$ 2,245,000

Note 3 Budget Balance

Description	Note
Board Approved Budget	This represents the current board approved budget amount and should agree with Report#2, Bond Program Spending by Site.
Expenses to Date	This is total expended amount from FY 1999-01 thru Current Fiscal Year Period and should agree with Report#2, Bond Program Spending by Site.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of March 31, 2021

Note 4 State Facility Grants

Upon release of funds by the California State Allocation Board the State Controller prepares the checks which are then mailed to the County Treasurer for deposit into the District's bank account Fund 35 (County School Facilities Fund) and subsequently are transferred to Fund 21, Building Fund.

School	Funding	OPSC * Status	SAB** Approval ¹	SAB** Funded	Amount
Helms MS	Modernization	On Workload List	Est: 01/23-06/23	Est: Jul-23	\$ 4,133,414
Crespi MS	Modernization	On Workload List	Est: 07/23-12/23	Est: Feb-24	\$ 3,482,164
De Anza IT Academy	CTE	Approved	9/30/2020		\$ 462,307
De Anza Health Academy	CTE	Approved	9/30/2020		\$ 1,223,970
De Anza Law Academy	CTE	Approved	9/30/2020		\$ 1,348,434
El Cerrito IT Academy	CTE	Approved	9/30/2020		\$ 1,037,417
El Cerrito Media Academy	CTE	Approved	9/30/2020		\$ 653,042
				Total	\$ 12,340,748

***Office of Public School Construction - OPSC**

****State Allocation Board - SAB**

¹ Last updated 09/30/2020



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of March 31, 2021

Note 5: 2016 Facilities Master Plan Projects

The Board of Education received the Implementation Plan with the draft Master Plan on June 15, 2016 and approved them unanimously. The Board approved Implementation Plan - Model one, which includes the following projects with the project cost, including inflation:

School	Project Type	FMP 2016	Current Budget
Ed Specs & School Size		\$ 200,000	\$ 200,000
Cameron School	Critical Needs	\$ 1,300,000	\$ 1,300,000
Chavez Elementary School	Critical Needs	\$ 600,000	\$ 72,847
Collin Elementary School	Critical Needs	\$ 3,500,000	\$ 3,500,000
Crespi Middle School	Critical Needs	\$ 3,100,000	\$ 5,169,597
Fairmont Elementary School	Critical Needs	\$ 3,000,000	\$ 3,000,000
Grant Elementary School	Critical Needs	\$ 900,000	\$ 211,467
Harmon Knolls	Critical Needs	\$ 200,000	\$ 406,946
Harmon Knolls	Soils Testing	\$ 100,000	\$ 41,489
Hercules Middle School***	Critical Needs	\$ 7,500,000	\$ 7,500,000
Hercules High School***	Critical Needs	\$ 7,200,000	\$ 7,200,000
Highland Elementary School	Critical Needs	\$ 800,000	\$ 800,000
Kennedy High School	Critical Needs	\$ 12,200,000	\$ 12,200,000
Lake Elementary School	Critical Needs	\$ -	\$ 147,501
Lake Elementary School	RS Replacement	\$ 66,100,000	\$ 65,600,000
M Obama Elementary School*	RS Replacement	\$ 40,300,000	\$ 40,300,000
Ohlone Elementary School	Critical Needs	\$ 800,000	\$ 623,885
Olinda Elementary School	Critical Needs	\$ 1,000,000	\$ 793,247
Richmond High School**	Critical Needs	\$ 15,100,000	\$ 21,000,000
Riverside Elementary School	Critical Needs	\$ 6,900,000	\$ 6,900,000
Shannon Elementary School	Critical Needs	\$ 7,100,000	\$ 7,100,000
Steger Elementary School	Critical Needs	\$ 2,900,000	\$ 2,900,000
Valley View Elementary School	Critical Needs	\$ 1,000,000	\$ 1,091,447
TOTAL IMPLEMENTATION PLAN MODEL 1		\$ 181,800,000	\$ 188,058,425

* BOE approved supplemental fund for Obama ES: Fund 25 of \$1.75M and Fund 01 MRAD of \$0.85M on 06/26/19

* BOE approved supplemental fund for Obama ES: Fund 25 of \$2M on 06/24/20

** BOE approved supplemental fund for Richmond HS: Fund 40 of \$1M on 11/06/19

** BOE approved supplemental fund for Richmond HS: Fund 40 of \$0.6M on 09/09/20

*** 2016 FMP scope and budget for Hercules MS & Hercules HS is for a singular project so the combined budget will be reported under Hercules HS on various financial reports

Definition of ROM¹

Five percent inflation has been applied from mid-2016 to the scheduled midpoint of construction, compounded yearly, to account for inflation. These "Rough Order of Magnitude" (R.O.M.) cost estimates, which are based on general cost per square foot, do not include market-based contract escalation (if any) above 5% annual inflation.

Additionally, the cost of temporary housing has been included where it was known to be required at the time of the Master Plan (e.g., at Lake Elementary). It has not been included where it was not anticipated prior to the release of the Master Plan (e.g., at M Obama Elementary).

Note that further Architectural and Engineering studies are required, including scoping and budgeting, for all Critical Needs.

*In June 2016 the Board approved \$181,800,000 FMP since then the following budget revisions have been approved by the Board:

- Harmon Knolls \$250,000 and Valley View \$150,000 on 08/09/17; Grant <\$688,533>, Harmon Knolls <\$101,565>, Lake <\$352,499>, Ohlone <\$176,115>, & Valley View <\$58,553> on 07/25/18; Richmond \$3,900,000 on 11/14/18; Crespi \$2,200,000 on 03/20/19; Chavez <\$572,153> on 06/26/19; Richmond \$2,000,000 on 11/06/19; Olinda <\$206,753.35> on 02/26/20, Crespi <\$130,402.83> on 12/16/20



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Financial Status
As of March 31, 2021

Note 6 Unbudgeted Central Services Projected Expenses FY2021-22 & 2022-23

Description	FY 2021-22		FY 2022-23		Total
Salaries & Benefits	\$	1,480,200	\$	1,489,200	\$ 2,969,400
Services & Other Cost	\$	3,247,883	\$	3,111,511	\$ 6,359,394
Total Projection	\$	4,728,083	\$	4,600,711	\$ 9,328,794



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Financial Impact of Report 13 Analysis
From February 2021 to March 2021

Updated 4/3/2021

Items	Beginning Balance	Ending Balance	Variance	Notes
Adjusted Cash Balance	165,626,854	164,001,025	(1,625,828)	<\$1,625,828.42> expended in March 2021
Projected Revenue				
Bond Sales 2010 Measure D	-	-	-	
Bond Sales 2010 Measure E	-	-	-	
Less: Cost of Issuance	-	-	-	
Other Revenues estimated to 2021	400,000	400,000	-	
Projected Revenue Total	400,000	400,000	-	
Projected Available Funds	166,026,854	164,401,025	(1,625,828)	<\$1,625,828.42> expended in March 2021
Budget Balance				
Board Approved Budget	1,756,199,243	1,756,561,243	362,000	03/24/21 BOE Approved Tech Budget Increase
Less Expenses to Date	(1,611,803,328)	(1,613,429,157)	(1,625,828)	<\$1,625,828.42> expended in March 2021
Budget Balance Total	144,395,915	143,132,086	(1,263,828)	
Projected Cash Balance June 2021	21,630,939	21,268,939	(362,000)	03/24/21 BOE Approved Tech Budget Increase
State Facility Grants				
Estimated during current planning period	-	-	-	
Estimated after current planning period	12,340,748	12,340,748	-	
Future Facilities Master Plan Projects				
Future Bond Sale 2020 Measure R	575,000,000	575,000,000	-	
2022-2023 Estimated Central Cost	7,263,268	9,328,794	2,065,526	FY 2022 & 2023 Central Cost Revised due to revised staffing
2022-2023 Estimated Other Revenue	2,530,000	1,845,000	(685,000)	FY 2022 Pooled Earning Interest Revised



A/P Check List

March, 2021
Fund 21

Updated 04/02/2021

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
Site 000 - UNDISTRIBUTED						106,163.19	
C OVERAA & CO	200987	03/02/21	21-9745-9135-000	1000002635-30TRUST	03/02/21	2,751.10	1000002635 JAN 2021 RETAINAGE
C OVERAA & CO	201737	03/30/21	21-9745-9135-000	1000002635-31TRUST	03/30/21	9,531.68	1000002635 FEB 2021 RETAINAGE
LATHROP CONSTRUCTION ASSOCIATE	201036	03/02/21	21-9745-9135-000	1000003023-00026TRUS	03/02/21	24,815.70	1000003023 JAN 2021 RETAINAGE
MAR CON BUILDERS	201038	03/02/21	21-9745-9570-000	1000003356-6	02/02/21	69,064.71	CONTRACT 1000003356 RETAINAGE 6/24/20-2/2/21
Site 123 - FAIRMONT						123,469.57	
ALL COUNTY FLOORING	200965	03/02/21	21-9745-6211-123	1000003587-1	02/05/21	64,846.05	FAIRMONT ES CRITICAL NEEDS PHASE 5
ALL COUNTY FLOORING	201452	03/23/21	21-9745-6211-123	1000003587-2	03/17/21	6,270.00	FAIRMONT ES CRITICAL NEEDS PHASE 5 FEB 2021
BIZON GROUP INC	201000	03/02/21	21-9748-5610-123	INV-071602	02/01/21	119.63	FAIRMONT ES CNP CONTAINERS LEA FEB 2021 UNIT#1235
BIZON GROUP INC	201000	03/02/21	21-9748-5610-123	INV-071604	02/01/21	119.63	FAIRMONT ES CNP CONTAINERS LEA FEB 2021 UNIT#3059
BIZON GROUP INC	201000	03/02/21	21-9748-5610-123	INV-071606	02/01/21	119.63	FAIRMONT ES CNP CONTAINERS LEA FEB 2021 UNIT#2079
BIZON GROUP INC	201000	03/02/21	21-9748-5610-123	INV-071607	02/01/21	119.63	FAIRMONT ES CNP CONTAINERS LEA FEB 2021 UNIT#4284
TSE CONSTRUCTION	201089	03/02/21	21-9745-6211-123	2021233	02/23/21	51,875.00	FAIRMONT ES CLASSROOM & PORTAB SIDING REPAIRS
Site 134 - LAKE						735.00	
PERKINS EASTMAN ARCHITECTS, D.	201057	03/02/21	21-9745-6201-134	85400.00.0-9	02/05/21	735.00	LAKE ES CAMPUS REPLACEMENT BRI JAN 2021
Site 150 - RIVERSIDE						31,150.00	
CALIFORNIA GEOLOGICAL SURVEY	200988	03/02/21	21-9745-6190-150	01-CGS3854	02/11/21	3,600.00	RIVERSIDE ES GEOTECHNICAL REPORTS
DIVISION OF STATE ARCHITECT	201008	03/02/21	21-9745-6205-150	01-119418	02/11/21	27,550.00	RIVERSIDE ES PLAN REVIEW
Site 154 - SHANNON						2,800.00	
CLARK CIVIL ENGINEERING	201749	03/30/21	21-9745-6190-154	11756	03/18/21	2,800.00	SHANNON ES TOPOGRAPHIC SURVEY
Site 165 - MICHELLE OBAMA ELEM						213,049.50	
C OVERAA & CO	201469	03/23/21	21-9745-6201-165	1000002635-31C	03/18/21	1,500.00	M OBAMA ES - DESIGN FEB 2021
C OVERAA & CO	201469	03/23/21	21-9745-6211-165	1000002635-31	03/18/21	181,101.87	M OBAMA - CONSTRUCTION FEB 2021
CALIFORNIA DEPARTMENT OF EDUCATION	201478	03/23/21	21-9745-6205-165	C-065377	03/03/21	21,700.00	M OBAMA CDE FEES FOR REVIEW AND PLANNING
FISHMAN SUPPLY CO	201497	03/23/21	21-9745-6400-165	1287385.3	03/15/21	8,539.76	M OBAMA ES CUSTODIAL SUPPLIES 1/14/21
INSPECTION SERVICES INC	201370	03/16/21	21-9745-5890-165	257565	03/04/21	207.87	M OBAMA ES DSA SPECIAL TESTING 2/17/21
Site 214 - KOREMATSU MIDDLE						2,096.10	
HIBSER YAMAUCHI ARCHITECTS INC	201364	03/16/21	21-9745-6201-214	3199_5.6.7_11	01/05/21	2,096.10	FALL PROTECTION THROU 7/31/20
Site 362 - PINOLE VALLEY HIGH						21,903.74	
WOLF/LANG/CHRISTOPHER ARCHITECT	201099	03/02/21	21-9745-6201-362	0101970112	02/10/21	4,664.19	PINOLE VALLEY DESIGN CONTRACT JAN 2021
WOLF/LANG/CHRISTOPHER ARCHITECT	201873	03/30/21	21-9745-6201-362	0101970113	03/10/21	17,239.55	PINOLE VALLEY DESIGN CONTRACT FEB 2021
Site 364 - RICHMOND HIGH						905,277.05	
3QC	200959	03/02/21	21-9745-5890-364	62459	02/09/21	2,550.00	RHS GYM & VOLUNTARY SEISMIC RE 1/31/21
3QC	201304	03/16/21	21-9745-5890-364	62553	03/05/21	3,100.00	RHS GYM & VOLUNTARY SEISMIC RE FEB 2021
AQUATECH CONSULTANCY, INC	201316	03/16/21	21-9745-5860-364	50285	02/16/21	1,770.00	RHS WATERPROOFING CONS JAN 2021
CALIFORNIA DEPARTMENT OF EDUCATION	201477	03/23/21	21-9745-6205-364	C-065650	03/04/21	2,759.05	RHS CDE FEES FOR REVIEW AND PLANNING
LATHROP CONSTRUCTION ASSOCIATE	201802	03/30/21	21-9745-6201-364	1000003023-00027B	03/17/21	15,176.70	RHS - DESIGN 2/28/21
LATHROP CONSTRUCTION ASSOCIATE	201802	03/30/21	21-9745-6211-364	1000003023-00027	03/17/21	858,671.30	RHS - CONSTRUCTION 2/28/21
STREAMLINE BUILDERS	201080	03/02/21	21-9745-6219-364	1000003612	02/22/21	9,000.00	RHS GYM LOCKER REMOVAL & DISPOSE (APPROX 104LF)
STRUCTURE GROUPS	201429	03/16/21	21-9745-6214-364	190934-17	02/28/21	12,250.00	RHS DSA PROJECT INSPEC FEB 2021
Site 615 - OPERATIONAL SUPPT SRVS CE						184,070.40	
AA OFFICE EQUIPMENT CO INC	201445	03/23/21	21-9745-5640-615	AR75772	02/28/21	54.95	FOC COPIERS- SERVICE MAINT. AG 1/25/21-2/24/21
AMAZON BUSINESS	201187	03/09/21	21-9745-4300-615	1WCV-1PQH-WFHD	02/24/21	32.32	BLANKET PURCHASE ORDER
AMAZON BUSINESS	201716	03/30/21	21-9745-4300-615	14FC-HRXW-73TP	03/14/21	4.75	MONITOR STAND RISER
AMAZON BUSINESS	201716	03/30/21	21-9745-4300-615	17DH-KFTJ-PPYG	03/14/21	4.75	MONITOR STAND RISER
AREY JONES EDUCATIONAL SOLUTIONS	201458	03/23/21	21-9748-4460-615	0195908-IN	03/12/21	1,676.12	FOC - LAPTOP PURCHASE QUOTE #043534
EDUARDO DONOSO	201345	03/16/21	21-9745-5210-615	01/04/21-02/26/21	03/04/21	43.46	#EC2 REIMBURSEMENT JAN & FEB 2021
EMPLOYERS ADVOCATE INC	201011	03/02/21	21-9748-5890-615	11258	02/08/21	220.00	PROGRAM-WIDE PROJECT LABOR AGR JAN 2021
KBA DOCUMENT SOLUTIONS, LLC	201794	03/30/21	21-9745-4300-615	55Y1163905	03/15/21	67.96	BLANKET PO SVC TONER FOR DESKTOP PRINTERS 3/5/21



A/P Check List

March, 2021
Fund 21

Updated 04/02/2021

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
LISA NAGAI	201252	03/09/21	21-9745-6217-615	52	03/01/21	11,280.00	CONSTRUCTION MANAGEMENT-PROJEC FEB 2021
ORBACH HUFF AND SUAREZ LLP	201047	03/02/21	21-9745-5895-615	92668	02/11/21	1,004.35	BOND LEGAL FUND 21 JAN 2021
ORBACH HUFF AND SUAREZ LLP	201047	03/02/21	21-9745-5895-615	92670	02/11/21	15,558.19	NYSTROM ES JAN 2021
ORBACH HUFF AND SUAREZ LLP	201533	03/23/21	21-9745-5895-615	92962	03/11/21	6,596.50	BOND LEGAL FUND 21 FEB 2021
ORBACH HUFF AND SUAREZ LLP	201533	03/23/21	21-9745-5895-615	92964	03/11/21	27,666.05	NYSTROM ES FEB 2021
RGM KRAMER INC	201269	03/09/21	21-9745-6202-615	6302	03/02/21	23,260.00	FOC PROJECT AND CONSTRUCTION MGMT JAN 2021
RGM KRAMER INC	201269	03/09/21	21-9745-6203-615	6302	03/02/21	4,180.00	FOC PROJECT AND CONSTRUCTION MGMT JAN 2021
SWINERTON MANAGEMENT & CONSULTING	201288	03/09/21	21-9745-6202-615	18100022-021	03/01/21	29,594.00	FOC - STAFF AUGMENTATION JAN 2021
SWINERTON MANAGEMENT & CONSULTING	201288	03/09/21	21-9745-6217-615	18100022-021	03/01/21	42,277.00	FOC - STAFF AUGMENTATION JAN 2021
TIMOTHY R. HALEY	201017	03/02/21	21-9745-6203-615	2	02/12/21	14,700.00	PROGRAM PLANNING REVIEW SVCS 12/1/20-1/31/21
WEI JUN WANG	201440	03/16/21	21-9745-6202-615	0007	03/01/21	5,850.00	DISTRICT WIDE FACILITIES MGMT FEB 2021
Grand Total						1,590,714.55	

AP CHECKS TOTAL	1,590,714.55
Non expense account - RETENTION TO VENDOR'S ESCROW ACCOUNT	(37,098.48)
Non expense account - RETENTION PAID TO VENDOR	(69,064.71)
unpaid RETENTION WITHHELD AMOUNT	58,467.86
Mar.2021 PAYROLL	102,417.22
MANUAL JOURNAL ENTRY	(19,608.02)
TOTAL Mar.21 EXPENSE AMOUNT	1,625,828.42

Object 9570 - Retention withheld amount:

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
ALL COUNTY FLOORING	200965	03/02/21	21-9745-6211-123	1000003587-1	02/05/21	3,412.95	FAIRMONT ES CRITICAL NEEDS PHASE 5
ALL COUNTY FLOORING	201452	03/23/21	21-9745-6211-123	1000003587-2	03/17/21	330.00	FAIRMONT ES CRITICAL NEEDS PHASE 5 FEB 2021
C OVERAA & CO	201469	03/23/21	21-9745-6211-165	1000002635-31	03/18/21	9,531.68	M OBAMA - CONSTRUCTION FEB 2021
LATHROP CONSTRUCTION ASSOCIATE	201802	03/30/21	21-9745-6211-364	1000003023-00027	03/17/21	45,193.23	RHS - CONSTRUCTION 2/28/21
Grand Total						58,467.86	

Payroll

Project#	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Notes
66901396-01		03/31/21				83,273.70	Facility Program Staff Mar Pay
67001396-01		03/31/21				19,143.52	Assoc Supt Operation Staff Mar Pay
Grand Total						102,417.22	

Manual Journal

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Notes
February 2021 Facility Staff Salary Adjustment thru Timesheet						(13,170.61)	See 3rd page for detail
February 2021 Assoc Supt Operat Staff Salary Adjustment thru Timesheet						(6,437.41)	
Grand Total						(19,608.02)	

* Board approved renaming of Wilson Elementary School to Michelle Obama school on 02/12/20.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Financial Impact of Report 13 Analysis

From December 2019 to December 2020

Updated 01/23/2021

Items	Beginning Balance	Ending Balance	Variance	Notes
Adjusted Cash Balance	65,709,210	167,925,331	102,216,121	<\$52,538,770.99> expended from Jan.2020 - Dec.2020 \$348,960.83 LAIF Interests \$653,877.67 Pooled Earnings \$130,000,000.00 Msr D and Msr E Bond Proceeds \$23,400,090.00 PVHS State Funding Received \$350,000.00 Nystrom Closed Project Settlement \$1,963.31 PG&E Refund for ECHS Project
Projected Revenue				
Bond Sales 2010 Measure D	65,000,000	-	(65,000,000)	Msr D Series F Bond sold
Bond Sales 2010 Measure E	65,000,000	-	(65,000,000)	Msr E Series E Bond sold
Less: Cost of Issuance	(510,000)	-	510,000	Bond sold
Other Revenues estimated to 2021	1,970,000	2,420,000	450,000	Revised Other Revenue and Interests
Projected Revenue Total	131,460,000	2,420,000	(129,040,000)	
Projected Available Funds	197,169,210	170,345,331	(26,823,879)	<\$52,538,770.99> expended from Jan.2020 - Dec.2020 \$348,960.83 LAIF Interests \$653,877.67 Pooled Earnings \$23,400,090.00 PVHS State Funding Received \$350,000.00 Nystrom Closed Project Settlement \$1,963.31 PG&E Refund for ECHS Project \$510,000.00 Cost Of Issuance Removed \$450,000.00 Other Revenue Revised
Budget Balance				
Board Approved Budget	1,656,822,431	1,756,199,243	99,376,812	
Less Expenses to Date	(1,556,723,674)	(1,609,262,446)	(52,538,771)	
Budget Balance Total	100,098,757	146,936,797	46,838,041	<\$2,538,770.99> expended from Jan.2020 - Dec.2020 <\$1.23> Prior Year Board Approved Budget Reconciliation <\$0.28> Prior Year Legacy Expenses Reconciliation \$103,400,000.00 BOE 7/29/20 Remaining 2016 MP Project Budgets Approved <\$3,686,030.51> BOE 2/26/20 Nystrom Project Budget Savings <\$206,753.35> BOE 2/26/20 Olinda Project Budget Savings <\$130,402.83> BOE 12/16/20 Crespi Project Budget Savings
Projected Cash Balance June 2021	97,070,454	23,408,534	(73,661,920)	\$348,960.83 LAIF Interests \$653,877.67 Pooled Earnings \$23,400,090.00 PVHS State Funding Received \$350,000.00 Nystrom Closed Project Settlement \$1,963.31 PG&E Refund for ECHS Project \$510,000.00 Cost Of Issuance removed \$450,000.00 Other Revenue Revised \$1.23 Prior Year Board Approved Budget Reconciliation \$0.28 Prior Year Legacy Expenses Reconciliation <\$103,400,000.00> BOE 7/29/20 Remaining 2016 MP Project Budgets Approved \$3,686,030.51 BOE 2/26/20 Nystrom Project Budget Savings \$206,753.35 BOE 2/26/20 Olinda Project Budget Savings \$130,402.83 BOE 12/16/20 Crespi Project Budget Savings



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Financial Impact of Report 13 Analysis
From December 2019 to December 2020

Updated 01/23/2021

Items	Beginning Balance	Ending Balance	Variance	Notes
State Facility Grants				
Estimated during current planning period	23,400,090	-	(23,400,090)	\$23,400,090 PVHS State Funding Received
Estimated after current planning period	7,615,578	12,340,748	4,725,170	\$4,725,170 CTE State Funding Approved
Future Facilities Master Plan Projects	103,400,000	-	(103,400,000)	BOE 7/29/20 Remaining 2016 MP Project Budget Approved
Future Bond Sale 2020 Measure R	-	575,000,000	575,000,000	Voter Approved Measure R March 2020
2022-2023 Estimated Central Cost	8,070,000	5,963,011	(2,106,989)	Central Cost Revised
2022-2023 Estimated Other Revenue	840,000	2,530,000	1,690,000	Other Revenue and Interest Revised

BOND PROGRAM KPI SUMMARY

Report # 1

Bond Information (Key Performance Indicators) for WCCUSD Bond Program for December 31, 2020 Revised

Table 1 – Bonds Authorized

Bond Measures	Voter Approved		Bonds Issued					Bond Payments		
	Month Year	Amount (\$)	Latest Issue	Total Issued	Tax Rate per \$100k ⁴	Not Yet Issued	Scheduled Issues ⁵	Principal Paid	Finish Date	Interest Paid
¹ Msr 1998-E	Jun 1998	40,000,000	Jan 2001	40,000,000	\$4.50	0	0	30,055,000	Aug 2025	31,130,044
² Msr 2000-M	Nov 2000	150,000,000	Apr 2003	150,000,000	\$17.40	0	0	93,705,000	Aug 2032	91,006,610
³ Msr 2002-D	Mar 2002	300,000,000	Oct 2005	299,997,483	\$60.00	2,517	0	107,825,606	Aug 2032	140,721,095
⁴ Msr 2005-J	Nov 2005	400,000,000	Jun 2010	322,409,709	\$60.00	77,590,292	0	32,637,554	Aug 2036	163,228,300
³ Msr 2010-D	Jun 2010	380,000,000	Jun 2020	380,000,000	\$48.00	0	0	51,095,000	Aug 2054	64,540,345
³ Msr 2012-E	Nov 2012	360,000,000	Jun 2020	360,000,000	\$48.00	0	0	44,150,000	Aug 2054	51,442,338
⁵ Msr 2020-R	Mar 2020	575,000,000				575,000,000	575,000,000	0		0
Grand Totals		2,205,000,000		1,552,407,191	\$237.90	652,592,809	575,000,000	359,468,160		542,068,733

"Principal Paid" is total principal paid and includes principal paid on related refunding bonds subsequent to defeasance of any original bonds defeased.

"Interest Paid" is total gross interest paid less, if applicable, bid premium and accrued interest deposited to Debt Service Fund, refunding escrow funding and federal subsidy payments; in other words, actual payments by County from tax revenue.

Table 2 – Funds From Other Sources

Source	12/31/2019	CY 2020	Total
⁶ School Facilities	159,968,205	23,400,090	183,368,295
⁷ Developer Fees	24,900,038		24,900,038
⁸ Interest Earnings	45,195,311	1,002,839	46,198,150
⁹ Net Transfers	(3,920,753)		(3,920,753)
¹⁰ Other Revenue	12,934,496	351,963	13,286,459
¹¹ Fund Adjustments	948,397		948,397
Total Other Revenue	240,025,694	24,754,892	264,780,585

Table 3 – Program Summary

Revenues	Actuals to Date
¹² Bonds Issued	1,552,407,191
¹ less: Msr 1998E	(40,000,000)
¹³ Other Revenue	264,780,585
Program Revenue	1,777,187,777
¹⁴ School KPI Actuals	(1,609,262,446)
Accounts Receivable	-
Accounts Payable	-
¹⁵ Net Retentions	153,362
Cash on Hand ¹⁶	168,078,693

Table 4 – Average Monthly Spending

3 Months	6 Months	12 Months
2,484,540	2,458,631	4,378,231

BOND PROGRAM KPI SUMMARY

Report # 1

Bond Information (Key Performance Indicators) for WCCUSD Bond Program for December 31, 2020 Revised

Notes:

- Measure 1998-E is not covered under Proposition 39 regulations for school bonds, and is not ordinarily reported in the Bond Program expenditure reports. The following schedule shows Measure 1998-E expenditures by site with state funded DeJean expenditures shown in a separate column.

School	1998E	State	Total
DeJean MS	23,994,285	12,841,930	36,836,215
Pinole Valley HS	190,571		190,571
Central	16,276,518		16,276,518
Grand Total	40,461,374	12,841,930	53,303,304

- Measure 2000-M is not a Proposition 39 bond, but is included in Bond Program reporting because the original bond language required a "Citizens' Oversight Committee".
- Measures 2002-D, 2005-J, 2010-D, 2012-E, and 2020-R are all authorized under Proposition 39, requiring public oversight through the Citizen's Bond Oversight Committee.
- On issuing bonds the District must certify that the tax rate for the bonds will not exceed \$60 per \$100 thousand of property value for 2002-D and 2005-J and \$48 per \$100 thousand for the 2010-D and 2012-E bonds.

As a result, the remaining \$77 million from the 2005 Measure J bond authorization cannot currently be issued. The property tax rate for it is already maxed out at \$60 per \$100 thousand of assessed value to pay off the \$322 million in 2005 Measure J bonds which has been issued-to-date. Current estimate is that these bonds cannot be sold until on or about 2034 because of tax rate limitations.

- The board approved the potential issuance schedule for 2020 Measure R at the November 4, 2020 Board meeting. Staff confirmed at the January 2021, CBOC meeting that there is no plan for a March 2021 issuance.

Issue Date	Mar-21	Mar-23	Mar-25	Mar-27
Par Amount	150,000,000	150,000,000	150,000,000	125,000,000

- School Facility revenues by school are:

School	Amount	School	Amount
Bayview	2,535,074	Ohlone	2,403,971
Coronado	1,348,331	Peres	2,569,652
Dover	7,286,188	Riverside	1,191,472
Downer	4,834,933	Sheldon	331,311
Ellerhorst	1,352,870	Stewart	1,147,062
El Sobrante	369,339	Tara Hills	1,501,831
Fairmont	571,594	Valley View	290,214
Ford	7,245,372	Verde	1,180,094
Grant	369,288	Washington	2,162,982
Lupine Hills	1,147,097	M Obama	323,957
Harding	1,948,349	Helms Middle	9,122,092
Kensington	1,274,843	Pinole Jr High	5,190,574
King	4,637,680	Korematsu MS	20,383,150
Lake	309,937	De Anza High	14,588,681
Lincoln	984,983	El Cerrito High	14,247,249
Madera	1,216,917	Kennedy High	7,779,203
Mira Vista	1,528,265	Richmond High	11,599,844
Montalvin	313,287	Greenwood/LPS	18,706,460
Murphy	1,595,572	Pinole Valley HS	26,140,218
Nystrom	1,638,359		
Grand Total		183,368,295	

- In June 2007 \$24,900,038 of expenditures were transferred to the Capital Facilities Fund (Developer Fees). The District has reported this in project reporting as an increase to Program revenues. These transfers were limited to schools with assessed needs based on population growth.

BOND PROGRAM KPI SUMMARY

Report # 1

Bond Information (Key Performance Indicators) for WCCUSD Bond Program for December 31, 2020 Revised

Notes:

8. Interest earnings by Bond Measure or other funding source:

Source	12/31/2019	CY 2020	Total
2000 Measure M	4,967,794	-	4,967,794
2002 Measure D	14,785,928	-	14,785,928
2005 Measure J	1,373,462	-	1,373,462
2010 Measure D	3,448,038	515,029	3,963,067
2012 Measure E	1,427,069	398,532	1,825,601
Building Fund - Other	17,309,665	85,883	17,395,549
School Facility Fund	1,883,355	3,394	1,886,748
Grand Total	45,195,311	1,002,839	46,198,150

Unallocated interest derived from bond proceeds was posted to the undistributed resource (9790), and is shown in Building Fund - Other prior to 06/30/15

9. Net Transfers by Bond Measure or Funding source are shown below. Approximately 90% of all transferred amounts were from the Building Fund to the School Facility Fund to match State revenues.

Source	Amount
2000 Measure M	(11,939,439)
2002 Measure D	(11,099,851)
2005 Measure J	(12,625,650)
Building Fund - Other	1,934,111
School Facility Fund	29,810,076
Grand Total	(3,920,753)

Net transfers were to, or from, the following offsetting non-program resources or funds:

Transferred From (To)	Amount
1998 Measure E	6,077,014
General Fund (Resc 8150 - RRM)	(2,700,000)
Deferred Maintenance Fund	(5,158,224)
Building Fund (other revenues)	990,573
Capital Outlay Fund	750,138
Bond Interest & Redemption Fund	(3,042,495)
Debt Service Fund	(837,758)
Grand Total	(3,920,753)

10. Other Revenue by source:

Revenue Source	Amount
Vendors	
Alterra	108,000
Misc Vendors	678,172
Pacific Gas & Electric	138,062
SBC (E-Rate)	2,597,426
WLC Architects	100,000
Other	
2000M Bond Refinance	550,000
2005J Bond Premium	5,357,323
Bond Sales journaled at net	(964,575)
Cost of Issuance rebates	120,417
EI Portal Land Sale	836,291
FEMA - Riverside ES	906,437
Other	350,909
Pinole MS joint use	2,000,000
Retention corrections	138,295
Rosie the Riveter	169,440
San Pablo Economic Develop Corp	200,262
Grand Total	13,286,459

SBC (now AT&T) payments were primarily for "E-Rate" school subsidies. The remaining vendor payments are for cost reimbursements, contract or dispute settlements, or fee rebates.

In order to show Bond Sales correctly at the stated face value, a negative \$964,576 line item is included. The amount is from the District booking bond sales at net of costs of issuance for fiscal years 2013-14 and 2014-15.

The EI Portal Land Sale was originally posted to the Building Fund, but was later transferred. It is listed in the prior note as the transfer to the Debt Service Fund.

The Pinole MS joint use revenue was from an expired agreement with the City of Pinole for the school gym and sports fields.

BOND PROGRAM KPI SUMMARY

Report # 1

Bond Information (Key Performance Indicators) for WCCUSD Bond Program for December 31, 2020 Revised

Notes:

11. Fund Adjustments by Bond Measure and other funding source:

Adjustment	Amount
2000 Measure M	907,243.03
2002 Measure D	(99,877.00)
2005 Measure J	(58,278.17)
Building Fund - Other	199,308.76
Grand Total	948,396.62

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Fund Adjustments by category:

Adjustment	Amount
Beginning Balances	218,257.13
Close Non-Bond Resources	(58,277.86)
FEMA Adjustment	805,260.00
FY 2006 Beginning Balance	-
Prior Year Correction	(16,842.65)
Grand Total	948,396.62

-

12. Bonds issued by fiscal year:

in thousands

Fiscal Year	1998E	2000M	2002D	2005J	2010D	2012E	Grand Total
1999	20,000						20,000
2000	10,000						10,000
2001	10,000	15,000					25,000
2002		40,000	30,000				70,000
2003		95,000					95,000
2004			100,000				100,000
2005			69,999				69,999
2006			99,998	70,000			169,998
2009				120,000			120,000
2010				132,410			132,410
2012					100,000		100,000
2014					40,000	85,000	125,000
2015					50,000	85,000	135,000
2016					60,000	65,000	125,000
2018					65,000	60,000	125,000
2020					65,000	65,000	130,000
Total	40,000	150,000	299,997	322,410	380,000	360,000	1,552,407

13. Total Other Revenue by bond or funding source:

Source	12/31/2019	CY 2020	Total
2000 Measure M	(3,938,956)	-	(3,938,956)
2002 Measure D	5,957,893	-	5,957,893
2005 Measure J	(5,732,025)	-	(5,732,025)
2010 Measure D	8,016,077	515,029	8,531,107
2012 Measure E	1,041,118	400,495	1,441,613
Building Fund - Other	18,574,764	435,883	19,010,647
Capital Facilities	27,640,167	1	27,640,168
School Facility	188,466,655	23,403,483	211,870,138
Grand Total	240,025,694	24,754,892	264,780,585

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14. Expenditures by bond or funding source are as follows:

Source	12/31/2019	CY 2020	Total
2000 Measure M	146,061,044	-	146,061,044
2002 Measure D	304,455,376	-	304,455,376
2005 Measure J	318,177,684	-	318,177,684
2010 Measure D	286,748,609	46,285,451	333,034,060
2012 Measure E	270,688,240	6,245,820	276,934,059
Building Fund - Other	32,809,991	7,500	32,817,491
Capital Facilities	24,900,038	-	24,900,038
School Facility	172,882,693	-	172,882,693
Grand Total	1,556,723,675	52,538,771	1,609,262,446

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15. The District retains up to 5 percent of payments on construction contracts, and frequently makes payments to vendor trust accounts for the retained amounts. The trust accounts are reported as cash on the District's financial records. Net retainage liability, less cash in trust accounts, is as follows:

Account	12/31/2019	CY 2020	Total
Retentions	8,563,545	(6,270,790)	2,292,755
Trust Accounts	(8,264,041)	6,124,648	(2,139,394)
Net Retentions	299,504	(146,142)	153,362

BOND PROGRAM KPI SUMMARY

Report # 1

Bond Information (Key Performance Indicators) for WCCUSD Bond Program for December 31, 2020 Revised

Notes:

16. Ending Cash on Hand by funding source is as follows:

Source	12/31/2019	CY 2020	Total
2010 Measure D	40,431,485	19,083,436	59,514,921
2012 Measure E	21,534,443	59,154,676	80,689,118
Building Fund - Other	4,042,785	23,831,868	27,874,653
School Facilities	1	(1)	-
Grand Total	66,008,714	102,069,979	168,078,693

Ending Cash on Hand by cash type:

Source	12/31/2019	CY 2020	Total
Cash	45,048,768	101,721,018	146,769,786
LAIF (Cash Equivalent)	20,959,946	348,961	21,308,907
Grand Total	66,008,714	102,069,979	168,078,693

Bond Program Cash Flow Projection, Data as of 06/30/2020 FINAL
Schedule includes Unfunded State Funding Applications

Updated 09/03/2020

Based on 2016 FAI Recommendation; TC 16-3

	TOTAL to FY 2023	Projected 7/1/19-06/30/23	Prior YR thru FY 2019
Beginning Cash			
Msr 2000 M	150,000,000	-	150,000,000
Msr 2002 D	299,997,483	-	299,997,483
Msr 2005 J	322,409,709	-	322,409,709
Msr 2010 D	380,000,000	65,000,000	315,000,000
Msr 2012 E	360,000,000	65,000,000	295,000,000
Bond Measures Total	1,512,407,191	130,000,000	1,382,407,191
OTHER REVENUES			
Fund 35 State Funding	183,368,295	23,400,090	159,968,205
Prior Year Funding Adjustments	34,836,951	-	34,836,951
Interest Earnings & Other Misc Revenue	51,875,488	7,170,689	44,704,799
Other Revenue Total	270,080,734	30,570,779	239,509,955
TOTAL REVENUE	1,782,487,926	160,570,779	1,621,917,146
9150 Local Agency Investment Fund(LAIF)	21,263,753		20,699,358
9135 Cash with Fiscal Agent (Escrow Account)	1,651,942		7,737,801.50
9200 Accounts Receivable	40,000		268,135.01
9500 Accounts Payable	(3,650)		(4,093,352.58)
9570 Retention Held by WCCUSD	(2,076,925)		(7,997,122.00)
9110 Cash in County Treasury	948,407		67,401,399
9110 Cash on Hand - Msr 2010 D (9745)	-		83,303,364
9110 Cash on Hand - Msr 2012 E (9748)	-		39,657,038
9110 Cash on Hand - Non-Bond Measure (9749)	948,407		2,475,131
9110 Cash on Hand - Fund 35 State Funding	-		-
Ending Fund Balance	21,823,527		84,016,219
TOTAL EXPENSE	1,760,664,398	222,763,471	1,537,900,927
Completed Site Projects	1,143,173,006	2,339,500	1,140,833,506
HIGHLAND CRITICAL NEEDS	552,875	500,000	52,875
FAIRMONT CRITICAL NEEDS	2,999,999	2,651,129	348,870
LAKE CAMPUS REPLACEMENT	65,600,000	65,600,000	-
OLINDA CRITICAL NEEDS	793,247	498,111	295,136
RIVERSIDE CRITICAL NEEDS	6,900,000	6,787,993	112,007
STEGE CRITICAL NEEDS	2,900,000	2,864,100	35,900
OBAMA CAMPUS REPLACEMENT	40,300,000	34,465,045	5,834,955
CRESPI GYM SEISMIC RETROFIT	5,300,150	3,992,300	1,307,849
KOREMATSU LEGACY PROJECT	73,382,178	726,978	72,655,201
PINOLE VALLEY LEGACY PROJECT	216,491,780	30,528,761	185,963,019
RICHMOND GYM SEISMIC RETROFIT	21,000,002	19,767,272	1,232,731
CENTRAL PROGRAM COORDINATION	107,471,162	12,536,613	94,934,549
TECHNOLOGY	35,000,000	705,670	34,294,330
Active Site Projects	578,691,392	181,623,972	397,067,421
CAMERON CRITICAL NEEDS	1,300,000	1,300,000	-
COLLINS CRITICAL NEEDS	3,500,000	3,500,000	-
SHANNON CRITICAL NEEDS	7,100,000	7,100,000	-
KENNEDY CRITICAL NEEDS	12,200,000	12,200,000	-
HERCULES CRITICAL NEEDS	14,700,000	14,700,000	-
Future Site Projects	38,800,000	38,800,000	-
Grand Total Site Projects	1,760,664,398	222,763,471	1,537,900,927

Bond Program Cash Flow Projection, Data as of 06/30/2020 FINAL
Schedule includes Unfunded State Funding Applications

Updated 09/03/2020

	2020 Jul-19	2020 Aug-19	2020 Sep-19	2020 Oct-19	2020 Nov-19	2020 Dec-19	2020 Jan-20	2020 Feb-20	2020 Mar-20	2020 Apr-20	2020 May-20	2020 Jun-20	2020 Acc Jul	2020 TOTAL
Beginning Cash	67,401,399	63,626,602	61,822,621	59,872,857	55,297,285	50,477,264	45,048,768	37,417,845	35,855,459	29,260,856	22,259,518	16,564,638	142,025,053	142,086,084
Msr 2000 M														-
Msr 2002 D														-
Msr 2005 J														-
Msr 2010 D												65,000,000		65,000,000
Msr 2012 E												65,000,000		65,000,000
Bond Measures Total	-	-	-	-	-	-	-	-	-	-	-	130,000,000		130,000,000
OTHER REVENUES														
Fund 35 State Funding		-												-
Prior Year Funding Adjustments														
Interest Earnings & Other Misc Revenue				515,739	-		348,492	1,963		223,572			175,104	1,264,870
Other Revenue Total	-	-	-	515,739	-	-	348,492	1,963	-	223,572	-	-	175,104	1,264,870
TOTAL REVENUE	-	-	-	515,739	-	-	348,492	1,963	-	223,572	-	130,000,000	175,104	131,264,870
9150 Local Agency Investment Fund(LAIF)	132,271			128,317			120,409			106,094				21,186,449
9135 Cash with Fiscal Agent (Escrow Account)		69,599	16,452	78,474	151,238	210,477	(3,378,829)		97,081	411,163	54,161	387,682	(4,698)	5,830,601
9200 Accounts Receivable	(268,135)	-											183,599	183,599
9500 Accounts Payable	3,631,092	136,213	367,005	(40,958)									(4,340,388)	(4,340,388)
9570 Retention Held by WCCUSD	69,599	(124,821)	(19,256)	(56,997)	(193,912)	(241,037)	3,384,623	(1,542)	(298,691)	(175,464)	(264,678)	(177,165)	(178,523)	(6,274,986)
9110 Cash in County Treasury	63,626,602	61,822,621	59,872,857	55,297,285	50,477,264	45,048,768	37,417,845	35,855,459	29,260,856	22,259,518	16,564,638	142,025,053	142,086,084	142,086,084
9110 Cash on Hand - Msr 2010 D (9745)	48,397,600	46,707,202	44,786,225	40,124,009	35,308,835	29,951,512	24,788,293	23,949,841	17,384,484	12,899,193	7,194,143	67,901,757	67,967,221	67,967,221
9110 Cash on Hand - Msr 2012 E (9748)	11,091,336	11,103,457	11,074,670	11,130,489	11,125,644	11,054,470	8,561,971	7,838,037	7,808,791	5,271,162	5,281,333	70,034,134	70,029,946	70,029,946
9110 Cash on Hand - Non-Bond Measure (97)	4,136,968	4,011,264	4,011,264	4,042,785	4,042,785	4,042,785	4,067,581	4,067,581	4,067,581	4,089,162	4,089,162	4,089,162	4,088,917	4,088,917
9110 Cash on Hand - Fund 35 State Funding	698	698	698	1	1	1	-	-	-	-	-	-	(0)	(0)
Ending Fund Balance	83,806,248	82,083,259	80,497,697	76,030,960	71,168,266	65,709,210	58,204,490	56,640,562	49,844,349	43,184,803	37,279,407	162,950,339	158,671,359	158,671,359
TOTAL EXPENSE	209,971	1,722,989	1,585,562	4,982,475	4,862,694	5,459,056	7,853,212	1,565,891	6,796,213	6,883,117	5,905,396	4,329,068	4,454,084	56,609,731
Completed Site Projects	-	-	-	-	-	-	2,339,500	-	-	-	-	-	-	2,339,500
HIGHLAND CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FAIRMONT CRITICAL NEEDS	-	228,554	44,824	68,562	7,045	72,173	39,698	18,734	3,147	-	-	-	114,078	596,814
LAKE CAMPUS REPLACEMENT	-	-	-	-	-	-	-	-	8,450	41,200	-	8,075	39,925	97,650
OLINDA CRITICAL NEEDS	-	249,559	151,722	385	14,613	81,319	-	514	-	-	-	-	-	498,111
RIVERSIDE CRITICAL NEEDS	-	-	12,222	-	-	2,718	954	-	-	-	2,320	-	-	18,213
STEGE CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OBAMA CAMPUS REPLACEMENT	-	216,142	66,575	2,081,477	3,180,794	4,374,766	1,606,128	103,151	4,463,589	3,158,356	3,473,142	2,371,473	2,542,316	27,637,908
CRESPI GYM SEISMIC RETROFIT	-	601,464	241,008	434,282	1,002,690	360,630	432,500	35,125	327,853	60,867	37,663	900	130,039	3,665,021
KOREMATSU LEGACY PROJECT	-	-	-	-	-	-	-	-	-	-	1,710	-	380	2,090
PINOLE VALLEY LEGACY PROJECT	3,201	171,556	863,812	2,209,343	464,740	311,442	2,899,421	685,117	(126,107)	2,569,995	245,602	7,910	212,639	10,518,671
RICHMOND GYM SEISMIC RETROFIT	-	37,280	18,413	32,192	40,061	27,738	369,657	20,915	1,822,833	898,257	2,047,257	1,371,430	1,018,250	7,704,281
CENTRAL PROGRAM COORDINATION TECHNOLOGY	206,770	218,434	186,986	156,235	152,751	203,389	165,357	702,337	296,448	179,325	97,702	569,281	396,457	3,531,471
Active Site Projects	209,971	1,722,989	1,585,562	4,982,475	4,862,694	5,459,056	5,513,713	1,565,891	6,796,213	6,883,117	5,905,396	4,329,068	4,454,084	54,270,231
CAMERON CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
COLLINS CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SHANNON CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
KENNEDY CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HERCULES CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Future Site Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total Site Projects	209,971	1,722,989	1,585,562	4,982,475	4,862,694	5,459,056	7,853,212	1,565,891	6,796,213	6,883,117	5,905,396	4,329,068	4,454,084	56,609,731

Bond Program Cash Flow Projection, Data as of 06/30/2020 FINAL
Schedule includes Unfunded State Funding Applications

Updated 09/03/2020

	2021 Jul-20	2021 Aug-20	2021 Sep-20	2021 Oct-20	2021 Nov-20	2021 Dec-20	2021 Jan-21	2021 Feb-21	2021 Mar-21	2021 Apr-21	2021 May-21	2021 Jun-21	2021 Acc Jul	2021 TOTAL
Beginning Cash	142,086,084	137,616,790	156,630,049	151,457,947	145,622,341	139,275,350	134,523,009	131,417,457	124,712,632	120,595,217	117,922,100	114,857,175	110,094,962	110,094,962
Msr 2000 M														-
Msr 2002 D														-
Msr 2005 J														-
Msr 2010 D														-
Msr 2012 E														-
Bond Measures Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER REVENUES														
Fund 35 State Funding		23,400,090												23,400,090
Prior Year Funding Adjustments														
Interest Earnings & Other Misc Revenue		5,819		950,000			920,000			900,000			600,000	3,375,819
Other Revenue Total	-	23,405,909	-	950,000	-	-	920,000	-	-	900,000	-	-	600,000	26,775,909
TOTAL REVENUE	-	23,405,909	-	950,000	-	-	920,000	-	-	900,000	-	-	600,000	26,775,909
9150 Local Agency Investment Fund(LAIF)	71,485	5,819												21,263,753
9135 Cash with Fiscal Agent (Escrow Account)	167,931	(4,346,590)												1,651,942
9200 Accounts Receivable	(183,599)												600,000	600,000
9500 Accounts Payable	4,246,237	94,152											(2,353,700)	(2,353,700)
9570 Retention Held by WCCUSD	18,108	4,179,954												(2,076,925)
9110 Cash in County Treasury	137,616,790	156,630,049	151,457,947	145,622,341	139,275,350	134,523,009	131,417,457	124,712,632	120,595,217	117,922,100	114,857,175	110,094,962	110,094,962	110,094,962
9110 Cash on Hand - Msr 2010 D (9745)	63,470,333	59,087,922	53,915,820	53,915,820	49,568,828	46,816,487	47,116,487	47,116,487	42,999,072	40,325,955	37,261,030	32,498,817	32,498,817	32,498,817
9110 Cash on Hand - Msr 2012 E (9748)	70,054,313	70,049,893	70,049,893	63,264,288	61,264,288	59,264,288	55,858,736	49,153,911	49,153,911	49,153,911	49,153,911	49,153,911	49,153,911	49,153,911
9110 Cash on Hand - Non-Bond Measure (975)	4,092,144	27,492,234	27,492,234	28,442,234	28,442,234	28,442,234	28,442,234	28,442,234	28,442,234	28,442,234	28,442,234	28,442,234	28,442,234	28,442,234
9110 Cash on Hand - Fund 35 State Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Fund Balance	158,522,227	177,468,820	172,296,717	166,461,112	160,114,120	155,361,779	152,256,227	145,551,402	141,433,987	138,760,870	135,695,945	130,933,732	129,180,032	129,180,032
TOTAL EXPENSE	149,132	4,459,316	5,172,103	6,785,606	6,346,992	4,752,341	4,025,552	6,704,825	4,117,415	3,573,117	3,064,925	4,762,213	2,353,700	56,267,235
Completed Site Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HIGHLAND CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	280,000	220,000	-	500,000
FAIRMONT CRITICAL NEEDS	3,021	604,802	567,617	565,976	222,243	55,617	14,040	5,000	7,000	5,000	2,000	2,000	-	2,054,315
LAKE CAMPUS REPLACEMENT	-	-	380,000	834,460	517,000	572,140	442,370	424,187	333,270	107,600	159,000	1,214,000	25,000	5,009,027
OLINDA CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RIVERSIDE CRITICAL NEEDS	-	-	94,282	1,089,000	1,045,000	857,501	819,000	1,027,215	1,064,165	773,617	-	-	-	6,769,780
STEGE CRITICAL NEEDS	-	-	-	-	-	-	-	2,842,100	22,000	-	-	-	-	2,864,100
OBAMA CAMPUS REPLACEMENT	-	1,805,722	2,102,977	1,680,524	867,670	302,538	65,814	1,892	-	-	-	-	-	6,827,137
CRESPI GYM SEISMIC RETROFIT	-	150	66,395	251,449	9,285	-	-	-	-	-	-	-	-	327,279
KOREMATSU LEGACY PROJECT	-	2,168	60,290	104,840	557,590	-	-	-	-	-	-	-	-	724,888
PINOLE VALLEY LEGACY PROJECT	-	(59,694)	585,260	887,287	1,219,595	1,145,000	1,275,578	1,394,810	1,422,190	1,340,000	1,300,000	1,406,961	1,310,000	13,226,987
RICHMOND GYM SEISMIC RETROFIT	-	1,990,240	1,048,132	1,090,000	1,225,878	1,091,829	982,000	606,971	845,340	855,000	845,000	870,000	562,600	12,012,991
CENTRAL PROGRAM COORDINATION	146,111	115,929	267,150	266,600	277,450	272,041	260,400	276,800	256,250	277,800	256,300	273,300	96,000	3,042,131
TECHNOLOGY	-	-	-	5,670	350,000	350,000	-	-	-	-	-	-	-	705,670
Active Site Projects	149,132	4,459,316	5,172,103	6,775,806	6,291,712	4,646,666	3,859,202	6,578,975	3,950,215	3,359,017	2,842,300	3,986,261	1,993,600	54,064,303
CAMERON CRITICAL NEEDS	-	-	-	1,800	1,300	4,300	7,850	8,000	18,500	11,500	16,300	42,500	44,100	156,150
COLLINS CRITICAL NEEDS	-	-	-	7,000	7,500	11,550	11,150	11,050	19,900	18,600	76,600	293,100	261,000	717,450
SHANNON CRITICAL NEEDS	-	-	-	1,000	38,980	56,825	59,350	55,000	56,800	104,500	59,725	372,352	5,000	809,532
KENNEDY CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HERCULES CRITICAL NEEDS	-	-	-	-	7,500	33,000	88,000	51,800	72,000	79,500	70,000	68,000	50,000	519,800
Future Site Projects	-	-	-	9,800	55,280	105,675	166,350	125,850	167,200	214,100	222,625	775,952	360,100	2,202,932
Grand Total Site Projects	149,132	4,459,316	5,172,103	6,785,606	6,346,992	4,752,341	4,025,552	6,704,825	4,117,415	3,573,117	3,064,925	4,762,213	2,353,700	56,267,235

Bond Program Cash Flow Projection, Data as of 06/30/2020 FINAL
Schedule includes Unfunded State Funding Applications

Updated 09/03/2020

	2022 Jul-21	2022 Aug-21	2022 Sep-21	2022 Oct-21	2022 Nov-21	2022 Dec-21	2022 Jan-22	2022 Feb-22	2022 Mar-22	2022 Apr-22	2022 May-22	2022 Jun-22	2022 Acc Jul	2022 TOTAL
Beginning Cash	110,094,962	106,964,312	102,373,123	97,916,181	93,901,936	88,425,423	82,552,228	76,014,886	70,810,212	64,953,773	59,942,163	54,478,677	48,315,528	48,315,528
Msr 2000 M														-
Msr 2002 D														-
Msr 2005 J														-
Msr 2010 D														-
Msr 2012 E														-
Bond Measures Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER REVENUES														
Fund 35 State Funding														-
Prior Year Funding Adjustments														
Interest Earnings & Other Misc Revenue				630,000			480,000			300,000			120,000	1,530,000
Other Revenue Total	-	-	-	630,000	-	-	480,000	-	-	300,000	-	-	120,000	1,530,000
TOTAL REVENUE	-	-	-	630,000	-	-	480,000	-	-	300,000	-	-	120,000	1,530,000
9150 Local Agency Investment Fund(LAIF)														21,263,753
9135 Cash with Fiscal Agent (Escrow Account)														1,651,942
9200 Accounts Receivable	(600,000)												120,000	120,000
9500 Accounts Payable	2,353,700												(3,679,116)	(3,679,116)
9570 Retention Held by WCCUSD														(2,076,925)
9110 Cash in County Treasury	106,964,312	102,373,123	97,916,181	93,901,936	88,425,423	82,552,228	76,014,886	70,810,212	64,953,773	59,942,163	54,478,677	48,315,528	48,315,528	48,315,528
9110 Cash on Hand - Msr 2010 D (9745)	32,868,167	28,276,978	28,276,978	28,486,978	28,486,978	28,486,978	28,726,978	28,726,978	22,870,539	22,870,539	17,407,053	11,243,904	11,243,904	11,243,904
9110 Cash on Hand - Msr 2012 E (9748)	45,653,911	45,653,911	41,196,969	36,762,724	31,286,211	25,413,016	18,635,674	13,431,000	13,431,000	8,119,390	8,119,390	8,119,390	8,119,390	8,119,390
9110 Cash on Hand - Non-Bond Measure (9749)	28,442,234	28,442,234	28,442,234	28,652,234	28,652,234	28,652,234	28,652,234	28,652,234	28,652,234	28,952,234	28,952,234	28,952,234	28,952,234	28,952,234
9110 Cash on Hand - Fund 35 State Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Fund Balance	127,803,082	123,211,893	118,754,951	114,740,706	109,264,193	103,390,998	96,853,656	91,648,982	85,792,543	80,780,933	75,317,447	69,154,298	65,595,182	65,595,182
TOTAL EXPENSE	1,376,950	4,591,189	4,456,942	4,644,245	5,476,513	5,873,195	7,017,342	5,204,674	5,856,439	5,311,610	5,463,486	6,163,149	3,679,116	65,114,850
Completed Site Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HIGHLAND CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FAIRMONT CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LAKE CAMPUS REPLACEMENT	1,120,000	1,841,800	2,020,000	2,208,600	3,260,000	3,217,700	3,686,500	2,164,640	3,208,000	3,195,760	3,186,500	3,720,500	3,050,000	35,880,000
OLINDA CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RIVERSIDE CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
STEGE CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OBAMA CAMPUS REPLACEMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CRESPI GYM SEISMIC RETROFIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
KOREMATSU LEGACY PROJECT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PINOLE VALLEY LEGACY PROJECT	-	1,542,760	1,050,000	1,019,343	800,000	530,000	709,000	615,000	515,000	-	-	2,000	-	6,783,103
RICHMOND GYM SEISMIC RETROFIT	-	50,000	-	-	-	-	-	-	-	-	-	-	-	50,000
CENTRAL PROGRAM COORDINATION	255,750	277,029	269,900	255,850	257,900	242,350	251,800	250,940	248,500	249,950	249,679	271,129	-	3,080,777
TECHNOLOGY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Active Site Projects	1,375,750	3,711,589	3,339,900	3,483,793	4,317,900	3,990,050	4,647,300	3,030,580	3,971,500	3,445,710	3,436,179	3,993,629	3,050,000	45,793,880
CAMERON CRITICAL NEEDS	-	112,500	133,500	133,000	130,000	133,200	129,700	171,850	130,200	59,700	10,200	-	-	1,143,850
COLLINS CRITICAL NEEDS	1,200	341,100	456,850	433,100	442,000	433,000	432,150	227,000	16,150	-	-	-	-	2,782,550
SHANNON CRITICAL NEEDS	-	426,000	459,692	474,852	456,192	559,852	597,792	558,000	540,000	531,000	518,000	573,000	154,704	5,849,084
KENNEDY CRITICAL NEEDS	-	-	-	11,500	20,421	49,093	64,400	78,344	54,589	143,000	336,707	477,520	474,412	1,709,986
HERCULES CRITICAL NEEDS	-	-	67,000	108,000	110,000	708,000	1,146,000	1,138,900	1,144,000	1,132,200	1,162,400	1,119,000	-	7,835,500
Future Site Projects	1,200	879,600	1,117,042	1,160,452	1,158,613	1,883,145	2,370,042	2,174,094	1,884,939	1,865,900	2,027,307	2,169,520	629,116	19,320,970
Grand Total Site Projects	1,376,950	4,591,189	4,456,942	4,644,245	5,476,513	5,873,195	7,017,342	5,204,674	5,856,439	5,311,610	5,463,486	6,163,149	3,679,116	65,114,850

Bond Program Cash Flow Projection, Data as of 06/30/2020 FINAL

Schedule includes Unfunded State Funding Applications

Updated 09/03/2020

	2023 Jul-22	2023 Aug-22	2023 Sep-22	2023 Oct-22	2023 Nov-22	2023 Dec-22	2023 Jan-23	2023 Feb-23	2023 Mar-23	2023 Apr-23	2023 May-23	2023 Jun-23	2023 Acc Jul	2023 TOTAL
Beginning Cash	48,315,528	44,336,988	38,629,074	32,290,930	26,655,696	22,590,578	19,035,404	15,849,691	12,481,251	9,052,769	5,927,098	3,023,347	948,407	948,407
Msr 2000 M														-
Msr 2002 D														-
Msr 2005 J														-
Msr 2010 D														-
Msr 2012 E														-
Bond Measures Total	-	-	-	-	-	-	-	-	-	-	-	-		-
OTHER REVENUES														
Fund 35 State Funding		-							-					-
Prior Year Funding Adjustments														
Interest Earnings & Other Misc Revenue				400,000			360,000			200,000			40,000	1,000,000
Other Revenue Total	-	-	-	400,000	-	-	360,000	-	-	200,000	-	-	40,000	1,000,000
TOTAL REVENUE	-	-	-	400,000	-	-	360,000	-	-	200,000	-	-	40,000	1,000,000
9150 Local Agency Investment Fund(LAIF)											-			21,263,753
9135 Cash with Fiscal Agent (Escrow Account)														1,651,942
9200 Accounts Receivable	(120,000)												40,000	40,000
9500 Accounts Payable	3,679,116												(3,650)	(3,650)
9570 Retention Held by WCCUSD														(2,076,925)
9110 Cash in County Treasury	44,336,988	38,629,074	32,290,930	26,655,696	22,590,578	19,035,404	15,849,691	12,481,251	9,052,769	5,927,098	3,023,347	948,407	948,407	948,407
9110 Cash on Hand - Msr 2010 D (9745)	7,265,364	7,265,364	927,220	1,127,220	1,127,220	1,127,220	1,307,220	1,307,220	307,220	407,220	407,220	-	-	-
9110 Cash on Hand - Msr 2012 E (9748)	8,119,390	2,411,476	2,411,476	2,611,476	2,611,476	2,611,476	2,791,476	2,791,476	362,994	462,994	462,994	-	-	-
9110 Cash on Hand - Non-Bond Measure (9749)	28,952,234	28,952,234	28,952,234	22,917,000	18,851,882	15,296,708	11,750,995	8,382,555	8,382,555	5,056,884	2,153,133	948,407	948,407	948,407
9110 Cash on Hand - Fund 35 State Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Fund Balance	65,175,758	59,467,844	53,129,700	47,494,466	43,429,348	39,874,174	36,688,461	33,320,021	29,891,539	26,765,868	23,862,117	21,787,177	21,823,527	21,823,527
TOTAL EXPENSE	419,424	5,707,914	6,338,144	6,035,234	4,065,118	3,555,174	3,545,713	3,368,440	3,428,482	3,325,671	2,903,751	2,074,940	3,650	44,771,655
Completed Site Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HIGHLAND CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FAIRMONT CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LAKE CAMPUS REPLACEMENT	95,480	3,177,620	3,646,300	3,706,840	1,965,090	1,692,750	1,742,663	1,783,520	2,203,962	2,073,741	1,733,957	787,750	3,650	24,613,323
OLINDA CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RIVERSIDE CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
STEGE CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OBAMA CAMPUS REPLACEMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CRESPI GYM SEISMIC RETROFIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
KOREMATSU LEGACY PROJECT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PINOLE VALLEY LEGACY PROJECT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RICHMOND GYM SEISMIC RETROFIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CENTRAL PROGRAM COORDINATION	323,944	265,094	242,044	238,094	239,044	222,094	246,380	222,920	220,380	220,430	221,380	220,430	-	2,882,234
TECHNOLOGY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Active Site Projects	419,424	3,442,714	3,888,344	3,944,934	2,204,134	1,914,844	1,989,043	2,006,440	2,424,342	2,294,171	1,955,337	1,008,180	3,650	27,495,557
CAMERON CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
COLLINS CRITICAL NEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SHANNON CRITICAL NEEDS	-	203,000	208,400	3,000	26,984	-	-	-	-	-	-	-	-	441,384
KENNEDY CRITICAL NEEDS	-	743,000	972,500	958,000	962,500	942,000	950,000	957,000	963,340	1,026,500	948,414	1,066,760	-	10,490,014
HERCULES CRITICAL NEEDS	-	1,319,200	1,268,900	1,129,300	871,500	698,330	606,670	405,000	40,800	5,000	-	-	-	6,344,700
Future Site Projects	-	2,265,200	2,449,800	2,090,300	1,860,984	1,640,330	1,556,670	1,362,000	1,004,140	1,031,500	948,414	1,066,760	-	17,276,098
Grand Total Site Projects	419,424	5,707,914	6,338,144	6,035,234	4,065,118	3,555,174	3,545,713	3,368,440	3,428,482	3,325,671	2,903,751	2,074,940	3,650	44,771,655

1. RESOURCE APPENDIX

1.4. Board Précis Templates

1.4.1. Notice of Award

1.4.2. CUPCCAA Ratification, BOE 3/24/2021

1.4.3. Professional/Special Services Table

1.4.4. Change Order Ratification

1.4.5. Site Budget Authorization Form, BOE Meeting 7/29/20

1.4.6. Notice of Completion



West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** [Date of BOE]
From: Luis Freese **Agenda Item:**
Associate Superintendent for Operations
Subject: Award of Contract: [List Project Name]

Background Information:

The project consists of [Add Scope of Work].

The District conducted a public bid process for the project. Bids were opened on [Date of Bid Opening]. [Alpha & Numeric # of bidders] contractors submitted a bid: [List Bidders and Bid Amount lowest to high, identify if bid is non-responsive].

The lowest responsive, responsible bidder is: [name of bidder]

Contract completion is anticipated [Add completion date].

Recommendation:

Award the contract to the lowest responsive, responsible bidder [name of bidder].

Fiscal Impact: [\$0.00]. Funded from [Fund ??]. The Project is within the Board approved site budget.

[Enter Account Code]

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

CUPCCAA Projects
January 2021 - February 2021

Site Name	Description	Vendor Name	Effective Date	Revised Amount	Account Code
FAIRMONT ES	CLASSROOM & PORTABLE IMPROVEMENTS	TSE CONSTRUCTION	01/07/21	51,875.00	21-9745-6211-123-0000-8500-400130-0-0000
RIVERSIDE ES	STORM DAMAGE, TREE REMOVAL	BAY AREA TREE CARE	02/12/21	2,200.00	01-9200-5630-613-0000-8250-400110-0-0000
STEWART K-8	MAIN OFFICE WATER MITIGATION SERVICES	SERVPRO	01/26/21	2,641.54	01-8150-5630-612-0000-8110-400110-0-0000
VERDE K-8	MPR AUDIO AND SPEAKER SYSTEM ADDITION	D & D SECURITY ENTER	01/22/21	23,596.45	01-9595-6400-162-1110-1000-200110-0-0000
KENNEDY HS	BUILDING 100 & 200 EXTERIOR WALKWAY STUCCO REPAIRS	STREAMLINE BUILDERS	01/29/21	42,750.00	01-8150-5630-360-0000-8110-400110-0-8151
PINOLE VALLEY HS	ROOMS D109 & D111 FLOOR MOISTURE MITIGATION	ALL COUNTY FLOORING	01/20/21	40,642.97	01-8150-5630-612-0000-8110-400110-0-0000
PINOLE VALLEY HS	BUILDINGS A, B, AND C EXTERIOR DRAINAGE	TSE CONSTRUCTION	01/28/21	6,162.50	01-8150-5630-612-0000-8110-400110-0-0000
RICHMOND HS	STADIUM LIGHTS INSPECTION & REPAIR	YOUNG ELECTRIC SIGN	01/21/21	2,500.00	01-9200-5630-612-0000-8110-400110-0-0000
RICHMOND HS	GYM TEMPORARY LOCKER REMOVAL	STREAMLINE BUILDERS	01/26/21	9,000.00	21-9745-6219-364-0000-8500-400130-0-0000
VISTA HIGH	TREE REMOVAL	BAY AREA TREE CARE	02/12/21	4,500.00	01-9200-5630-613-0000-8250-400110-0-0000
FOC BUILDING	ENTRY AWNING REPLACEMENT	ACME SUNSHADES ENTER	02/03/21	5,100.00	01-8150-5630-612-0000-8110-400110-0-0000
VARIOUS SITES	FIELD TURF MAINTENANCE	FIELDTURF USA INC	01/27/21	10,575.00	01-9200-5640-612-0000-8110-400110-0-0000

Fund 01 (RRM)	97,297.01
Fund 01 (MRAD)	19,775.00
Fund 01 (Irene Scully Family Foundation)	23,596.45
Fund 21 (Building Fund)	60,875.00
TOTAL BY FUND	201,543.46

Month Date, 2020 Professional Special Services Summary

New Contracts													
	Project	Company	Contract Amount	Fund 01	Fund 13	Fund 21	Fund 25	Fund 40	Contract Date	Contract Term	Services	Scope of Services	Account Code
1			\$0.00										
2			\$0.00										
3			\$0.00										

New Contract Summary	
Fund 01 (General Fund)	\$0.00
Fund 13 (Cafeteria Fund)	\$0.00
Fund 21 (Building Fund)	\$0.00
Fund 25 (Developer Fees)	\$0.00
Fund 40 (Capital Outlay Fund)	\$0.00

Contract Amendments													
	Project	Company	Amendments Pending Approval	Fund 01	Fund 13	Fund 21	Fund 25	Fund 40	Present Allowable Compensation	Amended Contract Amount	Services	Scope of Services	Account Code
1			\$0.00							\$0.00			
2			\$0.00							\$0.00			
3			\$0.00							\$0.00			
4			\$0.00							\$0.00			
5			\$0.00							\$0.00			
6			\$0.00							\$0.00			
7			\$0.00							\$0.00			
8			\$0.00							\$0.00			
9			\$0.00							\$0.00			
10			\$0.00							\$0.00			

Contract Amendment Summary	
Fund 01 (General Fund)	\$0.00
Fund 13 (Cafeteria Fund)	\$0.00
Fund 21 (Building Fund)	\$0.00
Fund 25 (Developer Fees)	\$0.00
Fund 40 (Capital Outlay Fund)	\$0.00

Total Board Action Summary	
Fund 01 (General Fund)	\$0.00
Fund 13 (Cafeteria Fund)	\$0.00
Fund 21 (Building Fund)	\$0.00
Fund 25 (Developer Fees)	\$0.00
Fund 40 (Capital Outlay Fund)	\$0.00
TOTAL Board Action	\$0.00

Note: All proposed contracts and amendments are within the Board Approved Budget.

Month Date, 2020 Change Orders Summary - Bond Program

	Project	Company	Original Contract	Previously Approved/ Ratified CO's	CO's Pending Ratification	Change Percent	Total CO'S Pending Ratification	Total Change Percent	Total CO's	Total CO Percent of Original Contract	Adjusted New Contract	Change Order Reason Code ¹	Change Order Number	Account Code
1				\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00			
						#DIV/0!								

Total Board Action	\$0.00
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Notes:

1. All proposed change orders are less than ten percent (10%) of the contract value.

2. All proposed change orders are within the Board Approved Site Budget.

3. Change Order Reason Code Definitions:

1 - Unforeseen Conditions

2 - Owner Initiated Scope Change

3 - Design Deficiency

4 - Outside Agency



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
FACILITIES PLANNING CONSTRUCTION
Bond Program Site Budget Authorization

Updated 07/03/2020

Based on forensic Audit recommendation; TC 6-7

Site Name	Total Approved Budget 02/26/20	Proposed adjustment Presented 07/29/20	Total Approved Budget	Actual Expended as of 06/30/20	Committed Balance as of 06/30/20	Proposed Budget Balance	Comment for adjustment
BAYVIEW	19,850,802		19,850,802	19,850,802	-	0	Footnote 1
CHAVEZ	1,058,234		1,058,234	1,058,234	-	-	Footnote 1
COLLINS	1,638,871	3,500,000	5,138,871	1,638,871	-	3,500,000	Footnote 3
CORONADO	43,022,627		43,022,627	43,022,627	-	-	Footnote 1
DOVER	35,095,267		35,095,267	35,095,267	-	-	Footnote 1
DOWNER	33,415,902		33,415,902	33,415,902	-	-	Footnote 1
ELLERHORST	13,931,806		13,931,806	13,931,806	-	-	Footnote 1
FAIRMONT	6,864,259		6,864,259	4,695,865	1,402,779	765,615	Footnote 3
FORD	30,817,526		30,817,526	30,817,526	-	-	Footnote 1
GRANT	2,155,565		2,155,565	2,155,565	-	-	Footnote 1
HANNA RANCH	783,349		783,349	783,349	-	-	Footnote 1
HARDING	22,632,446		22,632,446	22,632,446	-	-	Footnote 1
HARMON KNOLLS	448,435		448,435	448,435	-	-	Footnote 1
HIGHLAND	2,679,839		2,679,839	1,932,714	-	747,125	Footnote 3
KENSINGTON	19,343,892		19,343,892	19,343,892	-	-	Footnote 1
KING	25,342,166		25,342,166	25,342,166	-	-	Footnote 1
LAKE	2,647,823	64,600,000	67,247,823	1,705,548	117,925	65,424,350	Footnote 3
LINCOLN	17,676,561		17,676,561	17,676,561	-	-	Footnote 1
LUPINE HILLS	15,395,678		15,395,678	15,395,678	-	-	Footnote 1
MADERA	12,233,801		12,233,801	12,233,801	-	-	Footnote 1
MICHELLE OBAMA	44,129,324		44,129,324	34,759,871	8,670,811	698,642	Footnote 3
MIRA VISTA	16,651,130		16,651,130	16,651,130	-	-	Footnote 1
MONTALVIN	16,791,028		16,791,028	16,791,028	-	-	Footnote 1
MURPHY	15,619,655		15,619,655	15,619,655	-	-	Footnote 1
NYSTROM	47,800,813		47,800,813	47,800,813	-	(0)	Footnote 1
OHLONE	34,492,752		34,492,752	34,492,752	-	-	Footnote 1
OLINDA	2,080,188		2,080,188	2,080,188	-	-	Footnote 1
PERES	21,424,293		21,424,293	21,424,293	-	-	Footnote 1
RIVERSIDE	21,511,005		21,511,005	14,741,225	169,320	6,600,460	Footnote 3
SHANNON	1,555,163	7,100,000	8,655,163	1,555,163	-	7,100,000	Footnote 3
SHELDON	15,102,837		15,102,837	15,102,837	-	-	Footnote 1
STEGE	6,345,886		6,345,886	3,481,786	-	2,864,100	Footnote 3
STEWART	16,737,037		16,737,037	16,737,037	-	-	Footnote 1
TARA HILLS	14,975,067		14,975,067	14,975,067	-	-	Footnote 1
VALLEY VIEW	10,222,362		10,222,362	10,222,362	-	-	Footnote 1
VERDE	16,065,870		16,065,870	16,065,870	-	-	Footnote 1
WASHINGTON	15,322,847		15,322,847	15,322,847	-	-	Footnote 1
Elementary Totals	623,862,105	75,200,000	699,062,105	601,000,978	10,360,835	87,700,292	
CRESPI MIDDLE	6,545,896		6,545,896	6,088,727	183,823	273,345	Footnote 3
DEJEAN MIDDLE	381,209		381,209	381,209	-	-	Footnote 1
HELMS MIDDLE	83,432,888		83,432,888	83,432,888	-	(0)	Footnote 1
HERCULES MIDDLE*	699,000	-	699,000	699,000	-	-	Footnote 1
KOREMATSU MIDDLE	73,382,179		73,382,179	72,656,911	265,510	459,758	Footnote 2
PINOLE MIDDLE	56,689,430		56,689,430	56,689,430	-	-	Footnote 1
Middle Schools Total	221,130,602	-	221,130,602	219,948,165	449,333	733,104	



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
FACILITIES PLANNING CONSTRUCTION
Bond Program Site Budget Authorization

Updated 07/03/2020

Based on forensic Audit recommendation; TC 6-7

Site Name	Total Approved Budget 02/26/20	Proposed adjustment Presented 07/29/20	Total Approved Budget	Actual Expended as of 06/30/20	Committed Balance as of 06/30/20	Proposed Budget Balance	Comment for adjustment
DE ANZA HIGH	132,236,248		132,236,248	132,236,248	-	-	Footnote 1
EL CERRITO HIGH	146,850,105		146,850,105	146,850,105	-	(0)	Footnote 1
GREENWOOD ACADEMY/LPS	79,583,607		79,583,607	79,583,607	-	0	Footnote 1
HERCULES HIGH*	3,295,019	14,700,000	17,995,019	3,295,019	-	14,700,000	Footnote 3
KENNEDY HIGH	33,854,981	12,200,000	46,054,981	33,854,981	-	12,200,000	Footnote 3
PINOLE VALLEY HIGH	216,549,580		216,549,580	196,269,051	867,334	19,413,194	Footnote 2
RICHMOND HIGH	42,622,087		42,622,087	29,540,849	12,777,102	304,137	Footnote 3
VISTA HIGH	7,236,543		7,236,543	7,236,543	-	0	Footnote 1
High Schools Total	662,228,170	26,900,000	689,128,170	628,866,403	13,644,436	46,617,331	
ADAMS MIDDLE	691,211		691,211	691,211	-	-	Footnote 1
CAMERON	122,195	1,300,000	1,422,195	122,195	-	1,300,000	Footnote 3
CASTRO	620,944		620,944	620,944	-	-	Footnote 1
DELTA NSS DEANZA	152,226		152,226	152,226	-	-	Footnote 1
EL SOBRANTE	536,231		536,231	536,231	-	-	Footnote 1
HARBOUR WAY COM DAY	121,944		121,944	121,944	-	-	Footnote 1
KAPPA NSS KENNEDY	109,831		109,831	109,831	-	-	Footnote 1
NORTH CAMPUS	205,450		205,450	205,450	-	-	Footnote 1
OMEGA NSS RICHMOND	118,313		118,313	118,313	-	-	Footnote 1
SEAVIEW	499,116		499,116	499,116	-	-	Footnote 1
SIGMA NSS PVHS	110,949		110,949	110,949	-	-	Footnote 1
TRANS LEARNING CENTER	116,673		116,673	116,673	-	-	Footnote 1
WEST HERCULES ELEM	56,847		56,847	56,847	-	-	Footnote 1
Closed Schools/Programs Total	3,461,930	1,300,000	4,761,930	3,461,930	-	1,300,000	
CENTRAL	102,831,634		102,831,634	98,069,563	1,031,377	3,730,694	Budget thru 20-21
RCP CHARTER	4,415,204		4,415,204	4,415,204	-	-	Footnote 1
INFORMATION TECHNOLOGY	35,000,000		35,000,000	34,294,330	-	705,670	Footnote 2
Admin/Other Total	142,246,838	-	142,246,838	136,779,097	1,031,377	4,436,364	
GRAND TOTAL	1,652,929,646	103,400,000	1,756,329,646	1,590,056,574	25,485,982	140,787,090	

* 2016 FMP Hercules Middle school budget is allocated under Hercules High school.

Footnote 1: Site projects are completed.

Footnote 2: Site Legacy projects are under planning, construction or in closeout.

Footnote 3: Site Legacy projects are completed and 2016 Facilities Master Plan Projects are under planning, construction or in closeout.

Note: Does not include 1998 Measure E projects (DeJean Middle School)

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
NAME WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT
STREET
ADDRESS 1400 MARINA WAY S
CITY &
STATE RICHMOND, CALIF 94804

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. The completion of work is deemed to be the date of such acceptance by the Governing Board of the District (civil code 3086)

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
The nature of interest of ownership is in fee.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on BOE DATE.
5. The work done was: Project NUMBER/NAME.
6. The name and address of the contractor for such work of improvement was CONTRACTOR NAME/ADDRESS Date of Contract: NOA DATE.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: SURETY.
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: SCHOOL NAME/ADDRESS.

Dated: BOE DATE

David Johnston, Director General Services
West Contra Costa Unified School District

VERIFICATION

I, the undersigned, say: I am the Director General Services the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on BOE DATE, 2015, at Richmond, CA.

David Johnston
Director General Services
West Contra Costa Unified School District

1. RESOURCE APPENDIX

1.5. Workflow & Forms

1.5.1. New Project Site Budget for Bond Program

1.5.2. New Proposal Approval Checklist for Bond Program: Budget & Invoice

1.5.3. New Proposal Approval Checklist for Services: Procurement & Contracting



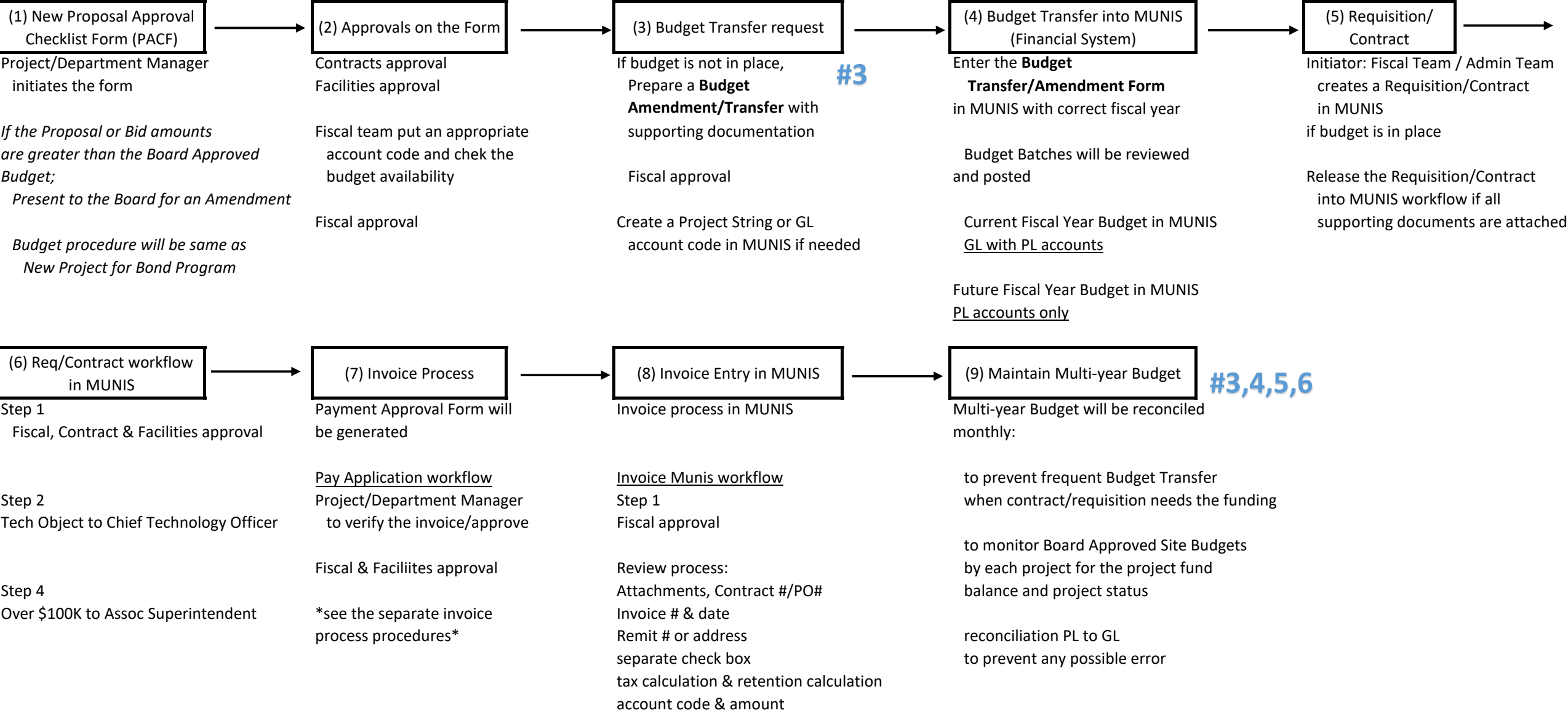
Facilities & Construction Department Workflow
New Proposal Approval Checklist for
Bond Program New Project
SEE (9) maintain Multi-Year Budget

Based on 2016 FAI Recommendation; TC 6-2, TC 6-5 for Budget Amendment/Transfer

FORMS

#1 - BOND PROGRAM SITE BUDGET AUTHORIZATION
#3 - PROJECT MULTI_YEAR BUDGET AMENDMENT/TRANSFER
#5 - GENERAL JOURNAL ENTRY

#2 - NEW BOND PROGRAM PROJECT DETAIL
#4 - BOND PROGRAM SPENDING TO DATE BY SITE
#6 - ENCUMBRANCE JOURNAL



#3

#3,4,5,6

Facilities & Construction Department Workflow
for New Project for Bond Program

Base on 2016 FAI Recommendation; TC 5-2, TC 6-1, TC 14-1, TC 14-4 for New Bond Program Project Budget from Development through Closeout

FORMS

#1 - BOND PROGRAM SITE BUDGET AUTHORIZATION

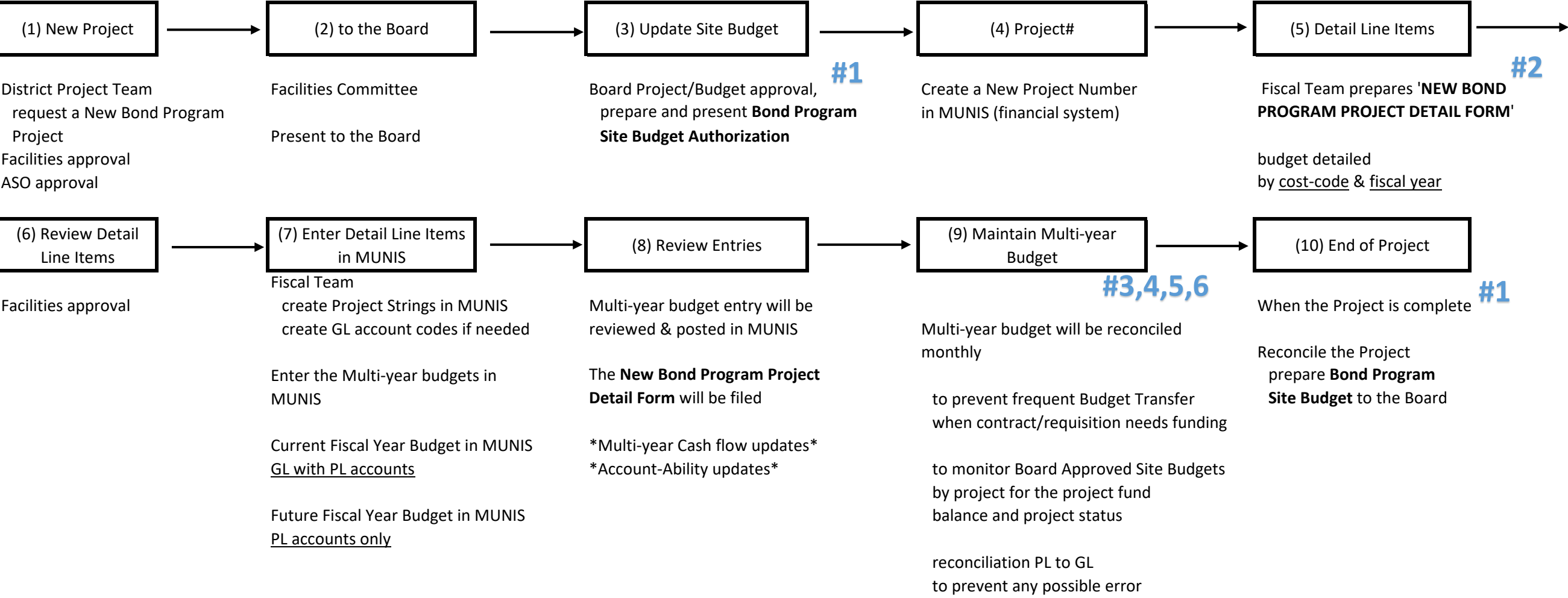
#3 - PROJECT MULTI_YEAR BUDGET AMENDMENT/TRANSFER

#5 - GENERAL JOURNAL ENTRY

#2 - NEW BOND PROGRAM PROJECT DETAIL

#4 - BOND PROGRAM SPENDING TO DATE BY SITE

#6 - ENCUMBRANCE JOURNAL



see the separate New Proposal Approval Flow Chart: Budgeting

Facilities & Construction Department Workflow for Proposal Approval Checklist for Construction Services

Based on 2016 FAI Recommendations; TC 6-3; TC 7-1, TC 7-2, TC 7-3, TC 8-1, TC 8-2, TC 8-3, TC 8-5, TC 8-6, TC 8-7, TC 9-1, FI 8-1

FORMS

#1 - CONSTRUCTION PROJECT CONTROLS THRESHOLDS

#2 - PROJECT BID SCHEDULE & LOGISTICS CHECKLIST

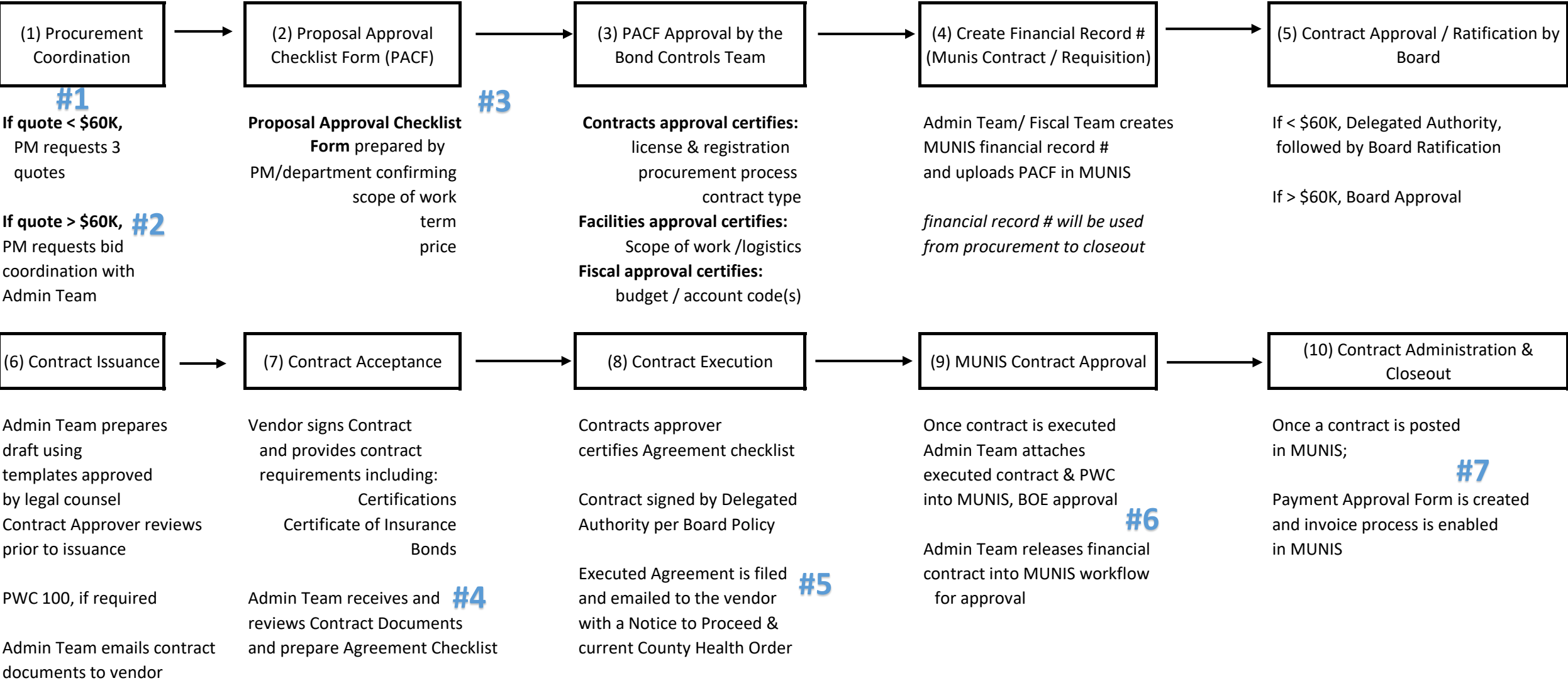
#3 - PROPOSAL APPROVAL CHECKLIST FORM

#4 - AGREEMENT CHECKLIST

#5 - NOTICE TO PROCEED

#6 - MUNIS WORKFLOW

#7 - PAYMENT APPROVAL FORM



1. RESOURCE APPENDIX

1.6. Project Budget

1.6.1. New Bond Program Project Detail Form

1.6.2. Project Multi-Year Budget Amendment/Transfer Form

1.6.3. Proposal Approval Checklist Form

1.6.4. General Journal Entry Form

1.6.5. Encumbrance Entry Form





Project Name: _____ Location/Address: _____

Board Approval Date

Project Description:

PROGRAM CONTROL
Project Number:

Munis Project String

Project Description:

PROJECT BUDGET & FUNDING STRATEGY								
Funding Strategy TOTAL				\$0	\$0	\$0	\$0	\$0
Cost Code	Program Detail by Cost code	SACS Object Land/Site	SACS Object Building	Funding Strategy	20-21	21-22	22-23	23-24
410CMMS	commissioning	5890	5890	\$0				
412INSP	Special Inspections	5890	5890	\$0				
418SWPP	Stormwater Prevention	5860/5890	5860/5890	\$0				
420OSVC	Other Services - Licenses/Fees/Assessments	5840	5840	\$0				
420OSVC	Other Services - All Other Services	5890	5890	\$0				
420OSVC	Other Services - Communications	5900	5900	\$0				
420OSVC	Other Services - Postage Costs	5901	5901	\$0				
Land/Site and Building Improvement Modernization/Construction								
500XXBB	General Construction	6170	6211	\$0				
504XBAC	construction Contingency	6170	6211	\$0				
508XCTC	Other Construction	6170	6219	\$0				
512XFFE	Supplies, Materials/Furniture <\$500	4300	4300	\$0				
512XFFE	Supplies, Materials/Furniture \$500-\$5,000	4400	4400	\$0				
512XFFE	Supplies, Furniture/Equipment Over \$5,000	6400	6400	\$0				
516TECH	Technology Supplies/Materials <\$500	4360	4360	\$0				
516TECH	Technology Supplies/Materials \$500-\$5,000	4460	4460	\$0				
516TECH	Technology Equipment over \$5,000	6460	6460	\$0				
516TECH	Technology Software Licenses	5850	5850	\$0				
520XXTH	Temporary Housing - Rental/Lease	5610/5620	5610/5620	\$0				
520XXTH	Temporary Housing - Portable Purchase		6200	\$0				
Program/Project Coordination - 61501396-00								
700XBPM	Bond Program Manager	6202	6202	\$0				
700XBPM	Design Manager	6203	6203	\$0				
700XBPM	Construction Manager	6217	6217	\$0				
316XAOR	A/E of Record (AOR)	6201	6201	\$0				
328XDSA	DSA Fees	6205	6205	\$0				
348XOPL	Other Planning Costs	6207	6207	\$0				
404IDSA	DSA Inspectors	6214	6214	\$0				
418SWPP	Stormwater Prevention	5860/5890	5860/5890	\$0				
716XFFE	Supplies, Materials/Furniture <\$500	4300	4300	\$0				
716XFFE	Supplies, Materials/Furniture \$500-\$5,000	4400	4400	\$0				
716XFFE	Supplies, Furniture/Equipment Over \$5,000	6400	6400	\$0				
720TECH	Technology Supplies/Materials <\$500	4360	4360	\$0				
720TECH	Technology Supplies/Materials \$500-\$5,000	4460	4460	\$0				

PROGRAM CONTROL
Project Number:

[illegible]

Project Description:

									PROGRAM CONTROL
									Project Number:
PROJECT BUDGET & FUNDING STRATEGY									
Funding Strategy TOTAL				\$0	\$0	\$0	\$0	\$0	
Cost Code	Program Detail by Cost code	SACS Object Land/Site	SACS Object Building	Funding Strategy	20-21	21-22	22-23	23-24	Munis Project String
720TECH	Technology Equipment over \$5,000	6460	6460	\$0					
720TECH	Technology Software Licenses	5850	5850	\$0					
720TECH	Technology Equipment Rental	5610	5610	\$0					
720TECH	Technology Equipment Lease	5620	5620	\$0					
732LBRC	Labor Compliance	5890	5890	\$0					
736XSPC	Specialty Consultants	5860	5860	\$0					
748LGAD	Legal Advertising	5890	5890	\$0					
752PRNT	Printing Costs	6207	6207	\$0					
764OSVC	Other Services - Project Manager Mileages	5210	5210	\$0					
764OSVC	Other Services - Maintenance Service Contract	5640	5640	\$0					
764OSVC	Other Services - Licenses/Fees/Assessments	5840	5840	\$0					
764OSVC	Other Services - All Other Services	5890	5890	\$0					
764OSVC	Other Services - Communications	5900	5900	\$0					
764OSVC	Other Services - Postage Costs	5901	5901	\$0					
Bond Program Support District Cost - 61501396-01									
828XADM	Administrative Support Staff	2000-3999	2000-3999	\$0					
840XCON	Consultants	5860	5860	\$0					
844AUDT	Fiscal Audit	5830	5830	\$0					
848PERF	Performance Audit	5830	5830	\$0					
852XLGL	Legal Fees	5895	5895	\$0					
856XBFC	Bond Finance Consultant	5860	5860	\$0					
860XXBI	Bond Issuance Cost (Function-9100)	5890	5890	\$0					
864XOBC	Other Bond Costs (Function-9XXX)	5890	5890	\$0					

Fiscal Approver: _____

Date:

Facilities Approver: _____

Date:

Input in Munis

Inputted by: _____ Effective Date: _____
 Journal #: _____ (ex: 2021-03-204)
 Ref 1: _____ Ref 2: _____

Instruction for NEW BOND PROGRAM PROJECT DETAIL FORM

Based on 2016 FAI Recommendation; TC 5-2, TC 6-1, TC 14-1, TC 14-4

Upon request, the New Bond Program Project by District Project Team;

- Present to the board for an approval of a new project
 - If rejected by board: **DO NOT PROCESS**
 - If approved by board
1. Prepare '**Bond Program Site Budget**' to the board indicating latest Board approved budget, Current Amendments, Total Approved budget, Actual Expended to date, Committed to date, and Budget Balance
 2. A Project number shall be created in Financial System (Munis) right after board approval
 3. Fill out the '**NEW BOND PROGRAM PROJECT DETAIL FORM**'.
Break down the funding amounts by Cost-code and Fiscal Year
 4. It will be reviewed and approved by Facilities Approver
 5. The Project string and GL account code will be created in Munis
 6. Multi-year budget will be entered in Munis
Current fiscal year budget - GL and PL accounts
Future fiscal year budget - PL accounts only
- *The future PL budget must be reversed and re-entered with GL accounts when board adopts the new budget for that year**
7. The 'Input in Munis' box on the form will be filled by Data Entry staff.
 8. A designated staff initial and date on the form to document that this entry is reviewed and posted.

West Contra Costa Unified School District
PROJECT MULTI-YEAR BUDGET AMENDMENT/TRANSFER

Based on 2016 FAI Recommendation; TC 6-2, TC 6-5

1. Enter in the Fiscal Year, Increase/Decrease, Comments and the amount to be processed
2. Round amounts up to the nearest dollar

Completed by Budget Entry Clerk ONLY (Journal#: 2021-03-449, Fiscal Year-Period-Journal#)

Inputted by: _____	Ref 1: _____	
Ref 2: _____	Short Desc: _____	
FY 2020-21 Journal#: _____	FY 2021-22 Journal#: _____	FY 2022-23 Journal#: _____
Eff Date: _____	Eff Date: _____	Eff Date: _____
FY 2023-24 Journal#: _____	FY 2024-25 Journal#: _____	
Eff Date: _____	Eff Date: _____	

FY	Project String	I/D	Comments	Amount

Further Information: _____

Initiated by: _____ Date: _____

Approved by: _____ Date: _____

Instruction for PROJECT MULTI-YEAR BUDGET AMENDMENT/TRANSFER

Budget initiator:

- Enter the Fiscal Year for the budget increase/decrease
- Enter the Project String for increase or decrease
- Enter the description on the Comments
- Enter the Amount for the budget increase/decrease
- Enter on the further information line if additional information needed
- Sign and date on the form to identify the Budget initiator

Budget approver:

- Review the Fiscal Year, Project String, and amount are adequate and accurate
- Verify the transfer or amendment budget is within the board approved site budget
- Make a necessary correction on the form if needed
- Sign and date on the form to document that this review is occurred

Budget Process in Financial system (Munis):

- Enter the budget in Financial system (Munis)
- Use General Ledger Budget Transfers & Amendments program for Current Fiscal Year (Source Code - BUA)
- Use Project Budget Adjustment Entry for Future Fiscal Years (Source Code - PAJ)
- Fill the 'Completed by Budget Entry Clerk ONLY' box on the form and Attach the Form in Munis
- Budget approver or designated staff proofreads the budget batch
- Posts in Financial system (Munis)



West Contra Costa Unified School District 2021-22 Proposal Approval Checklist Form

Contract#:

REQ/PO#:

Site: _____ Project Name: _____

Fund: _____ Project Number (BOND only): _____

Vendor: _____ Vendor Name: _____ Vendor Contact: _____ Email: _____

Department: _____ Account Code (Project String/GL Account): _____

Amount: \$ _____ Dept/Project Manager Signature: _____ Date: _____

% of work by Fiscal Year:

2022	%	2023	%	2024	%	2025	%	2026	%
-------------	---	-------------	---	------	---	------	---	------	---

1	Procurement: Were 3 quotes received/solicited? If not, Please provide written explanation.				
2	Approximate or Exact Start Date (Please indicate which one):		3	Anticipated Completion Date:	
4	Liquidated damages per day:	5	Hourly Rates/Fee Schedule included: Y/N	6	Union Sign-off, If applicable (NON-BOND only): Y/N
7	Site address where the work is being performed/Delivery Address:				
8	Scope of work				

W-9 ☐ CSLB ☐ DIR REG ☐ Retainage: _____ % Reimbursables: \$ _____Contract: CUPCAA ☐ Professional Services ☐ AOR ☐ ICA ☐ Formal/Informal ☐

BOE: _____ Award/Ratification: _____ Amendment#: _____ Previous Authorization: \$ _____

Contracts Approver: _____ Date: _____

Facilities Approver: _____ Date: _____

Fiscal Approver: _____ Date: _____

Funding Available: YES NO

Budget Amendment/Transfer Submission Date:

BA/BT Received Date:

BOE attached ☐ PWC 100 attached ☐ Executed Contract attached ☐

Released (Date & Initial): _____

Proposal Approval Checklist Form Instruction

1. Fill out the fillable boxes
 - a. Site name; Project site name (ex: **Wilson Elem**)
 - b. Project Name; Project name (ex: **Wilson Campus Replacement**)
 - c. Fund; enter the funding sources such as **Fund 01**, **Fund 21**, and etc
 - d. Project Number; for Fund 21 Bond program only, enter Project Number (ex: **16510170-00**)
 - e. Vendor; enter the vendor number. Refer to Vendor listing under FOC drive: Munis Vendor Info\Munis Vendor Listing MM.DD.YY (ex: **12679**)
 - f. Vendor name; same as above (ex: **KLEINFELDER INC**).
W-9 form is required prior to create a vendor number
 - g. Vendor Contact; vendor contact person's name (ex: **Jane Doe**)
 - h. Email; vendor contact person's email address (ex: **jdoe@kleifelder.com**)
 - i. Department; Proposal Department (ex: **FOC**, **M&O**, **Food Service**, **IT**, and etc)
 - j. Account Code; **GL full account code (01-8150-5630-105-0000-8110-400110-0-8151) or Project Account code for bond program (10170-1651017000-97456190-200XSRV)**
 - k. Amount; proposal amount
 - l. Dept/Project Manager Signature; Project manager/Program manager, or Department head, or Proposal Initiator's signature
 - m. Date; Signed Date
 - n. % of work by Fiscal Year; if the project will be completed beyond current fiscal year, then enter the % of work perform for each fiscal year. Otherwise enter **100 %** on the current fiscal year
 - o. Fill the number 1 through 8 if it's applicable
2. Require Facilities Approver's approval for the project
3. Contracts Approver shall review and approve if the proposal meets all requirements
4. Fiscal Approver shall review and approve if the project is within the board approved site project budget
5. Funding availability must be checked.
6. Creation of Munis contract and requisition
 - a. Munis contract/requisition will be created and allocate the funding if the funding is available
 - b. Minis contract/requisition number will be created if the funding is **NOT** available
Have this in **HOLD** status until the funding is available.
Once funding is available, complete the Munis contract/requisition entry
7. Release the contract/requisition to workflow if all necessary documentations are attached

GENERAL JOURNAL ENTRY

Additional Description:

Effective Date:

Short Desc(4):

Fiscal Year:

Journal Ref(1):

Period:

Ref 2:

Journal #:

Ref 3:

Line	T	PROJ	SITESUB	RESOBJ	COST	FD	RES	OBJ	SITE	GOAL	FUNC	MGR	PY	PROG	Line Description	Debit	Credit
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
TOTAL																\$ 0.00	\$ 0.00

Initiator's Signature: _____

Date: _____

Authorizing Signature: _____

Date: _____

West Contra Costa Unified School District

ENCUMBRANCE JOURNAL

Effective Date: _____

Fiscal Year: _____

Period: _____

Journal #: _____

Inputted by: _____

Journal Ref(1): _____

Ref 2: _____

Short Desc(4): _____

Additional Comments:

Line	T	PROJ	SITESUB	RESOBJ	COST	FD	RES	OBJ	SITE	GOAL	FUNC	MGR	PY	PROG	Comments	Debit	Credit
1	E																
2	E																
3	E																
4	E																
5	E																
6	E																
7	E																
8	E																
9	E																
10	E																
11	E																
12	E																
13	E																
14	E																
15	E																
16	E																
17	E																
18	E																
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23	E																
24	E																
TOTAL																\$ 0.00	\$ 0.00

INITIATOR'S SIGNATURE: _____

DATE: _____

AUTHORIZING SIGNATURE: _____

DATE: _____

1. RESOURCE APPENDIX

1.7. MUNIS

1.7.1. MUNIS Chart of Accounts

1.7.1.1. MUNIS Chart of Account Segments

1.7.1.2. MUNIS Project Ledger Cost-Code Chart

1.7.1.3. Cost-Code Explanation & Examples

1.7.2. MUNIS Workflow Approval Process

1.7.3. MUNIS Regular Requisition Entry

1.7.4. MUNIS Contract Entry

1.7.5. MUNIS Invoice Process

1.7.5.1. MUNIS Invoice Payment Entry

1.7.5.2. MUNIS Retention Payment Entry

1.7.5.3. MUNIS Invoice Correction Entry

1.7.6. Negative Change Order Instructions



1. RESOURCE APPENDIX

1.7. MUNIS

1.7.1. MUNIS Chart of Accounts

1.7.1.1. MUNIS Chart of Account Segments

1.7.1.2. MUNIS Project Ledger Cost-Code Chart

1.7.1.3. Cost-Code Explanation & Examples



Seg No	Seg Desc	Code	Description
1	Fund	01	GENERAL FUND
1	Fund	05	WARRANT/ PASS THRU
1	Fund	08	STUDENT ACTIVITY FUND
1	Fund	11	ADULT EDUCATION
1	Fund	12	CHILD DEVELOPMENT
1	Fund	13	CAFETERIA FUND
1	Fund	17	SP RSRV FOR OTHER THAN CAP OUT
1	Fund	21	BUILDING FUND
1	Fund	25	CAPITAL FACILITIES FUND
1	Fund	35	COUNTY SCHOOL FACILITIES FUND
1	Fund	40	SP RSRV FOR CAPITAL OUTLAY
1	Fund	51	BOND INTEREST & REDEMPTION
1	Fund	52	DEBT SERVICE-CORPORATE
1	Fund	56	DEBT SERVICE
1	Fund	67	SELF INSURANCE
1	Fund	71	RETIREE BENEFIT

Seg No	Seg Desc	Code	Description
2	Resource	0000	UNDISTRIBUTED
2	Resource	0060	PRESCHOOL PARENT FEES
2	Resource	0065	PRESCHOOL FEE PAYING
2	Resource	0081	MEASURE E DEBT SERVICE BIRF
2	Resource	0082	MEASURE M DEBT SERVICE BIRF
2	Resource	0083	MEASURE D DEBT SERVICE BIRF
2	Resource	0084	MEASURE J DEBT SERVICE BIRF
2	Resource	0085	BUILD AMERICA DBT SVC BIRF
2	Resource	0086	QUALIFD SCH CONST DBT SVC BIRF
2	Resource	0087	2010-D DEBT SERVICE BIRF
2	Resource	0088	2010-D QSCB DBT SVC BIRF
2	Resource	0089	CORPORATION DEBT SERVICE FUND
2	Resource	0090	MEASURE E 2012 DEBT SVC BIRF
2	Resource	0099	PAYROLL INVOICING
2	Resource	0100	WCCAA PROFESSIONAL DEVELOPMENT
2	Resource	0670	CENTRAL SUPPLEMNTL/CONCENT
2	Resource	1100	STATE LOTTERY
2	Resource	1300	CLASS SIZE REDUCTION K-3
2	Resource	1400	EDUCATION PROTECTION ACCOUNT
2	Resource	2430	RESTR RL COMMUNITY DAY SCHOOLS
2	Resource	3010	IASA-TITLE I BASIC
2	Resource	3011	TITLE I PART A - ARRA
2	Resource	3015	IASA-TITLE I CAPITAL EXPENSE
2	Resource	3025	TITLE I PART D NO CHILD LEFT
2	Resource	3180	SCHOOL IMPROVEMENT GRANT
2	Resource	3181	ARRA TITLE I SCHOOL IMPRV GRT
2	Resource	3182	ESSA: SCHOOL IMPROVEMENT CSI
2	Resource	3185	PROGRAM IMPROVEMENT DAIT
2	Resource	3210	ELEM & SEC SCHL EMERGENCY RELF
2	Resource	3212	ELEM & SEC SCHOOL RELIEF II
2	Resource	3215	GOVERNOR EMERGENCY ED RELIEF
2	Resource	3220	COVID 19 RELIEF LERNG LOSS MIT
2	Resource	3310	SP ED IDEA BASIC LOCAL ENTITL
2	Resource	3311	SPED IDEA PRT B PRIVATE SCHOOL
2	Resource	3312	IDEA LA, Early Intervening Srv
2	Resource	3315	SP ED-IDEA PRESCHOOL
2	Resource	3318	IDEA Part B, PK Early Interven
2	Resource	3320	SP ED-IDEA PRESCHOOL ENT
2	Resource	3327	MENTAL HEALTH SERVICES
2	Resource	3341	INTERPRETER CERTIFICATION
2	Resource	3345	SP ED PREKINDERGARTENSTAFF DEV
2	Resource	3385	SP ED-IDEA EARLY INTERVENTION
2	Resource	3386	SP ED-IDEA FOCUSED MONITORING
2	Resource	3395	SP ED-ALTERNATIVE DISPUTE RES
2	Resource	3412	DEPT OF REHAB-TRANSITION
2	Resource	3550	VOC ED-CARL PERKINS TITLE II

Seg No	Seg Desc	Code	Description
2	Resource	3555	VOC ED-CARL PERKINS ADULT
2	Resource	3710	IASA-TITLE IV DRUG-FREE SCHLS
2	Resource	3725	SAFE AND SUPPORTIVE SCHOOLS
2	Resource	3905	ADULT ED ABE - ESL CITIZENSHIP
2	Resource	3913	ADULT ED-ASE GED
2	Resource	3926	EL CIVICS: CIT PREP CIVIC PTN
2	Resource	4035	TITLE II NO CHILD LEFT BEHIND
2	Resource	4036	TITLE II PART A PRINC TRNG PRG
2	Resource	4045	TITLE II PART D TECHNOLOGY
2	Resource	4047	ARRA ENHANCING ED THRU TECH
2	Resource	4048	ARRA - EETT COMPETITIVE GRANT
2	Resource	4050	CA MATH & SCIENCE PARTNERSHIPS
2	Resource	4124	21ST CENTURY CCLC
2	Resource	4125	21ST CENTURY COHORT 4
2	Resource	4126	21ST CENTURY 14535 6179 5A
2	Resource	4127	TITLE IV, PART A PCA 15396
2	Resource	4201	TITLE III - IMMIGRANT ED PROG
2	Resource	4203	TITLE III ENGLISH LEARNERS
2	Resource	4810	ARRA DEPT OF REHABILITATION
2	Resource	5310	CHILD NUTRITION
2	Resource	5314	NATIONAL SCHOOL LUNCH PROG
2	Resource	5316	COVID CARES ACT SUPPLMNT MEAL
2	Resource	5320	CHILD/ADULT CARE FOOD PROGRAM
2	Resource	5330	CHILD NUTRTION SUMMER FOOD
2	Resource	5370	FRESH FRUIT AND VEGETABLE PROG
2	Resource	5380	SCHOOL BREAKFAST PROGRAM
2	Resource	5630	HOMELESS S. MCKINNEY
2	Resource	5640	MEDI-CAL BILLING OPTION - E
2	Resource	5816	LEARNING WITHOUT BORDERS
2	Resource	5818	E-RATE
2	Resource	5825	FIE EARMARK GRANT AWARDS
2	Resource	5835	TEACHING AMERICAN HISTORY
2	Resource	5836	READINESS & EMERGENCY MGMNT
2	Resource	5840	CAPROMIS
2	Resource	6010	HEALTHY START-ASLSNPP
2	Resource	6011	COHORT 5 - ASES
2	Resource	6013	TRANSITIONAL ASES
2	Resource	6055	CHILD DEVELOPMENT STATE
2	Resource	6105	CHILD DEVELOPMENT. PRESCHOOL
2	Resource	6127	QRIS BLOCK GRANT
2	Resource	6130	CHILD DEV RESV ACCT CTR - E
2	Resource	6140	CHILD DEV FACILITIES - E
2	Resource	6205	DEFERRED MAINT APPORTIONMENT
2	Resource	6225	EMERGENCY REPAIR PROGRAM
2	Resource	6230	CA CLEAN ENERGY JOBS ACT
2	Resource	6240	HEALTHY START PLAN OPERATION

Seg No	Seg Desc	Code	Description
2	Resource	6264	EDUCATOR EFFECTIVENESS/PD
2	Resource	6286	ENG LANG ACQ PROG-TCHR TRG - E
2	Resource	6300	LOTTERY-INSTR MATERIALS - E
2	Resource	6371	CALWORKS FOR ROC/ADULT ED
2	Resource	6381	LINKED LEARNING PILOT PROGRAM
2	Resource	6382	CPT 2 - CAREER PATHWAYS TRUST
2	Resource	6385	CPA - CALIF PARTNRSHP ACADEMY
2	Resource	6386	GREEN CA PARTNERSHIP ACADEMIES
2	Resource	6387	CTE INCENTIVE GRANT
2	Resource	6388	K-12 STRONG WORKFORCE PROGRAM
2	Resource	6391	ADULT ED BLOCK GRANT
2	Resource	6392	ADULT ED DATA AND ACCOUNTABTY
2	Resource	6500	SPECIAL ED - E
2	Resource	6501	SPED STATE LOCAL ASST GRANT
2	Resource	6512	SP ED MENTAL HEALTH SERVICES
2	Resource	6513	SP ED STATE PRESCHOOL
2	Resource	6515	SP ED INFANT DISCRETIONARY
2	Resource	6520	WORKABILITY
2	Resource	6530	LOW INCIDENCE SPECIALIZED SVCS
2	Resource	6535	PERSONNEL DEVELOPMENT FORSELPA
2	Resource	6546	MENTAL HEALTH SERVICES
2	Resource	7027	COVID STATE SUPPLMNT MEAL REIM
2	Resource	7085	LEARNING COMM. SCHL SUCCESS PR
2	Resource	7090	EIA-SECURITY SCE
2	Resource	7091	LEP EIA
2	Resource	7220	PARTNERSHIP ACADEMY
2	Resource	7221	CPA/RHS - MULTI MEDIA
2	Resource	7230	TRANSPORTATION HOME SCHOOL - E
2	Resource	7240	SPEC ED TRANSPORTATION - E
2	Resource	7311	CLASSIFIED SCHOOL EMP PD BG
2	Resource	7338	COLLEGE READINESS BLOCK GRANT
2	Resource	7370	SPECIALIZED SECONDARY PROGRAMS
2	Resource	7388	SB 117- COVID-19
2	Resource	7391	SCH SAFETY CONSOL COMPETITIVE
2	Resource	7400	QUALITY EDUCATION INVESMNT ACT
2	Resource	7405	COMMON CORE STATE STANDARD IMP
2	Resource	7420	STATE LEARNING LOSS MITIGATION
2	Resource	7510	LOW-PERFORMING STDTS BLK GRANT
2	Resource	7690	STRS ON-BEHALF PENSION CONTRIB
2	Resource	7710	SCHOOL FACILITIES BOND PROJECT
2	Resource	7810	EARLY LITERACY SUPPORT BLOCK G
2	Resource	7813	LPS SCH FACILITIES BOND PROJ
2	Resource	8150	ONGOING & MAJOR MAINT ACCOUNT
2	Resource	8210	STUDENT ACTIVITY FUNDS
2	Resource	9009	HEALTHIER US SCHOOLS CHALLENGE
2	Resource	9010	NUTRITION FESTIVAL DONATION

Seg No	Seg Desc	Code	Description
2	Resource	9011	PROJECT READ
2	Resource	9012	SPRINT PROJECT CONNECT GR-KHS
2	Resource	9013	CALI READS AFS
2	Resource	9025	DEVELOPER FEES
2	Resource	9030	ED TECH K-12 VOUCHER PROGRAM
2	Resource	9055	SUMMER EXCHANGE PROGRAM
2	Resource	9081	MEASURE E DEBT SERVICE BIRF
2	Resource	9082	MEASURE M DEBT SERVICE BIRF
2	Resource	9083	MEASURE D DEBT SERVICE BIRF
2	Resource	9084	MEASURE J DEBT SERVICE BIRF
2	Resource	9085	MSR J BA DEBT SERVICE BIRF
2	Resource	9086	MSR J QSC DEBT SERVICE BIRF
2	Resource	9087	2010D DEBT SERVICE BIRF
2	Resource	9088	2010D QSCB DEBT SERVICE BIRF
2	Resource	9089	CORPORATION DEBT SERVICE FUND
2	Resource	9090	2012E DEBT SERVICE BIRF
2	Resource	9091	2020R DEBT SERVICE BIRF
2	Resource	9111	SPECIAL ACCOUNT #1
2	Resource	9112	SPECIAL ACCOUNT #2
2	Resource	9116	ABATEMENT ACCOUNT
2	Resource	9120	GOVERNORS READING AWARD
2	Resource	9121	ENROLLMENT&RETENTION BONUS
2	Resource	9122	LOWES TOOLBOX-LAKE ELEMENTARY
2	Resource	9123	GEN YOUTH FOUNDATION
2	Resource	9124	SPECIAL OLYMPICS PARTNERSHIP
2	Resource	9127	98-99 SITE BLOCK GRANT
2	Resource	9128	00-01 SITE BLOCK GRANT
2	Resource	9129	GOVERNOR'S PERFORMANCE AWARDS
2	Resource	9130	SILVER GIVING FOUNDATION
2	Resource	9132	SILICON SCHOOLS FUND
2	Resource	9133	MEDI-CAL ADMIN ACTIVITIES
2	Resource	9134	ORAL HEALTH (CLOSED RS)
2	Resource	9135	SCHOOL BASED MEDI-CAL CLINIC
2	Resource	9136	WHITTIER EDUCATIONAL FOUNDATIO
2	Resource	9190	PARCEL TAX
2	Resource	9200	MRAD
2	Resource	9405	SCHOOL SAFETY
2	Resource	9508	FINANCIAL AIDE OUTREACH TRNG
2	Resource	9509	PARENT CENTER - E
2	Resource	9512	CTAG-COUNTY TECH ACAD GRANT -E
2	Resource	9513	ROC P
2	Resource	9515	HELLMAN FOUNDATION
2	Resource	9523	INTERNATIONAL EXCHANGE PRGM
2	Resource	9528	FOSTER YOUTH SERV GRP HOME PRJ
2	Resource	9531	CHEVRON
2	Resource	9536	INTEGRATED CASE MGMT HELMS

Seg No	Seg Desc	Code	Description
2	Resource	9550	HEWLETT FOUNDATION, WILL&FLORA
2	Resource	9561	ADULT ED DISCRETIONARY ACCOUNT
2	Resource	9569	UCB - IMPROV COLLEGE AWARENESS
2	Resource	9572	NORTH COAST BEGINNING TEACHER
2	Resource	9573	LEAP FROG DONATION
2	Resource	9576	AT&T FOUNDATION GRANT
2	Resource	9580	FIRST 5 CC CHILDREN & FAM COMM
2	Resource	9582	CPT 1 - CAREER PATHWAYS TRUST
2	Resource	9588	THE ED FUND - DONATIONS
2	Resource	9590	WEST CO. SAFE TRANS - MSR J
2	Resource	9591	MCHS EARLY COLLEGE GRANT
2	Resource	9593	CONNECTED
2	Resource	9594	QUEST FOUNDATION
2	Resource	9595	IRENE SCULLY FAMILY FOUNDATION
2	Resource	9597	LAUNCHPAD
2	Resource	9598	CLASSIFIED SCHOOL EMPLOYEE
2	Resource	9599	MISC DONATIONS
2	Resource	9607	ALLIANCE FOR HEALTHIER GENERTN
2	Resource	9609	HEAD START PROGRAM ENHANCEMENT
2	Resource	9610	MT DIABLO USD ASES
2	Resource	9612	CITY OF RICHMOND-RHEP
2	Resource	9613	CITY OF RICHMOND INDUST ARTS
2	Resource	9614	STAR GRANT
2	Resource	9615	CA DEDICATED TO ED FOUNDATION
2	Resource	9616	CALIFORNIA EMERGING TECH FUND
2	Resource	9617	HEALTHY KIDS
2	Resource	9618	KAISER COMMUNITY BENEFIT PROG
2	Resource	9620	YMCA-JAMES MOREHOUSE PROJECT
2	Resource	9621	ROSIE THE RVTR NAT'L TRUST
2	Resource	9622	THE LAURA BUSH FOUNDATION
2	Resource	9623	RICHMOND COMMUNITY FOUNDATION
2	Resource	9624	GATEWAY TO COLLEGE
2	Resource	9625	CAL WORKS ADULT ED
2	Resource	9626	GEAR UP
2	Resource	9627	MT DIABLO COHORT ONE STOP AE
2	Resource	9630	MATH PROFESSIONAL DEVELOPMENT
2	Resource	9631	TEACHER RESIDENCY
2	Resource	9635	CHEVRON CMCI GRANT
2	Resource	9636	CHEVRON CWAI GRANT
2	Resource	9637	FAB FOUNDATION
2	Resource	9638	ACOE IMSS
2	Resource	9639	EAST BAY CONSORTION
2	Resource	9640	TARGET - LITERACY & LIBRARIES
2	Resource	9645	RHS-E.FREGGIARO SCHOLARSHP
2	Resource	9650	MUNIS ENTERPRISE RESSOUC PROJ
2	Resource	9660	PORTOLA SCIENCE TRUST

Seg No	Seg Desc	Code	Description
2	Resource	9668	TUPE (COE)
2	Resource	9670	SITE SUPPLEMNTL/CONCENTRATION
2	Resource	9675	CCHS-NUTRITION NETWORK
2	Resource	9690	REDEVELOPMENT PASS THRU COUNTY
2	Resource	9740	MEASURE J
2	Resource	9741	MSR J BUILD AMERICA BONDS
2	Resource	9742	MSR J QUALIFIED SCH CONSTR BND
2	Resource	9745	MEASURE 2010-D BOND PROGRAM
2	Resource	9746	MSR 2010-D QSCB
2	Resource	9747	MEASURE 2020-R BOND PROGRAM
2	Resource	9748	MEASURE E 2012
2	Resource	9790	BOND RELATED REVENUES
2	Resource	9904	LIBRARIES & BOOKS ACCOUNT
2	Resource	9907	S.H. COWELL FOUNDATION GRANT
2	Resource	9908	MICROSOFT GOV SETTLEMENT
2	Resource	9909	CALIF GRANT TCHNG CAREERS
2	Resource	9911	CRTA PROTECT FUND 1
2	Resource	9915	CARPENTERS UNION SCHOLARSHIP F
2	Resource	9920	NEIGHBORHOOD SCHOOL RESCUE FND
2	Resource	9930	CONTRA COSTA HLTH-TPP PROGRAM
2	Resource	9931	FULL SERVICE COMMUNITY SCHOOLS
2	Resource	9933	HIGH SCHOOL THEATERS

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	1110	TEACHER REGULAR	TCHR REG
3	Object	1120	TEACHER TEMP EXTRA HIRE	TCHR EXTRA
3	Object	1125	TEACHER TEMP EXTRA OVERAGE	TCHR OVRGE
3	Object	1130	TEACHER SUBSTITUTES	TCHR SUBS
3	Object	1135	TEACHER SUBSTITUTES OVERAGE	TCHR SBOVG
3	Object	1140	TEACHER OVERTIME	TCHR OT
3	Object	1150	TEACHER SABBATICAL LEAVE	TCHR SAB
3	Object	1160	TEACHER STIPEND	TCHR STIP
3	Object	1210	CERTIFICATED PUPIL SUPPORT REG	CE PPL SUP
3	Object	1220	CERT PUPIL SUPPORT TEMP EXTRA	CE PPL EXT
3	Object	1230	CERT PUPIL SUPPORT SUBSTITUTES	CE PPL SUB
3	Object	1240	CERT PUPIL SUPPORT OVERTIME	CE PPL OT
3	Object	1260	CERT PUPIL SUPPORT STIPENDS	CE PPL STP
3	Object	1310	CERT SUPERVISOR & ADMIN REG	CE SUP ADM
3	Object	1320	CERT SUPV & ADM TEMP EXTRA	CE S A EXT
3	Object	1330	CERT SUPERVISOR & ADMIN SUBS	CE S A SUB
3	Object	1360	CERT SUP & ADM REG STIPEND	CE S A STP
3	Object	1910	OTHER CERTIFICATED REGULAR	CE OTHER
3	Object	1920	OTHER CERTIFICATED TEMP EXTRA	CE OTH EXT
3	Object	1930	OTHER CERTIFICATED SUBSTITUTE	CE OTH-SUB
3	Object	1940	OTHER CERTIFICATED OVERTIME	CE OTH OT
3	Object	1960	OTHER CERTIFICATED STIPEND	CE OTH STP
3	Object	2110	TEACHER AIDES REGULAR	AIDES REG
3	Object	2120	TEACHER AIDES TEMP EXTRA	AIDES EXT
3	Object	2130	TEACHER AIDES SUBSTITUTES	AIDES SUB
3	Object	2140	TEACHER AIDES OVERTIME	AIDES OT
3	Object	2160	TEACHER AIDE STIPEND	AIDE STIPE
3	Object	2210	CLASSIFIED SUPPORT REGULAR	CL SUP REG
3	Object	2220	CLASSIFIED SUPPORT TEMP EXTRA	CL SUP EXT
3	Object	2230	CLASSIFIED SUPPORT SUBSTITUTE	CL SUP SUB
3	Object	2240	CLASSIFIED SUPPORT OVERTIME	CL SUP OT
3	Object	2260	CLASSIFIED SUPPT STIPEND	CLASS STIP
3	Object	2310	CLSF SUPERVISOR & ADM REG	CL SUP ADM
3	Object	2320	CLSF SUPERVISOR & ADM TMP XTRA	CL S A XTR
3	Object	2330	CLSF SUPERVISOR & ADM SUB	CL S A SUB
3	Object	2410	CLERICAL & TECHNICAL REGULAR	CLER REG
3	Object	2420	CLERICAL & TECH TEMP EXTRA	CLER EXTRA
3	Object	2430	CLERICAL & TECHNICAL SUB	CLER SUB
3	Object	2440	CLERICAL & TECHNICAL OVERTIME	CLER OT
3	Object	2910	OTHER CLASSIFIED REGULAR	OTH CL REG
3	Object	2920	OTHER CLASSIFIED TEMP EXTRA	OTH CL EXT
3	Object	2930	OTHER CLASSIFIED SUBSTITUTE	OTH CL SUB
3	Object	2940	OTHER CLASSIFIED OVERTIME	OTH CL OT
3	Object	2960	OTHER CLASSIFIED STIPEND	CL OTH STI
3	Object	3000	EMPLOYEE BENEFITS	BENEFITS
3	Object	3101	STRS CERTIFICATED	STRS CE

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	3102	STRS CLASSIFIED	STRS CL
3	Object	3121	CASH BALANCE CERTIFICATED	CASHBAL CE
3	Object	3122	CASH BALANCE CLASSIFIED	CASHBAL CL
3	Object	3201	PERS CERTIFICATED	PERS CE
3	Object	3202	PERS CLASSIFIED	PERS CL
3	Object	3301	FICA OASDI CERTIFICATED	FICA CE
3	Object	3302	FICA OASDI CLASSIFIED	FICA CL
3	Object	3311	MEDICARE CERT	MEDI CE
3	Object	3312	MEDICARE CLASSIFIED	MEDI CL
3	Object	3321	CASH BALANCE PLAN CERTIFICATED	CASHBAL CE
3	Object	3322	CASH BALANCE PLAN CLASSIFIED	CASHBAL CL
3	Object	3401	HEALTH & WELFARE CERTIFICATED	H & W CE
3	Object	3402	HEALTH & WELFARE CLASSIFIED	H & W CL
3	Object	3501	STATE UNEMPLOYMENT INS CERT	S.U.I. CE
3	Object	3502	STATE UNEMPLOYMENT INS CLSF	S.U.I. CL
3	Object	3601	WORKERS COMPENSATION CERT	W.C. CE
3	Object	3602	WORKERS COMPENSATION CLSF	W.C. CL
3	Object	3701	RETIREE BENEFITS CERTIFICATED	RETBEN CE
3	Object	3702	RETIREE BENEFITS CLASSIFIED	RETBEN CL
3	Object	3901	OTHER BENEFITS CERTIFICATED	OTHBEN CE
3	Object	3902	OTHER BENEFITS CLASSIFIED	OTHBEN CL
3	Object	4100	APPROVED TEXT & CORE CURRIC	TEXTBOOKS
3	Object	4200	OTHER BOOKS & REFERENCE MATL	OTH BOOKS
3	Object	4300	MATERIALS AND SUPPLIES	MAT'L&SUPP
3	Object	4305	FOOD PURCHASES FOR MEETINGS	FOOD PUR
3	Object	4310	PE CLOTHES	PE CLTHS
3	Object	4320	SUBSCRIPTIONS	SUBSCRIP
3	Object	4330	SCHOOL PUBLICATION ACCOUNT	SC PUBLIC
3	Object	4350	SUPPLIES - GASOLINE	GAS SUP
3	Object	4360	SUPPLIES - TECHNOLOGY	TECH SUP
3	Object	4399	PRIOR YEAR CARRYOVER	PY CARRY
3	Object	4400	NONCAPITAL ASSETS \$500-\$5000	NON CAP
3	Object	4460	NONCAP ASSETS TECH \$500-\$5000	NONCAP TEC
3	Object	4710	FOOD SERVICE FOOD	FD 13 FOOD
3	Object	4720	FOOD SERVICE SUPPLIES	FD 13 SUPP
3	Object	5100	SUB AGREEMENT SERVICES	SUBAGMNT
3	Object	5210	IN DISTRICT MILEAGE-EMPLOYEE	MILEAGE
3	Object	5220	CONFERENCE IN STATE	CONF IN
3	Object	5225	CONFERENCE OUT OF STATE	CONF OUT
3	Object	5230	PARENT TRAVEL	PAR TRVL
3	Object	5300	DUES MEMBERSHIP	DUES MBR
3	Object	5310	ACCREDITATION	ACCREDIT
3	Object	5400	INSURANCE	INSURANCE
3	Object	5501	GAS AND ELECTRICITY	GAS & ELE
3	Object	5502	WATER	WATER
3	Object	5513	GARBAGE SEWER	GARBSEW

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	5515	PEST CONTROL	PEST CTL
3	Object	5610	RENTAL	RENTAL
3	Object	5620	LEASE	LEASE
3	Object	5630	OUTSIDE REPAIR	O S REP
3	Object	5640	SERVICE REPAIR CONTRACT	SVC RP CNT
3	Object	5710	INTERPROGRAM SERVICE	INTERPGM
3	Object	5712	INTERPRGRM - POSTAGE	INTRPRG PS
3	Object	5714	INTERPRGRM - PRINTING	INTRPRGRM
3	Object	5750	INTERFUND SERVICES/FOOD SVC	INTRFD FSV
3	Object	5751	INTERFUND SERVICES	INTRFD SVC
3	Object	5752	INTERFUND-POSTAGE DISTRICT	POSTAGE
3	Object	5754	INTERFUND-PRINTING SVCS DISTRI	PRINTING
3	Object	5810	RECRUITMENT EMPLOYMENT EXP	RECR EMPLM
3	Object	5811	TB TESTING CHEST X-RAYS	TB TEST
3	Object	5812	FINGERPRINTING	FNGRPRNT
3	Object	5813	PHYSICAL EXAMS	PHYS EXAM
3	Object	5820	ELECTION EXPENSE	ELECTION
3	Object	5830	AUDIT EXPENSE	AUDIT
3	Object	5840	LICENSES FEES ASSESSMENTS	LIC FEE
3	Object	5845	ERAF TAX ASSESSMENT FEES	ERAF TAX
3	Object	5850	SOFTWARE LICENSES	SOFT LIC
3	Object	5860	CONSULTANTS REVIEWS	CONSULT
3	Object	5862	BOND FINANCE CONSULTANT	FIN CONSLT
3	Object	5870	INTEREST EXPENSE	INTEREST
3	Object	5880	TRANSPORTATION/STUDY TRIP FIEL	TRANS FT
3	Object	5882	TRANSPORTATION ATHLETICS	TRANSPORT
3	Object	5885	MEDIATION - SPECIAL EDUCATION	MEDIATION
3	Object	5890	OTHER SERVICES OPERATIONS	OTH SVC OP
3	Object	5891	RETIREE HEALTH CERT	RETHLTH CE
3	Object	5892	RETIREE HEALTH CLASS	RETHLTH CL
3	Object	5893	SELF INS OTHER CLAIMS EXPENSE	SELF INS
3	Object	5895	LEGAL FEES	LEGAL FEES
3	Object	5896	LEGAL FEES-SP ED	LGL FEE SE
3	Object	5899	CHARTER SCHOOL PAYMENTS	CHRTTR PMNT
3	Object	5900	COMMUNICATIONS	COMMUNICAT
3	Object	5901	POSTAGE	POSTAGE
3	Object	6100	LAND	LAND
3	Object	6170	LAND IMPROVEMENTS	LAND IMPRV
3	Object	6190	OTHER PRE DESIGN	PRE DESIGN
3	Object	6200	BUILDING PURCHASE	BLDG PURCH
3	Object	6201	ARCHITECT OF RECORD	ARCHT RECR
3	Object	6202	BOND PROGRAM MANAGER	PRG MGR
3	Object	6203	DESIGN MANAGER	DES MGR
3	Object	6205	STATE FEES	STATE FEES
3	Object	6207	PLANNING OTHER	PLAN OTH
3	Object	6211	MAIN CONTRACTOR	MAIN CNTRC

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	6214	INSPECTION	INSPECTION
3	Object	6217	CONSTRUCTION MANAGEMENT	CONST MGMT
3	Object	6219	OTHER CONSTRUCTION	OTH CONSTR
3	Object	6400	EQUIPMENT OVER \$5000	EQUIP>\$5K
3	Object	6460	EQUIPMENT OVER\$5000-TECHNOLOGY	EQTECH>5K
3	Object	6500	EQUIPMENT REPLACEMENT	EQRP>\$5K
3	Object	7130	STATE SPECIAL SCHOOLS	STSPEC SCH
3	Object	7141	TUITION TO OTHER SCHOOL DIST	TUIT OTHER
3	Object	7280	TRANSFER ILPT TO CHARTER SCHLS	TRSFCHRSCH
3	Object	7281	TRANSFERS TO DISTRICT OR CHRTR	XFRDCR
3	Object	7310	INDIRECT COSTS	INDIRECT
3	Object	7350	INDIRECT COSTS-INTERFUND	INDIRECT
3	Object	7351	INDIRECT COSTS-ADULT ED	AE INDIR
3	Object	7352	INDIRECT COSTS-CHILD DEV	CD INDIR
3	Object	7353	INDIRECT COSTS-CAFETERIA	CAFÉ INDIR
3	Object	7355	INDIRECT COSTS-CAPITAL FACIL	CAPFAC IND
3	Object	7359	INDIRECT COSTS-CHARTER SCHOOLS	CHRTR SCH
3	Object	7433	BOND REDEMPTIONS	BONDREDEMP
3	Object	7434	BOND INTEREST & OTH SVC CHGS	BOND INT
3	Object	7438	DEBT SERVICE INTEREST	DEBT INT
3	Object	7439	DEBT SERVICE PRINCIPAL	DEBT PRINC
3	Object	7611	TRANSFER TO CHILD DEVELOPMENT	CD TRSFR
3	Object	7612	TRANSFER TO SPECIAL RESERVE	SR TRSFR
3	Object	7613	TRANSFER TO STATE SCHL BLDG FD	SSBF TRSFR
3	Object	7615	TRANSFER TO DEFERRED MAINT	DM TRSFR
3	Object	7616	TRANSFER TO CAFETERIA	GF TO CAFE
3	Object	7619	OTHER INTERFUND TRANSFERS OUT	OTH TRSFR
3	Object	7699	OTHER FINANCING USES	OTHFIN USE
3	Object	8011	REVENUE LIMIT-CURRENT YEAR	REV LIMIT
3	Object	8012	ED PROTECTION ACCT ENTITLEMENT	EPA ENTTL
3	Object	8015	CHARTER SCHL GEN PURP ENT-ST	CHRTR SCH
3	Object	8019	REVENUE LIMIT-PRIOR YEARS	RL-PY
3	Object	8021	HOMEOWNERS EXEMPTIONS	H.O. EXEMP
3	Object	8022	TIMBER YIELD TAX	TIMBER
3	Object	8029	OTHER SUBVENTIONS IN LIEU-TAXS	OTH SUBV
3	Object	8041	SECURED ROLL TAXES	SECURED
3	Object	8042	UNSECURED ROLL TAXES	UNSECURED
3	Object	8043	PRIOR YEAR TAXES	PY TAXES
3	Object	8044	SUPPLEMENTAL TAXES	SUPP TAXES
3	Object	8045	ERAF	ERAF TAX
3	Object	8046	SERAF	SERAF
3	Object	8047	COMMUNITY REDEVELOPMENT FUNDS	COM REDEV
3	Object	8048	PENALTIES INTEREST-DELINQ TAXS	PENALTIES
3	Object	8082	OTHER IN-LIEU TAXES	OTHIN-LIEU
3	Object	8091	REVENUE LIMIT TRANSFERS	RL TRSFR
3	Object	8092	PERS REDUCTION TRANSFER	PERS RED

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	8096	TRANS TO CHARTER SCHLS IN LIEU	CHRT TRSFR
3	Object	8097	PROPERTY TAXES TRANSFER	PROPTX TRS
3	Object	8099	REVENUE LIMIT TRANS PRIOR YEAR	RLTRSF PY
3	Object	8110	M & O (PL 81-874)	M & O
3	Object	8181	SPECIAL ED ENTITLEMENT	SE ENTL
3	Object	8182	SPECIAL ED DISCRETIONARY GRANT	SE DISCR
3	Object	8220	CHILD NUTRITION PROGRAMS	CHLD NUTR
3	Object	8221	CHILD NUTRITION BRKFST PROGRAM	CHILD BRKF
3	Object	8222	CHILD NUTRITION SNACK PROGRAM	CHILD SNCK
3	Object	8223	CHILD NUTRITION SUPPER PROGRAM	CHILD SPPR
3	Object	8281	FEMA RECEIPTS	FEMA REC
3	Object	8285	INTERAGENCY CONTRACTS W LEAS	INTERAGEN
3	Object	8290	ALL OTHER FEDERAL REVENUE	OTHER FED
3	Object	8311	OTHER STATE APPORTIONMENTS-C Y	OTH STATE
3	Object	8319	OTHER STATE APPORTIONMENTS-P Y	OTHSTATEPY
3	Object	8425	YRS INCENTIVE	YRRND INC
3	Object	8434	K-3 CLASS SIZE REDUCTION	K3 CSR
3	Object	8435	GR 9 CLASS SIZE REDUCTION	GR 9 CSR
3	Object	8480	CHARTER SCH CATEGORICAL BLCK	CHRT BLK
3	Object	8520	CHILD NUTRITION-STATE	CHILD NUTR
3	Object	8521	CHILD NUTRITION STATE BRKFST	NUTR BRKF
3	Object	8530	CHILD DEV OPPORTUNITIES	CHILDOPPO
3	Object	8540	DEFERRED MAINTENANCE	DEF MTCE
3	Object	8545	SCHOOL FACILITIES APPORTMENT	SCH FAC
3	Object	8550	MANDATED COST REIMBURSEMENTS	MANDATED
3	Object	8560	STATE LOTTERY REVENUE	LOTTERY
3	Object	8571	VOTER INDEBT LEVY HOMEOWN EXMP	VOTER HO
3	Object	8572	VOTED INDEBTEDNESS LEVIES	VOTER LEV
3	Object	8587	PASS THRU REVENUE FROM STATE	PASS THRU
3	Object	8590	ALL OTHER STATE REVENUE	ALL OTH ST
3	Object	8611	VOTED INDEBTEDNESS LEVIES SEC	LEVIES SEC
3	Object	8612	VOTED INDEBTEDNESS LEVIES UNSE	LEVIES UNS
3	Object	8613	VOTED INDEBTEDNESS LEVIES PY	LEVIES PY
3	Object	8614	VOTED INDEBTEDNESS LEVIES SUPP	LEVIES SUP
3	Object	8619	OTHER INTERFUND TRANSFERS IN	NTRF TRSFR
3	Object	8621	PARCEL TAXES	PARCEL TAX
3	Object	8622	MAINT.RECREAT.ASSESSMENT DIST	MRAD
3	Object	8625	COMM RDA NOT SUBJ TO RL	COMM RDA
3	Object	8631	SALES OF EQUIPMENT & SUPPLIES	EQUIPSALE
3	Object	8634	FOOD SERVICE SALES	FOOD SVC
3	Object	8639	OTHER SALES	OTH SALES
3	Object	8650	LEASES & RENTALS REVENUE	LEASE RENT
3	Object	8660	INTEREST	INTEREST
3	Object	8662	NET INC (DEC) FAIR VALUE	NET FV
3	Object	8671	ADULT ED FEES	AE FEES
3	Object	8672	NONRESIDENT STUDENT FEES	NONRES FEE

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	8673	CHILD DEVELOPMENT PARENT FEES	CD PARENT
3	Object	8674	IN DISTRICT PREMIUMS CONTRIB	INDISTPREM
3	Object	8675	TRANSPORTATION FEES	TRANS FEE
3	Object	8677	INTERAGENCY SERVICES BTW LEAS	INTER SVC
3	Object	8681	DEVELOPER FEES MITIGATION	DEVELFEE
3	Object	8689	OTHER FEES & CONTRACTS	OTH FEE
3	Object	8697	PASS THROUGH REV LOCAL SOURCE	PASSTHRU
3	Object	8699	ALL OTHER LOCAL REVENUE	OTH LOCAL
3	Object	8710	TUITION	TUITION
3	Object	8780	CHARTER SCH PILOT	CHRT PILOT
3	Object	8911	TO CHILD DEV FROM GF	CHDEV
3	Object	8912	TO SPECIAL RESERVE FR GF	SR FM GF
3	Object	8913	TO STATE SCHL BLDG FR ALL OTHR	STATE SCH
3	Object	8914	TO GF FROM BOND INT RED	BONDTOGF
3	Object	8915	TO DEF MAINT FROM GF BLDG SPRS	TO DM
3	Object	8916	TO CAFETERIA FUND FROM GF	TO CAFÉ
3	Object	8919	OTHER TRANSFERS IN	OTHE TRSFR
3	Object	8931	EMERGENCY APPORTIONMENTS	EMERG
3	Object	8951	BOND PROCEEDS	BOND PRO
3	Object	8953	SALE OF LAND & BUILDINGS	SALEOFLAND
3	Object	8961	COUNTY SCHOOL BUILDING AID	CTYSCH
3	Object	8965	TRANSFER FR LAPSED DISTRICTS	LAPSED
3	Object	8971	CERTIFICATES OF PARTICIPATION	COPS
3	Object	8972	CAPITAL LEASE PROCEEDS	CAP LEASE
3	Object	8973	LEASE REVENUE BOND PROCEEDS	LEASE REV
3	Object	8979	OTHER FINANCING SOURCES	OTHFIN SRC
3	Object	8980	CONTRIBUTIONS-UNRESTRICTED	CONTRUNR
3	Object	8990	CONTRIBUTIONS-RESTRICTED	CONTRRES
3	Object	8995	CAT ED BLOCK GRANT TRANSFERS	BLOCKGRNT
3	Object	8997	TRANSFERS OF RESTR BALANCES	RESTR TRSF
3	Object	8998	SECTION 12.40 TRANSFER	SECT 12.40
3	Object	9110	CASH IN COUNTY TREASURY	CASH
3	Object	9120	CASH IN BANK	CASHINBANK
3	Object	9130	REVOLVING CASH FUND	REV CASH
3	Object	9135	CASH WITH FISCAL AGENT	CASHFISAG
3	Object	9140	CASH COLLECTIONS AWAIT DEPOSIT	CASHCOLL
3	Object	9150	INVESTMENTS-LAIF	INV LAIF
3	Object	9155	INVESTMENTS-OTHER	INV OTHER
3	Object	9200	ACCOUNTS RECEIVABLE	ACCT REC
3	Object	9205	NOTES RECEIVABLE	NOTES REC
3	Object	9290	DUE FROM GRANTOR GOVERNMENTS	DUE FM GRT
3	Object	9310	DUE FROM GENERAL FUND	DUEFMGF
3	Object	9311	DUE FROM ADULT ED FUND	DUEFRAE
3	Object	9312	DUE FROM CHILD DEVELOPMENT FD	DUEFRCD
3	Object	9313	DUE FROM CAFE FUND	DUEFRCAFE
3	Object	9315	DUE FROM BUILDING FUND	DUEFRBLDG

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	9316	DUE FROM CAPITAL FACILITIES FD	DUEFMCAP
3	Object	9318	DUE FROM SELF INSURANCE FUND	DUEFMSELF
3	Object	9319	DUE FROM OTHER FUNDS	DUEFMOTH
3	Object	9320	STORES PURCHASES	STORESPUR
3	Object	9321	STORES WITHDRAWLS	STORESWITH
3	Object	9322	STORES FOOD INVENTORY	STORESFD
3	Object	9323	SURPLUS IN PROCESS	SURPLUS
3	Object	9324	PRINT SHOP	PRINT SHOP
3	Object	9325	FURNITURE WAREHOUSE PURCHASE	FURN WHSE
3	Object	9326	FURNITURE WAREHOUSE WITHDRAWAL	FURNWHSEDR
3	Object	9327	MACHINE REPAIR PURCHASES	MACHREPPUR
3	Object	9328	MACHINE REPAIR WITHDRAWAL	MACHREPWD
3	Object	9329	PRINT SHOP WITHDRAW	PRINT W/D
3	Object	9330	PREPAID EXPENSES	PREPAIDEXP
3	Object	9340	ADVANCE ON TAXES	ADV ON TAX
3	Object	9410	LAND	LAND
3	Object	9420	SITE IMPROVEMENTS	SITE IMPR
3	Object	9425	ACCUM DEPR SITE IMPROVEMENTS	ACCUMDEPR
3	Object	9430	BUILDINGS	BUILDINGS
3	Object	9435	ACCUM DEPR - BUILDINGS	ACCUMDEPR
3	Object	9440	EQUIPMENT	EQUIPMENT
3	Object	9445	ACCUM DEPR - EQUIPMENT	ACCUMDEPR
3	Object	9450	WORK IN PROGRESS	WORKINPROG
3	Object	9500	ACCOUNTS PAYABLE	ACCTS PAY
3	Object	9502	ACCRUED TAX	ACCRD TAX
3	Object	9510	ACCOUNTS PAYABLE	ACCTS PAY
3	Object	9513	A P TENANT SECURITY DEPOSIT	A PTENTANT
3	Object	9514	VENDOR TAX LEVIES	VNDR TAX
3	Object	9519	OTHER CURRENT LIABILITIES	CUR LIAB
3	Object	9520	TAX REVENUE ANTICIPATION NOTES	TAXREV ANT
3	Object	9531	FICA EMPLOYER & EMPLOYEE	FICA ER/EE
3	Object	9532	MEDICARE EMPLOYER & EMPLOYEE	MEDI ER/EE
3	Object	9533	WORKERS COMP EMPLOYER/EMPLOYEE	WORKERCOMP
3	Object	9534	STATE UNEMPLOY INS ER & EE	S.U.I.
3	Object	9535	STRS EMPLOYER & EMPLOYEE	STRS ER/EE
3	Object	9536	PERS EMPLOYER & EMPLOYEE	PERS ER/EE
3	Object	9538	TAX SHELTER ANNUITIES ER & EE	TSA ER/EE
3	Object	9539	HEALTH INSURANCE ER & EE	HEALTH INS
3	Object	9540	HLTH INSURANCE RETIREE-HARDCAP	HLTH RET
3	Object	9541	HLTH INSURANCE RETIREE-FIXED	HLTH RET
3	Object	9546	VISION INSURANCE ER & EE	VISION INS
3	Object	9547	DENTAL INSURANCE ER & EE	DENTAL INS
3	Object	9550	DEFERRED PAY	DEF PAY
3	Object	9551	FICA EMPLOYEE	FICA EE
3	Object	9552	MEDICARE EMPLOYEE	MEDI EE
3	Object	9553	FEDERAL WITHHOLDING EMPLOYEE	FED W H

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	9554	CA WITHHOLDING TAX EMPLOYEE	STAT W H
3	Object	9555	STRS EMPLOYEE	STRS EE
3	Object	9556	PERS EMPLOYEE	PERS EE
3	Object	9557	SDI EMPLOYEE	SDI EE
3	Object	9558	TAX SHELTER ANNUITIES EMPLOYEE	TSA EE
3	Object	9559	HEALTH INSURANCE EMPLOYEE	HEALTH EE
3	Object	9560	OTHER INSURANCE	OTH INSUR
3	Object	9561	EMPLOYEE ORGANIZATION DUES	DUES EE
3	Object	9562	CREDIT UNION	CREDIT UN
3	Object	9563	CHARITABLE CONTRIBUTIONS	CHARIT EE
3	Object	9564	COURT MANDATED	COURT MND
3	Object	9565	OTHER DEDUCTIONS	OTH DEDUCT
3	Object	9566	VISION INSURANCE EMPLOYEE	VISION EE
3	Object	9567	DENTAL INSURANCE EMPLOYEE	DENTAL EE
3	Object	9568	COBRA MEDICAL	COBRA MED
3	Object	9569	COBRA DENTAL	COBRA DEN
3	Object	9570	CONTRACT RETENTION	CONTR RET
3	Object	9571	COBRA VISION	COBRA VIS
3	Object	9572	3% FED W H 1099 VENDORS	3% FED W H
3	Object	9590	DUE TO GRANTOR GOVERNMENTS	DUE TO GR
3	Object	9610	DUE TO GENERAL FUND	DUE TO GF
3	Object	9611	DUE TO ADULT ED FUND	DUE TO AE
3	Object	9612	DUE TO CHILD DEVELOPMENT FUND	DUE TO CD
3	Object	9613	DUE TO CAFE FUND	DUE TO FS
3	Object	9615	DUE TO BUILDING FUND	DUETOBLDG
3	Object	9616	DUE TO CAPITAL FACILITIES FD	DUETOCAP
3	Object	9618	DUE TO SELF INSURANCE FUND	DUETOSELF
3	Object	9619	DUE TO OTHER FUNDS	DUETOOTH
3	Object	9620	DUE TO OTHER AGENCIES	DUETOAGEN
3	Object	9650	DEFERRED REVENUE	DEF REV
3	Object	9661	GO BOND PAYABLE	GOBONDPAY
3	Object	9665	COMPENSATED ABSENCES PAYABLE	COMP ABS
3	Object	9666	CERT. OF PARTICIPATION PAYABLE	COP PAYBLE
3	Object	9669	OTHER GEN LONG TERM DEBT	OTH GLTD
3	Object	9711	REVOLVING CASH	REV CASH
3	Object	9712	STORES	STORES
3	Object	9713	PREPAID EXPENSES	PREPAIDEXP
3	Object	9719	NONSPENDABLE ASSETS	NONSPASSET
3	Object	9720	FB RESERVE FOR ENCUMBRANCES	FB RES ENC
3	Object	9740	RESTRICTED BALANCE	RESTR BAL
3	Object	9750	STABILIZATION ARRANGEMENTS	STABLIZTN
3	Object	9760	OTHER COMMITMENTS	OTH COMMT
3	Object	9770	DESIGNATED FOR ECONOMIC UNCERT	DES ECON
3	Object	9780	OTHER ASSIGNMENTS	OTH ASSGN
3	Object	9789	RESERVE FOR ECONOMIC UNCERT	ECONUNCERT
3	Object	9790	UNAPPROPRIATED FUND BALANCE	UNAPPR FB

Seg No	Seg Desc	Code	Description	Short Desc
3	Object	9791	BEGINNING FUND BALANCE	BEG BAL
3	Object	9793	AUDIT ADJUSTMENTS	AUDIT ADJ
3	Object	9795	OTHER RESTATEMENTS	OTHRESTATE
3	Object	9810	ESTIMATED REV CONTROL	EST REV
3	Object	9820	APPROPRIATIONS	APPRO
3	Object	9830	ENCUMBRANCES	ENCUMBRANC
3	Object	9831	ENCUM-ALL OTHR	ENCUM-ALL
3	Object	9835	BUD FB-UNRESER	BUD FB-UNR
3	Object	9840	REVENUE CONTROL	REV CNTRL
3	Object	9850	EXPENDITURE CONTROL	EXP CNTRL

Seg No	Seg Desc	Code	Description
4	Site	000	UNDISTRIBUTED
4	Site	100	CENTRAL K-8
4	Site	104	BAYVIEW
4	Site	105	CHAVEZ
4	Site	108	CAMERON
4	Site	109	CASTRO
4	Site	110	COLLINS
4	Site	112	CORONADO
4	Site	115	DOVER
4	Site	116	DOWNER
4	Site	117	ELLERHORST
4	Site	120	EL SOBRANTE
4	Site	122	HIGHLAND
4	Site	123	FAIRMONT
4	Site	124	FORD
4	Site	125	GRANT
4	Site	126	LUPINE HILLS
4	Site	127	HARDING
4	Site	128	HANNA RANCH
4	Site	130	KENSINGTON
4	Site	131	TRANS LEARNING CENTER
4	Site	132	KING
4	Site	133	Harmon Knolls
4	Site	134	LAKE
4	Site	135	LINCOLN
4	Site	137	MADERA
4	Site	139	MIRA VISTA
4	Site	140	MONTALVIN
4	Site	142	MURPHY
4	Site	143	DUAL IMMERSION-MANDARIN K-6
4	Site	144	NYSTROM
4	Site	145	OLINDA
4	Site	146	OHLONE
4	Site	147	PERES
4	Site	150	RIVERSIDE
4	Site	152	SEAVIEW
4	Site	154	SHANNON
4	Site	155	SHELDON
4	Site	157	STEGE
4	Site	158	STEWART
4	Site	159	TARA HILLS
4	Site	160	VALLEY VIEW
4	Site	162	VERDE
4	Site	163	VISTA HILLS
4	Site	164	WASHINGTON
4	Site	165	MICHELLE OBAMA ELEM

Seg No	Seg Desc	Code	Description
4	Site	170	ELEMENTARY HOME INSTRUCTN
4	Site	180	WEST HERCULES ELEMENTARY
4	Site	191	HARBOUR WAY COM DAY
4	Site	200	CENTRAL 7-8
4	Site	202	ADAMS MIDDLE
4	Site	206	CRESPI JR HIGH
4	Site	208	DEJEAN MIDDLE
4	Site	210	HELMS MIDDLE
4	Site	211	HERCULES MIDDLE
4	Site	212	PINOLE JR HIGH
4	Site	214	KOREMATSU MIDDLE
4	Site	300	GRADUATION CENTRAL 9-12
4	Site	352	DE ANZA HIGH
4	Site	353	DE ANZA HIGH THEATER
4	Site	354	EL CERRITO HIGH
4	Site	355	EL CERRITO HIGH THEATER
4	Site	358	GREENWOOD ACADEMY
4	Site	360	KENNEDY HIGH
4	Site	362	PINOLE VALLEY HIGH
4	Site	363	PINOLE VALLEY HIGH THEATER
4	Site	364	RICHMOND HIGH
4	Site	365	RHS Theater
4	Site	369	MID COLLEGE HIGH
4	Site	370	TRANSITION CONTRA COSTA COL
4	Site	373	IND STUDY VISTA HIGH
4	Site	374	NORTH CAMPUS
4	Site	375	RICHMOND VIRTUAL ACADEMY
4	Site	376	HERCULES SR HIGH
4	Site	381	SECONDARY CDS AT GOMPERS
4	Site	408	SERRA ADULT ED
4	Site	410	ALVARADO ADULT ED
4	Site	512	RICHMOND COLLEGE PREP CHARTER
4	Site	514	BENITO JUAREZ ELEMENTARY
4	Site	517	MAKING WAVES CHARTER SCHOOL
4	Site	519	CALIBER CHARTER SCHOOL
4	Site	520	INVICTUS ACADEMY RICHMOND
4	Site	522	VOICES COLLEGE-BOUND LANGUAGE
4	Site	531	LEADERSHIP HIGH SCHOOL
4	Site	540	RICHMOND CHARTER ACADEMY
4	Site	541	JOHN HENRY CHARTER SCHOOL
4	Site	542	INVICTUS CHARTER
4	Site	544	NYSTROM CMMUNITY PROJECT
4	Site	555	SUB SICK PAY- CERT/CLSS
4	Site	556	ON LEAVE WITHOUT PAY
4	Site	602	HOMELESS NEGLECTED PROGRAMS
4	Site	603	EXECUTIVE ADMIN SUPT OFFICE

Seg No	Seg Desc	Code	Description
4	Site	605	INSTRUCTIONAL SUPPORT
4	Site	606	FISCALSERVICES CENTRAL SUPPORT
4	Site	609	TITLE I ASSISTANCE TO SCHOOLS
4	Site	610	TITLE I - HOMELESS
4	Site	611	TITLE I - NEGLECTED
4	Site	612	MAINTENANCE DISTRICTWIDE
4	Site	613	GROUNDS DISTRICTWIDE
4	Site	614	CUSTODIAL DISTRICTWIDE
4	Site	615	OPERATIONAL SUPPT SRVS CENTRAL
4	Site	616	MAINTENANCE OPERATIONS-CENTRAL
4	Site	617	ELECTRONICS
4	Site	618	COMMUNICATIONS PUBLIC INFORMAT
4	Site	619	TITLE IX DEPARTMENT
4	Site	620	SPECIAL ED INFANTS & PRESCHOOL
4	Site	621	ALTERNATIVE ED - CENTRAL
4	Site	622	SPECIAL EDUCATION - CENTRAL
4	Site	623	SP ED - LOW INCIDENCE INFANT
4	Site	624	MULTILINGUAL/MULTICULTURAL
4	Site	625	COMMUNITY ENGAGEMENT
4	Site	626	SECTION 504
4	Site	627	TITLE II-NATIONAL BOARDS
4	Site	629	TITLE I - CAPITAL EXPENDITURES
4	Site	630	LIBRARY - DISTRICTWIDE
4	Site	633	TITLE I - SUPPLEMENTAL SERVICE
4	Site	635	STATE FEDERAL-CENTRAL RESTRICT
4	Site	636	INTERNATIONAL EXCHANGE PRG
4	Site	637	ASSESSMENT
4	Site	638	TEACHING,LEARNING & LEADING
4	Site	639	AFTER SCHOOL - CENTRAL
4	Site	640	EDUCATIONAL SERVCIS-ASSOC SUPT
4	Site	641	INSTRUCTIONAL TECH - CENTRAL
4	Site	642	SCHOOL & DISTRICT SAFETY
4	Site	643	DISTRICT OPERATIONS
4	Site	644	SECONDARY SCHOOLS NETWORK
4	Site	645	ELEMENTARY SCHOOLS NETWORK II
4	Site	646	ELEMENTARY SCHOOLS NETWORK I
4	Site	647	COLLEGE & CAREER
4	Site	648	TIP & TSAP
4	Site	649	CURRICULUM INSTRUCTION-COORD#1
4	Site	650	CHARTERS OVERSIGHT
4	Site	651	CENTRAL KITCHEN - FUND 13
4	Site	652	ADMIN-FOOD SERVICES FUND 13
4	Site	653	CHILD DEVELOP-ALL PRGS FD 12
4	Site	655	FACILITY MOVES
4	Site	656	WASC CPM-CENTRAL COSTS
4	Site	657	CO-CURRICULAR ACTIVITIES-CTRL

Seg No	Seg Desc	Code	Description
4	Site	658	HARMON KNOLLS CENTER
4	Site	659	HEALTH - CENTRAL
4	Site	660	ATHLETICS - CENTRAL
4	Site	661	VISUAL&PERFORMING ARTS CENTRAL
4	Site	667	DIRECTOR - FACILITIES
4	Site	669	FACILIT-PLANG ENGINEERING-OFFC
4	Site	670	DIRECTOR - BOND PROGRAM
4	Site	674	FISCAL CENTRAL RESERVE
4	Site	675	DATA ACCOUNTABILITY SIS
4	Site	677	FISCAL SERVICES-CENTRAL OFFICE
4	Site	678	FACILITIES USE
4	Site	679	HR CERT/CLASS ALL STAFF DEV
4	Site	680	HUMAN RESOURCES-CLASS CERT OFF
4	Site	682	HUMAN RESOURCES-STAFF REL NEG
4	Site	683	WAREHOUSE - FUND 13 CHILD NUTR
4	Site	684	GENSRV WH PRTSHP INV EQUIP REP
4	Site	686	TECHNOLOGY - OPERATIONAL
4	Site	687	VEHICLE MAINTENANCE
4	Site	689	RISK MANAGEMENT
4	Site	690	DISASTER/SAFETY PREPAREDNESS
4	Site	691	SUMMER EXTENDED LEARNING
4	Site	692	STUDENT SERVICES
4	Site	693	INTERNATIONAL EXCHANGE PRGM
4	Site	699	NON PUBLIC CENTRAL
4	Site	702	SALESIAN HIGH
4	Site	703	EL SOBRANTE CHRISTIAN SCHOOL
4	Site	704	UNIVERSAL MERCY
4	Site	705	ST CORNELIUS SCHOOL
4	Site	706	ST PAUL SCHOOL
4	Site	707	ST DAVID SCHOOL
4	Site	708	ST JEROME SCHOOL
4	Site	709	ST JOHN SCHOOL
4	Site	710	ST JOSEPH SCHOOL
4	Site	711	NEW DIRECTION CHRISTIAN ACDMY
4	Site	712	BETHEL CHRISTIAN ACADEMY
4	Site	713	A BETTER CHANCE/ CA AUTISM FDN
4	Site	714	CATALYST ACADEMY/SENECA
4	Site	718	CRESTMONT SCHOOL
4	Site	722	TEHIYAH DAY
4	Site	723	PROSPECT SIERRA SCHOOL
4	Site	725	CALVARY CHRISTIAN ACADEMY
4	Site	727	LA CHEIM
4	Site	728	A BETTER CHANCE
4	Site	729	MONTESSORI FAMILY SCHOOL
4	Site	730	SENECA CENTER-CATALYST ACADEMY
4	Site	738	EAST BAY WALDORF SCHOOL

Seg No	Seg Desc	Code	Description
4	Site	739	CORPUS CHRISTI ELEMENTARY
4	Site	740	ST LEO THE GREAT ELEMENTARY SC
4	Site	741	CRISTO DEL REY DE LA SALLE EB
4	Site	742	GOLESTAN
4	Site	758	WM BROWN ACADAMY
4	Site	922	MENTAL HEALTH SVCS SPEC ED
4	Site	999	PAYROLL CLEARING ACCOUNT UNRES

Seg No	Seg Desc	Code	Description
5	Goal	0000	UNDISTRIBUTED
5	Goal	0001	GENERAL EDUCATION PRE-K
5	Goal	1110	REGULAR EDUCATION
5	Goal	1120	VISUAL AND PERFORMING ARTS
5	Goal	1130	MUSIC
5	Goal	1140	LARGE ELEMENTARY SCHOOL REG ED
5	Goal	1150	SAC WASC
5	Goal	1160	RADIO STATION
5	Goal	1170	SCIENCE
5	Goal	1180	JROTC
5	Goal	1190	GATE
5	Goal	1200	READ 180
5	Goal	1400	BTSA
5	Goal	1420	InHouse PD
5	Goal	1430	PAR/TSAP
5	Goal	1850	SABBATICAL
5	Goal	1900	TEACHER RELEASE
5	Goal	3100	ALTERNATIVE SCHOOLS
5	Goal	3200	CONTINUATION SCHOOLS
5	Goal	3240	CONTINUATION SCHOOL-GATEWAY
5	Goal	3300	INDEPENDENT STUDY CENTERS
5	Goal	3550	COMMUNITY DAY SCHOOLS
5	Goal	3800	VOCATIONAL EDUCATION
5	Goal	4110	REGULAR ADULT EDUCATION
5	Goal	4630	ADULT VOCATIONAL EDUCATION
5	Goal	4760	BILINGUAL
5	Goal	5001	SPECIAL EDUCATION UNSPECIFIED
5	Goal	5060	REGIONALIZED PROG SPECIALISTS
5	Goal	5710	SPECIAL EDUCATION - INFANTS
5	Goal	5730	SPECIAL ED- PRESCHOOL STUDENTS
5	Goal	5750	SPECIAL EDUCATION SEV DISABLED
5	Goal	5760	SPECIAL EDUCATION, AGES 5-22
5	Goal	5770	SPECIAL EDUCATION - NON SEV
5	Goal	7110	NON AGENCY EDUCATIONAL
5	Goal	7150	NONAGENCY - OTHER
5	Goal	8100	COMMUNITY SERVICES

Seg No	Seg Desc	Code	Description
6	Function	0000	UNDISTRIBUTED
6	Function	1000	INSTRUCTION
6	Function	1020	RESPONSE TO INTERVENTION
6	Function	1110	SPECIAL ED-SEPARATE CLASSES
6	Function	1120	SPECIAL EDUC RESC SPEC INSTR
6	Function	1130	SPECIAL ED SUPP AIDES & SERV
6	Function	1180	SPECIAL EDUC NPA SCHOOLS
6	Function	1181	SPECIAL EDUC NPA SCHLNON LCI
6	Function	1182	SPECIAL EDUC NPA SCHL LCI
6	Function	1183	SPECIAL EDUCATION MEDIATION
6	Function	1190	SPECIAL EDUC OTHER SPEC INSTR
6	Function	2100	SUPERVISION OF INSTRUCTION
6	Function	2110	INSTRUCTIONAL SUPERVISION
6	Function	2120	INSTRUCTIONAL RESEARCH
6	Function	2130	CURRICULUM DEVELOPMENT
6	Function	2140	IN-HOUSE INSTR STAFF DEV
6	Function	2180	INSTR SUPPORT SCHOOL FAMILIES
6	Function	2190	INSTR SUPPORT LITERACY
6	Function	2420	INSTR LIBRARY MEDIA & TECH
6	Function	2490	OTHER INSTR RESOURCES
6	Function	2495	PARENT PARTICIPATION
6	Function	2700	SCHOOL ADMINISTRATION
6	Function	3110	GUIDANCE & COUNSELING SERVICES
6	Function	3120	PSYCHOLOGICAL SERVICES
6	Function	3130	ATTENDANCE & SOCIAL WORK SVCS
6	Function	3140	HEALTH SERVICES
6	Function	3150	SPEECH & AUDIOLOGY SERVICES
6	Function	3160	PUPIL TESTING SERVICES
6	Function	3170	WORK EXPERIENCE
6	Function	3180	WORK EXPERIENCE(BI-TECH 3170)
6	Function	3600	PUPIL TRANSPORTATION
6	Function	3700	FOOD SERVICES
6	Function	3701	INTERDEPARTMENTAL CATERING
6	Function	3900	OTHER PUPIL SERVICES
6	Function	4000	ANCILLARY SERVICES
6	Function	4100	SCHOOL SPONSORED CO-CURRICULAR
6	Function	4200	SCHOOL SPONSORED ATHLETICS
6	Function	4900	OTHER ANCILLARY SERVICES
6	Function	5000	COMMUNITY SERVICES
6	Function	5100	OMBUDSMAN
6	Function	5400	CIVIC SERVICES
6	Function	6000	ENTERPRISE (SELF-INS RET BENE)
6	Function	7100	BOARD & SUPERINTENDENT
6	Function	7110	BOARD OF EDUCATION TRUSTEE
6	Function	7120	STAFF RELATIONS & NEGOTIATIONS
6	Function	7130	LEGAL

Seg No	Seg Desc	Code	Description
6	Function	7150	SUPERINTENDENT
6	Function	7180	COMMUNICATIONS DEPARTMENT
6	Function	7190	EXTERNAL FINANCIAL AUDIT
6	Function	7200	OTHER GENERAL ADMINISTRATION
6	Function	7210	GENERAL ADMIN COST TRANSFERS
6	Function	7300	FISCAL SERVICES
6	Function	7310	BUDGETING
6	Function	7330	ACCOUNTING
6	Function	7340	PAYROLL
6	Function	7370	INTERNAL AUDITING
6	Function	7400	PERSONNEL HUMAN RESOURCES
6	Function	7410	STAFF DEVELOPMENT CLASSIFIED
6	Function	7420	RECRUITMENT CERTIFICATED
6	Function	7450	RETIREMENT DINNER
6	Function	7480	LOSS PREVENTION
6	Function	7490	OTHER PERSONNEL
6	Function	7500	CENTRAL SUPPORT
6	Function	7510	PLANNING RESEARCH DEV & EVAL
6	Function	7520	OFFICE EQUIPMENT MAINTENANCE
6	Function	7521	EQUIPMENT INVENTORY ADJUSTMENT
6	Function	7530	PURCHASING
6	Function	7540	WAREHOUSING & DISTRIBUTION
6	Function	7541	WAREHOUSE INVENTORY ADJUSTMENT
6	Function	7550	PRINTING OFFICE SERVICES
6	Function	7551	PRINTING INVENTORY ADJUSTMENT
6	Function	7600	OPERATIONAL SUPPORT
6	Function	7700	DATA PROCESSING SERVICES
6	Function	7730	TYLER MUNIS IMPLEMENTATION
6	Function	7750	TYLER MUNIS IMPLEMENT FRM BOND
6	Function	7770	E-RATE DATA PROCESSING
6	Function	8100	PLANT MAINTENANCE & OPERATIONS
6	Function	8110	MAINTENANCE
6	Function	8190	MAINTENANCE & OPERATIONS ADMIN
6	Function	8200	OPERATIONS
6	Function	8250	OPERATIONS GROUNDS
6	Function	8260	OPERATIONS CUSTODIAL
6	Function	8270	OPERATIONS UTILITIES
6	Function	8280	OPERATIONS VEHICLE
6	Function	8300	SECURITY - POLICE SERVICES
6	Function	8310	SECURITY - SITE SUPERVISION
6	Function	8311	SECURITY - DISASTER/SAFETY
6	Function	8313	SECURITY - FALSE ALARMS
6	Function	8400	DM CENTRAL CONTROL ACCT
6	Function	8500	FAC ACQUISITION AND CONSTR
6	Function	8520	HAZARDOUS MATLS ABATEMENT
6	Function	8530	TECHNOLOGY

Seg No	Seg Desc	Code	Description
6	Function	8590	GENERAL CONDITION REIMBURSABLE
6	Function	8700	FACILITIES RENTAL AND LEASES
6	Function	9100	DEBT SERVICE
6	Function	9200	TRANSFER BETWEEN AGENCIES
6	Function	9300	INTERFUND TRANSFERS

Seg No	Seg Desc	Code	Description
7	Manager	000000	DEFAULT MGR CODE
7	Manager	100100	EXECUTIVE ADMINISTRATION
7	Manager	200100	ED SERV-ELEM SEC SCHOOL SITE
7	Manager	200110	EXD RHS PINOLE FAMILY
7	Manager	200111	VP-PE COORDINATOR
7	Manager	200120	EXD DE ANZA HERC EL CER FAMILY
7	Manager	200130	EXD KHS FAMILY
7	Manager	200140	ADULT ED (FUND 11)- ALT ED
7	Manager	200141	VP-MUSIC COORDINATOR
7	Manager	200150	DIR CURRICULUM INSTRUCTION
7	Manager	200151	CURR INST COORD #1
7	Manager	200157	COORDINATOR YOUTH DEVELOPMENT
7	Manager	200158	FULL SERVICE COMMUNITY SCHOOLS
7	Manager	200159	INDEPENDENT STUDY-CYBER HIGH
7	Manager	200160	DIR VOC ED TRANSITION
7	Manager	200170	COMMUNITY ENGAGEMENT
7	Manager	200180	AFTER SCHOOL PROGRAM
7	Manager	200190	TITLE IX EDU EQUITY
7	Manager	300100	MATH DEPARTMENT
7	Manager	300105	LCAP SITE ALLOCATIONS
7	Manager	300110	ENGLISH LANGUAGE LEARNERS #1
7	Manager	300111	ENGLISH LANGUAGE LEARNERS #2
7	Manager	300112	SMMR EXT,LL,CPA,ROP
7	Manager	300113	FED STATE COORD #1
7	Manager	300114	FED STATE COORD #2
7	Manager	300115	BTSA
7	Manager	300116	LCAP PROFESSIONAL DEVELOPMENT
7	Manager	300117	COLLEGE & CAREER
7	Manager	300120	STATE FEDERAL OTHER
7	Manager	300130	NON-PUBLIC PRE-SCHOOL PROGRAM
7	Manager	300131	LCAP VAPA/HIGH PERF PROG
7	Manager	300140	AFTER SCHOOL INTERVENTION PROG
7	Manager	300150	NOT USED
7	Manager	300160	LCAP OUT OF SCHOOL TIME/SUMMER
7	Manager	400100	OPERATIONS SUPPORT SERV
7	Manager	400110	EXD M & O DISTRICT WIDE
7	Manager	400115	MAINTENANCE DISTRICT WIDE
7	Manager	400120	CUSTODIAL DISTRICT WIDE
7	Manager	400125	GROUNDS DISTRICT WIDE
7	Manager	400130	FACILITIES-ENGINEER OFFICE
7	Manager	400140	FOOD SERVICE FUND 13
7	Manager	400150	MOVE TO 800100
7	Manager	400160	FACILITIES - DIRECTOR
7	Manager	500100	HUMAN RESOURCES
7	Manager	500110	HR DIR CERT STAFF DEVELOP
7	Manager	600100	BUSINESS FISCAL SERVICES

Seg No	Seg Desc	Code	Description
7	Manager	600110	EXEC DIR BUDGET ACCOUNTING
7	Manager	600120	BOND SR DIR BOND FUND
7	Manager	600130	DIRECTOR OF BUSINESS SERVICES
7	Manager	600140	DIRECTOR GENERAL SERVICES
7	Manager	600150	LIBRARY SERVICES
7	Manager	600160	DATA & ASSESSMENT
7	Manager	600170	FOOD SERVICE FUND 13
7	Manager	700099	LCAP PSYCH & SPECIAL SVCS
7	Manager	700100	SPECIAL EDUCATION PROGRAMS
7	Manager	700110	SPECIAL EDUCATION PROGRAMS
7	Manager	700120	SPECIAL EDUCATION FEDERAL PROG
7	Manager	700130	SPECIAL ED TRANSITION
7	Manager	800100	TECHNOLOGY
7	Manager	900100	COMMUNICATIONS

Seg No	Seg Desc	Code	Description
8	Project Year	0	PROJECT YEAR 0
8	Project Year	1	PROJECT YEAR 1
8	Project Year	2	PROJECT YEAR 2
8	Project Year	3	PROJECT YEAR 3
8	Project Year	4	PROJECT YEAR 4
8	Project Year	5	PROJECT YEAR 5
8	Project Year	6	PROJECT YEAR 6
8	Project Year	7	PROJECT YEAR 7
8	Project Year	8	PROJECT YEAR 8
8	Project Year	9	PROJECT YEAR 9

Seg No	Seg Desc	Code	Description
9	Program	0000	UNDISTRIBUTED
9	Program	0001	PROGRAM 1
9	Program	0002	PROGRAM 2
9	Program	0003	PROGRAM 3
9	Program	0004	PROGRAM 4
9	Program	0005	PROGRAM 5
9	Program	0006	PROGRAM 6
9	Program	0007	PROGRAM 7
9	Program	0008	PROGRAM 8
9	Program	0009	PROGRAM 9
9	Program	0010	PROGRAM 10
9	Program	0011	PROGRAM 11
9	Program	0012	PROGRAM 12
9	Program	0013	PROGRAM 13
9	Program	0014	LITERACY
9	Program	0099	PG&E POWERSAVE INCENTIVE
9	Program	0100	21ST CENTRY 2 BASE
9	Program	0101	21ST CENTURY-BASE A
9	Program	0102	21ST CENTURY-BASE B
9	Program	0110	21ST CENTURY SUPPLEMENTAL
9	Program	0116	HELLMAN FOUNDATION
9	Program	0200	HEALTH SPORTS ACADEMY
9	Program	0201	INFORMATION TECHNOLOGY ACADEMY
9	Program	0202	GREEN & CLEAN ACADEMY
9	Program	0203	MEDIA ACADEMY
9	Program	0204	ARCHIT CONSTRCT ENGINR & TEC
9	Program	0205	ENVIRONMENTAL STUDIES ACADEMY
9	Program	0206	LAW ACADEMY
9	Program	0207	ENGINEERING ACADEMY
9	Program	0208	HEALTH ACADEMY
9	Program	0209	VISUAL & PERFORM ARTS ACADEMY
9	Program	0210	MULTI-MEDIA ACADEMY
9	Program	0211	CREATIVE&PERFORM ARTS ACADEMY
9	Program	0212	HOSPITALITY ACADEMY
9	Program	0213	LIGHTHOUSE ACADEMY
9	Program	0300	ABE/ASE CLASSES
9	Program	0400	WCCAA PD
9	Program	0500	PROJECT LEAD THE WAY
9	Program	0501	WELDING PROGRAM
9	Program	0502	STRATEGIC PLANNING GRANT
9	Program	0503	WEST COUNTY BRIDGE TO COLLEGE
9	Program	0504	CHEVRON MOBILE-HYBRID FAB LAB
9	Program	0505	STEM MATH PD
9	Program	0506	STEM CENTERS
9	Program	0507	MIDDLE MATH&SCIENCE INITIATIVE
9	Program	0508	CHEVRON SCIENCE INITIATIVE

Seg No	Seg Desc	Code	Description
9	Program	0509	ROBOTICS PROGRAM
9	Program	0510	Chevron-E-Bike Competition RHS
9	Program	0511	CHEVRON-RECLASS CEREMONY
9	Program	0512	CTEIG- FAB LAB
9	Program	0513	CHEVRON - STEM TK-5TH GR
9	Program	0609	TITLE I ASSISTANCE TO SCHOOLS
9	Program	0610	TITLE I HOMELESS
9	Program	0611	TITLE I NEGLECTED
9	Program	0618	TITLE I PARENT INVOLVEMENT
9	Program	0627	TITLE I PROFESSIONAL DEV
9	Program	0633	TITLE I SUPPLEMENTAL ED SVCS
9	Program	0634	TITLE I SES CHOICE TRANSPORT
9	Program	0638	TEACHER RESIDENCY
9	Program	0680	TEACHER RESIDENCY- SPED ED
9	Program	0691	TITLE I SUMMER SCHOOL
9	Program	0790	AB 790 LINKED LEARNING
9	Program	0800	PRINCIPAL MENTOR PROGRAM
9	Program	0830	SUMMER INTERNSHIP
9	Program	0919	PARCEL TAX LIBRARY
9	Program	1024	INTERNATIONALS AND NEWCOMER
9	Program	1025	EARLY LIT ACADEMY
9	Program	1026	HISTORY/ SOCIAL STUDIES
9	Program	1027	READING INTERVENTION
9	Program	1028	TEACHER COLLEGE
9	Program	1029	NGSS SCIENCE STANDARDS 9-12
9	Program	1030	NGSS SCIENCE STANDARDS K-6
9	Program	1031	WORLD LANGUAGE
9	Program	1032	TITLE II MATH
9	Program	1033	WELL ROUNDED EDUCATION
9	Program	1034	IMPROVED SCHOOL CONDITIONS
9	Program	1035	TECHNOLOGY
9	Program	1102	DUAL IMMERSION
9	Program	1120	COLLEGE AND CAREER
9	Program	1121	ACADEMIES & PATHWAYS
9	Program	1125	PUENTE COUNSELING PROGRAM
9	Program	1130	SUPPORT SVCS HPS
9	Program	1150	ED SVCS SUPPORT
9	Program	1160	LCFF-FAB LAB
9	Program	1180	AFRICAN AMERICAN STUDENT SS
9	Program	1250	ELEMENTARY SCHOOL SUPPORT
9	Program	1251	SECONDARY SCHOOL SUPPORT
9	Program	1260	VICE AND ASST. PRINCIPALS
9	Program	1261	INTERNATIONAL BACCALAUREATE
9	Program	1262	EFFICACY MODEL
9	Program	1263	WHOLE SCHOOL INTERV DAHS HELMS
9	Program	1270	EARLY LITERACY SUPPORT

Seg No	Seg Desc	Code	Description
9	Program	1280	GRADUATE TUTORS
9	Program	1290	SUPPLEMENTAL INSTRUCTIONAL PRM
9	Program	2180	AFRICAN AMERICAN STUDENT SS2
9	Program	2310	PROFESSIONAL DEVELOPMENT
9	Program	2311	LCFF PROF DEV CLASSIFIED
9	Program	2312	TEACHER SALARY INCREASE
9	Program	2315	TCHR RCRUITMT, RETENTION SPPRT
9	Program	2430	RL COMMUNITY DAY SCHOOLS
9	Program	2940	TRELLIS EDUCATION
9	Program	3015	IASA-TITLE I CAPITAL EXPENSE
9	Program	3110	COMMUNITY OUTREACH
9	Program	3120	PARENT UNIVERSITY
9	Program	3180	PRACTICES FOR AFRICAN AMER STU
9	Program	4150	E-LEARNING SUPPORT
9	Program	4160	WHOLE SCH ENRICHMNT-WHOLECHILD
9	Program	4170	ENGLISH LEARNER SUPPORT
9	Program	4220	SOCIO-EMOTIONAL WELL-BEING
9	Program	4221	ENHANCED STUDENT SAFETY
9	Program	4222	ELEMENTARY PLAYWORKS
9	Program	4223	RESTORATIVE JUSTICE BEST
9	Program	4230	VISUAL&PERFORMING ARTS-WHOLECH
9	Program	4231	ATHLETICS/ MIDDLE SCHOOLS
9	Program	4240	FULL SVC COMM SCH-WHOLE CHILD
9	Program	4250	SCH SUPPORT-EXTRA CURRICULAR
9	Program	4251	SS-EXTRA CURRICULA SITE ALLOC
9	Program	4260	SPECIAL EDUCATION
9	Program	4270	PSYCHOLOGICAL SERVICES
9	Program	4271	TRAIN'G FOR FOSTER/HOMELESS
9	Program	4272	PSYCHIATRIC SOCIAL WORK SERVIC
9	Program	5250	TYPIST CLERK SUPPORT
9	Program	5260	EVALUATIONS & PROG MONITORING
9	Program	5330	FOOD SERVICE SUMMER FOOD
9	Program	6011	ASSETS CORE
9	Program	6012	ASSETS EQUITABLE ACCESS
9	Program	6110	PROFESSIONAL DEV-INNOVATE
9	Program	6120	QRIS DATA STUDY -CSPP
9	Program	6125	QRIS PARTICIPATION -CSPP
9	Program	6127	QRIS MINI GRANT -CSPP
9	Program	6250	ADAPTIVE CURRICULUM
9	Program	6258	PE TEACHER INCENTIVE PROGRAM
9	Program	6260	ALT CERT INTERN TEACHERS
9	Program	6263	PARAPROFESSIONAL TCHR TRAINING
9	Program	6267	NATL BOARD CERTIFICATION
9	Program	6285	ADLT ED COMMUNITY BASE ENGLISH
9	Program	6290	ADLT ED AB86 GRANT
9	Program	6391	ADULT EDUCATION AEP

Seg No	Seg Desc	Code	Description
9	Program	6405	SCH SAFETY & VIOLENCE PREVENT
9	Program	6760	ARTS & MUSIC BLOCK GRANT
9	Program	7055	CALIF HIGH SCHOOL EXIT EXAM
9	Program	7080	MIDDLE & HISH SCH COUNSELING
9	Program	7140	GIFTED & TALENTED ED
9	Program	7156	INSTR MATERIALS REALIGNMENT
9	Program	7271	PEER ASSISTANCE & REVIEW
9	Program	7276	CERTIFICATED STAFF MENTORING
9	Program	7294	MATH & READING PROF DEV
9	Program	7325	ADMINISTRATOR TRAINING PROGRAM
9	Program	7388	COVID-19
9	Program	7390	PUPIL RETENTION BLOCK GRANT
9	Program	7392	TEACHER CREDENTIALING BLOCK
9	Program	7393	PROFESSIONAL DEVELOPMENT BLOCK
9	Program	7394	TARGET INSTR IMPROVEMNT BLOCK
9	Program	7395	SCH & LIBRARY IMPROVEMNT BLOCK
9	Program	8151	SPECPROJ - DEF MAINTENANCE
9	Program	8167	MARINA BAY - COP
9	Program	8200	WORKFORCE HOUSE
9	Program	9523	INTERNATIONAL EXCHANGE PRGM
9	Program	9597	PIONEER PROJECTS
9	Program	9670	SUPPLEMENTAL AND CONCENTRATION

West Contra Costa Unified School District
Munis Project Ledger Cost Codes Chart

Cost Code	Program Detail by Cost code	SACS code Site	SACS code Building
Land/Site Acquisition and Building Purchasing			
100XXAQ	Site/Building Purchase	6100	6200
104XAPR	Appraisal Fees	6100	6200
108XSSP	Site Support	6100	
112XREL	Relocation Assistance		6207
Land/Site and Building Improvement Pre-Design			
200XSRV	Site Surveys	6190	6190
204XGEO	Geotechnical Report	6190	6190
212DTSC	DTSC Approval	6190	6190
216XCTV	CCTV Sewer/Drain Lines	6170/6190	6170/6190
220XOPD	Other Pre-Design Tests	6190	6190
Land/Site and Building Improvement Design			
316XAOR	A/E of Record (AOR)	6201	6201
317XAOR	A/E of Record (AOR) - Reimbursable	6201	6201
320XXCM	Construction Manager	6170	6217
324XSPC	Specialty Consultants	5860	5860
328XDSA	DSA Plan Check Request	6205	6205
332XCDE	CDE Fees	6205	6205
333SWRC	SWRCB Fees	6205	6205
334SFEE	All other Fees in State	6205	6205
340PRNT	Printing Costs	6190	6207
344XHAZ	Hazardous Materials	6190	6207
348XOPL	Other Planning Costs	6170	6207
Land/Site and Building Improvement Construction Phase Services			
400XMAT	Material Testing	5890	5890
404IDSA	DSA Inspectors	6190	6214
408LBRC	Labor Compliance	5890	5890
410CMMS	Commissioning	5890	5890
412INSP	Special Inspections	5890	5890
418SWPP	Stormwater Prevention	5860/5890	5860/5890
420OSVC	Other Services - Licenses/Fees/Assessments	5840	5840
420OSVC	Other Services - All Other Services	5890	5890
420OSVC	Other Services - Communications	5900	5900
420OSVC	Other Services - Postage Costs	5901	5901
Land/Site and Building Improvement Modernization/Construction			
500XXBB	General Construction	6170	6211
504XBAC	Construction Contingency	6170	6211
508XCTC	Other Construction	6170	6219
512XFFE	Supplies, Materials/Furniture <\$500	4300	4300
512XFFE	Supplies, Materials/Furniture \$500-\$5,000	4400	4400
512XFFE	Supplies, Furniture/Equipment Over \$5,000	6400	6400
516TECH	Technology Supplies/Materials <\$500	4360	4360
516TECH	Technology Supplies/Materials \$500-\$5,000	4460	4460
516TECH	Technology Equipment over \$5,000	6460	6460
516TECH	Technology Software License	5850	5850

West Contra Costa Unified School District
Munis Project Ledger Cost Codes Chart

Cost Code	Program Detail by Cost code	SACS code Site	SACS code Building
520XXTH	Temporary Housing - Rental/Lease	5610/5620	5610/5620
520XXTH	Temporary Housing - Portable Purchase		6200
Program/Project Coordination - 61501396-00			
700XBPM	Bond Program Manager	6202	6202
700XBPM	Design Manager	6203	6203
700XBPM	Construction Manager	6217	6217
316XAOR	A/E of Record (AOR)	6201	6201
328XDSA	DSA Fees for closed projects	6205	6205
348XOPL	Other Planning Costs	6207	6207
404IDSA	DSA Inspectors	6214	6214
418SWPP	Stormwater Prevention	5860/5890	5860/5890
716XFFE	Supplies, Materials/Furniture <\$500	4300	4300
716XFFE	Supplies, Materials/Furniture \$500-\$5,000	4400	4400
716XFFE	Supplies, Furniture/Equipment Over \$5,000	6400	6400
720TECH	Technology Supplies/Materials <\$500	4360	4360
720TECH	Technology Supplies/Materials \$500-\$5,000	4460	4460
720TECH	Technology Equipment over \$5,000	6460	6460
720TECH	Technology Software Licenses	5850	5850
720TECH	Technology Equipment Rental	5610	5610
720TECH	Technology Equipment Lease	5620	5620
732LBRC	Labor Compliance	5890	5890
736XSPC	Specialty Consultants	5860	5860
748LGAD	Legal Advertising	5890	5890
752PRNT	Printing Costs	6207	6207
764OSVC	Other Services - Project Manager Mileages	5210	5210
764OSVC	Other Services - Maintenance Service Contract	5640	5640
764OSVC	Other Services - Licenses/Fees/Assessments	5840	5840
764OSVC	Other Services - Software License Annual Fee	5850	5850
764OSVC	Other Services - All Other Services	5890	5890
764OSVC	Other Services - Communications	5900	5900
764OSVC	Other Services - Postage Costs	5901	5901
Bond Program Support District Cost - 61501396-01			
828XADM	Bond Program Support District Staff Cost	2000:3999	2000:3999
840XCON	Consultants	5860	5860
844AUDT	Fiscal Audit	5830	5830
848PERF	Performance Audit	5830	5830
852XLGL	Legal Fees	5895	5895
856XBFC	Bond Finance Consultant	5860	5860
860XXBI	Bond Issuance Cost (Function-9100)	5890	5890
864XOBC	Other Bond Costs (Function-9xxx)	5890	5890

WCCUSD Bond Program

Cost Code Explanations and Examples

Object Site	Object Building	Cost Code	Description
6100		100XXAQ	Site/Land Acquisition
Explanation: Cost of acquisition land, addition to old sites-if site is not purchased after spend the money, shall be moved the cost to Obj 5800			
	6200	100XXAQ	Building Purchasing
Explanation: Building purchase including relocatable building such as portable classroom, addition/replace of obsolete building Building Purchasing Object 6200 - 100XXAQ, Portable Purchasing Object 6200 - 520XXTH			
6100	6200	104XAPR	Appraisal Fees
Explanation: Cost of appraisal and Escrow of Site Purchase. If not purchased after spend the money, shall be move to Obj 5890			
6100		108XSSP	Site Support
Explanation: Cost of relocation report, determining relocation claims, site purchase negotiation			
	6207	112XREL	Relocation Assistance
Explanation: Cost of displacement of employee, office due to property acquisition			
6190	6190	200XSRV	Site Surveys
Explanation: Cost of surveying land and land features, including locating underground pipes, power supplies to existing light pole, Topographic Survey			
Vendors: Clark Civil Engineering, Luk & Associates, Subtronic, Pacific Engineering, 1st Call Utility Locating, Sandis Humber Jones			
Contra: Geotechnical reports, soil analysis, and related costs are 204XGEO			
6190	6190	204XGEO	Geotechnical Reports
Explanation: Geotechnical, soil analysis; sampling; and testing, and other land and subsurface inspections and reporting			
Vendors: Alan Kropp and Associates Inc, Kleinfelder Inc, California Geological Survey			
Contra: Land surveys, including locating underground pipes, are 200XSRV			
6190	6190	212DTSC	DTSC Approval
Examples: Toxic Substance Removal			
Vendors: Department of Toxic Substances Control (DTSC)			
6170/6190	6170/6190	216XCTV	CCTV Sewer/Drain Lines
Explanation: Inspection to Object 6190, repair or clearing to Object 6170			
Examples: Pipe location service, Cleared sewer of soft blockage, repair of sewage and pump, Video Inspection of sewer			
Vendors: Roto Rooter, Subtronic			
6190	6190	220XOPD	Other Pre-Design Tests
Explanation: The Pre-Design Testing can't be classified within existing Cost codes, If NON-capital improvement-5800			
6201	6201	316XAOR	Architect of Record (AOR) (site 615 Central Program - same as site 316XAOR)
Explanation: Main Architect Services for project			
Vendors: Hibser Yamauchi Architects, WLC, HMC, TBP Architecture			
6201	6201	317XAOR	Architect of Record (AOR) - Reimbursable Fee
Explanation: Architect reimbursement fee.			
Vendors: Hibser Yamauchi Architects, WLC, HMC, TBP Architecture			
6170	6217	320XXCM	Construction Management (site 615 Central Program - 700XBPM)
Explanation: Construction manager overseeing each project.			
Examples: Roebbelen at PVHS (36201377-05)			
5860	5860	324XSPC	Specialty Consultants (site 615 Central Program - 736XSPC)
Explanation: Design phase consulting and service costs, structural analysis, non-construction phase consultants			
Vendors: Fehr and Peers, Aquatech Consultancy, Security By Design Inc			
6205	6205	328XDSA	DSA Plan Check Request (site 615 Central Program - same as 328XDSA for closed projects)
Explanation: Cost of fees as determined by the Division of the State Architect as required by law			
Vendors: Division of State Architect			
6205	6205	332XCDE	CDE Fees
Explanation: Cost of fees as determined by the California Department of Education for the review of plans as required by law			
Vendors: California Department of Education			
6205	6205	333SWRC	SWRCB Fee
Explanation: Mandated fees requested by the State Water Resources Control Board			
Vendors: State Water Resources Control Board			

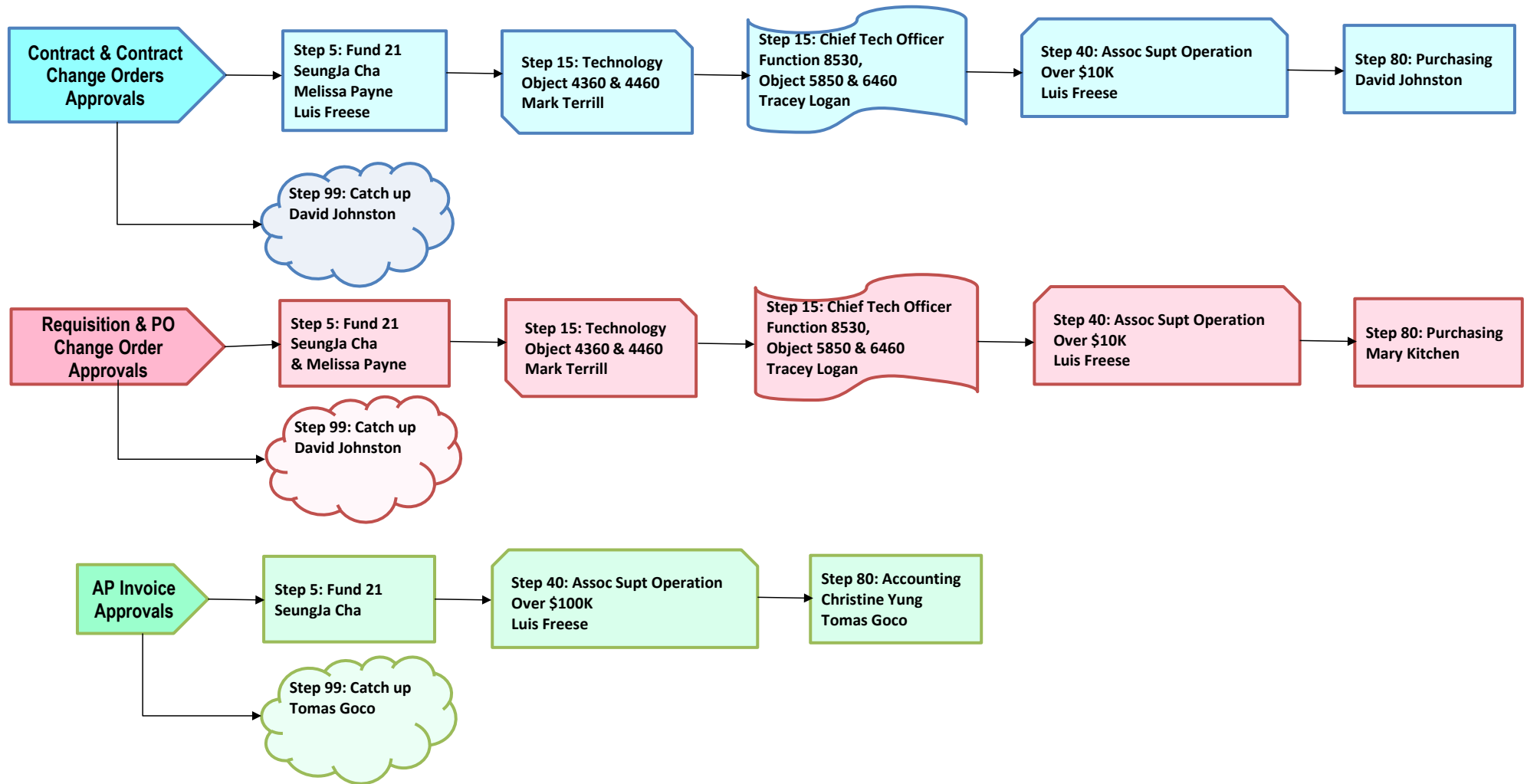
WCCUSD Bond Program Cost Code Explanations and Examples

Object Site	Object Building	Cost Code	Description
6205	6205	334SFEE	All Other State Fees
Explanation: All other mandated fees such as State/County/City Fees can't be classified within existing Cost codes			
6190	6207	340PRNT	Printing Costs (site 615 Central Program - 752PRNT)
Explanation: Costs of printing.			
Vendors: BPXpress, Ford Graphics, Graphix Depot Signs.			
Contra: Does not include internal photocopiers or printers. If NON-capital improvement-58XX			
6190	6207	344XHAZ	Hazardous Materials
Explanation: Hazardous material testing, monitoring, and inspection, Asbestos survey and testing and lead containing materials			
Vendors: Vista Environmental, Terracon Consultants			
Contra: Hazardous material removal to 420OSVC Other Services, Object 5890			
6190	6207	348XOPL	Other Planning Costs (site 615 Central Program - same as site 348XOPL)
Explanation: Misc. charge account for design phase costs.			
5890	5890	400XMAT	Material Testing
Explanation: Material testing and inspection required by DSA			
Vendors: Inspection Services, Achievement Engineering			
6190	6214	404IDSA	DSA Inspectors (IOR) (site 615 Central Program - same as site 404IDSA)
Explanation: DSA certified and required inspectors for all DSA projects.			
Vendors: Bradley Williamson, Structure Groups			
Contra: Does not include commissioning or special inspections.			
5890	5890	408LBRC	Labor Compliance (site 615 Central Program - 732LBRC)
Explanation: Labor compliance consultants.			
Vendors: Davillier Sloan, Employers Advocate Inc			
5890	5890	410CMMS	Commissioning
Explanation: Special Inspections for Commissioning Agents. Does not include DSA Inspector of Record.			
Vendors: 3QC, Enovity Inc			
Contra: DSA Inspectors should be charged to 404IDSA			
5890	5890	412INSP	Special Inspections
Explanation: Special Inspections DO NOT including Commissioning Agents nor DSA Inspector of Record.			
Vendors: 3QC, Enovity Inc, Jensen Hughes, Craig Faitel			
5860/5890	5860/5890	418SWPP	Stormwater Prevention (site 615 Central Program - same as site 418SWPP)
Explanation: Cost of planning to prevent stormwater pollution			
Vendors: Mary Larsen, BKF Engineers			
Varies	Varies	420OSVC	Other Services (site 615 Central Program - 764OSVC)
Explanation: Misc. charge account for construction phase costs.			
Examples: Moving, storage, and rental costs. Cleaning, transportation, porta-potties, site utilities, EBMUD installation			
Object 5210 Project Manager's Mileage reimbursement			
Object 5640 Service Contract for repairs or maintenance (AA Office Equipment)			
Object 5840 Fees			
Object 5850 (Central Program only) Software License annual fees for maintaining the program			
Object 5890 All other services			
Object 5900 Communications for periodic service such as phone service, fax, internet service			
Object 5901 Postage			
6170	6211	500XXBB	General Construction
Explanation: Main contractor for a project or sub-project (Main or Other Construct-athletic fields, tennis courts, furnishing and installing playground apparatus)			
Vendors: C Overaa and Co, ERA Construction, Lathrop Construction Assoc, Mar Con Builders, Pro-Ex Construction.			
Contra: Contractors that are not the main contractor for a sub-phase should be coded 508XCTC - Other Constr.			
6170	6211	504XBAC	Construction Contingency
Explanation: A percentage of a contract value set aside budget amount for unpredictable changes in the scope of the work			
6170	6219	508XCTC	Other Construction
Explanation: Other construction contracts for project.			
Examples:	Site Improve	Paving & grading, fencing, demolition, landscaping, seeding, planting, sidewalks, roadways, sewers, storm drains, hydrants, soil, flagpoles, gateways, underground storage, athletic fields, tennis courts, furnishing and installing playground apparatus	

WCCUSD Bond Program Cost Code Explanations and Examples

Object Site	Object Building	Cost Code	Description
Examples:	Building Impv		Protobles, roofing/waterproofing, electrical, air conditioning, sprinkling, warning devices, installation of heating and ventilating, fixtures
Vendors:			Arntz Builders, Crudader Fence, Dryco Construction, ERA Construction, Sandstone Construction, Streamline Builders, YBB Construction, and etc
Contra:			Do not use for other construction services such as moving, porta-potties, and cleaning.
Varies	Varies	512XFFE	Furniture, Equipment, & Supplies (Site 615 Central Program - 716XFFE)
Explanation:			Equipment and supplies (include shipping & installation costs)
Examples:			Desks, chairs, ovens, vehicles, DVD players, office supplies, cardboard storage boxes, etc. Object 4300 <\$500 Object 4400 \$500 - \$5,000 Object 6400 >\$5,000
Varies	Varies	516TECH	Technology (Site 615 Central Program - 720TECH)
Explanation:			Tech equipment and supplies
Examples:			Cables, computers, monitors, printers, copiers, network routers, phone system, cabling, IT infrastructure, etc. Object 4360 <\$500 Object 4460 \$500 - \$5,000 Object 6460 >\$5,000 Object 5850 Software license
5610/5620	5610/5620	520XXTH	Temporary Housing
Explanation:			Cost for interim housing during building modernization
Examples:			5610 Rental(Parking Rental, City Field Rental), 5620 Lease (Mobile Modular - Temp House set up, lease, rental, returns for all Tem Housing), 6200 Purchase Portable
Varies	Varies	700XBPM	Bond Program Manager (708XXGC - reimbursable fee)
Explanation:			Program management consultant services Object 6202 Program Manager Object 6203 Design Manager Object 6217 Construction Manager
5890	5890	748LGAD	Legal Advertising
Site 615:			Legal notices in papers such as bond sales, contract bidding
Vendors:			West County Times, Oakland Tribune, McGraw Hill Construction Publications.
2000:3999	2000:3999	828XADM	Administrative Support Staff (District Cost Phase 01)
Vendors:			District staffs salary for administrative support cost for bond program only
5860	5860	840XCON	Consultants (District Cost Phase 01)
Vendors:			Various Consultant services
5830	5830	844AUDT	Fiscal Audit (District Cost Phase 01)
Vendors:			Bond measures financial statements, any other bond financial audit
5830	5830	848PERF	Performance Audit (District Cost Phase 01)
Vendors:			Performance Audit includes forensic accounting implementation review
5895	5895	852XLGL	Legal Fees (District Cost Phase 01)
Vendors:			Orbach Huff to provide legal advice and services for bond matters
5860	5860	856XBFC	Bond Finance Consultant (District Cost Phase 01)
Vendors:			Financial advisory KNN for bond program
5890	5890	860XXBI	Bond Issuance (District Cost Phase 01)
Func 9100:			Cost of bond issuance for bond proceed (Principal to Object 8951) Object 7433 Bond measure Principal and Object 7434 bond measure interest to Fund 51 Debt SVCS
5890	5890	864XOBC	Other Bond Costs (District Cost Phase 01)
Func 9XXX:			Any other bond cost other than Bond Issuance to object 5890

Bond Program Munis Workflow





Regular Requisition

Munis Version 11.2

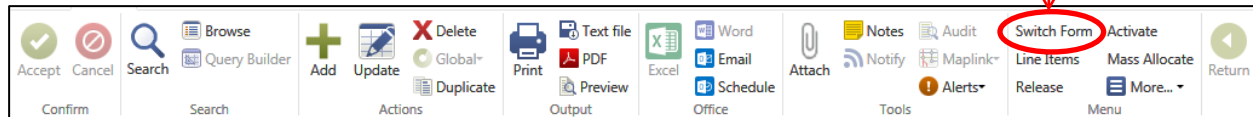
1. Go to Requisition Entry

Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

You can also: Click in the search bar: Type Requisition Entry and tap the search icon

Note: Requisition Entry can also be found on your dashboard.

2. Click **Switch Form** on the ribbon at the top of the page



3. Select **Regular** from the pop up box, click ok

Box Definitions:

CONTRACT – Use to enter a contract

MREQ – Master form, don't use

REGULAR – Use this to enter most requisitions

WHSE – Use to enter a warehouse order

NONE – No modifications made full form

4. Click **Add**

5. Your Site/Department number will show in the **Dept/Loc** box

6. Press **Tab**

7. The Fiscal year will complete for you

8. **Tab** past the Requisition number box; a requisition number will auto populate.

9. In the **General Description** box enter a definition of the type of order you are creating, such as TEXTBOOKS, CLASSROOM SUPPLIES, ETC. (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).

10. Just below the General Description box is **General Notes**. This is where you can enter a note such as your school site plan justification for categorical programs. **Click Accept** and then click return.

11. Notice that the Status box is Status 2 **CREATED**

12. **Tab** past the **Needed by** box and the **Entered** box that have auto filled

13. **Tab** past the **PO expiration** box leaving it empty.

14. **Tab** past the **Receive by** bullet leaving it on **Quantity**

15. **Tab** past **Three way match** checked

16. **Tab** past **Project accounts**, and **Inspection Required** leaving the boxes unchecked.

You are now ready to complete the bottom half of the main page: **Vendor and Shipping and Billing**



Regular Requisition

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17. **Vendor** – click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use. Enter the vendor name in caps.

- a. Use the **Vendor Alpha** box to find vendors by the first part of their name.

- b. Use the **Vendor Name** box to find vendors by any part of their name.

18. Click **Accept**

19. In the example below you can see that Lakeshore has two lines with the same vendor number, use the one that has a zero in the Address # column. That is the Purchasing or primary address, the others are for paying invoices.

Vendor	Address #	Vendor Name	Address 1	Address 2	Address 3	Address 4	City	State
12668	0	LAKESHORE LEARNING	LAKESHORE LEARNING MATERIALS	ACCT # 252150	2699 E DOMINGUEZ ST		CARSON	CA
12668	1	LAKESHORE CURRICULUM	LAKESHORE CURRICULUM	PO BOX 6261			CARSON	CA

- a. Click on the vendor you want to select and click **Accept**. You will be returned to the requisition entry screen where the vendor address will auto populate.
- b. Tab past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.
20. The **Shipping Address** defaults to the warehouse. You have the option of changing the shipping destination to your site for requisitions where you are ordering **Books, Field Trips, Travel, Contracts, Amazon, and Blanket Orders**. Type your site number in the ship to box and hit tab.
- a. Purchasing has the ability to modify the shipping address when necessary.
21. **Email** – enter the district contact email for this order in this space
22. **Reference** – Use this field to enter information you may need to know such as the Teacher's name and room number.
23. **Special handling** – If you have already received this merchandise select **CONFIRMING** here, otherwise leave N – NONE selected.
24. **Terms** section, information entered here will apply to all line items.
- a. **Discount %** - If you are getting a percentage discount on the whole order, enter that in the discount box.
- b. **Freight %** - If you are being charged a percentage for shipping on the whole order, enter that percentage in the Freight box.
- c. **Sales tax group** – click the ellipsis and select the correct group.
1. If you are creating a requisition for a blanket purchase order select non-taxable.
- Remember if you are ordering product we pay tax even if the company is not charging us tax.**
- d. **Sales tax %** - If your correct tax is displayed do not make any changes.
- e. **Use tax group and Use tax %** - Leave these boxes blank



Regular Requisition

Munis Version 11.2

25. Miscellaneous section

- Type box** – In the drop down leave on N-Normal
- Notify Originator** when converted to PO/Contract checkbox – This box is checked by default.

26. Click **Accept, you will be transferred to the Line Items screen.**

You are now ready to enter your items on the Line Items page. Enter a maximum of 10 line items individually. **If you have more than 10 items you will only enter one line item as Lot.**

(Please see the instructions “Requisitions with an attached list”).

27. In the **Quantity** box enter the quantity for the first item.

28. In the **Description** box enter the item number then a description. Be sure to include any other necessary details such as color and size. Remember to use **CAPS**.

29. **Tab** to the **Unit Price** box – Enter the price

30. **Tab** to **UOM** – Click on the ellipses to select the Unit of Measure such as EA, DOZ, GAL, LOT, SET, etc.

31. **Tab** to the **Freight** box – If you have a set dollar amount for the entire order enter it here.

- If you entered a percentage on the first page Do Not enter anything here, an amount will auto calculate.

32. If you have a **Credit** enter it in the **Credit** box.

33. **Tab** through all the fields until you reach the **Account** section.

34. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site.

Accept	Cancel	Search	Browse	Add	Update	Delete	Global	Duplicate	Print	Text file	PDF	Excel	Word	Email	Attach	Notes	Audit	Copy GL Acct	Return				
Confirm			Search		Actions			Output			Office			Tools			Menu						
Requisition																							
Fiscal year		2017		Number		17000275		Line		1													
Detail																							
Quantity		1.00		Unit Price		126.00000		UOM		EA													
Description		123456 CLASSROOM ABC RUG, BLUE 12 X 16																					
				GROSS		126.00																	
				Freight		.00																	
				Discount		5.00 %																	
				Taxable		126.00																	
				Sales tax		11.97												Modify tax groups					
				Credit		.00																	
				TOTAL		131.67																	
Amount justification: UNKNOWN																							
Seq	T	Account										Description										Amount	GL Bud
01	Exp	01-0000-4300-104- - - -																				131.67	



Regular Requisition

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35. Click the **ellipsis**

Account	Description
01-0000-4300-104-1140-2700-200120-0-0000-	LRG ELEM ADMIN BAYVIEW
01-0000-4300-104-1140-1000-200120-0-0000-	LRG ELEM INSTR BAYVIEW
01-0000-4300-104-1110-2700-200110-0-0000-	UNR ADMIN BAYVIEW
01-0000-4300-104-1110-1000-200110-0-0000-	UNR INSTR BAYVIEW
01-0000-4300-104-0000-8260-400110-0-0000-	UNR CUSTOD BAYVIEW
01-0000-4300-104-0001-1000-200120-0-0000-	UNR TRANS K BAYVIEW
01-0000-4300-104-1110-1000-200120-0-0000-	UNR INSTR BAYVIEW
01-0000-4300-104-1110-2700-200120-0-0000-	UNR ADMIN BAYVIEW

36. A new window will appear with the account numbers you can choose from, **select one**.

37. Click **Accept** – You will be returned to the Line Item page with the account code filled in.

38. **Tab** once

Requisition
Fiscal year: 2017 Number: 17000275 Line: 1

Detail

Quantity	Unit Price
1.00	126.00000

Description: 123456 CLASSROOM ABC RUG, BLUE 12 X 16

UOM: EA

GROSS	Freight	Discount	Taxable	Sales tax	Credit	TOTAL
126.00	.00	5.00 %	126.00	11.97	.00	131.67

Amount justification: UNKNOWN

Seq	T	Account	Description	Amount	GL Bud
01	Expens	01-0000-4300-104-1110-1000-200110-0-0000-	UNR INSTR BAYVIEW	131.67 x	

01-0000-4300-104-1110-1000-200110-0-0000- GL Available Budget 10,170.00

a. At the bottom of the screen you will see your remaining balance for that account.

39. If you are not using two funds to pay for this item click **Accept**

a. If you are using an additional account, change the dollar amount to the amount you are charging to the first account code and hit tab.

b. The remaining balance will auto-populate on the next account line.

c. Enter your second account number, tab to amount, either click **Accept** or change the amount and repeat.

40. If you have more items to enter, click **Add** (plus) at the top of the screen, to create line 2 and follow steps 25 through 35 in the above procedures to enter additional line items.

a. If you are ordering more than 10 line items see instructions for Entering Requisitions with an attached list

41. When your cursor is in the Account section you can click **Copy GL** in the ribbon to populate the same account code you used on your previous line.

42. After entering your last line item click **Accept**, then click **Return** to go back to the main page of the requisition.



Regular Requisition

Munis Version 11.2

43. If you have a list or quote, attach now using the Attachments icon (Paperclip).
44. When you are ready to send your requisition into workflow your status will be 4 Allocated.
45. Click **Release** in the ribbon.

The screenshot shows the Munis software interface. The ribbon at the top contains various icons and buttons. The 'Release' button, located in the 'Tools' group, is circled in red. Below the ribbon, the 'Main' section displays the following information:

Dept/Loc	104	BAYVIEW ELEMENTARY	Status	4 Allocated
Fiscal year	2017	<input type="radio"/> Current <input checked="" type="radio"/> Next	Needed by	

46. When you click release you will get this pop-up

The screenshot shows a Munis pop-up dialog box with the following text:

Munis

Sales/Use Tax line(s) will be generated/updated before release can occur.
Do you wish to override?

Buttons: **Continue** **Override**

47. Click **Continue**
48. Your status will now be 6 (Released).

The screenshot shows the Munis software interface after clicking 'Continue'. The ribbon at the top is the same as in the previous screenshot. Below the ribbon, the 'Main' section displays the following information:

Dept/Loc	104	BAYVIEW ELEMENTARY	Status	6 Released
Fiscal year	2017	<input type="radio"/> Current <input checked="" type="radio"/> Next	Needed by	
Requisition number	17000275		Entered	08/29/2016 By 4180mkitchen

Contract Entry

A proposal has been approved and a contract needs to be entered in Munis to get a contract number for an agreement with Vendor.

1. Go to *Financials > Purchasing > Contract Management > Contract Entry*
2. Click **Add** and Click the **+1** to the right of the box.
3. Enter the Vendor number based on the Proposal Approval Checklist Form
4. Flag **'To Be Rolled'** box if this contract is multiyear
5. **Dept/Loc** will be autopopulated. Change the Department code based on the Proposal Approval Checklist Form
6. Enter the **Project number** based on the Proposal Approval Checklist Form if this is bond program
7. Enter the Project Description starting with site name based on the Proposal Approval Checklist Form.

SITE NAME & PROJECT

VALLY VIEW ES K-8 EXPANSION PROJECT

CRESPI MS GYM SEISMIC RETROFIT

RHS FIELD REPLACEMENT PROJECT

8. Year and Period will be pop-up automatically. If this is for next fiscal year contract, change the Fiscal year and period to 01 for July
9. Click the dropdown for Type
 - a. Bond Program – use **BGC** and **BPR** only
 - b. Non Bond Program – use **General**
10. Fill the Administrator
11. Fill the board approved date of BOE meeting if this contract is approved by the board

BGC (BOND GEN C)
BPR (BOND PROFE)
CCS (CONTINUING)
CON (CONSULTANT)
FAC (FACILITIES)
General
LSE (LEASES)
M&O (MAINT/OP)
NPA (NON PUBLIC)
NPS (NON PUBLIC)

<div> <div>Accept</div> <div>Cancel</div> <div>Search</div> <div>Browse</div> <div>Query Builder</div> <div>Add</div> <div>Update</div> <div>Delete</div> <div>Global</div> <div>Duplicate</div> <div>Print</div> <div>Text file</div> <div>PDF</div> <div>Excel</div> <div>Word</div> <div>Email</div> <div>Attach</div> <div>Notes</div> <div>Notify</div> <div>Audit</div> <div>Maplink</div> <div>Alerts</div> <div>Return</div> </div>																									
<div> <div>Contract</div> <div>1000003130</div> <div>+1</div> <div>4 → To Be Rolled</div> <div>Method</div> <div>Encumbered Accounts</div> <div>Vendor</div> <div>3 → 10258</div> <div>HMR ARCHITECTS INC</div> </div>																									
<div> <div>Main</div> <div>Retainage</div> <div>Accounts</div> <div>Items</div> <div>Subcontractors</div> <div>Insurance</div> </div>																									
<div> <div>Main Information</div> <div> <div>Dept/Loc</div> <div>5 → 810</div> <div>WCCUSD FACILITIES BOND PROGRAM</div> </div> <div> <div>Bid/RFP</div> <div></div> </div> <div> <div>Requisition Year/Number</div> <div>/</div> </div> <div> <div>Project</div> <div>6 → 01377</div> <div>PINOLE VALLEY HS NEW CONSTRUCTION</div> </div> <div> <div>Description</div> <div>PVHS CAMPUS REPLACEMENT ENGINEERING SERVICE</div> </div> <div> <div>Year</div> <div>2019</div> <div>Period</div> <div>10</div> </div> <div> <div>Type</div> <div>BPR (BOND PROFE)</div> </div> <div> <div>Subtype</div> <div></div> </div> <div> <div>Review code</div> <div></div> </div> <div> <div>Percent complete</div> <div>0.00</div> <div>as of</div> <div></div> </div> <div> <div>Administrator</div> <div>4180mpayne</div> <div>Payne, Melissa</div> </div> <div> <div>Workflow</div> <div>None</div> <div>Notification Percentage</div> <div>0.00</div> </div> </div>																									
<div> <div>Dates</div> <div> <div>Estimated start</div> <div></div> </div> <div> <div>Estimated completion</div> <div></div> </div> <div> <div>Bid awarded</div> <div></div> </div> <div> <div>11 → Approved</div> <div>04/24/2019</div> </div> <div> <div>Initial expiration</div> <div></div> </div> <div> <div>Renewal action</div> <div></div> </div> <div> <div>Extended through</div> <div></div> </div> </div>																									
<div> <div>Days</div> <div> <div>Original</div> <div>0</div> </div> <div> <div>Modified</div> <div>0</div> </div> <div> <div>Revised</div> <div>0</div> </div> </div>																									
<div> <div>Totals</div> <table border="1"> <tr> <td>Original</td> <td>946.00</td> <td>Open Req</td> <td>0.00</td> <td>0.00 %</td> <td>Requisitions (0)</td> </tr> <tr> <td>Revised</td> <td>946.00</td> <td>Open PO</td> <td>0.00</td> <td>0.00 %</td> <td>Purchase Orders (0)</td> </tr> <tr> <td>Liquidated amt</td> <td>0.00</td> <td>Expended</td> <td>0.00</td> <td>0.00 %</td> <td>Invoices (0)</td> </tr> <tr> <td>Encumb balance</td> <td>946.00</td> <td>Available</td> <td>946.00</td> <td>100.00 %</td> <td></td> </tr> </table> </div>		Original	946.00	Open Req	0.00	0.00 %	Requisitions (0)	Revised	946.00	Open PO	0.00	0.00 %	Purchase Orders (0)	Liquidated amt	0.00	Expended	0.00	0.00 %	Invoices (0)	Encumb balance	946.00	Available	946.00	100.00 %	
Original	946.00	Open Req	0.00	0.00 %	Requisitions (0)																				
Revised	946.00	Open PO	0.00	0.00 %	Purchase Orders (0)																				
Liquidated amt	0.00	Expended	0.00	0.00 %	Invoices (0)																				
Encumb balance	946.00	Available	946.00	100.00 %																					
<div> <div>Additional Information</div> <div> <div>Milestones (0)</div> <div>Performance (0)</div> </div> </div>																									

12. Select the **Retainage** tab if this contract is required a retainage.
13. Tab to the Percent To Retain and enter the % of retainage.
14. Click **Accept**

Contract Contract: 1000003130 +1 Method: Encumbered Accounts Vendor: 10258 HMR ARCHITECTS INC		Standing <input type="checkbox"/> To Be Rolled <input type="checkbox"/> Hold Payments		Status Original Change Order		Audit Entered by: 4180scha Entered: 05/02/2019 Modified: 05/02/2019 0	
Retainage <input type="checkbox"/> Bonds in lieu of retainage <input checked="" type="checkbox"/> Recalculate cap amount with change orders <input type="checkbox"/> Calculate retainage differences with change orders and payments							
Cap		0.00					
Retained to date		0.00					
Remaining		0.00					
Liquidated		0.00		Invoices (0)			
Permanently withheld		0.00		Journals (0)			
Unrelieved		0.00					
Contract Completion Starting Percent		0.000		Contract Completion Ending Percent		100.000	
				Percent To Retain		5,000 x	

Totals								Additional Inform	
Original	946.00	Open Req	0.00	0.00 %	Requisitions (0)	Milestones (0)			
Revised	946.00	Open PO	0.00	0.00 %	Purchase Orders (0)	Performance (0)			
Liquidated amt	0.00	Expended	0.00	0.00 %	Invoices (0)				
Encumb balance	946.00	Available	946.00	100.00 %					

15. Select **Accounts** tab and click **Update**
16. Enter the project account code if this is a bond program and tab to amount
 - 16a. If not a bond program, tab to Account and enter the General Ledger account code
17. Enter the proposed amount based on the Proposal Approval Checklist Form
18. Click **Accept**

<input type="button" value="Accept"/> <input type="button" value="Cancel"/> <input type="button" value="Search"/> <input type="button" value="Browse"/> <input type="button" value="Query Builder"/> <input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Global"/> <input type="button" value="Duplicate"/> <input type="button" value="Print"/> <input type="button" value="Text file"/> <input type="button" value="PDF"/> <input type="button" value="Excel"/> <input type="button" value="Word"/> <input type="button" value="Email"/> <input type="button" value="Attach"/> <input type="button" value="Notes"/> <input type="button" value="Audit"/> <input type="button" value="Copy Line"/> <input type="button" value="Delete Line"/> <input type="button" value="Return"/>							
Contract Contract: 1000003130 +1 Method: Encumbered Accounts Vendor: 10258 HMR ARCHITECTS INC		Standing <input type="checkbox"/> To Be Rolled <input type="checkbox"/> Hold Payments		Status Original Change Order		Audit Entered by: 4180scha Entered: 05/02/2019 Modified: 05/02/2019	
Accounts Line: 1 Year: 2019 T: E Project String: 01377-36200 -97456201 -316XAOR T: E Account: 21-9745-6201-362-0000-8500-400130-0-0000 Description: 2010 D FAC PVHS Amount: 946.00 PA Bud: U GL Bud: U Expended: 0.00							
Additional Info Retainage Info Account History							
Totals							
Original	946.00	Open Req	0.00	0.00 %	Requisitions (0)	Milestones (0)	
Revised	946.00	Open PO	0.00	0.00 %	Purchase Orders (0)	Performance (0)	
Liquidated amt	0.00	Expended	0.00	0.00 %	Invoices (0)		
Encumb balance	946.00	Available	946.00	100.00 %			

19. Select **Items** tab and click **Update**
20. Enter the Project description
 - a. If this is board approved, enter the BOE MM/DD/YY detail project description
 - b. For general, enter the detail project description only
21. Enter 1.00 for **Qty**
22. Tab to Unit Price and enter the Unit Price
23. Click **Accept**

Contract				Standing				Audit			
Contract	1000003130 +1			<input type="checkbox"/> To Be Rolled		Status		Entered by		4180scha	
Method	Encumbered Accounts			<input type="checkbox"/> Hold Payments		<input checked="" type="radio"/> Original <input type="radio"/> Change Order		CREATED		Entered 05/02/2019	
Vendor	10258 ... HMR ARCHITECTS INC					NONE		Modified 05/02/2019		0 Printed	
<div> <div>Main</div> <div>Retainage</div> <div>Accounts</div> <div>Items</div> <div>Subcontractors</div> <div>Insurance</div> </div>											
Item	Active	Description					Qty	UOM	Unit Price		Net Price
1	<input checked="" type="checkbox"/>	BOE 04/24/19 PVHS CAMPUS REPLACEMENT ENGINEERING SERVICES					1.00	EAC	946.0000		946.00
<div>Item Total</div> <div>946.00</div>											

24. Hold until all necessary documentation is ready. Such as board approval, executed contract agreement, and PWC 100
25. Once all necessary documentations is in place and attached, **Release** to workflow

<div>Accept</div> <div>Cancel</div> <div>Confirm</div>	<div>Search</div> <div>Query Builder</div> <div>Search</div>	<div> <div>Add</div> <div>Update</div> </div> <div> <div>Delete</div> <div>Global</div> <div>Duplicate</div> </div> <div>Actions</div>	<div> <div>Print</div> <div>Preview</div> </div> <div>Output</div>	<div> <div>Text file</div> <div>PDF</div> </div> <div>Preview</div>	<div> <div>Excel</div> <div>Word</div> <div>Email</div> <div>Schedule</div> </div> <div>Office</div>	<div> <div>Attach</div> <div>Notes</div> <div>Notify</div> <div>Alerts</div> </div> <div>Tools</div>	<div> <div>Audit</div> <div>Maplink</div> </div> <div>Tools</div>	<div> <div>Comments</div> <div>Output/Post</div> <div>Menu</div> </div> <div> <div>Release</div> <div>Activate</div> <div>More...</div> </div>	<div> <div>Mass Create</div> <div>Return</div> </div>
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1. RESOURCE APPENDIX

1.7. MUNIS

1.7.5. MUNIS Invoice Process

1.7.5.1. MUNIS Invoice Payment Entry

1.7.5.2. MUNIS Retention Payment Entry

1.7.5.3. MUNIS Invoice Correction Entry



Invoice Entry

Go to *Financials > Accounts Payable > Invoice Processing*

1. Fill the Invoice header for **'Effective Date'** and **'CHECK RUN'**.

The screenshot displays the 'Invoice Entry - Munis [WEST CONTRA COSTA LIVE]' application window. The top menu bar includes options like Accept, Cancel, Search, Browse, Advanced, Query Builder, Add, Update, Duplicate, Delete, Global, Print, Text file, PDF, Preview, Excel, Word, Email, Schedule, Attachments, Notes, Audit, Alerts, Add Batch, Release, View Batch, Approvals, Resume, More..., and Return. The main form area is titled 'Batch Information' and contains the following fields:

Batch	6261
Effective date	12/02/2015
Year/Period	2016 6 DEC
Fund	01 GENERAL FUND
Cash account	01-0000-9110-000-0000-000000-0-0000 CASH IN COUNTY TREASURY
CHECK RUN	AP120815
Due date	12/02/2015

2. Fill the yellow highlighted ones.
3. If it needs the separate check, then flag the box of 'Separate check'

Fund 21 Contract – Project Account field will appear. Enter Project String and GL account code will pop-up automatically

Invoice Entry - Munis [WEST CONTRA COSTA LIVE] > Invoice Entry - Munis [WEST CONTRA COSTA LIVE]

Invoice

Year: 2016

PO: [] ... Receiving Open amount: 5,451,511.65

Contract: 1000001452

Vendor: 14073 ... ROEBBELEN CONTRACTING INC 1241 HAWKS FLIGHT CT

Address: [] 0 ...

Terms: []

EL DORADO HILLS CA 95762

Document: 80358 +1

Invoice: 144.14 +1

Subtotal: 1,531,139.05

Discount date: [] 15

Discount basis: [] .00

Discount %: [] .000

Net amount: 1,531,139.05

Payment method: Normal

Check/Wire: [] +1 [] 15

Description: NYSTROM MODERNIZATION-CLASSROO

Status: H

Voucher: [] Department: 810 ...

CHECK RUN: AP120815 Work Order: [] ...

WO Task: [] 0 ...

Allocation: [] 0 ...

Requisition: []

Liq Method: []

Invoice date: 11/02/2015 15

Received date: 12/03/2015 15

Due date: 12/02/2015 15

☐ Separate check

☐ Include documentation

☒ PA applied

Comments

Retainage (153,113.91)

Accounts Line Items

Line	PA Type	Project Account	T	Account	PO	Inv amount	Sales Tax	Use Tax	1099	A	Bud	Work order	WO task
1	E	01205-14402 -97456211 -500XXBB	E	21-9745-6211-144-0000-8500-400130-0-0000		1,531,139.05	0.00	0.00		N	1		

Total: 1,531,139.05

Contract with other Funds – GL account field will appear. Enter GL account code

Invoice			
Year	2017		
PO	...	Receiving	Open amount .00
Contract	1000001816 ...	1605 SCHOOL ST	
Vendor	12827 ... WHM INC		
Address	0 ...		
Terms			
		MOROGA	CA 94556
Document	137324 +1		
Invoice	15-018-12B +1	Description	CORRECTION PAID 1000001365
Subtotal	275.00	Status	P
Discount date		Department	810 ...
Discount basis	.00	Work order	...
Discount %	.000 Amt .00	Work order task	0 ...
Net amount	275.00	Allocation	0 ...
Payment method	Normal	Requisition	
Check/Wire	+1	Liq method	Line
		Received date	10/10/2016
		Due date	06/28/2017
		<input type="checkbox"/> Separate check <input type="checkbox"/> Include documentation <input type="checkbox"/> PA applied	
		<input type="button" value="Comments"/>	
		<input type="button" value="Withholding (.00)"/>	

Accounts		Line Items							
Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	1099	A	
1	E	40-0000-5860-364-0000-8500-400130-0-0000		275.00	0.00	0.00		N	

4. Adjust the Tax screen and click '**Return**' and fill the rest of Invoice main screen. If this is a contract payment, make the tax rate to **ZERO**.

Invoice Entry - Munis [WEST CONTRA COSTA LIVE] > Invoice Entry - Munis [WEST CONTRA COSTA LIVE] > Sales Tax

Tax			
Vendor	14073		
Document	80358		
Invoice	144.14		
Gross amount	1,531,139.05		
Not taxable	.00		
Sales tax rate	0.000	Amount	.00
Use tax rate	0.000	Amount	.00
Net amount	1,531,139.05		

5. Check the retention hold amount for accuracy
6. Attach the invoice

Retention payment

Go to *Financials > Accounts Payable > Vendor Processing > Contract Retainage*

1. Click **Define** and complete the '**Check dates**' and '**Contract#**'. Then Click **Accept**. Click '**Release To Vendor**'.

The screenshot displays the 'Contractor Retainage - Munis [West Contra Costa TRAIN Nov 20 2015]' window. The interface includes a top toolbar with various icons for actions like Accept, Cancel, Search, Add, Update, Delete, Print, and Office applications. The main area is divided into two sections: 'Define Criteria' and 'Totals'.

Define Criteria

Check dates	07/01/2014	to	12/21/2015
Contract	1000001622		

Totals

Records	3
Remaining Retainage	36511.33
Over Retained	0.00

- Click **Define** and click **+1** on **Starting Document** to create a new Document#.
- Click **Accept**. Click **Generate** to create the Invoice Entry and **OK** on the '**Invoice Created**' pop-up message.
- If the amount needs to be adjusted, **then it must be adjusted here before create an Invoice Entry**
- If the retention amount is **FINAL**, then **DO NOT Adjust** the amount here but **ADJUST** the Amount on **Invoice Entry** which is fully liquidating the retention held amount

Contractor Retainage - Munis [West Contra Costa TRAIN Nov 20 2015] > Release to Vendor

Invoice Information

☐ Group invoices by cash account

Batch: 6205

Starting Document: 79380 **+1**

Invoices to be paid to: Original Vendor

Vendor: 15440 ... Remit: ...

Payment Method: Printed Check

Starting Wire/DD Number: ... **+1** Date: ... 15

Invoices Created

1 invoice created in batch 6205.
Batch can be accessed in AP Invoice Entry for proof and posting.

OK

Invoices to be created

Cash Account	Vendor	Rem	Document	Total Retained	Release Amount
01-0000-9110-000-0000-0000000-0-0000	15440	1	79380	\$36,511.33	\$36,511.33

Totals

Total Retainage: 36511.33

Total Release Retainage: 36511.33

6. Go to Invoice Entry and select the batch# and modify the fields.
 - a. Release the retention amount to Vendor (Object 9570)
 - b. Amount must be adjusted in Contractor Retainage program if this is not FINAL.**

Invoice Entry - Munis [West Contra Costa TRAIN Nov 20 2015] > Invoice Entry - Munis [West Contra Costa TRAIN Nov 20 2015]

Invoice

Year:
 PO: ...
 Contract: ...
Vendor: 15440 ...
Address: ...
 Terms:
 NOVATO CA 94949

Document: 79380 +1
Invoice: **FABLAB.8F** +1
Subtotal: 36,511.33
Discount date: -15
 Discount basis: .00
 Discount %: .000
 Net amount: 36,511.33
 Payment method: Normal
 Check/Wire: +1 -15

Description: Contract 1000001622 retainage 07/01/2014 to
 Status: H
 Voucher: Department: ...
CHECK RUN **AP122215** Work Order: ...
 WO Task: 0 ...
 Allocation: 0 ...
 Requisition:
 Liq Method:
 Invoice date: 12/21/2015 -15
 Received date: 12/21/2015 -15
 Due date: 12/21/2015 -15

☐ Separate check
☐ Include documentation
☐ PA applied

Retainage (.00)

Accounts | **Line Items**

Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	1099	A	Bud	Work order	WO task
1	B	21-9748-9570-000-0000-0000000-0-0000		26,205.50	0.00	0.00		N	1		0
2	B	21-9745-9570-000-0000-0000000-0-0000		9,870.53	0.00	0.00		N	1		0
3	B	21-9745-9570-000-0000-0000000-0-0000		435.30	0.00	0.00		N	1		0

Total: 36,511.33

Workflow

My Approvals | Approve | Reject | Forward | Hold | Approvers

1 of 1 | Attachments (0)

Record(s) updated.

- c. Release the retention amount to Bank Escrow Account (Object 9135) – Must be processed next check run after invoice is paid

Invoice Entry - Munis [West Contra Costa TRAIN Nov 20 2015] > Invoice Entry - Munis [West Contra Costa TRAIN Nov 20 2015]

Invoice

Year:
PO: ...
Contract: ...
Vendor: ...
Address: ...
Terms:

Document +1
Invoice +1
Subtotal
Discount date 15
Discount basis: .00
Discount %: .000
Net amount:
Payment method:
Check/Wire: +1 15

Description:
Status:
Voucher:
CHECK RUN
Invoice date 15
Received date 15
Due date 15

Department: ...
Work Order: ...
WO Task: ...
Allocation: ...
Requisition:
Liq Method:

☒ **Separate check**
☐ Include documentation
☐ PA applied

Retainage (.00)

Accounts **Line Items**

Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	1099	A	Bud	Work order	WO task
1	B	<input type="text" value="21-9745-9135-000-0000-000000-0-0000"/>		230,760.08	0.00	0.00		N	1		0

Total:

Workflow

1 of 1 Attachments (0)

Invoice correction thru Invoice Entry Program

2016 FAI Implementation Task Force number 55, TC 14-3

For an invoice paid with the wrong contract/PO correction:

1. If it's found out before Vendor cash out the check
 - Request Vendor to return the check to re-issue
 - Once receive the check from Vendor, void the check and re-issue with the correct contract/PO
 - It will be reversed with the wrong contract/PO and will be re-issued with the correct contract/PO automatically
 - This shall be the regular practice, and there is no issue on the contract/PO

2. If it's found out after Vendor cash out the check
 - The same amount will be in and out with the different Contract/PO number.
 - Through the AP batch, the wrong contract/PO amount shall be added as a Credit Memo first, and the correct contract/PO amount shall be added as a regular invoice amount to the correct contract/PO.

Example:

Contract A invoice#**11** of \$4,000 was paid out of Contract B on 8/1/19

Vendor cashed out the \$4,000 already and verified on 9/1/19

Contract A invoice#**22** of \$1,000 needs to pay on 9/24/19

○ Enter in Invoice Entry module:

- First invoice screen: Contract B invoice#**11A** of <\$4,000>
- Second invoice screen: Contract A invoice#**11B** of \$4,000
- Third invoice screen: Contract A invoice#22 of \$1,000

- If the correction AP batch entry is needed only without any payment to the vendor, use the AP batch name as **AA – FRIDAY Batch (AA092719)** as below example.

Example:

PO#	Vendor Name	Invoice#	Invoice Amount	Inv Date	check#	check date	Account code
20200379	FISHMAN SUPPLY CO	1205924	\$1,922.34	8/20/2019	186089	9/4/2009	01-0000-4300-614-0000-8260-400110-0-0000
20200166	FISHMAN SUPPLY CO						13-5310-4300-651-0000-3700-400140-0-0000

- (1) Invoice#1205924 s/b paid from PO#20200166 Food Service but it's paid from PO#20200379 Custodial
- (2) Process as a credit memo for PO#20200379 (Invoice number to 1205924**B**)
- (3) Process as a regular invoice payment for PO#20200166 (invoice number to 1205924**C**)

Accept

Cancel

Search

Browse

Query Builder

Add

Update

Delete

Global

Duplicate

Print

Text file

PDF

Preview

Output

Excel

Word

Email

Schedule

Office

Attach

Notes

Audit

Maplink

Alerts

Tools

Change Lines

PO Inquiry

Quick Entry

View Address

Group Entry

More...

Menu

Return

Confirm

Search

Actions

Output

Office

Tools

Menu

Invoice

Year

2020

PO

20200379

Receiving

Open amount

12,562.64

Contract

...

Vendor

11190

FISHMAN SUPPLY CO

Address

1

FISHMAN SUPPLY CO

Terms

...

Document

221294

+1

Invoice

1205924B

+1

Description

CORRECTION TO PO#20200166

Subtotal

-1,922.34

Status

H

Department

825

...

Discount date

...

Voucher

...

Work order

...

Discount basis

...

CHECK RUN

test

Work order task

0

...

Discount %

.000

Amt

.00

Allocation

0

...

Net amount

-1,922.34

Invoice date

08/20/2019

Requisition

20000491

Payment method

Normal

Received date

09/19/2019

Liq method

Line

Check/Wire

...

Due date

09/19/2019

Comments

Withholding (.00)

Accounts

Line Items

Line	T	Account	PO	Inv amount	Sales Tax
1	E	01-0000-4300-614-0000-8260-400110-0-0000		-1,922.34	0.00

Invoice correction as Credit Memo

Accept

Cancel

Search

Browse

Query Builder

Add

Update

Delete

Global

Duplicate

Print

Text file

PDF

Preview

Output

Excel

Word

Email

Schedule

Office

Attach

Notes

Audit

Maplink

Alerts

Tools

Change Lines

PO Inquiry

Quick Entry

View Address

Group Entry

More...

Menu

Return

Confirm

Search

Actions

Output

Office

Tools

Menu

Invoice

Year

2020

PO

20200166

Receiving

Open amount

2,077.66

Contract

...

Vendor

11190

FISHMAN SUPPLY CO

Address

1

FISHMAN SUPPLY CO

Terms

...

Document

221295

+1

Invoice

1205924C

+1

Description

CORRECTION FROM PO#20200166

Subtotal

1,922.34

Status

H

Department

876

...

Discount date

...

Voucher

...

Work order

...

Discount basis

...

CHECK RUN

test

Work order task

0

...

Discount %

.000

Amt

.00

Allocation

0

...

Net amount

1,922.34

Invoice date

08/20/2019

Requisition

20000319

Payment method

Normal

Received date

08/20/2019

Liq method

Line

Check/Wire

...

Due date

08/20/2019

Comments

Withholding (.00)

Accounts

Line Items

Line	T	Account	PO	Inv amount	Sales Tax
1	E	13-5310-4300-651-0000-3700-400140-0-0000		1,922.34	0.00

Invoice correction as Regular Process

Negative Change Order Entry in MUNIS

For Negative change order input in Munis Contract program:

1. Board approves negative change order or amendment of contract
 - Reference Munis Incident#4916907 Tyler response: Negative line amounts are not allowed on the Items tab
 - Do change order for the Contract in Munis
 - Revised the amount by fiscal year on **Accounts** Tab
 - Add new Item number with a note 'BOE XX/XX/XXXX – NEGATIVE CO#/AMENDMENT#' without change of amount but amount changes shall be made to the previous Items. See the below example

Example Board approved Change Order

May 24, 2017 Change Order Summary- Non Bond

	Project	Company	Original Contract	Previously Approved/ Ratified CO's	CO's Pending Ratification	Change Percent	Total CO'S Pending Ratification	Total Change Percent	Total CO's	Total CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
1	Greenwood Parking Improvements	ERA Construction, Inc.	\$462,100.00	\$11,451.31	-\$30,000.00	-6%	-\$30,000.00	-6.49%	-\$18,548.69	-4.01%	\$443,551.31	2

Total Board Action	(\$30,000.00)
--------------------	---------------

Note: the proposed Board Action is to Approve all Change Orders below ten percent (10%) of the Contract Value.

1. Once Board approves the Negative Change Order,
2. Go to *Financials > Purchasing > Contract Management > Contract Change Orders*
3. Go to **Accounts** tab and Click **Update** and put a change order note and close out **X** the note

Accept Cancel Search Browse Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notify Maplink Alerts Change Reason Release Comments Output/Post Return

Contract 1000002059 +1 To Be Rolled
 Method Encumbered Accounts Hold Payments
 Vendor 10106 ERA CONSTRUCTION INC

Main Retainage Accounts Items Subcontractors Insurance

Line	Year	T	Project String	T	Account	Description	Amount	PA Bud	GL Bud	Expended
1	2017			Expense	01-9200-6219-358-0000-8500-400110-0-0000	MRAD FAC GREENWOOD	473,551.31		U	443,551.31

Additional Info Retainage Info Account History

Totals

Original	462,100.00	Open Req	0.00	0.00	%	Requisitions (0)
Revised	473,551.31	Open PO	0.00	0.00	%	Purchase Orders (0)
Liquidated amt	443,551.31	Expended	443,551.31	93.66	%	Invoices (4)
Encumb balance	30,000.00	Available	30,000.00	6.34	%	

Workflow

My Approvals Approve Reject Forward Hold Approvers

Home Change Order Reason

File Edit Tools Insert Help

BOE 05/24/17 NEGATIVE CHANGE ORDER <\$30,000>

Regular
Negative
Change Order

Home Change Order Reason

File Edit Tools Insert Help

WORK COMPLETED AND DISENCUMBER \$30,000 ALLOWANCE AMOUNT

Disencumber
Allowance
Amount
OR other Negative
Change Order

Change order reason

Changes have been made to this file. Do you want to save them?

Yes No Cancel

4. Update the amount from \$473,551.31 to 443,551.31 to reduce <\$30,000> and **Accept**

Contract				Standing		Audit					
Contract	1000002059	+1	<input checked="" type="checkbox"/> To Be Rolled	Status	Entered by	4180scha					
Method	Encumbered Accounts		<input type="checkbox"/> Hold Payments	<input type="radio"/> Original <input checked="" type="radio"/> Change Order	POSTED	Entered	07/22/2017				
Vendor	10106	...	ERA CONSTRUCTION INC		CREATED	Modified	07/22/2017 3 <input checked="" type="checkbox"/> Printed				
Main Retainage Accounts Items Subcontractors Insurance											
Line	Year	T	Project String	T	Account	Description	Amount	PA Bud	GL Bud	Expended	
1	2017			Expense	01-9200-6219-358-0000-8500-400110-0-0000	MRAD FAC GREENWOOD	443,551.31		U	443,551.31	
<div> <div><</div> <div></div> <div>></div> </div>											
Additional Info			Retainage Info		Account History						
Totals								Additional Information			
Original	462,100.00		Open Req	0.00		0.00 %	Requisitions (0)		Milestones (0)		
Revised	443,551.31		Open PO	0.00		0.00 %	Purchase Orders (0)		Performance (0)		
Liquidated amt	443,551.31		Expended	443,551.31		100.00 %	Invoices (4)				
Encumb balance	0.00		Available	0.00		0.00 %					
Workflow											
My Approvals		Approve		Reject		Forward		Hold		Approvers	

5. Go to **Items** tab and click **Update**
6. Add new Item# and add a note for the Board approved negative change order without a change of quantity and amount
7. Must indicate which item number is revised for the negative change order
8. Update the negative amount to the previous Item and **Accept**
9. Review all updates for the accuracy and **Release** to the workflow

Contract				Standing				Audit			
Contract		1000002059 +1		<input checked="" type="checkbox"/> To Be Rolled		Status		Entered by		4180scha	
Method		Encumbered Accounts		<input type="checkbox"/> Hold Payments		<input type="radio"/> Original <input checked="" type="radio"/> Change Order		POSTED CREATED		Entered 07/22/2017	
Vendor		10106 ... ERA CONSTRUCTION INC						Modified 07/22/2017		3 <input checked="" type="checkbox"/> Printed	

Main	Retainage	Accounts	Items	Subcontractors	Insurance
------	-----------	----------	-------	----------------	-----------

Item	Active	Description	Qty	UOM	Unit Price	Net Price
1	<input checked="" type="checkbox"/>	GREENWOOD/LPS - PARKING IMPROVEMENTS	1.00	EACH	462,100.00000	462,100.00000
BOE 3-29-2017 CO#1 - \$11451.31						
2	<input checked="" type="checkbox"/>		1.00	EACH	11,451.31000	11,451.31000

Item Total	473551.31	The Item Total does not match the total amount of the contract.
------------	-----------	---

Totals								Additional Information	
Original	462,100.00	Open Req	0.00	0.00	%	Requisitions (0)	Milestones (0) Performance (0)		
Revised	443,551.31	Open PO	0.00	0.00	%	Purchase Orders (0)			
Liquidated amt	443,551.31	Expended	443,551.31	100.00	%	Invoices (4)			
Encumb balance	0.00	Available	0.00	0.00	%				

Workflow

Regular Negative Change Order

Contract				Standing				Audit			
Contract		1000002059 +1		<input checked="" type="checkbox"/> To Be Rolled		Status		Entered by		4180scha	
Method		Encumbered Accounts		<input type="checkbox"/> Hold Payments		<input type="radio"/> Original <input checked="" type="radio"/> Change Order		POSTED CREATED		Entered 07/22/2017	
Vendor		10106 ... ERA CONSTRUCTION INC						Modified 07/22/2017		3 <input checked="" type="checkbox"/> Printed	

Main	Retainage	Accounts	Items	Subcontractors	Insurance
------	-----------	----------	-------	----------------	-----------

Item	Active	Description	Qty	UOM	Unit Price	Net Price
1	<input checked="" type="checkbox"/>	GREENWOOD/LPS - PARKING IMPROVEMENTS	1.00	EACH	432,100.00000	432,100.00000
2	<input checked="" type="checkbox"/>	BOE 3-29-2017 CO#1 - \$11451.31	1.00	EACH	11,451.31000	11,451.31000
3	<input checked="" type="checkbox"/>	BOE 04/24/17 CO#2 <\$30,000> NEGATIVE CHANGE ORDER CANNOT BE ADDED-REDUCE AMOUNT FROM ITEM#1 ORIGINAL \$462,100 - NEGATIVE CO <\$30,000> = REVISED ITEM#1 \$432,100	.00	EACH	.00000	.00000

Item Total		443551.31	
------------	--	-----------	--

Totals						Additional Information	
Original	462,100.00	Open Req	0.00	0.00 %	Requisitions (0)	Milestones (0) Purchase Orders (0) Invoices (4)	
Revised	443,551.31	Open PO	0.00	0.00 %	Purchase Orders (0)		
Liquidated amt	443,551.31	Expended	443,551.31	100.00 %	Invoices (4)		
Encumb balance	0.00	Available	0.00	0.00 %			

Workflow					
My Approvals	Approve	Reject	Forward	Hold	Approvers

**Disencumber Allowance Amount
or other Negative Change Order**

Contract				Standing		Audit	
Contract	1000002059 +1	<input checked="" type="checkbox"/> To Be Rolled	Status		Entered by	4180scha	
Method	Encumbered Accounts	<input type="checkbox"/> Hold Payments	<input type="radio"/> Original POSTED <input checked="" type="radio"/> Change Order CREATED		Entered	07/22/2017	
Vendor	10106 ... ERA CONSTRUCTION INC				Modified	07/22/2017 3 <input checked="" type="checkbox"/> Printed	

Main	Retainage	Accounts	Items	Subcontractors	Insurance
------	-----------	----------	-------	----------------	-----------

Item	Active	Description	Qty	UOM	Unit Price	Net Price
1	<input checked="" type="checkbox"/>	GREENWOOD/LPS - PARKING IMPROVEMENTS	1.00	EACH	432,100.00000	432,100.00000
2	<input checked="" type="checkbox"/>	BOE 3-29-2017 CO#1 - \$11451.31	1.00	EACH	11,451.31000	11,451.31000
3	<input checked="" type="checkbox"/>	WORK COMPLETED & DISENCUMBER ALLOWANCE & CLOSE CONTRACT - ITEM#1 ORIGINAL \$414,000 + EXTRA SCOPE \$18,100 + ALLOWANCE \$30,000 = TOTAL \$462,100 - NEGATIVE <\$30,000> = REVISED ITEM#1 \$432,100			.00	.00000

Item Total	443551.31
------------	-----------

Totals					Additional Information	
Original	462,100.00	Open Req	0.00	0.00 %	Requisitions (0)	Milestones (0)
Revised	443,551.31	Open PO	0.00	0.00 %	Purchase Orders (0)	Performance (0)
Liquidated amt	443,551.31	Expended	443,551.31	100.00 %	Invoices (4)	
Encumb balance	0.00	Available	0.00	0.00 %		

Workflow					
My Approvals	Approve	Reject	Forward	Hold	Approvers

1. RESOURCE APPENDIX

1.8. Invoicing

1.8.1. Payment Approval Form

1.8.1.1. Navigation of the Payment Approval Forms

1.8.1.2. Types of Payment Approval Forms

1. Regular
2. Multi-Year
3. Multi-Funded
4. Multi-Year & Multi-Funded
5. Reimbursable
6. Retention
7. Retention — Escrow

1.8.1.3. Check Request

1.8.1.4. Invoice Rejection Correspondence

1.8.1.5. Invoice Process Flowchart

1.8.1.6. Pay Application Process Flowchart



Payment Approval Form Features:

Vendor Details

Munis Contract# & Billing Reference

Accounting Summary

Invoice Types:

1. Regular
2. Multi-year
3. Multi-funded
4. Multi-year & Multi-project
5. Reimbursable
6. Retention
7. Escrow

West Contra Costa Unified School District Facilities Planning & Construction Payment Approval Form		FY 2018-19											
Vendor#: 12641 Vendor Name: East Bay Times (West County Times) Site Name: Central Contract#: 1000000867 Project Description: FOC Bid Advertisements; Billing Period from December 1, 2018 to December 31, 2018. *****	Date: 2/1/2019 Invoice Date: 12/31/2018 Received Date: 1/18/2019 Invoice#: 0001171252 Project#: 61501396-00 / GF & FUND 40												
Fund 21 Project String: 01396-61500-97485890-748LGAD Fund 21 GL Account code: 21-9748-5890-615-0000-8500-400130-0-0000 Other Fund Account code: 40-0000-5890-615-0000-8500-400130-0-0000 Other Fund Account code: 01-0000-5900-686-0000-7200-800100-0-0000 Other Fund Account code: 01-8150-5890-130-0000-8110-400110-0-8151													
Original Contract Amount: Revised Contract Amount: Liquidated Amount: Fund 21 Balance: Fund 40 Balance: Fund 01 Balance: RRM Balance: Contract Balance:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">\$30,000.00</td></tr> <tr><td style="text-align: right;">\$110,544.00</td></tr> <tr><td style="text-align: right;">\$64,406.00</td></tr> <tr><td style="text-align: right;">\$26,929.50</td></tr> <tr><td style="text-align: right;">\$19,208.10</td></tr> <tr><td style="text-align: right;">\$0.40</td></tr> <tr><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;">\$46,138.00</td></tr> </table>	\$30,000.00	\$110,544.00	\$64,406.00	\$26,929.50	\$19,208.10	\$0.40	\$0.00	\$46,138.00				
\$30,000.00													
\$110,544.00													
\$64,406.00													
\$26,929.50													
\$19,208.10													
\$0.40													
\$0.00													
\$46,138.00													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Amount of This Invoice: Fund 21</td><td style="text-align: right;">\$900.00</td></tr> <tr><td style="text-align: right;">Amount of This Invoice: Fund 40</td><td style="text-align: right;">\$135.00</td></tr> <tr><td style="text-align: right;">Amount of This Invoice: Fund 01</td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;">Amount of This Invoice: RRM</td><td style="text-align: right;">\$0.00</td></tr> <tr><td colspan="2" style="text-align: right;">Total of This Invoice:</td></tr> <tr><td colspan="2" style="text-align: right;">\$1,035.00</td></tr> </table>	Amount of This Invoice: Fund 21	\$900.00	Amount of This Invoice: Fund 40	\$135.00	Amount of This Invoice: Fund 01	\$0.00	Amount of This Invoice: RRM	\$0.00	Total of This Invoice:		\$1,035.00		
Amount of This Invoice: Fund 21	\$900.00												
Amount of This Invoice: Fund 40	\$135.00												
Amount of This Invoice: Fund 01	\$0.00												
Amount of This Invoice: RRM	\$0.00												
Total of This Invoice:													
\$1,035.00													
Contract Balance after this payment: Fund 21 Balance after this payment: Fund 40 Balance after this payment: Fund 01 Balance after this payment: RRM Balance after this payment:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">\$45,103.00</td></tr> <tr><td style="text-align: right;">\$26,029.50</td></tr> <tr><td style="text-align: right;">\$19,073.10</td></tr> <tr><td style="text-align: right;">\$0.40</td></tr> <tr><td style="text-align: right;">\$0.00</td></tr> </table>	\$45,103.00	\$26,029.50	\$19,073.10	\$0.40	\$0.00							
\$45,103.00													
\$26,029.50													
\$19,073.10													
\$0.40													
\$0.00													
***** Please review the invoice and approve the payment by signing the below:													
<u>Signatures</u>	<u>Date</u>												
Initiator: _____	_____												
Fiscal Approver: _____	_____												
Facilities Approver: _____	_____												

Fiscal Year

Invoice Details

Bond Project number & Non-Bond Project

Contract Summary

Invoice Summary

Forecasting

Approvals

1. RESOURCE APPENDIX

1.8. Invoicing

1.8.1. Payment Approval Form

1.8.1.2. Types of Payment Approval Forms



1. Regular
2. Multi-Year
3. Multi-Funded
4. Multi-Year & Multi-Funded
5. Reimbursable
6. Retention
7. Retention — Escrow

**West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form**

FY 2019-20

Vendor#: 20428	Date: 2/7/2020
Vendor Name: Sierra West Consulting Group	Invoice Date: 1/7/2020
Site Name: Pinole Valley High School	Received Date: 1/10/2020
Contract#: 1000003316	Invoice#: 20-3646
Project Description: PVHS - Fields Cost Estimating Services	Project#: 36201377-07

Account code: 21-9748-5860-362-0000-8500-400130-0-0000
Project String: 01377-36207-97485860-420OSVC

Invoice Types:

1. Regular

Original Contract Amount:	\$17,960.00
Revised Contract Amount:	\$17,960.00
Liquidated Amount:	\$0.00
Contract Balance:	\$17,960.00

Amount of This Invoice:	\$17,960.00
--------------------------------	--------------------

Contract Balance after this _____ \$0.00 **CLOSE CONTRACT**

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator: _____

Fiscal Approver: _____

Facilities Approver: _____

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2019-20

Vendor#: 11041

Date: 1/31/2020

Vendor Name: WLC Architects Inc

Invoice Date: 12/11/2019

Site Name: Pinole Valley High School

Received Date: 1/31/2020

Contract#: **1000000716**

Invoice#: 0101970104

Pinole Valley High School - Project Design

Contract for November 2019 Services

Project Description:

Project#: 36201377-00

Fund 21 Project String: 01377-36200-97456201-316XAOR

Fund 21 GL Account code: 21-9745-6201-362-0000-8500-400130-0-0000

Invoice Types:

2. Multi-year

Original Contract Amount: \$8,451,539.00

Revised Contract Amount: \$16,415,420.41

Liquidated Amount: \$15,598,035.18

2020 Balance: \$213,393.23

2021 Balance: \$480,000.00

2022 Balance: \$123,992.00

Contract Balance: \$817,385.23

Amount of This Invoice:

\$59,330.83

**Contract Balance after this
payment:**

\$758,054.40

2020 balance after this payment: \$154,062.40

2021 balance after this payment: \$480,000.00

2022 balance after this payment: \$123,992.00

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator: _____

Fiscal Approver: _____

Facilities Approver: _____

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2019-20

Vendor#: 12641

Date: 2/11/2020

Vendor Name: East Bay Times (West County Times)

Invoice Date: 1/31/2020

Site Name: Central

Received Date: 2/10/2020

Contract#: 1000000867

Invoice#: 0001239117

Project Description: Bid Advertisements; Billing Period for January 2020

Project#: Multiple

Fund 21 account code: 01396-61500-97485890-748LGAD 21-9748-5890-615-0000-8500-400130-0-0000

Fund 40 account code: 40-9690-5890-615-0000-8500-400130-0-0000

Fund 01 account code: 01-0000-5890-667-0000-7510-400100-0-0000

RRM Project account code: 01-8150-5890-615-0000-8110-400110-0-8151

Fund 25 Project account code: 25-9025-5890-615-0000-8500-400130-0-0000

Invoice Types:

3. Multi-funded

Original Contract Amount:	\$30,000.00
Revised Contract Amount:	\$110,544.00
Liquidated Amount:	\$75,339.20
Fund 21 Project Balance:	\$11,703.20
Fund 40 Project Balance:	\$13,789.90
Fund 01 Project Balance:	\$1,321.00
RRM Project Balance:	\$1,816.90
Fund 25 Project Balance:	\$6,573.80
Contract Balance:	\$35,204.80

Amount of This Invoice:	Fund 21	\$621.00
Amount of This Invoice:	Fund 40	
Amount of This Invoice:	Fund 01	
Amount of This Invoice:	RRM Project	
Amount of This Invoice:	Fund 25 Project	
Total of This Invoice:		\$621.00

Contract Balance after this payment: **\$34,583.80**

Fund 21 Balance after this payment:	\$11,082.20
Fund 40 Balance after this payment:	\$13,789.90
Fund 01 Balance after this payment:	\$1,321.00
RRM Balance after this payment:	\$1,816.90
Fund 25 Balance after this payment:	\$6,573.80

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator: _____

Fiscal Approver: _____

Facilities Approver: _____

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2019-20

Vendor#: 17567
Vendor Name: Moss Adams LLP
Site Name: Central
Contract#: 1000002440

Date: 12/26/2019
Invoice Date: 12/9/2019
Received Date: 12/26/2019
Invoice#: 4020298
Project#: 61501396-01;
GF

Project Description: Performance Audit and Forensic Audit
Investigation Implementation Review
- Billing for FY 2019 Performance Audit Service

Original Contract Amount:	<u>\$227,000.00</u>
Revised Contract Amount	<u>\$325,000.00</u>

Performance Audit:	\$227,000.00	
50% 21-9745-5830-615-0000-8500-400130-0-0000		01396-61501-97455830-848PERF
50% 21-9748-5830-615-0000-8500-400130-0-0000		01396-61501-97485830-848PERF

Liquidated Amount:	\$173,227.89
2018 Balance: FY 16-17 audit	(\$4,392.59)
2019 Balance: FY 17-18 audit	(\$7,255.30)
2020 Balance: FY 18-19 audit	\$65,420.00

Performance Audit Balance:	\$53,772.11
-----------------------------------	--------------------

Forensic Audit Investigation Implementation Review:	\$98,000.00	
30% 21-9745-5830-615-0000-8500-400130-0-0000		01396-61501-97455830-848PERF
30% 21-9748-5830-615-0000-8500-400130-0-0000		01396-61501-97485830-848PERF
40% 01-0000-5830-615-0000-7190-400100-0-0000		

Liquidated Amount:	\$49,955.15	
Phase I Balance @2019: Fund 21	(\$1,173.10)	FD 01 (\$782.05)
Phase II Balance @ 2019: Fund 21	\$30,000.00	FD 01 \$20,000.00
Addition Audit Balance:	\$28,826.90	\$19,217.95

Amount of This Invoice:	Performance Audit	\$7,830.00	9745/9748	50%/50%
Amount of This Invoice:	FAI Res 9745	\$0.00		
Amount of This Invoice:	FAI Res 9748	\$0.00		
Amount of This Invoice:	FAI Fund 01	\$0.00		
Total of This Invoice:		\$7,830.00		

Contract Balance after this payment:	\$93,986.96
Performance Audit Balance after this payment:	<u>\$45,942.11</u>
FAI Fund 21 Balance after this payment:	<u>\$28,826.90</u>
FAI Fund 01 Balance after this payment:	<u>\$19,217.95</u>

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator:

Fiscal Approver:

Facilities Approver:

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2018-19

Vendor#: 10631

Date: 2/1/2019

Vendor Name: Hibser Yamauchi Architects

Invoice Date: 1/19/2019

Site Name: Fairmont ES

Received Date: 1/22/2019

Contract#: 1000002676

Invoice#: 491010

Project Description: Fairmont ES - Design Services/ Billing Service
from Dec. 1, 2018 to Dec. 31, 2018.

Project#: 12310164-00 &
Fund 40

Fund 21 Project String: 10164-12300-97456201-316XAOR
Fund 21 GL Account code: 21-9745-6201-123-0000-8500-400130-0-0000
Other Fund Account code: 40-9690-6201-123-0000-8500-400130-0-0000

Invoice Types:

5. Reimbursable

Original Contract Amount:	\$24,725.00
Revised Contract Amount:	\$390,425.00
Liquidated Amount:	\$189,277.18
Contract Balance:	\$201,147.82
Critical Needs Balance: Fund 21	\$181,415.31
Reimbursable Balance: Fund 21	\$19,732.51
Senior Center Balance: Fund 40	\$0.00
Reimbursable Balance: Fund 40	\$0.00
Contract Balance:	\$201,147.82

Amount of This Invoice: Master Service Fund 21	\$19,401.94
Amount of This Invoice: Reimbursable Fund 21	
Amount of This Invoice: Master Service Fund 40	
Amount of This Invoice: Reimbursable Fund 40	
Total Invoice:	\$19,401.94

Contract Balance after this payment:	\$181,745.88
Critical Needs Balance FD 21 after this payment:	\$162,013.37
Reimbursable Balance FD 21 after this payment:	\$19,732.51
Senior Center Balance FD 40 after this payment:	\$0.00
Reimbursable Balance FD 40 after this payment:	\$0.00

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator:

Fiscal Approver:

Facilities Approver:

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2019-20

Vendor#: 12624
Vendor Name: Troxell Communications Inc
Site Name: Pinole Valley High School
Contract#: **1000003110**

Date: 12/31/2019
Invoice Date: 12/19/2019
Received Date: 12/27/2019
Invoice#: 1000003110-03RETENTION
Project#: 36201377-05

Project Description: PVHS - Projectors installation

Fund 21 Project String: 01377-36205-97456460-516TECH

Fund 21 GL Account code: 21-9745-6460-362-0000-8500-400130-0-0000

Invoice Types:

6. Retention

Original Contract Amount:	\$222,584.42
Revised Contract Amount:	\$222,849.53
Liquidated Amount:	\$222,849.53
Contract Balance:	\$0.00

Amount of This Invoice:

Less Retention Amount: 5%

Net Amount to be Paid:

\$0.00

\$0.00

CLOSE CONTRACT

Contract Balance after this payment:	\$0.00
Retention held Amount:	\$11,142.48
Retention balance after this payment:	\$11,142.48
Retention Released to Vendor:	\$11,142.48
Retention Balance:	\$0.00
Notice of Completion Date:	7/27/2019

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator:

Fiscal Approver:

Facilities Approver:

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form

FY 2019-20

Vendor#: 12825
Vendor Name: Lathrop Construction
Site Name: Pinole Valley High School
Contract#: **1000001929**

Date: 1/21/2020
Invoice Date: 1/13/2020
Received Date: 1/21/2020
Invoice#: 00043

PVHS New Campus Main Contractor June 2019

Project Description: Billing

Project#: 36201377-05

Fund 21 Project String: 01377-36205-97486211-500XXBB

Fund 21 GL Account code: 21-9748-6211-362-0000-8500-400130-0-0000

Invoice Types:

7. Escrow

Original Contract Amount:	\$129,894,002.00	
Revised Contract Amount:	\$135,324,210.00	added CO#102
Liquidated Amount:	\$135,324,210.00	
Contract Balance:	\$0.00	

Amount of This Invoice:

Less Retention Amount: 5%

Net Amount to be Paid:

\$0.00

\$0.00

Contract Balance after this payment: \$0.00

Retention held Amount: \$6,640,346.78

Retention balance after this payment: \$6,640,346.78

Escrow Released to Vendor: **\$2,293,756.58**

Escrow Balance: \$4,346,590.20

BOE approved Notice of Completion Date: 12/18/2019

(1) Payment was held due to Stop Notice 7/9/2019

(2) Process Outstanding Payments due to NOC (BOE approved 12/18/19) and no more retain

(3) Hold the Stop Notice from Retainage

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator: _____

Fiscal Approver: _____

Facilities Approver: _____

West Contra Costa Unified School District
Facilities Planning & Construction
Payment Approval Form
CHECK REQUEST

FY **2019-20**

Vendor#:

Date:

Vendor Name:

Invoice Date:

Vendor Address:

Site Name:

Received Date:

Requisition#

Invoice#:

Check Request Description:

Project#:

Fund 21 Project String:

Fund 21 GL Account Code:

Other Account Code:

Invoice Amount:

\$ 0.00

CLOSE PO

Funding Available:	<input type="text"/>
Budget Transfer Submitted:	<input type="text"/>
Budget Transfer Received:	<input type="text"/>
Requisition Released:	<input type="text"/>

HOLD check for pick up:	YES
Check Needed by:	<input type="text"/>
Requested by:	Select

Please review the invoice and approve the payment by signing the below:

Signatures

Date

Initiator:

Facilities Approver:

Fiscal Approver:

All Other Check Request Instruction

(Push **TAB** button to the next field)

1. FY – Select current fiscal year (example: 2019-20)
2. Vendor# - Enter the vendor number. Refer to Vendor listing under FOC home drive:\Munis Vendor Info (example:11376)
3. Vendor Name – Enter the vendor name (example: State Water Resources Control Board)
W-9 form is required prior to create a new vendor number
4. Vendor Address – Enter the vendor check mailing address
5. Date – Today's date of requesting (example: 12/04/2019)
6. Invoice Date – Enter the invoice date (example: 10/15/2019)
7. Received Date – Must be equal to the date stamp on the invoice (example:12/03/2019)
8. Invoice# - Enter the invoice number
9. Project# - Bond program project number or other funding sources
Example Bond Project: Wilson Campus Replacement (16510170-00), Crespi Critical Needs Project (20610154-00)
Example Non-bond Project: GF Unrest (General Fund Unrestricted such as legacy project not active currently), RRM (On-going Routine Maintenance Project), MRAD (MRAD project), Fund 25 (Developer Fee Project Capital Facility Improvement Project), Fund 40 (Other Capital Outlay Improvement Project), or any other funding sources
10. Site Name – Site or school name (example: Helms Middle School)
11. Requisition – Enter the requisition number if it's created in Munis
12. Check Request Description – Detail description of check request
13. Fund 21 Project String – Enter the project string if the project is a bond program
 - a. Enter full project string as 10154206101540097456205328XDSA
It will convert to 10154-2061015400-97456205-328XDSA
 - b. Enter full project string as 0137736205(5 spaces)97456205328XDSA
It will convert to 01377-36205 -97456205-328XDSA

Project	Project Number	5 digits	10 digits	8 digits	7 digits
Wilson Campus Replacement	16510170-00	10154	2061015400	97456205	328XDSA
PVHS Campus Replacement	36201377-05	01377	36205(5 space)	97456205	328XDSA
14. Fund 21 GL Account Code – Enter the Fund 21 General Ledger account code if the project is a bond program
Enter as 2197456205206 and **TAB**
It will convert to 21-9745-6205-206-0000-8500-400130-0-0000
15. Other Account Code – Enter the account code if the project is non-bond
Enter **full account** code as 01000058906670000751040010000000
It will convert to 01-0000-5890-667-0000-7510-400100-0-0000
16. Invoice Amount – Enter the check request amount
Enter as 2104.54 and **TAB**
It will pop-up to \$2,104.54
17. Check Needed by – Enter the date that you want to pick up
18. Requested by – Use drop-down menu to select your name or requester
19. Type your name on Initiator and date
20. Print out the CHECK REQUEST form and sign on Initiator and submit



Construction Manager <@wccusd.net>

Dec pay app- docs needed

1 message

Construction Manager <@wccusd.net>
To: Cheryl Vendor <cherylv@vendor.com>
Cc:

Tue, Jan 14, 2020 at 4:27 PM

Cheryl,

Please provide these documents to go with Wilson Pay App 17 for December.
(I received the two sets of pay apps today via GSO).

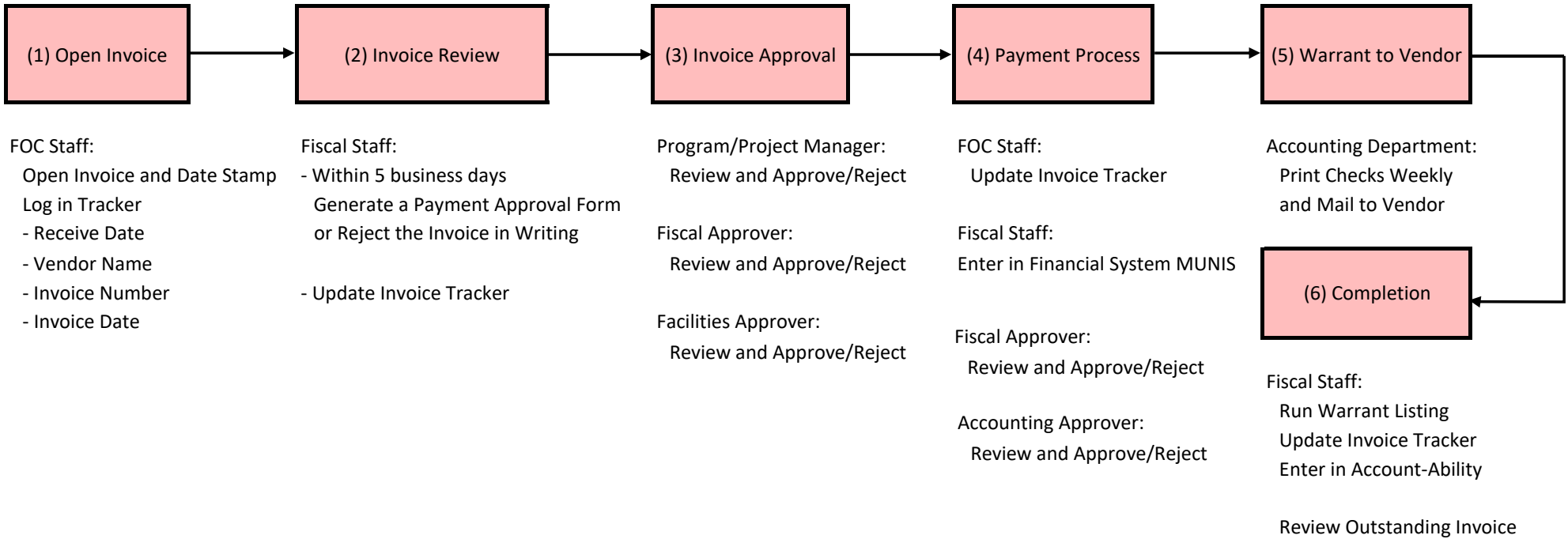
1. Provide subcontractor Unconditionals for Nov
2. Provide subcontractor Conditionals for Dec with tracking spreadsheet.

First Name Last Name

Job Title

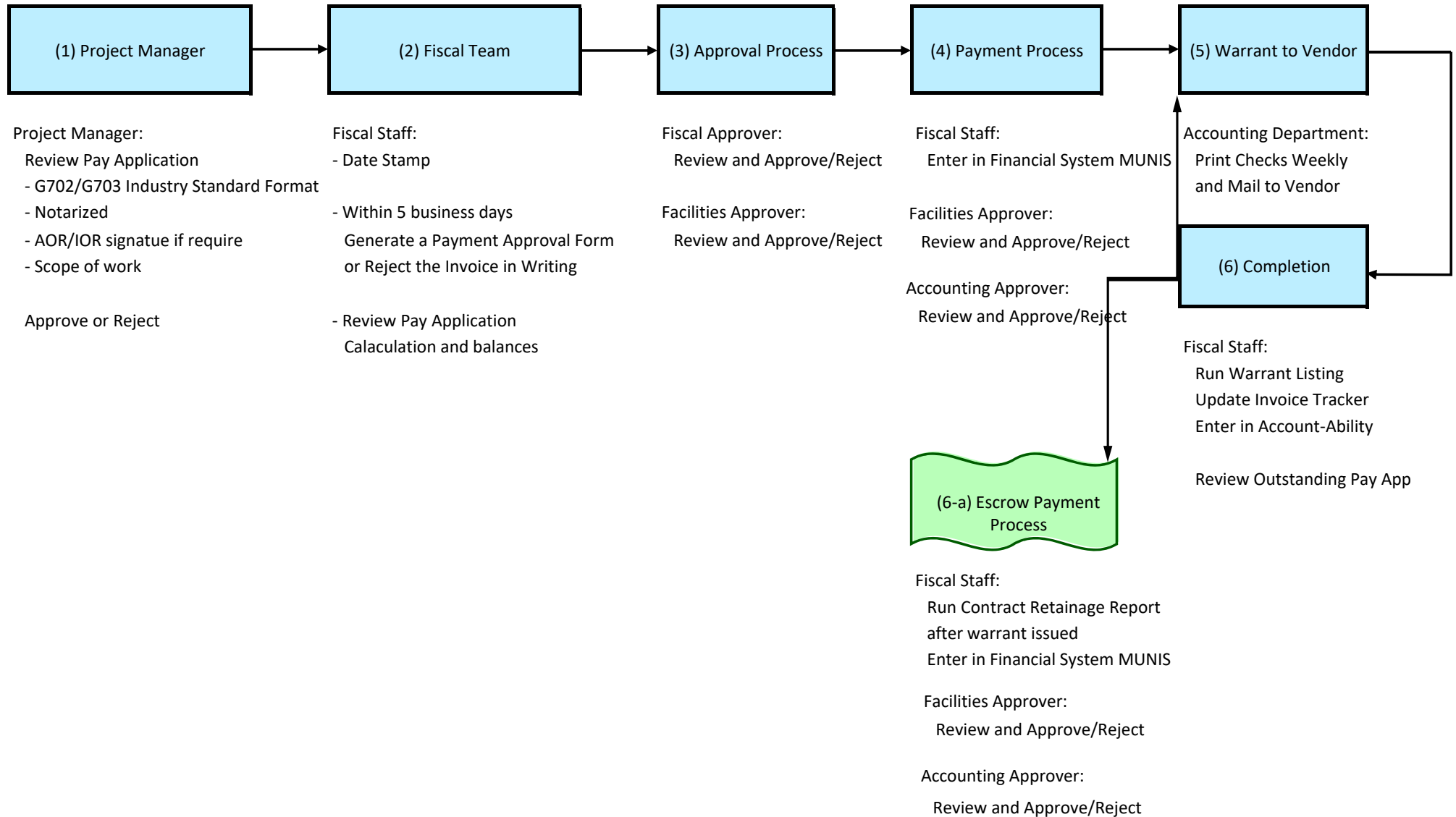
Facilities & Construction Department Invoice Process

Based on 2016 FAI Recommendation; TC 11-1, 11-2, 11-4, 11-5 for Invoice payment process from receiving to payment



Facilities & Construction Department Pay Application Process

Based on 2016 FAI Recommendation; TC 11-1, 11-2, 11-4, 11-5 for pay application process from receiving to payment



1. RESOURCE APPENDIX

1.9. Contract Documents

1.9.1. Notice of Award

1.9.2. Notice to Proceed

1.9.3. Agreement Checklist

1.9.3.1. Professional/Special Services

1.9.3.2. Construction Services

1.9.4. Change Order Checklist

1.9.4.1. Design-Build

1.9.4.2. Design Bid Build



NOTICE OF AWARD

To: _____ Contractor Name
("Contractor")

Contractor's Address
(Address)

From: Governing Board ("Board") of West Contra Costa Unified School District ("District" or "Owner")

Re: Project Name
("Project" or "Contract")

Contractor was awarded the Contract on Month, Day, Year, by action of the superintendent or superintendent's designee pursuant to a delegation of authority by the District's Board.

The Contract Price is Amount Dollars (\$Amount of Contract).

Contractor must comply with the following conditions precedent within **SEVEN (7)** calendar days of the Date of Execution of this Notice of Award document, indicated below.

Contractor shall execute and submit the following Contract Documents by 5:00 p.m. of the **SEVENTH (7TH)** calendar day following the Date of Execution of the Notice of Award document, indicated below. Failure to properly and timely submit the following Contract Documents entitles District to reject Contractor's bid as non-responsive.

- a. Agreement: Submit two (2) copies, each bearing an original signature. **If Contractor is a corporation, Contractor must attach a certified copy of the corporation's by-laws, or the resolution of the Board of Directors of the corporation, authorizing the signatory to execute the Agreement and the bonds required by the Contract Documents.**
- b. Performance Bond (100%): Fully executed form provided in the Contract Documents.
- c. Payment Bond (100%) (Contractor's Labor and Material Bond): Fully executed form provided in the Contract Documents.
- d. Insurance Certificates and Endorsements.
- e. Workers' Compensation Certification.
- f. Prevailing Wage and Related Labor Requirements Certification.
- g. Disabled Veterans' Business Enterprise Participation Certification.
- h. Drug-Free Workplace Certification.
- i. Smoke-Free Environment Certification.
- j. Hazardous Materials Certification.
- k. Lead-Based Paint Certification.

- l. Imported Materials Certification.
- m. Criminal Background Investigation/Fingerprinting Certification.
- n. Roofing Contract Financial Interest Certification
- o. Apprenticeship Resolution Compliance Certification
- p. Tuberculosis Clearance Certification
- q. Iran Contracting Certification
- r. W-9 Request for Taxpayer Identification Number + Certification

Failure to comply with these conditions within the time specified will entitle District to consider Contractor's bid abandoned, to annul the Notice of Award, and to declare Contractor's Bid Security forfeited, as well as any other rights the District may have against Contractor.

District will return to Contractor one fully signed counterpart of the Agreement.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BY: _____

DATE OF EXECUTION: _____

NAME: _____ Luis Freese

TITLE: _____ Associate Superintendent, Operations

END OF DOCUMENT

DOCUMENT 00 55 00

NOTICE TO PROCEED

Dated: _____, 20__

To: _____
("Contractor")

(Address)

From: Governing Board ("Board") of West Contra Costa Unified School District ("District" or "Owner")

Re: _____
("Project" or "Contract")

Contractor is hereby notified that the Contract Time under the Contract will commence to run on _____, 20__. By that date, Contractor shall start performing its obligations under the Contract Documents. In accordance with the Agreement executed by Contractor, the Contract Time and Project Completion is _____, 20__.

Contractor must submit the following documents by 5:00 p.m. of the **TENTH (10TH)** calendar day following the date of this Notice to Proceed:

1. Contractor's preliminary schedule of construction.
2. Contractor's preliminary schedule of submittals, including Shop Drawings, Product Data, and Samples submittals.
3. Contractor's preliminary schedule of values for all of the Work.
4. Contractor's preliminary Contractor's Safety Plan specifically adapted for the Project.
5. A complete subcontractors list, including the name, address, telephone number, facsimile number, California State Contractor's License number, classification, and monetary value of all Subcontracts.

Thank you. We look forward to a successful Project.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BY: _____

NAME: Luis Freese

TITLE: Associate Superintendent, Operations

DATE CONTRACT EXECUTED: _____

END OF DOCUMENT

1. RESOURCE APPENDIX

1.9. Contract Documents

1.9.3. Agreement Checklist

1.9.3.1. Professional/Special Services

1.9.3.2. Construction Services



Professional Services Agreement Checklist
as of 2/14/2020

Project Name:
Project Number:
Consultant:
Contract Number:
Received Date:
Funding Source:
Type of Contract:

<i>Approval</i>	
<i>Consuelo Rojas</i> <i>Contracts Team</i>	<i>Date</i>

<i>Document</i>	<i>Received/Accepted</i>	<i>Any Missing Documents and/or Miscellaneous Notes</i>
Agreement (2 copies bearing original signature)		
Insurance Certificates and Endorsements		
Workers Compensation Certification		
Criminal Background Investigation/Fingerprinting Certification		
Tuberculosis Clearance Certification		
W-9 Form		

Agreement Checklist
as of 2/14/2020

Project Name:
Project Number:
Contractor:
Contract Number:
Received Date:
Funding Source:
Type of Contract:

<i>Approval</i>	
<i>Consuelo Rojas</i>	<i>Date</i>
<i>Contracts Team</i>	

<i>Document</i>	<i>Received/Accepted</i>	<i>Any Missing Documents and/or Miscellaneous Notes</i>
PWC-100		
Agreement (Two copies bearing original signature)		
Escrow of Bid Documentaion		
Performance Bond (100%)		
Payment Bond (100%)		
Insurance Certificates and Endorsements		
Workers Compensation Certification		
Prevailing Wage and Related Labor Requirements Certification		
Disabled Veterans' Buisness Enterprise Participation Certification		
Drug Free WorkPlace Certification		
Smoke-Free Environment Certfication		
Hazardous Materials Certification		
Lead-Based Paint Certification		
Imported Materials Certification		
Criminal Background Investigation/Fingerprinting Certification		
Roofing Contract Financial Interest Certification		
Apprenticeship Resolution Compliance Certification		
Iran Contracting Certificate		
Tuberculosis Clearance Certificate		

1. RESOURCE APPENDIX

1.9. Contract Documents

1.9.4. Change Order Checklist

1.9.4.1. Design-Build

1.9.4.2. Design Bid Build





West Contra Costa Unified School District

Facilities Planning & Construction

1400 Marina Way South

Richmond, CA 94804

Contract #

Change Order Check List for Design Build

Project Name:

☐ Coversheet, PCO, Summary & Back Up Attached ☐ Confirm Change Order Values

Change Order Signatures

- ☐ Design Build Entity
- ☐ Project / Construction Manager
- ☐ Facilities Approver

PCO Signatures

- ☐ Design Build Entity
- ☐ Project / Construction Manager
- ☐ Estimator
- ☐ Scheduler
- ☐ Facilities Approver (> \$20K)

CONTRACT VALUE \$0.00

DISTRICT CONTINGENCY	\$0.00	PROJECT CONTINGENCY	\$0.00
Prior Contingency Adjustments	\$0.00	Prior Contingency Adjustments	\$0.00
Balance Prior to this Change Order	\$0.00	Balance Prior to this Change Order	\$0.00
Adjustments per this Change Order	\$0.00	Adjustments per this Change Order	\$0.00
Revised Contingency Remaining Balance	\$0.00	Revised Contingency Remaining Balance	\$0.00



West Contra Costa Unified School District

Facilities Planning & Construction

1400 Marina Way South

Richmond, CA 94804

Contract #

Change Order Check List

Project Name:

☐ Coversheet, PCO, Summary & Back Up Attached ☐ Confirm Change Order Values

Coversheet Signatures

- ☐ General Contractor
- ☐ Project / Construction Manager
- ☐ Architect of Record (if applicable)

PCO Signatures

- ☐ Project / Construction Manager
- ☐ Estimator
- ☐ Facilities Approver
- ☐ Additional Facilities Approver (> \$20K)

For Review & Approval (Please initial and Date)

- ☐ Facilities Approver _____
- ☐ Contracts Approver _____
- ☐ Update Excel

Ratification & Signature Approval

- ☐ Board Ratification Approval Date _____
- ☐ Facilities Approver _____
- ☐ Delegated Authority _____
- ☐ Funds Encumbered in MUNIS Contract

1. RESOURCE APPENDIX

1.10. Bid Management

1.10.1. Construction Project Controls Threshold

1.10.2. Project Bid Schedule & Logistics Checklist

1.10.3. Bid Schedule

1.10.4. Pre-Bid RFI Form

1.10.5. External Bid Tally Sheet

1.10.6. Internal Bid Tally Sheet

1.10.7. Online Bid Management

1.10.7.1. Bid Management for Bidders

1.10.7.2. Bid Management for the District



Construction Services Contract Value Threshold Guide
As of September 2020

	Bidding Process/Document Type	\$0 - \$5,000	\$5,000 - \$60,000	\$60,001 - \$200,000	\$200,000 and Up
1	Request for Pricing/Proposals	Yes (District's goal, 3 estimates)	Yes (District's goal, 3 estimates)	No	No
2	Informal Bidding via Journal Posting	No	(Optional)	Trade Journal Posting	No
3	Formal Bidding via Newspaper Advertisement (14 days before opening) and Trade Journals (15 days before opening)	No	(Optional)	(Optional; District Discretion)	Yes
4	Bid Bond	No	No	Yes	Yes
5	Non-Collusion Declaration	Yes	Yes	Yes	Yes
6	W-9	Yes (Required if new contractor)	Yes (Required if new contractor)	Yes (Required if new contractor)	Yes (Required if new contractor)
7	MUNIS Contract Module	Yes	Yes	Yes	Yes
8	Contract (Full set of of Division 0 & 1)	No	(Optional)	(Optional; District Discretion)	Yes
9	Contract (CUPCCAA Contract Template)	No	Yes	(Optional; District Discretion)	No
10	Contract (Terms & Conditions)	Yes	No	No	No
11	Notice of Award	No	Yes (if over \$25K)	Yes	Yes
12	Notice to Proceed	No	Yes (if over \$25K)	Yes	Yes
13	Escrow Bid Documentation	No	No	No	District Discretion
14	Performance Bond	No	Yes (if over \$25K)	Yes	Yes
15	Payment Bond	No	Yes (if over \$25K)	Yes	Yes
16	Insurance Certificates/Endorsements	Yes	Yes	Yes	Yes
17	Workers' Compensation Certification	Yes	Yes	Yes	Yes
18	Prevailing Wage and Related Labor Requirements Certification	Yes	Yes	Yes	Yes
19	Disabled Veteran Business Enterprise Participation Certification	Yes	Yes	Yes	Yes
20	Drug-Free Workplace Certification	Yes	Yes	Yes	Yes
21	Smoke-Free Environment Certification	Yes	Yes	Yes	Yes
22	Hazardous Materials Certification	Yes	Yes	Yes	Yes
23	Lead-Based Paint Certification	Yes	Yes	Yes	Yes
24	Criminal Background Investigation/Fingerprinting Certification	Yes	Yes	Yes	Yes
25	Megan's Law-Sex Offenders	Yes	Yes	Yes	Yes
26	Tuberculosis Testing	Yes	Yes	Yes	Yes
27	Roofing Certification	Yes	Yes	Yes	Yes
28	Health & Safety (COVID-19)	Yes	Yes	Yes	Yes
29	Imported Materials	Yes	Yes	Yes	Yes
30	Apprenticeship Resolution Compliance Certification	Yes	Yes	Yes	Yes
31	Iran Contracting Certification	Yes	Yes	Yes	Yes
32	Contractor License Verification	Yes	Yes	Yes	Yes
33	Contractor Registration Verification	Yes	Yes	Yes	Yes
34	PWC-100 Form	No	Yes (if over \$15K)	Yes	Yes
35	Excavation Documentation for Trenches Deeper than Five Feet	No	Yes (if over \$25K)	Yes	Yes
36	Project Labor Agreement	No	No	No	Yes (\$1M, Bond)
37	Prequalification (GC & MEPs) PCC 20111.6, if using state funds	No	No	No	Yes (if projected \$1M)
38	Retention	No	Yes (per PCC, if progress payment)	Yes	Yes

Notes:

Items that provide for District Discretion should be reviewed on a project by project basis

Fund: _____
 Budget: _____

Project Name
 Bid # 100000xxxx

Type of Bid: _____

Project Bid Schedule & Logistics Checklist				
PM & AOR:		Dates	Completed	Notes
Step 1	Project Set Up			
1	Project name, number, files			
Step 2	Confirm Project Details			
1	Estimate			
2	License Type			
3	DSA Number & approval date			
4	General Scope			SOW from AOR (Bid Adv & Div 1)
5	BPX Cost			# of Sheets + Size, # of pages spec
6	Sole Sourced Items			
7	Basis of Award:			unit pricing, alternates, allowance
8	Existing Cond. Report title & date:			
9	Hazmat Report title & date:			
10	Liquidated Damages			
Step 3	Prepare Bid Schedule & Advertisement			
1	Submit Bid Adv to WCT			submit by noon; publish 2 days later
2	1 st Bid Advertisement			
3	Finalization of Bid Docs & BPX			approval required prior to issuance
4	Bid Docs available from BPX			
5	Contractor Outreach			Prequal 10/5 day rule
6	2 nd Bid Advertisement			Bid opening + 10 days
7	Mandatory Pre-Bid Site Walk (2)			time, date & specific location
8	Final Day for Pre-Bid RFI's			at least 7 days prior to bid opening
9	Final Addendum Issued			at least 72 hours prior to bid opening
10	BID OPENING			time, date & specific location
11	Précis for BOE meeting			
12	Board of Education Approval			Notice of Award if > \$60K
13	Executed NOA & Drafted CDs			day after BOE approval
14	NTP issued			contract, certs, bonds & insurance
15	Milestone (s): Project Completion			specific date <u>or</u> # of days after NTP
Step 4	Coordinate Bid Documents			
1	Coordinate Technical Specifications with AOR			Final Bid Set: Plans & Specs Summary of Work, Submittal List Stamp Page, DSA 103, List of Drawings, Table of Contents
2	Prepare General Conditions (Division 0&1)			Insert project specific name & number, Existing Conditions, Bid Form, Agreement & Milestone Schedule, Special Conditions, Temporary Facilities, Logistics, Demolition & Waste Plan
3	Assemble Full Package			

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BID SCHEDULE

	Sites	Bid Number	Description	Drawings Available Date	1st Advertisement	2nd Advertisement	Pre-Bid Conference	Site Walk-Through			Final Addendum Date	Bid Open Date	Bid Open Time
475	Administration Building	1000003476	Exterior Painting	6/17/2020	6/20/2020	6/27/2020	Pre-Bid Conference	Administration Building	6/30/2020	10:00 A.M.	7/6/2020	Thursday, July 9, 2020	2:00 PM
476	RFQ Riverside ES	RFQ #2020-Riverside DB	Design Build Construction Services	7/2/2020	7/2/2020	n/a	Pre-Qualification Conference	Riverside ES	7/7/2020	3:00 PM	7/16/2020	Thursday, July 23, 2020	2:00 PM
477	District Nutrition Center	1000003528	Walk-In Freezer & Cooler Replacement	8/7/2020	8/12/2020	8/19/2020	Pre-Bid Conference	Nutrition Center	8/20/2020	3:00 PM	8/31/2020	Wednesday, September 9, 2020	2:00 PM
478	RFP Riverside ES	RFP #2020-RiversideDB	Design Build Construction Services	8/18/2020	8/18/2020	n/a	Pre-Proposal Video Conference	Riverside ES	9/3/2020	3:00 PM	9/18/2020	Thursday, September 24, 2020	2:00 PM
479	RFQ/RFP Lake ES	RFQ/RFP # 2020-HAZMAT-LAKE	Hazmat Inspection & Testing Services	8/28/2020	8/28/2020	n/a	n/a	n/a	n/a	n/a	9/11/2020	Tuesday, September 15, 2020	4:00 PM
480	Fairmont ES	1000003537	Critical Needs Modernization Phase 3	9/2/2020	9/2/2020	n/a	Pre-Bid Conference	Fairmont ES	9/8/2020	3:00 PM	9/10/2020	Tuesday, September 15, 2020	2:00 PM
481	RFQ/RFP PM_CM	RFQ/RFP # PM_CM 2020	Program Mangement Services and/or Contruction Management Services	9/8/2020	9/8/2020	n/a	Pre-Response Conference	Online Video Conference	9/14/2020	11:00 AM	10/5/2020	Thursday, October 8, 2020	4:00 PM

West Contra Costa Unified School District

Facilities Planning & Construction

1400 Marina Way South. • Richmond, CA • 94804

Phone: (510) 307-4545 • Email: facilities_procurement@wccusd.net



Pre Bid-RFI FORM

To: facilities_procurement@wccusd.net

West Contra Costa Unified School District	RFI (Contractor) #:	
Project:	Date:	
Project Bid Package #:	Spec. Section:	
Contractor:	Drawing #:	Detail #:

QUESTION:

RECOMMENDED SOLUTION:

Reply Requested by (Date):_____ By:_____ Title:_____

REPLY:

External Bid Tally Form

West Contra Costa Unified School District

Project Name

BID DATE & TIME

2/12/2013

2:00 PM

BID #

Contractor					
Total Bid Price					

Contractor					
Total Bid Price					

Internal Bid Tally Form

West Contra Costa Unified School District
Project Name
BID DATE & TIME 00/00/00 2:00 PM
BID #

Contractor Name	Pre-Bid Attendance	Bid Form	1 Addenda Acknowledged	Bid Bond with power of attorney, certificate of authority, surety and notary seal OR Check OR Cashier Check	Designated Sub Contractors List	Noncollusion Declaration	Base Bid?	Unit Prices/Alternates?	Total Bid Price	B License Verification
				BOND CHECK CASHIER						
				BOND CHECK CASHIER						
				BOND CHECK CASHIER						
				BOND CHECK CASHIER						
				BOND CHECK CASHIER						
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1. RESOURCE APPENDIX

1.10. Bid Management

1.10.7. Online Bid Management

1.10.7.1. Bid Management for Bidders

1.10.7.2. Bid Management for the District





BPX Online Bidding Instructions

Submitting a bid

Once you decide to submit a bid, you can go to the Submit Bid tab for the project. This tab is only available if the bid deadline has not yet passed. We recommend that you upload your bid at least one hour before the time of the bid opening.

The bid submission form will ask you to provide your contact information. This is pre-populated with your registered planroom user account details, and can be modified for the particular bid submission if needed.

You then attach your completed, signed bid documents. You can attach multiple files to include supplemental documents like a bid bond certificate, or licensing/insurance documentation.

All bid forms, bid bonds, and any additional forms required for this bid should be attached.

Bid documents
Max filesize 100MB

Drag and drop or [click here](#) to attach your documents

Bid form - signed.pdf
1.4 MB

Attached
tap to undo

Bond certificate.pdf
715 KB

Attached
tap to undo

You will receive an immediate email confirmation with a reference number for your bid.



Bid #1357 has been successfully submitted

We sent a confirmation email to **ryan@acmeconstruction.com**

Ryan Hedge

ACME Construction

📍 123 S Main St
Ste 4
Chicago, IL 12345

📞 555-666-7777

✉️ ryan@acmeconstruction.com

Documents Attached

- 📄 Bid form - signed.pdf
- 📄 Bond certificate.pdf

Retracting your bid

At any point prior to the bid deadline, you can retract your bid as well as resubmit, if needed. To do this make sure you log in to the planroom using the exact same account you used when you submitted the bid.

Return to the project, and you'll see that you have a My Bid tab. Here, you can review the bid you submitted and optionally retract it.

Yourtown High School

Phase 2 rehabilitation project, north wing renovations

Details

Plans

Specs

Plan Holders

My Bid

Bid #1357

Submitted Friday March 27 at 4:10pm

You may retract this at anytime prior to April 7 12:00pm EDT.

If you need to modify your bid you must first retract it and then submit a new one.

 Retract Bid

Ryan Hedge

ACME Construction

📍 123 S Main St Ste 4 Chicago, IL 12345

📞 555-666-7777

✉️ ryan@acmeconstruction.com

Documents Attached

📄 Bid form - signed.pdf

📄 Bond certificate.pdf

If you click the button to Retract Bid you will be asked to confirm by entering your unique bid reference number. This is permanent and cannot be reversed.

Retracting bid #1357

Retracting your bid is permanent. This CANNOT be undone.

To confirm please enter your bid number in the box and click confirm.

Confirm

If you are retracting so that you can resubmit, make sure there is still plenty of time left before the bid deadline.




BPX Online Bidding:

Bidding process

Your bidders are able to begin submitting bids as soon as it has been enabled by a BPX planroom administrator. Bidders have the option to retract a bid up until the bid deadline. If a bidder needs to modify or add to an already-submitted bid, they must first retract their bid and then make a new, complete bid submission.

Previewing bids

Prior to the bid deadline you are unable to see or access the sealed bid documents. However, you can view a preview list of bidders. This list includes the bidder name and contact information, reference number, and date stamp of the submission.

Details	Plans	Specs	Plan Holders	Preview Bids
<div><div> Bidding is still open for this job. Full results will be available on April 7 at 2:00 pm</div><div>Print List</div></div>				
<div><div><div><div>Bid #1357</div><div>March 27 4:10pm</div></div><div><div>Ryan Hedge at ACME Construction</div><div><div><div>📍 123 S Main St Ste 4 Chicago, IL 12345</div><div>📞 555-666-7777</div><div>✉️ ryan@acmeconstruction.com</div></div></div><div>2 files</div></div></div></div>				
<div><div><div><div>Bid #1382</div><div>March 30 6:24pm</div></div><div><div>John Bidder at Altenwerth-Tillman Metal Works</div><div><div><div>📍 822 Presley Summit Suite 266 Ortizmouth, MS 53786</div><div>📞 493-762-4631</div><div>✉️ johnbidder@reproconnect.com</div></div></div><div>3 files</div></div></div></div>				

Email notifications

Authorized bid managers will receive an email notification any time a bid is submitted or retracted. The email notification will contain the same information as displayed in the list above.

Opening bids

Prior to the bid deadline, all bids are sealed. You can preview the list of bidder names, but you cannot access the bid documents at all. Not even your BPX has access to sealed bid documents.

When bids can be opened

As soon as the bid deadline passes, an authorized bid manager will see a View Bids tab on the project. This is a restricted tab that normal users can't see.

This View Bids tab displays a list of all bids received, along with the reference numbers, contact information, and an option to download the bid documents.

Yourtown High School

Phase 2 rehabilitation project, north wing renovations

[Details](#)[Plans](#)[Specs](#)[Plan Holders](#)[View Bids](#)[View Log](#)[Print List](#)**Bid #1357**

March 27 4:10pm

Ryan Hedge at ACME Construction

📍 123 S Main St Ste 4 Chicago, IL 12345

☎ 555-666-7777 ✉ ryan@acmeconstruction.com[Download](#)**Bid #1382**

March 30 6:24pm

John Bidder at Altenwerth-Tillman Metal Works

📍 822 Presley Summit Suite 266 Ortizmouth, MS 53786

☎ 493-762-4631 ✉ johnbidder@reproconnect.com[Download](#)

Opening a bid

Click Download to receive a zip file of all documents submitted with the bid. The zip file will be named with the reference number and company name of the bidder.

The first time a bid is downloaded it is stamped with a green label. Hover over this label to see the name and datestamp when this first download took place. This serves as the official time that the bid was opened.

Bid #1357**Ryan Hedge at ACME Construction****Darcy Clerk at April 7 2:05pm**

📍 123 S Main St Ste 4 Chicago, IL 12345

Downloaded☎ 555-666-7777 ✉ ryan@acmeconstruction.com[Download](#)

Bidding activity log

To help ensure the integrity of the bidding process, there is a View Log button on the bids page. This will open up a detailed log record of all bidding-related activity, including each bid submission and each download.

1. RESOURCE APPENDIX

1.11. Project Management

1.11.1. Colbi Preconstruction Forms

1.11.2. Claims Resolution Process

1.11.3. Dispute Resolution Process

1.11.4. Districtwide Standards

1.11.5. Facilities Master Plan





Precon Process Packet

School Name

Project

(Project Name)

All standard construction transmittals, including Submittals, RFIs, Pending Changes, Change Orders, and Inspection Notices will be routed through Colbi Docs. Colbi Docs is a document routing, storage, and retrieval system designed to collect and process all the documents needed to complete a construction contract.

You'll be able to create and process transmittals in Colbi Docs in addition to accessing status logs, reports, and various project files.

Colbi Docs Credentials

These are your credentials to log into Colbi Docs. You should receive a separate packet on how to use Colbi Docs.








Website	https://[yourdistrict].colbidocs.net
Login	
Password	

If you forget either your login name or your password, they can be retrieved or reset from the Login page by entering your email address.

Project Directory

The following people have been assigned roles and responsibilities for this project

Contact info is provided for communication about this project and should not be shared for any other purpose.

Project Role	Abbreviation	Icon	Name	
			Phone	Email
Director	Dir			
Construction Manager	CM			
General Contractor	GC			
Project Admin	Admin			
Project Architect	A/E			
Project Inspector	IOR			
Project Manager	PM			

File Directories

Files in Colbi Docs are not stored in a traditional file tree, but rather are grouped into **File Categories**. File Categories allow files to be organized for search and retrieval. They also control access to Files. A User must have access to the Project and the File Category to access a File.

Uploading a file is explained in the Colbi Docs User Guide, but when a file is uploaded, it must be assigned to one or more File Categories. If a file is not a category you have access to, you will not be able to see it. Likewise, if you need to upload a file, you may only do so in a category you have Edit access to.

Projects & Access Levels

Below is a list of the File Categories typically authorized to contractors, architects, inspectors, and the rest of your team.



File Categories	A/E	GC	IOR	CM	Dir	Admin	PM
Accounting, Expns Rpts					View	Edit	Edit
Agency Submittals	Edit				Edit	Edit	Edit
As-built Drawings	Edit	Edit	View	View	View	View	View
Audit Folder			Edit		View	Edit	Edit
Bidding & Pre-qual					View	Edit	Edit
Budget					View	Edit	Edit
Construction	View			Edit	View	Edit	View
Contracts				View	View	Edit	Edit
Correspondence				Edit	Edit	Edit	Edit
General Access	Edit	Edit	Edit	Edit	Edit	Edit	Edit
Inspection & Testing	Edit	View	Edit	View	View	Edit	Edit
Labor Compliance/DIR				View	View	Edit	Edit
Legal					Edit	Edit	Edit
Meetings	View	View	View	Edit	View	Edit	Edit
Photos	View	Edit	Edit	Edit	View	Edit	Edit
Planning	Edit				Edit	Edit	Edit
Prof Svcs Selection					Edit	Edit	Edit
Public Relations				View	Edit	Edit	Edit
Safety	View	View	View	Edit	View	Edit	Edit
Schedules	View	View	View	Edit	Edit	Edit	Edit
Site Acquisition					Edit	Edit	Edit
Studies & Reports	View		View	View	Edit	Edit	Edit
Warranties, M&O Manuals	View	View	View	View	Edit	Edit	Edit

User Settings

After logging into Colbi Docs, you will find a tab at the top of the page with various options for My Docs, All Docs & Files, and My Settings. Clicking the **My Settings** tab will open a screen with your basic user information:

- Name
- Email
- Login
- Project Role









You can change your password on this screen (it's straight forward), but the most useful section is the Email Notifications. In this section, you can set the rules for email notifications.

Colbi Docs treats each transmittal as a **Doc**. By default, when it is your turn to act on a Doc (such as responding to an RFP), an email is sent to you to let you know a Doc is pending action. Clicking the link on the email will take you directly to the Doc, where all the information (including comments and supporting files) is waiting.

Each category can be set to **Active** (emails are sent) or **Inactive** (no email is sent).

- **New Pending Doc:** a Doc requires action
 - Unless you check Colbi Docs religiously, it is recommended this always be set to **Active**.
- **Doc Moves Forward:** a Doc you've acted on moves forward
- **Doc Sent Backwards:** a Doc you've acted on is sent backwards
- **Doc Deleted:** A Doc you've acted on is deleted
- **Doc Denied:** A Doc you've acted on is denied or closed without being approved
- **Doc Approved/Closed:** A Doc you've acted on is approved
- **Doc CC Received:** When a Process calls for your role to be CCed
- **Comment Added:** When someone comments on a Doc you've acted on

Email Notifications:

- New Pending Doc: Active 
- Doc Moves Forward: Inactive 
- Doc Sent Backwards: Inactive 
- Doc Deleted: Inactive 
- Doc Denied: Inactive 
- Doc Approved/Closed: Active 
- Doc CC Received: Active 
- Comment Added: Active 

Submittal



Submittals



The Contractor can reopen a closed Submittal.

The Submittal process is for the Contractor to submit materials to be used in construction for the Architect to review and approve. Colbi Docs handles the paperwork part of submittals only — sometimes, there will be physical samples that need to be reviewed.

Responsibilities are shown on the following page, along with the form.

- Required by: 
- Optional for: 

The top of the Submittal form is filled in by the Contractor with information about materials to be submitted. They should enter a **Description**, **Drawing Reference** and **Specifications Reference**.

If the approval is **Time Critical**, check the box, then enter a **Required by Date** (along with a **Justification** as to why). If the materials are stored as **Separate Materials**, check the box, then enter the **Location of Separate Materials** for physical examples.

☒ Time Critical
 Required By:
 Justification:

☒ Separate Materials
 Location of Separate Materials:
 Date Approved:

The Architect should check the appropriate box for **No Exception Taken**, **Reviewed for Information Only**, **Rejected**, **Revise and Resubmit as Noted**, and **Implement Correction Noted**. There is a box for said **Notes**. If approved, the **Date Approved** should be entered.

We recommend you allow linking to closed **Submittals** in every process.

Next Action Required

Print

Angila Etiwanda Project Architect

Review for compliance with design specifications and drawings

FHS Phz 2A — Submittal — Sub 001

Submittal Date 12/02/2017



Contract	Midnight Construction
Description	Concrete Mix Design
Notes	
Tags	

Submittal



Drawing Ref:
Spec Ref: **Div 03: 1.1b**
☒ Time Critical
Required By: **4/15/17**
Justification: **Schedule Item 102 - need to place foundations before we can do other stuff**
☐ Separate Materials
Date Approved: **###/###/####**
☐ No Exception Taken
☐ Reviewed for Information Only
☐ Rejected
☐ Revise and Resubmit as Noted
☐ Implement Correction Noted
Notes:

Supporting Files:

Date	Added By	Description	Link	Additional History
12/02/2017	Sledge Hammer	Concrete Mix design	Concrete Mix design.jpg	-

Comments:

Date	Who	Comments
12/02/2017	Chas Monroe	hud? What spec section?
09/13/2018	John Goshorn	Add Comment Here

Click to Add Comment

Submittal Progress:

Who	Role	Action	Date
Sledge Hammer	Contractor	Created and Sent Forward	12/02/2017
Chas Monroe	Construction Manager	Sent Back to a Previous User	12/02/2017
Sledge Hammer	Contractor	Approved and Sent Forward	12/02/2017
Chas Monroe	Construction Manager	Confirm Contract Compliance	12/02/2017
Angila Etiwanda	Project Architect	(Pending)	

Request for Information

Request for Information (RFI)



The Contractor can reopen a closed RFI.

The Request for Information (RFI) is intended to provide the Contractor a means to ask questions and get clarification from the Architect in order to build the project correctly.

The Request for Information works simply. The Contractor fills out the **Question**, with **Drawing References** and **Specification References** as needed.

The Architect fills in the **Answer** and selects if a **CO** or **As-Built is Required**.

If the answer is **Time Critical**, check the box, then enter a **Required by Date** (along with a **Justification** as to why).

☒ Time Critical

Required By:

Justification:

Answer:

It is best practice to have the Contractor accept the Architect's answer as adequate by closing the RFI. The Construction Manager and Owner's Rep are allowed to reopen a closed RFI is needed. A revision number is appended to the RFI #. When setting up the RFI process template, it is recommended you allow linking to closed **RFIs**, **Submittals**, and **Pending Changes**.

FHS Phz 2A – New Request for Information (RFI)

RFI Date 09/13/2018

(Some Fields Below are Required)

Contract	Midnight Construction
Description	
Notes	
Tags	Separate Tags using a Comma (,)

RFI ?

Question:	
Drawing Ref:	
Spec Ref:	
<input checked="" type="checkbox"/> Time Critical	
Required By:	##/##/####
Justification:	
Answer:	
<input type="checkbox"/> CO Required <input type="checkbox"/> As-Built Required	

Supporting Files:

Date	Added By	Description	Link	Additional History
(No Supporting Files were Found)				

Add/Replace

Linked Docs:

(Hide Available Docs)

Search:

ID #	Process Name	Completion Date	Description	
RFI - 0001	Request for Information (RFI)	12/02/2017	Please confirm roof sheathing that needs to be replace	Add
CO - 001	Change Order (CO)	11/13/2017	Contract Change	Add

Pending Change

The Pending Change (PC) process tracks the Owner's Request for Proposals (RFPs) and the Contractor's Request for Pending Change. A PC documents the impact of a change in work, cost, and/or schedule.

Best practice is to provide for linking of closed **Pending Changes, RFIs, and Submittals.**

Request for Proposal (RFP)



The Pending Change form provides for a **Description** of the change, the Contractor's **Proposed Amount** and **Proposed Time** change. The Contractor should attach a detailed breakdown of material, labor, equipment, overhead, and profit as a **Supporting File**.

If the answer is **Time Critical**, check the box, then enter a **Required by Date** (along with a **Justification** as to why).

☒ Time Critical

Required By:

Justification:

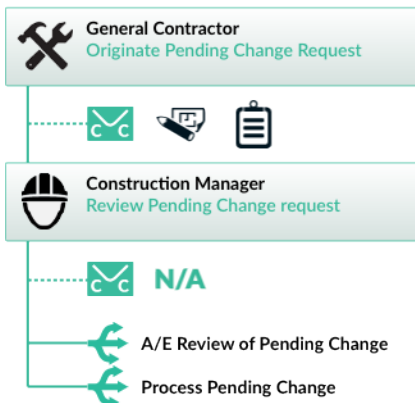
If the Pending Change is an Allowance Draw, Select the **Is an Allowance Draw?** check box for more details.

☒ Is an Allowance Draw?

ID	Allowance Name	Contract
1	Roofing Allowance	General Contractor 1

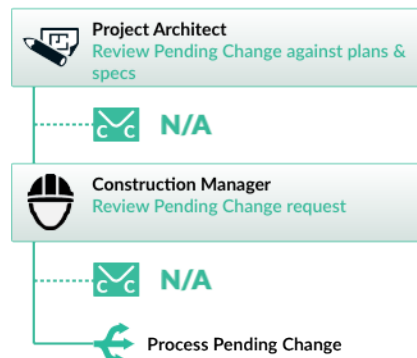
Draw from Allowance:

Request for Pending Change

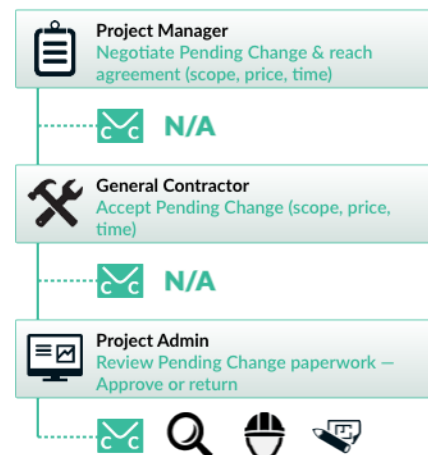


The Project Manager should fill out the **Approved Amount**, **Approved Time**, and whether there is a **Notice to Proceed**. Select **Time Critical** for a **Required By Date**. Provide a **Justification**.

A/E Review of Pending Change



Process Pending Change



This Doc was marked as **Negotiated** by Danny Pounderia on 11/16/2017.

Print

SPHS New Const — Pending Change (PC) — PC 004

PC Date 11/16/2017

Contract	Prætorian Construction
Description	Parking lot
Notes	Need to change the direction of traffic flow and designate additional parking spaces for staff and faculty.
Tags	

Pending Change ?

Per Contract General Conditions, Contractor shall not proceed with changed work without prior written authorization.

Proposed Amount: \$ 20000.00

Proposed Time: 3 days

☐ Time Critical

Attach supporting files including detailed breakdown of material, labor, equipment, overhead, and profit for each trade.

☐ Is an Allowance Draw?

Cause: District

Approved Amount: \$ 20000.00

Approved Time: 3 days

☒ Issue Notice to Proceed (NTP)

NTP Date: 11/27/2017

Attach as supporting files a fully executed written notice to proceed with change work, (must be signed by the owner and the contractor).

☐ Unilateral Change

Supporting Files:

Date	Added By	Description	Link	Additional History
(No Supporting Files were Found)				

Linked Docs:

ID #	Process Name	Completion Date	Description
(No Linked Docs were Found)			

Comments:

Date	Who	Comments
09/13/2018	John Goshorn	Add Comment Here

Click to Add Comment

PC Progress:

Who	Role	Action	Date
Adrian Michaelson	Construction Manager	Created and Sent Forward	11/16/2017
Jeff Steaston	Contractor	Respond to Request for Proposal (provide cost & schedule info)	11/16/2017
Adrian Michaelson	Construction Manager	Review RFP Response	11/16/2017
Monica Awadi-bibi	Project Manager	Negotiate PC & Reach Agreement (Scope, Price & Time)	11/16/2017
Jeff Steaston	Contractor	Accept PC (Scope, Price & Time) (do not proceed w/o written NTP)	11/16/2017
Danny Pounderia	Project Admin	Approved and Closed	11/16/2017

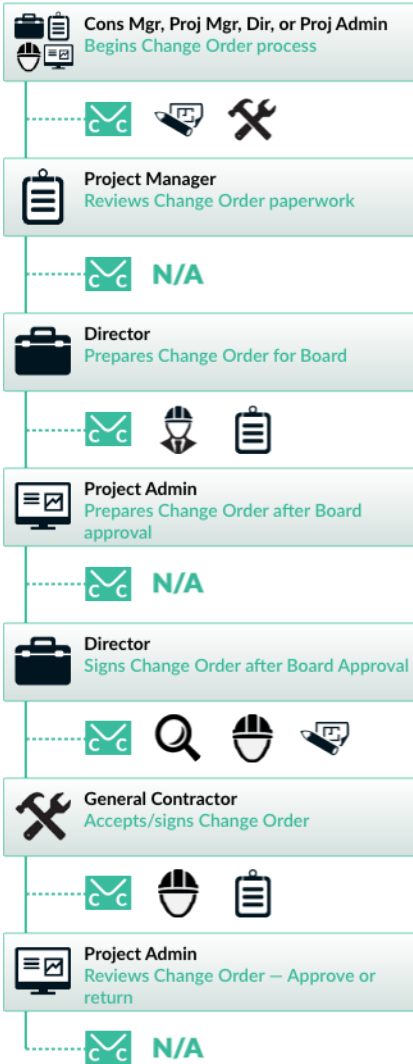
Reopen and Revise Doc: ?

Send Back to: Danny Pounderia - Approved and Closed

Reopen Doc

Change Order

Change Order



After the scope, cost, and time of one or more Pending Changes has been agreed to by owner and contractor, it needs to be formally incorporated into the contract via Change Order. Multiple pending changes can be combined into one change order.

Change Orders are filled out by the Construction Manager and Project Manager. The Project Admin should enter the **Board Approval Date** and finalize the Change Order.

If the **Contains Unilateral PCs** is checked, this flags the Pending Change as one approved for construction, without acceptance by the Contractor.

Unilateral changes are rare and avoided as they may result in litigation.

This Change Order includes the following changes to the Contract scope of work.

PC ID	Description	Change Amount	Days	NTP Date
PC - 0007	Change road section in parking lot due to bad soil conditions.	\$47,000.00	0	
PC - 0009	Need to paint the hallway lockers from black to blue.	\$6,000.00	0	
PC - 0010	Provide doorframe & doors missing on plan Door schedule.	\$15,000.00	1	

PC Change Amount: \$68,000.00 1

Allow ID	Description	Contract	Change Amount	Days	% to Owner
Allow 001	Roofing Contingency	Midnight Construction	\$-2,000.00		100

Allowance Change Amount: \$-2,000.00 0

Select the available **Pending Changes** and **Allowances** from the bottom of the form to include in the Change Order. *Any Allowances selected will be closed out.* **Change Amounts** will populate automatically.

Some districts choose to have the Architect and Inspector sign off on a Change Order. These approvals can be added as steps in the process.

This Doc was marked as Fully Executed by Danny Pounderia on 11/16/2017.

Print

SPHS New Const — Change Order (CO) — CO 03

CO Date 11/16/2017

Contract	Praetorian Construction
Description	Parking lot
Notes	Need to change the direction of traffic flow and designate additional parking spaces for staff and faculty.
Tags	

Change Order ?

Contract NTP Date: 07/01/18
 Original Contract Amount: \$ 4000000.00
 730 days
 Change by previous COs: \$ 150500.00
 9 days
 Change by this CO: \$ 20000.00
 0 days
 New Total Contract Amount: \$ 40170500.00
 739 days
 New Contract Completion Date: 7/9/2020
 Board Approval Date: 11/22/2017

☐ Contains Unilateral PCs

This Change Order includes the following changes to the Contract scope of work.

PC ID	Description	Change Amount	Days	NTP Date	
PC 0004	Parking lot	\$20,000.00	3	11/27/2017	
		PC Change Amount: \$20,000.00	3		
Allow ID	Description	Contract	Change Amount	Days	% to Owner
(No Allowances have been Linked)					

Supporting Files:

Date	Added By	Description	Link	Additional History
(No Supporting Files were Found)				

Linked Docs:

ID #	Process Name	Completion Date	Description
(No Linked Docs were Found)			

Comments:

Date	Who	Comments
09/13/2018	John Goshorn	Add Comment Here

Click to Add Comment

CO Progress:

Who	Role	Action	Date
Adrian Michaelson	Construction Manager	Created and Sent Forward	11/16/2017
Monica Awadi-bibi	Project Manager	Review Change Order Paperwork	11/16/2017
Steve Johnston	Director	Prep' Change Order for Board	11/16/2017
Danny Pounderia	Project Admin	Prep' CO after Board Approval	11/16/2017
Steve Johnston	Director	Sign Change Order upon Board approval	11/16/2017
Jeff Steaston	Contractor	Accept/Sign Change Order	11/16/2017
Danny Pounderia	Project Admin	Approved and Closed	11/16/2017

Reopen and Revise Doc: ?

Send Back to: Danny Pounderia - Approved and Closed

Reopen Doc

Inspection Deficiency Notice

An Inspection Deficiency Notice is written direction from the Project Inspector that work completed incorrectly must be corrected.

The Project Inspector should fill out the top of the form, noting a **Description of Deficiencies**, **Drawing Reference**, and **Specifications Reference**.



☒ Time Critical

Required By:

Justification:

If the correction is Time Critical, check the box, then enter the **Required By Date** along with a **Justification**.

After the deficiency is corrected (and the Doc routed back to the Project Inspector), it should be noted in the field **Correction Verified**.

When setting up the RFI process template, it is recommended you allow linking to closed **RFIs**, **Submittals**, **Pending Changes**, and **Change Orders**.

This Doc was marked as **Corrected** by Soledad Lambson on 11/03/2017.

Print

SMHS-NSC — Inspection Deficiency Notice (IDN) — IDN1

Notice Date 11/03/2017

Contract	Conner McKee Construction
Description	Concrete forms
Notes	
Tags	

Inspection Notice ?

You are notified to rectify the described deficiencies to satisfaction of the Project Inspector of Records (IoR)

Description of Deficiencies: **Concrete forms are not built to code.**

Drawing Ref: **3**

Spec Ref: **5**

☒ Time Critical

Required By: **11/10/2017**

Justification: **See building code 356.21**

Failure to comply as requested gives the district the right to enforce specific provisions of your contract allowing the district to rectify deficiencies through the district workforce or other contractors and deducting costs for such from your contract.

Correction Verified: **Concrete forms are up to coding standards.**

Supporting Files:

Date	Added By	Description	Link	Additional History
(No Supporting Files were Found)				

Linked Docs:

ID #	Process Name	Completion Date	Description
(No Linked Docs were Found)			

Comments:

Date	Who	Comments
09/13/2018	John Goshorn	Add Comment Here

Click to Add Comment

Notice Progress:

Who	Role	Action	Date
Soledad Lambson	Project Inspector	Created and Sent Forward	11/03/2017
Jeff Steaston	Contractor	Correct construction deficiency	11/03/2017
Soledad Lambson	Project Inspector	Approved and Closed	11/03/2017

Reopen and Revise Doc: ?

Send Back to: Soledad Lambson - Approved and Closed

Reopen Doc

CLAIM RESOLUTION PROCESS

If Contractor's DISPUTE has not been resolved during the Dispute Resolution Process, the Contractor shall submit *within thirty (30) days* of rejection of DISPUTE a CLAIM with the required documentation as set forth in Article 25.

Contractor shall furnish three (3) CERTIFIED COPIES of the required CLAIM documentation. Individual CLAIMS may be aggregated. Each individual CLAIM must be complete when furnished. The evaluation of Contractor's CLAIM(s) will be based solely on District records and the CLAIM documents furnished by Contractor.

CERTIFIED CLAIM(s) MUST INCLUDE:

Background

Chronology

Legal Basis
for District
Liability

Supporting
documentation
of merit or
entitlement

Supporting
documentation
of damages

Time impact
schedule
analysis

Summary of
Damages for
each issue

Issues not included in
CLAIM will not be
considered.

CLAIM must be
certified by a
responsible officer of
the Contractor.

Supporting documentation of merit, entitlement or damages for each issue shall be cited by reference, photocopies, or explanation. Supporting documentation may include, but shall not be limited to the Contract Documents; correspondence; conference notes; shop drawings and submittals; shop drawing logs; survey books; inspection reports; delivery schedules; test reports; daily reports; subcontracts; fragmentary CPM schedules or time impact analyses; photographs; technical reports; requests for information; field instructions; and all other related records necessary to support Contractor's Claim.

District may
withhold from a
progress payment
and/or the final
payment an amount
not to exceed 150
percent of the
disputed amount.

Prepare Settlement Agreement and / or
Release of Claims as appropriate.

DISTRICT'S WRITTEN DECISION. District Facilities Director will provide a written *decision* to Contractor's Claim. The District's written decision shall be final and binding, but subject to mediation.

RESOLVED

REJECTED

MEDIATION. Within thirty (30) days after the District renders its written decision, the Contractor may request that the parties submit the CLAIM(s) to mediation. Absent a request for mediation, the District's written decision is final and binding on the parties.

LITIGATION.
Commenced
w/in 90 days of
Mediation

DISPUTE RESOLUTION PROCESS / 90-day Procedure

CONTRACTOR SUBMITS DETAILED DISPUTE:
Presented to the District *within thirty (30) calendar days* of the incidents giving rise to the Dispute.

AGREE

ISSUE CHANGE ORDER

ARCHITECT'S INITIAL DECISION: District's Architect issues a written decision regarding the Dispute to Contractor *within ten (10) calendar days* of receipt of the Dispute from the Contractor.

DISAGREE

WHERE THERE IS PARTIAL AGREEMENT: If Contractor and the Architect partially agree on the resolution of Dispute, Architect issues a written decision or prepares a Change Order for amounts **NOT IN DISPUTE**.

MEET AND CONFER

WHERE THERE IS NO AGREEMENT: If the Contractor and Architect do not agree on the resolution of Contractor's Dispute, Contractor must, within ten (10) calendar days of the date stated in District's written decision, request a review. Failure to request review within 10 day timeframe waives rights to seek any further relief relating to Contractor's Dispute.

CONTRACTOR'S REQUEST FOR REVIEW OF DISPUTE: Contractor shall request, in writing, for a review to the District with copy to the Architect, *within ten (10) calendar days* of receiving the Architect's rejection of Contractor's Dispute. **MUST** include copies of all documentation the Contractor intends to rely upon in substantiating Contractor's position regarding the Dispute.

If no decision is issued within thirty (30) days, deemed **REJECTED**.

If CM decision resolves Dispute, Issue Change Order

DISTRICT'S WRITTEN DECISION: District will review the Dispute and provide a written decision to Contractor and Architect *within thirty (30) calendar days* from the date the request for review and supporting documentation are received. The District has the option to meet with Contractor, or with Contractor and any other party, before issuing a decision.

DISAGREE

PROCEED TO CLAIM PROCESS

1. RESOURCE APPENDIX

1.11. Project Management

1.11.4. Districtwide Standards

1.11.4.1. Elementary School Educational Specifications

1.11.4.2. Middle School Educational Specifications

1.11.4.3. High School Educational Specifications

1.11.4.4. Material and Product Standards

1.11.4.5. Sole-Source Resolution



Due to the size of the files listed on this page and the frequency with which they are updated, this Appendix includes links to the page on the District website where readers can find the referenced files.

1. RESOURCE APPENDIX

1.11. Project Management

1.11.5. 2016 Facilities Master Plan

1.11.5.1. 2018 Update

1.11.5.2. 2019 Update

1.11.5.3. 2020 Update

1.11.5.4. 2021 Update

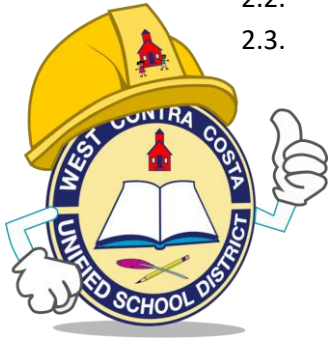


Due to the size of the files listed on this page, this Appendix includes links to the page on the District website where readers can find the referenced files.

SECTION 5. APPENDICES TABLE OF CONTENTS

2. AUDIT APPENDIX

- 2.1. Master List of 2016 Forensic Accounting Investigation Phase II Report & FY 17-19 Program Effectiveness Audit
- 2.2. Audit Reference Guide for the 2016 Forensic Accounting Investigation Phase II Report
- 2.3. Audit Reference Guide for the FY 2017-2019 Program Effectiveness Audit



ML	Ref.	Recommendation
1	TC 1-1	Employ methods of reaching out to the entire community to advertise the opportunity of membership in the CBOC. These methods may include posting the need on the District website, inclusion in newsletters already used to communicate with District families, and newspaper advertising (if this method does not prove to be cost prohibitive).
2	TC 2-1	Clarify language included in the “Additional Steps” of the Facilities Master Plan Implementation to provide for a specific time period in which the “period review” of the Facilities Master Plan will occur. For example, a statement that every five years the Facilities Master plan will be assessed with the involvement of the community provides specific timing that will increase transparency and accountability.
3	TC 2-2	When the District seeks the passage of a future bond measure(s), include language in the bond measure that specifically refers to the Board approved Long-Range Facilities Master Plan. Adding this language to the bond measure will afford the District increased transparency, allow the voters to better understand the projects and timeline of the projects that will be undertaken with the bond proceeds, and will hold the District and Board members accountable to the public. The language added to the bond measure should include a statement that provides the District with some flexibility in the event of an unforeseen or catastrophic event, requires that the Board approve revisions made to the Facilities Master Plan, and indicates the means by which the public could obtain a copy of the approved Facilities Master Plan.
4	TC 4-1	Include in the Governance Handbook examples of what would constitute the performance of a management function to help clarify the significance of the statement that Board members refrain from performing management functions. For example, include language to the effect that directing or attempting to direct the work of District vendors is not appropriate conduct for a Board Member. In addition, the Board should consider establishing a policy that restricts the frequency with which Board members may visit District offices or school facilities.
5	TC 4-2	Require that the Board members attend the Brown Act training workshop when attending the CSBA training or provide this training to Board members in-house.
6	TC 4-3	Include a conflict of interest section in the Governance Handbook that specifically defines the concept of conflict of interest, identifies restrictions placed on Board members related to conflict of interest issues, and provides examples of what a conflict of interest would be. Having this clear guidance stated in the Governance Handbook will ensure that all relevant policy information is in one location that is easy for Board members to reference.

ML	Ref.	Recommendation
7	TC 4-4	Develop a Board policy on conflict of interest specific to Board member relationships with District vendors and contractors, and include this policy in the Governance Handbook. The District may consider the inclusion of a statement that reminds Board members that they shall, at all times, avoid the appearance of a conflict of interest. The statement may also mention that prior to participating in a discussion or vote on a proposed contract, a Board member shall disclose in open session the nature of any relationship that he/she may have with any proposed vendor/contractor, or the agent, employee, or subcontractor of any proposed vendor/contractor that may create an appearance of impropriety. It is important that this disclosure include, but not be limited to, the amount of campaign contributions over a certain amount received by the Board member during the campaign for their current term or contributions received during the current term.
8	TC 4-5	Provide guidance in the Governance Handbook and Board Policy related to the degree of authority Board members should have related to proposing amendments to vendor contracts. If this would be considered acceptable practice, a formal process should be designed and implemented to avoid vendor contract amendments that may not be in the best interest of the District. This policy should include the Board consulting with legal counsel whenever the Board desires modifications to be made to the terms of a contract.
9	TC 4-6	Develop and implement a Board member training calendar that is hosted directly by the District. This training calendar should be designed to ensure that all Board members receive the training at least annually and new Board members receive the training within one month of taking their position. The training should be presented by someone that is experienced with district board governance issues, such as an attorney. The training should cover all of the items included in the Governance Handbook. This would ensure that all Board members are receiving the necessary training and provide Board members with an opportunity to ask questions.
10	TC 5-1	Establish an annual, internal review of the Long Range Facilities Master Plan and make necessary revisions, based on internal and/or external factors that will affect the Master Plan, subject to the Board of Education approval. This annual review should take place to ensure that the District and Board are considering and addressing whether revisions are needed due to available funding, changes in critical needs, etc.

ML	Ref.	Recommendation
11	TC 5-2	Develop and implement written procedures related to the development of detailed, multi- year, line-item budgets for the twenty-one (21) priority schools based on the Implementation Plan. The written procedures should include the process and timing for when detailed budgets will be prepared, approved, and entered into Munis. The written procedures should also include the following: a. The detailed, line-item budgets for projects should be entered in Munis as the beginning of each fiscal year so that project budgets with a projected construction period of more than one fiscal year can be tracked. Additionally, if estimated budgets are entered at the beginning of each fiscal year, there should be fewer budget revisions and transfers of funds throughout the fiscal year.
		b. The detailed, line-item budgets should be reviewed on a regular basis by management. The review should determine the accuracy and appropriateness of expenditures and if the remaining line-item budgets are sufficient to fund contract proposals and other projected costs related to the projects for the fiscal year.
12	TC 6-1	Develop and implement written procedures related to budgeting practices that include, but are not limited to, budget preparation, tracking, reporting, and approval processes. The written procedures should: a. Identify all steps in the budgeting process, from the development of a budget for approved projects to the final reporting of budget to actual costs at project completion.
		b. Identify all forms to be used in the budgeting process, the purpose and workflow of the forms, and the proper review and approval signatures required on the forms. c. Identify all schedules and reports used in the budgeting process that will allow staff to adequately track, monitor, and report on project budgets. Identify who is responsible for creating, updating, reviewing, and approving each schedule and report. d. Identify how and when to perform certain steps, such as, the budget verification process and the formulation of the budget string. e. Incorporate appropriate sections in the written procedures to address all recommendations included below.

ML	Ref.	Recommendation
13	TC 6-2	Require that the budget verification performed in Munis by the Sr. Facilities Planning Specialist be performed prior to the approval of contracts and change orders by the Board. This will ensure that there is sufficient budget for a contract prior to Board approval. If funds must be transferred to increase the available budget, notify the Board of this transfer or budget revision at the time that the contract is approved for better transparency to the Board and public related to the impact of contract approvals. Additionally, as recommended in TC6-6, ensure that the appropriate Board action is taken to approve budget amendments/transfers. The recommended timing for these actions is as follows:
		<p>a. Transfer between major object codes (no impact on ending fund balance) – at least monthly to satisfy the requirements of California Education Code.</p> <p>b. Transfer of fund balance (decrease/increase in ending fund balance) – as a separate agenda item at the same Board meeting at which the contract is presented for approval/ratification.</p>
14	TC 6-3	Require the Sr. Facilities Planning Specialist to initial and date the Munis Contract & Purchase Order Form to document that the budget verification function has been performed. This will provide the proper audit trail to document that the budget verification step took place.
15	TC 6-4	Require the Principal Accountant to initial and date the Munis Contract & Purchase Order Form to document that the budget string was reviewed for accuracy. In addition, the Principal Accountant must verify that the affected general ledger account string is appropriate and accurate for the specific contract based on the assigned budget string. This will ensure that there is proper review and oversight in this step and provide the proper audit trail documentation.
16	TC 6-5	Require that the Principal Accountant continue the review of the Project Budget Amendment/Transfer Form to verify that the budget amount(s) is accurate and project string(s) is appropriate. Add a section to the form for the Principal Accountant's initials and date to document that this review occurred. Additionally, add a section where the funding source and total amount of the amendment/transfer(s) can be documented.

ML	Ref.	Recommendation
17	T6-6	Develop a form that can be used by the Bond Finance Department to reflect the budget amendment/transfer transactions entered into Munis from the Project Budget Amendment/Transfer Form(s). The form can be used as the District's written resolution for budget amendments and transfers between expenditure classifications. Take the new form to the Board as budget revisions for ratification and certification at its regularly scheduled meetings on a timely and consistent basis (at least monthly). Maintain a log of budget revisions approved by the Board with totals for each expenditure classification. This log can be used in the preparation of Interim Reports as the Board Approved Operating Budget. This log can also be used to determine the ending fund balance for the Building Fund whenever there is an amendment (increase or decrease) to the project budget at any given time period.
18	TC 6-7	Develop and implement procedures related to the preparation and submission of Bond project budget reports that provide project budget status to the Board. District staff must decide whether it will create a new project budget report or continue the use of the EAW. However, the project budget status report should be a separate item from the approval of any budget increase or decrease to a project.
19	TC 6-8	Develop and implement procedures related to the preparation and submission of budget increase(s) or decrease(s) to a Bond project for Board approval. The submission must be separate from the approval of contracts and change orders. In addition, it must be prepared and submitted on a consistent and regular basis.
20	TC 6-9	Prepare and maintain a worksheet for each project that will provide budget history and applicable expenditures for the duration of the project. This worksheet can be used to assist in the financial decision making related to the project. This worksheet can also be used to prepare the project budget status to the Board. Furthermore, it is recommended that the District include in the worksheet a reconciliation between the project budgets reported in the SACS reports (prepared on a fiscal year basis) and the project budget status report (prepared based on the duration of the project).
21	TC 7-1	Ensure full implementation of the procedures related to construction contracts (as revised October 2015), including, but not limited to, completion of the Prequalification Evaluation Form and Proposal Approval Checklist.
22	TC 7-2	Ensure that the review of contractor's license information is documented and maintained for all construction contracts to demonstrate completion of this critical compliance step.
23	TC 7-3	Ensure full implementation of professional services contracting procedures (as revised October 2015), including, but not limited to, completion of management review prior to approval by the Board (where applicable), documentation indicating that this management review occurred, and completion of the Proposal Approval Checklist.

ML	Ref.	Recommendation
24	TC 7-4	Require formal documentation of the informal vendor proposal review and selection process for professional services contracts. Formal documents that should be retained include the rating of firms based on proposal documents received, the selection of firms for interviews and results of those interviews, the completion of background checks, and all other documentation relevant to justify the vendor selected.
25	TC 7-5	Incorporate a formal, documented process to perform a conflict of interest check for all vendors submitting proposals to the District for the bond program. In this process, the District should require vendors to disclose to the District as part of the proposal process the following information: a. Any potential familial relationships between the vendor or its employees and District Board members or employees, b. Any potential financial interests between the vendor and District Board members or employees, and c. Contributions made to and/or gifts and entertainment purchased on behalf of District employees, Board members, or individuals/entities related to or affiliated with Board members or employees.
		The disclosures made by the potential vendors should be reviewed by the District and compared to the District's conflict of interest policy. If potential conflicts are identified, the District must evaluate and determine whether (1) the potential conflict prohibits the vendor from conducting business with the District, or (2) if certain decision makers within the District must abstain or refrain from making decisions involving the vendor. If appropriate, the District should seek guidance from legal counsel.
26	TC 8-1	Ensure the Proposal Approval Checklist is fully implemented and includes the final approval signature by the delegated authority.
27	TC 8-2	Add a budget review section on the Proposal Approval Checklist to document that a review of the project budget was performed by appropriate personnel as part of the proposal review and approval process. The signature should either (1) confirm that the contract will not result in the project exceeding budgeted amounts or (2) identify when the budget is not sufficient so that appropriate budget adjustment steps can be taken.
28	TC 8-3	Require that District legal counsel perform a regular review of contract templates to ensure that contracts include all necessary sections and language to adequately protect the District. Significant deviations from the contract template should be forwarded to the District's legal counsel for review.

ML	Ref.	Recommendation
29	TC 8-4	Require that vendors comply with District conflict of interest policies and disclose to the District, within an established time frame, when potential conflicts of interest arise. Update vendor contract templates to include language related to the District conflict of interest policies and what actions by the vendors are prohibited and reportable. Require that vendors sign acknowledgment forms indicating that they will comply with the District's conflict of interest policy and that there are no known relationships (or financial transactions) that would create a conflict.
30	TC 8-5	Update District policies to prohibit vendors from beginning work and receiving payment until all necessary documents have been submitted and the District executes the contract (except for work that qualifies as an emergency under California Public Contract Code). This will help protect the District and ensure that only appropriate vendor disbursements are made. The Payment Approval Form, which documents invoice approvals, should require that an executed contract is in place prior to payments being made.
31	TC 8-6	Add a section to the Notice to Proceed Checklist that documents the date the executed Notice to Proceed and executed contract was sent to the contractor.
32	TC 8-7	Ensure that all recommendations included above are incorporated into the written policies and procedures. This will ensure that District staff has clear guidelines to follow, will assist in training during turnover, and will provide consistency in processes.
33	TC 8-8	Once the policies and procedures manual related to vendor contracting is complete and fully implemented, a review should be performed by the District's internal auditor (or an independent third party) to ensure that all procedures are being followed.
34	TC 9-1	Revise procedures to require that proof of publication for invitation(s) to bid is retained with the bidding documentation to ensure the complete bid package is kept intact.
35	TC 11-1	Revise the invoice payment procedures to establish a deadline for completing the invoice rejection letter within a specified number of days, such as 5 business days from receiving the invoice.
36	TC 11-2	Implement the invoice rejection letter as soon as practical.

ML	Ref.	Recommendation
37	TC 11-3	After full implementation of the vendor invoice rejection letter process, the District should perform a review of vendor payments exceeding the 30 day limit to determine (1) if the late payment was a result of a breakdown in District internal controls or vendor hindrance, and (2) if due to a vendor hindrance, was the invoice rejection letter used to support the reason for the late payment. This review should be performed approximately three months after full implementation of the vendor invoice rejection letter to ensure that the process is working and has improved the timeliness of vendor payments.
38	TC 11-4	Ensure that vendor invoice payments are processed only after all required signatures are present on the Payment Approval Form. Alternate signers should be identified in the event that a required signer is out on an extended absence and there is an urgent need for payment.
39	TC 11-5	Ensure the Payment History/Approval Form is signed by the District Project Manager. If the Project Manager initials/signs the invoice to document this approval, a statement indicating that approval is documented on the invoice should be included on the Payment History/Approval Form.
40	TC 12-1	Develop written procedures or a policy to address the District's involvement in the prequalification of individuals employed by professional services vendors and working on the District bond program or bond projects. This should include assigning District staff that is responsible for reviewing and approving staffing added throughout the term of the contract to ensure that the additional staffing is needed and is not a function that can be performed by the District. This becomes particularly important when certain functions are outsourced to a vendor, such as bond program management, and when fees are billed based on pre-established billing rates for actual hours incurred (rather than a fixed fee). Where possible, professional services contracts should identify anticipated staffing level details (number of individuals and titles).
41	TC 12-2	If the service provider requires an amendment to identify and approve staffing levels in the contract that will result in increased costs, the vendor should request an add service that routes through the normal add service approval process. If the staffing change does not result in a cost change, an internal form documenting the individual's qualifications and District approval is recommended.
42	TC 13-1	Develop detailed, written procedures for the change order review and approval process. The written procedures should: a. Identify each step in the review and approval process. b. Identify all forms to be used in the change order process, the purpose and work flow of the forms, and the proper review and approval signatures required on the forms. c. Identify what documents should be maintained as support with the change order packet. d. Incorporate appropriate sections in the written procedures to address all recommendations included below. Detailed, written procedure documents will provide clear guidelines for District staff to follow and consistency when there is staff turnover.

ML	Ref.	Recommendation
43	TC 13-2	Require the Director of Contract Administration and Chief Engineering Officer to initial and date the change order packet (or a separate, attached form) to document the review that is performed prior to the change order going to the Associate Superintendent of Operations and Bond Program in preparation for Board approval. This will provide the proper audit trail to document that this review took place.
44	TC 13-3	Create updated forms to reflect the approval signatures that are required. Some forms contain signature lines for individuals whose signature is not required nor typically given. For example, the PCO Summary form contains lines for the “Scheduler” and the “Deputy Program Manager,” neither of which seems to be part of the policies/procedures in practice.
45	TC 13-4	Consider including the Board Précis and Change Order Summary in the change order support packet to provide a clean audit trail.
46	TC 13-5	Consider implementing the use of a change order work flow check list that is completed with each change order. The check list would include a list of documents and signatures required at various steps in the process. This could assist District staff in ensuring that all necessary documents and signatures are obtained and document when key dates are entered into Munis.
47	TC 13-6	Develop detailed, written procedures for the add-service review and approval process. The written procedures should: a. Identify each step in the review and approval process. b. Identify all forms to be used in the add-service approval process, the purpose and work flow of the forms, and the proper review and approval signatures required on the forms. c. Identify what documents should be maintained as support with the add-service packet. d. Incorporate appropriate sections in the written procedures to address all recommendations included below. Detailed, written procedure documents will provide clear guidelines for District staff to follow and consistency when there is staff turnover.
48	TC 13-7	Ensure that the Proposal Approval Checklist Form is used with every add- service proposal. Add appropriate sections to the form to include the necessary signature/initials of the Associate Superintendent of Operations and Bond Program to allow documentation of recommendations TC 13-8 (49) and TC 13-9 (50).
49	TC 13-8	If the add-service proposal is over \$50,000, require the Associate Superintendent of Operations and Bond Program (ASO) to initial and date the add-service Proposal Approval Checklist Form (or a separate, attached form) to document the review that is performed prior to the add-service going to the Board.

ML	Ref.	Recommendation
50	TC 13-9	When submitting an add-service request to the Board for approval, include historical information related to add-services that have previously been approved for the vendor contract.
51	TC 13-10	Within six months after full implementation of the updated processes and policies for change orders and add-services, the District should perform a follow-up review to determine whether procedures are being followed.
52	TC 13-11	Work with Tyler Technologies (the company that licenses the Munis software) to determine if there is a way to properly record credit (deductive) change orders and add- services. If this is not possible, develop one standard method that is used by all staff to enter and track all credit (deductive) change orders and add-services to provide consistency. Train all staff on this process to ensure that it is followed.
53	TC 14-1	Ensure that written budgeting procedures (recommended in TC 6-1 (12)) include specific guidelines and instructions related to the use and maintenance of the multi-year function in Munis.
54	TC 14-2	Once the multi-year function in Munis is fully implemented, conduct an internal audit to ensure that it is implemented properly and to verify that there is a written process in place for the maintenance and revision of data entered for multi-year contracts. This internal audit could be conducted by the District's current internal auditor or by a third party.
55	TC 14-3	Work with Tyler Technologies (the company that licenses the Munis software) to modify the Contracts Module in Munis so that an invoice payment that is applied to the wrong contract can be corrected.

ML	Ref.	Recommendation
56	TC 14-4	<p>Ensure that the written budgeting procedures (recommended in TC6-1) include specific guidelines and instructions related to the creation of new bond projects in Munis, including the use of the New Project Form. The procedures should include, but are not limited to, the following areas:</p> <ul style="list-style-type: none"> The event that initiates the need for a new project in Munis Instructions for completing the form and its workflow List of authorized approvers Type(s) of supporting documentation that must be attached to the form A requirement for appropriate personnel to verify that the project number, funding source, and budget string are accurate A requirement that the Principal Accountant initials and dates the form to document that the information has been entered in Munis A requirement that the Executive Director of Bond Finance, or designee, reviews the Principal Accountant's coding in Munis for accuracy
57	TC 14-5	<p>Cross-train other bond program staff on the responsibilities and tasks assigned to the Principal Accountant and Project Analyst so that there is an employee that can perform these functions in the event of employee absences.</p>
58	TC 14-6	<p>Develop and implement written procedures related to the reconciliation process between the Munis General Ledger and Project Ledger that require the following: Prepare a reconciliation worksheet on a regular and consistent basis (at least monthly) Maintain the reconciliation worksheet and attach supporting documentation (such as reports used, payroll records, journal entries, etc.) to provide an appropriate audit trail Require the preparer to initial and date the worksheet indicating the reconciliation was performed The Executive Director of Bond Finance must review the reconciliation worksheet and initial and date the worksheet to document that the review has been performed.</p>
59	TC 14-7	<p>Determine whether the reports currently being prepared by the Project Analyst (such as Project Summary Ledger Reconciliation and Financial Summary Reports) are necessary for or valuable to the reconciliation process discussed in TC14-6. If these reports are valuable and will be utilized, include them in the written procedures recommended in TC14-6. The reports should be reviewed by the Executive Director of Bond Finance and included in the reconciliation process performed by the Principal Accountant. If the reports are not needed as part of the reconciliation done by the Principal Accountant, then determine whether they should be eliminated, revised to serve the purpose of reconciliation, or used for another purpose.</p>

ML	Ref.	Recommendation
60	TC 14-8	Review and modify, if necessary, the job descriptions of the Principal Accountant and Project Analyst to reflect the appropriate responsibilities related to the reconciliation process between the Munis Project Ledger and General Ledger.
61	TC 14-9	Ensure procedures are in place requiring that access rights in Munis for all data entry points related to the bond program be monitored and updated on a regular basis. Ensure that only appropriate District employees have access rights other than inquiry.
62	TC 15-1	Ensure that written procedures related to Primavera include all required steps and necessary documents in order to achieve and maintain the system's integrity and accuracy. Include the work flow and frequency with which certain steps are (or should be) performed. The written procedures should include, but not be limited to: a. The back-up system and process in place, b. The process for creating project numbers, c. The creation and use of the Munis-Primavera costs codes, and d. The process performed by the Master Scheduler to reconcile between Primavera and Munis.
63	TC 15-2	Develop a process that ensures the Master Scheduler receives appropriate and sufficient information regarding new construction and professional services contracts that are approved by the Board of Education. Either a copy of the contract can be provided or a contract synopsis can be prepared and provided to the Master Scheduler. This information should be provided within a week of contract approval to ensure that Primavera is updated promptly. Establish a timeline for when the contract information should be entered after receipt by the Master Scheduler.
64	TC 15-3	Develop and implement a process to ensure that bond program management and staff, construction managers, and third parties responsible for entering information in Primavera are adequately trained and cross-trained. This is particularly important when hiring new staff or consultants. Consider whether providing recurring training or refresher meetings would be appropriate to address deficiencies or problem areas, such as a delay in entering proposed change orders.
65	TC 15-4	Cross-train a District employee in the Primavera functions currently handled by the Master Scheduler, who is a District consultant.
66	TC 16-1	The financial reporting system(s) should include projections related not only to the construction related cost and master planning, but also cost related to the planning and administration associated with the bond program in order to provide a complete picture of projected expenditures.

ML	Ref.	Recommendation
67	TC 16-2	The District should ensure that as construction projects are delegated to program managers at the regional level, they are provided with the projections of cash receipts and expenditures related to their specific construction projects. As updates are made to these projections, those updates should be shared with the project managers at the regional level, as they will need sufficient information to enable them to manage the budget for the project.
68	TC 16-3	Share updates to program cash flow projections used in determining the schedule for the new Master Plan with the Board, the FSC, and the CBOC. This should be done on a periodic basis determined by the District in a format selected by the District. This report appears to be similar to the Report # 13, which was requested by the CBOC as of the 6/22/2016 meeting.
69	TC 16-4	<p>Once consensus is reached between the CBOC and the District regarding the report naming, presentation, format, and content; and once report development is finalized, develop written procedures for the preparation and distribution of reports so that processes can continue when there are changes in personnel. The written procedures should include the following:</p> <ul style="list-style-type: none"> a. Identify the type of reports to be generated. b. Indicate the interval with which reports should be generated, such as monthly. c. Require that the Executive Director of Business Services, Bond Finance reviews the reports prior to distribution to other management, staff, or other users. d. Identify the individuals that should receive the reports generated and the process for communicating questions or comments back to the Bond Finance Department
70	TC 16-5	Include footnotes in the Financial Status Reports and Cash Flow Reports to explain any differences that can be expected when attempting to compare the beginning balances (for items such a beginning cash balance and beginning fund balance) listed in these reports to the same items' ending balances reported in the Bond Program compliance audit report for the prior year. Furthermore, include footnotes, notes, or legends necessary to help report readers understand information provided in the reports submitted to the FSC and the CBOC.
71	TC 16-6	Include a footnote in the Monthly Warrant Listing reports to explain that the amounts listed in this report are not the total expenditure listed in the general ledger; as this report shows the amount of the check issued to the vendor and does not include not include retention withholdings piece of the expenditure. Additionally, this footnote should explain the meaning of retention withholdings.

ML	Ref.	Recommendation
72	TC 16-7	Implement a review process prior to finalizing reports. This process should include mathematical, spelling and grammar accuracy verification.
73	TC 16-8	Report the Common Core Technology budget in a consistent manner across reports.
74	TC 16-9	Consider using the term “commitments” instead of “encumbrances” when referring to amounts for contractual work the District is currently committed to over the life of the project.
75	TC 16-10	Review Cash Flow projection for Pinole Valley High School in light of the schedule of values from the contractor for this project to assess if adjustments may be necessary in presenting this projection.
76	FI1-1	Draft a “District Business Ethics Expectations” policy which articulates business ethics requirements for vendors, contractors and others doing business with the District Bond Program. Require all vendors, contractors, and subcontractors who will be doing business with the District Bond Program to implement a program requiring their employees sign acknowledgements that they have read and understand the “District’s Business Ethics Expectations” policy and the related obligations. This policy can be incorporated within the existing Board Policy 9270.
		a. Include language in this “District’s Business Ethics Expectations” policy which requires vendors, contractors and subcontractors, who will be doing business with the District Bond Program, to disclose in writing to the District when they make any contribution or donation to any organizations or nonprofit charitable organizations in any way related or connected to the District or District Board member and any contributions to campaigns for District Board members and Bond campaigns. b. This “District’s Business Ethics Expectations” policy should also address:
		i. District expectations that vendors, contractors, and subcontractors, while performing contract work, maintain business ethics standards aimed at avoiding any impropriety or conflict of interest which could be construed to have an adverse impact on the District’s best interests. ii. Vendors, contractors, and subcontractors shall permit interviews of employees, reviews and audits of accounting or other records by District representatives to evaluate compliance with the spirit of these business ethics expectations.

ML	Ref.	Recommendation
		c. Require Board members and District staff to fully disclose to the Board in writing any solicitation of contributions from vendors, contractors, subcontractors doing business with the District organizations related to campaigns and other organizations with some connection to the District and/or the District Bond Program. Encouragement of full disclosure will discourage the potential for any improper influences and encourage the consideration of possible recusal by a Board member.
77	FI1-2	Review any agreement(s), or policies with the ILC to ensure they are current, relevant and in compliance with all appropriate legal, administrative, and best business and ethical practices. Establish clear criteria with the ILC concerning eligibility of scholarships by children and family members of Board members or District Executives (including whether children of the same should be allowed to be recipients) and full disclosure to the public of these family recipients of ILC scholarships.
78	FI1-3	In coordination with the ILC, review and evaluate Mark marketing materials and information brochures about the ILC to ensure these materials fully disclose information about the donors and their vendor relationship with the District Bond Program.
79	FI1-4	As previously stated, the professional standards promulgated by the American Institute of Certified Public Accountants (AICPA) and the Association of Certified Fraud Examiners (ACFE) prohibit VLS from rendering an opinion as to whether there has been any fraud, criminal activity, corruption or bribery by anyone associated with this engagement. Therefore, VLS renders no opinion as to whether there has been any fraud, criminal activity, corruption, or bribery by anyone associated with this engagement. However, VLS recommends that legal counsel provide guidance and counsel to the Subcommittee for the Clay Investigation and the Board to determine whether this report should be referred to appropriate law enforcement agencies for appropriate action.
80	FI1-5	The District should consult with legal counsel to determine whether further course of action is appropriate. Specifically, the failure of SGI to provide requested documents and allow interviews of SGI personnel, which resulted in a scope limitation of the work VLS was able to perform. Therefore, SGI may have been in breach of the Right to Audit Clause of the contract between the District and SGI by failing to provide VLS access to requested documents after reasonable notice was provided.

ML	Ref.	Recommendation
81	FI2-1	Ensure that the written budgeting procedures (recommended in TC6-7) include specific guidelines and instructions related to bond project budgets. The written procedures should: Identify all steps in the tracking/updating process for bond project budgets. Include a list of all required documents (such as Board précis, purchase order, narrative, etc.) as supporting documentation to provide an audit trail. Identify all steps and the required documents in analyzing the bond project budgets to determine that the project budgets are sufficient to cover expenditures.
		Maintain a worksheet and attach appropriate reports to document that the analysis has been performed. Incorporate TC6-8 recommendation when a bond project budget is deemed insufficient. Identify who is responsible for tracking/updating, analyzing, reviewing, reporting and approving the bond project budgets and the timing for when these processes will be performed.
82	FI2-2	Ensure that the written budgeting procedures (recommended in TC 6-1 (12)) include specific guidelines and instructions related to budget data entry in Munis. Written procedures should: Identify the timeline of budget entries for each accounting period. Require a reconciliation process be performed at the beginning of each fiscal year (July 1) to verify that the adopted budget per the SACS report matches with the budget entered into Munis. This practice will ensure that the budget in Munis reflects the Board approved budget. The District's adopted budget is the starting point in preparing the First and Second Interim Reports.
83	FI2-3	Work with Tyler Technologies, the company that licenses the Munis software, to modify the budgeting function in Munis so that backdating of data entry is limited only to the prior accounting period.
84	FI2-4	Ensure that the written procedures (recommended in TC5-2 and TC6-2) related to the development of detailed, multi-year, line-item budgets for the approved bond projects (e.g. 21 priority schools) and the budget verification in Munis are implemented to prevent deficit spending.
85	FI3-1	Establish a procedure that requires that additional information be provided to the Board whenever a subcommittee (such as the Facilities Subcommittee) makes a recommendation to the entire Board that is contrary to the District staff recommended to that subcommittee. The information presented to the full Board should clearly identify the staff's recommendation, the basis for that recommendation, and the reason(s) that the recommendation was rejected. For example, the same presentation packet that is provided to the Subcommittee by the staff in making the recommendation should be provided to the full Board in the agenda package.

ML	Ref.	Recommendation
86	FI3-2	District contracts with vendors that use services of subcontractors should specify that the District vendor is required to pay its subcontractors within a certain number of days and include that these payments are subject to audit by the District or assigned representative.
87	FI3-3	When vendors are paid based on actual hours incurred, require that the vendors submit employee time cards along with the billing invoices. This should require that time cards include the date that work was performed, hours worked, location where work was performed, and a description of the work. This will provide the District with sufficient information to perform a detailed review of the invoices. Ensure that there is a District staff person assigned the responsibility for verifying that all supporting documentation is provided with invoices. Payment should be rejected if invoices do not have sufficient support. These requirements should be included in the vendor contracts.
88	FI3-4	Revise the current right to audit clause included in vendor contracts to include the following: At no additional cost to the District, vendor will provide the District, or its authorized representative(s), reasonable access to the vendor's facilities in order to conduct an audit At no additional cost to the District, vendor will provide the District, or its authorized representative, payroll files, copies of checks paid to subcontractors and any other type of documentation necessary in order to conduct an audit At no additional cost to the District, vendor will provide the District the right to interview all current or former employees to discuss matters pertinent to the performance of the contract
		At no additional cost to the District, vendor will provide the District adequate and appropriate work space, in order to conduct the audit as specified in the audit clause Vendor to agree that if an audit inspection or examination in accordance with the audit clause discovers overpricing or overcharging to the District by the vendor in excess of \$100,000 or any other reasonable amount, in addition to making the appropriate adjustment for the overcharges, the reasonable actual cost to the District for this audit shall be reimbursed by the vendor.
89	FI3-5	An appropriate approval process should be established for vendors who are allowed to make purchases of equipment items for which the District would normally keep equipment inventory. A District employee should be responsible for authorizing these purchases. Additionally, the District should tag these pieces of equipment and keep an inventory.

ML	Ref.	Recommendation
90	FI3-6	As previously stated, the professional standards promulgated by the American Institute of Certified Public Accountants (AICPA) and the Association of Certified Fraud Examiners (ACFE) prohibit VLS from rendering an opinion as to whether there has been any fraud, criminal activity, corruption or bribery by anyone associated with this engagement. Therefore, VLS renders no opinion as to whether there has been any fraud, criminal activity, corruption, or bribery by anyone associated with this engagement. However, VLS recommends that legal counsel provide guidance and counsel to the Subcommittee for the Clay Investigation and the Board to determine whether this report should be referred to the appropriate law enforcement agencies for appropriate action.
91	FI3-7	The District should consult with legal counsel to determine whether further course of action is appropriate for work steps (C). Specifically, for work step C (Billings for Sick And Vacation Time) it appears that the District paid SGI \$106,150 for sick, vacation, and any other type of paid time off that was expressly not authorized under the contract. District may want to consider appropriate course of action including expanding scope for further testing and appropriate action to recoup any monies paid out to SGI and not authorized under the contract with SGI.
92	FI3-8	The District should consult with legal counsel to determine whether further course of action is appropriate for work steps (C), (E), and (F). Specifically, the failure of SGI to provide requested documents and allow interviews of SGI personnel, which resulted in a scope limitation of the work VLS was able to perform for these work steps. Therefore, SGI may have been in breach of the Right to Audit Clause of the contract between the District and SGI by failing to provide VLS access to requested documents after reasonable notice was provided.
93	FI4-1	Ensure that a comprehensive analysis is performed, which includes a review by legal counsel prior to entering into contract negotiations to ensure that the terms of the contract are competitive and reflective of industry standards, includes the necessary contract language, and is in the best interest of the District. Additionally, any RFP process should include a review of costs, rates, and qualifications. Additionally, the District should perform a cost analysis prior to allowing vendors to add certain office support staff to evaluate if these positions can be filled directly by the District at a lower cost.

ML	Ref.	Recommendation
94	FI4-2	Ensure that all contracts contain a clause specifying the duration of the contract, which includes a specific start and end date as well as a not-to- exceed contract amount. Under no circumstance should the District enter into a contract that does not clearly state an end date and a contract amount. If a contract includes hourly labor rates, ensure that these rates are clearly specified in the contract and never stated simply as a total amount over a period of time. In addition, prior to paying an invoice, review the invoice to ensure that the hourly billing rates included in the invoice are reflective of the terms stated in the contract, which may include escalation rates.
95	FI6-1	The District and CBOC should evaluate the value (frequency and type) of proposed monthly reporting against the ongoing cost of development and maintenance of the reports as this is not required under the Education Code enumerated duties of a CBOC and runs counter to the existing statement of Board policy.
96	FI6-2	The District should consider merging the two statements currently in board policy on use of District resources in support of CBOC into one clear statement. The District should also consider removing the statement “without limit” from the policy to eliminate ambiguity about which District resources are committed to support the CBOC. Having a “without limit” statement in this policy can result in less than optimum use of District resources.
97	FI6-3	As required by Education Code Section 15280 (a) (1), Bond Program resources should not be used to support the CBOC. The CBOC in conjunction with the District should establish a visible separate budget under a District official and charge District time and cost incurred by District staff to support the CBOC in order to provide a transparent and accountable picture to the CBOC members, the District Board, and the public.
98	FI7-1	When issuing Requests for Proposals (RFP) related to design services, require architects to submit their proposals using the OPSC fee schedule as a basis for their fees. For specialty services that may not fit within the OPSC fee schedule, require that architect proposals include the basis for their fee structure so that it can be analyzed along with qualifications of the architect. Ensure that the RFP process allows for competition with pricing.
99	FI7-2	If the District wishes to continue using a pool of pre-qualified architects, require that multiple architects submit fee proposals for evaluation by the District. This will help ensure that the District is obtaining competitive prices for the services performed.

ML	Ref.	Recommendation
100	FI7-3	If the District performs professional services, including, but not limited to, geotechnical, hazardous materials studies, and traffic mitigation, ensure that any reports or drawings related to those services are included in the project prior to going out to bid. If architect design services are required for the project, ensure these reports or drawings are provided to the architect early in the design process. This will help prevent claims from architects related to delays caused by unknown site or other conditions.
101	FI7-4	Enforce the contract language that requires an architect to design a school (or other project) to a pre- established construction cost budget. If the architect delivers design plans that result in a higher construction cost budget, require that the architect revise the plans to meet the established budget. Should the District decide to continue with the plans that have a higher construction budget, document in writing with the architect that their fee will not increase as a result of the increased construction costs.
102	FI7-5	Request that District legal counsel perform a thorough review of the architect contract template to ensure it contains provisions that are in the best interest of the District and designed to save on architect fees. Update the architect contract template as necessary and incorporate the following: a. Revise provisions that include the terminology “reasonable,” “unreasonable,” or “significant” and provide specific time periods and/or definitions so that the contract is not subject to interpretation by the parties. b. Revise provisions that allow the District and architect to communicate instructions verbally. All communications and instructions related to the architect’s performance of work should be done in writing. c. When titles are included in certain contract provisions, ensure that the person(s) holding those titles are identified.
103	FI7-6	Implement a competitive process for obtaining proposals related to master planning services to ensure that the District is obtaining reasonable fees.
104	FI8-1	Ensure that contractors for projects requiring bid procedures are always approved by the Board only when the bid process, including conclusion of the bid protest period, has been completed. Ensure that information regarding bids received and selection of the lowest, responsive, responsible bidder is appropriately documented in Board meeting minutes and that the selection of the contractor is identified in the Board minutes.
105	FI10-1	The District should consult with legal counsel to determine whether further investigation is appropriate regarding the claims that change orders on the Gompers/Greenwood project were related to contractor/subcontractor mistakes and coordination problems or were inappropriate.

ML	Ref.	Recommendation
106	FI10-2	The District should consult with legal counsel to determine whether further investigation is appropriate regarding the claims that the District entertained change orders to assist the General Contractor with cash flow and the costs related to failed subcontractors.
107	FI11-1	Enforce the guidelines included in “specification section 0070” of the General Conditions section of general contractor agreements, which requires that general contractors submit Proposed Change Orders within five days of the knowledge of the circumstances resulting in the Proposed Change Order. This will ensure that the District is made aware of contractor requests in a timely manner and will result in more accurate reporting of potential project costs.
108	FI11-2	VLS acknowledges that the system the District was using when multiple purchase orders were issued for a single contract was BiTech, the District’s former financial software, which is different from the current financial system. The District is currently using the purchase requisition/order and contract module in Munis. VLS recommends that the District continue the use of the current numbering system in the Munis financial software for the bond related contracts to prevent the occurrence of issuing multiple purchase orders for a single bond related contract.
109	1	The District should ensure that an effective FRAUD REPORTING MECHANISM is in place for reporting known or potential wrongdoing impacting the District Bond Program. Some key considerations in implementing should include: There is an anonymous reporting channel available such as a third-party hotline The hotline should be available to not only District employees, but also any organization doing business with the District and the general public The hotline is advertised and communicated effectively Employees trust that they can report suspicious activity anonymously and/or confidentially and without fear of reprisal That reports of suspicious activity will be promptly and thoroughly evaluated
110	2	The District should ensure that ongoing FRAUD and ETHICS TRAINING is provided to all employees of the District, especially those associated with the Bond Program. Some key items to be addressed in the training should include: Do employees understand what constitutes fraud? Have the costs of fraud to the District and everyone in it - including lost resources, adverse publicity, job loss, and decreased morale and productivity - been made clear to employees? Do employees know where to seek advise when faced with uncertain ethical decisions, and do they believe that they can speak feely? Do employees know that policy of zero-tolerance for fraud has been communicated to employees through words and actions?

ML	Ref.	Recommendation
		Do employees, including senior management, have training ensuring the overall cultural atmosphere in the operations and management of the Bond Program is one of high ethics and integrity, also known as a positive "Tone at the Top"?
111	3	The District should evaluate the adequacy of resources assigned to the INTERNAL AUDIT DEPARTMENT for review of the Bond Program. Any Internal Audit Department should have adequate resources and authority to operate effectively and without undue influence from senior management. The Internal Audit Department should be responsible for conducting fraud risk assessments and can be instrumental in addressing and ensuring implementation of the many recommendations in their Report and be included as a member of the "Recommendations Implementation Task Force."
112	4	VLS strongly encourages the establishment of a "Recommendations Implementations Task Force" so accountability measures are put in place by the District to ensure all recommendations from the work performed in Phase II are implemented. A chairperson to "shepherd" the task force should be designated and key person(s) in areas impacted should be appointed as members of the task force. VLS has included in the Exhibits section, a detailed "List of all recommendations" with reference to the applicable TC and FI work steps, which can be utilized as a starting point to establish an action plan for this task force. The task force concept has proven to be a best practice and a valuable and critical tool to ensure all recommendations from Phase II are adequately assessed and implemented.
113	Conduct a Performance Audit	The District should consult with its legal counsel to determine if costs incurred for School Facility Consultants are allowable under the terms of the Bond measure language. Results of this consultation should be reported to the appropriate personnel (i.e., relevant District management, the Board, and CBOC) to ensure transparency and remediation take place, as necessary.
114	Conduct a Performance Audit	The District should continue efforts to implement the processes and controls needed to provide supporting documentation that validates the applicability and accuracy of labor charged to the Bond Program consistent with Opinion 04-110. Specifically, a timekeeping system, or equivalent tracking system, should be implemented so that all labor costs incurred are identifiable, compliant, and have a beneficial relationship to the Bond Program. Additionally, the District should evaluate labor amounts charged to the Bond Program to ensure appropriateness and compliance with Opinion 04-110. Results of this evaluation should be reported to District management, the Board, and CBOC to ensure transparency and remediation takes place, as necessary.

ML	Ref.	Recommendation
115	1	As a best practice, appropriate WCCUSD management should approve an annual staffing plan, including key metrics such as positions staffed, number of personnel, number of planned projects, and dollar values of planned projects, to help determine the organizational structure's alignment with the Bond Program's needs. This staffing plan should be reported to key stakeholders on a periodic basis. We recommend that the staffing plan policies and procedures are established to be assessed at least annually to determine if the needs for the current and upcoming fiscal years are being met.
116	2	The District should continue producing cash flow reports that include key detail as noted in the detailed observation for Objective 2. However, the District should implement controls to consistently and accurately report total expected revenues and expenses. This will enable the District to ensure accurate reporting and monitoring of Bond projected net position. Reconciled District cash balances, revenues, committed costs, and budget balances, both at the detailed and summary level, should be readily available and consistent on capital program reporting to District management and key stakeholders. Additionally, formal written policies and procedures, including defined responsibilities and approval authority for internal and public reporting, should be created and added to a comprehensive Bond Program manual to ensure appropriate review and approval controls are in place for both internal and public reporting procedures (see Recommendation No. 22a for more detail).
117	2017; 2018: 3; 2019 3a	The District should continue efforts to develop and implement policies and procedures for budget establishment and management activities for the Bond Program (see Recommendation No. 22a for more detail). Details on defined roles and responsibilities will help provide transparency surrounding how budgets are established and managed. Furthermore, as a best practice, project reporting with key project information, including forecast amounts, should be consistently reported to WCCUSD management and key stakeholders. Any forecasted overruns should be addressed with detailed plans to secure additional sources of funding and identify alternative options to reduce projected costs while still meeting the District's objectives and needs. Muni and Primavera project amounts should be reconciled, reviewed, and approved by WCCUSD project management, WCCUSD accounting, and the Construction Manager to ensure completeness and accuracy.

ML	Ref.	Recommendation
118	3b	<p>The District should continue producing project-level expenditure reporting, including the key details noted in the detailed observation for Objective 3b. However, the District should implement controls to consistently and accurately report total Bond expenditures. This will enable the District to accurately monitor and report Bond expenditures in order to 1) help prevent non-compliant and excessive charges and 2) better control and manage project costs. Reconciled Bond expenditures (both at the detailed and summary level) should be readily available and consistently detail capital program reporting to District management and key stakeholders. Any discrepancies or reconciling amounts should be reviewed and addressed in a timely manner by appropriate parties to ensure accurate reporting. Regular reconciliation exercises should be conducted to ensure both project management and accounting records are complete and accurate. Policies and procedures should be updated accordingly to ensure roles and responsibilities are clearly defined and adequate controls are in place to ensure completeness and accuracy of reported amounts. Additionally, formal written policies and procedures, including defined responsibilities and approval authority for internal and public reporting, should be created and added to a comprehensive Bond Program manual to ensure appropriate review and approval controls are in place for both internal and public reporting procedures (see Recommendation No. 22a for more detail).</p>
119	2017:4; 2018; 2019: 4a	<p>The District should continue efforts to develop and implement formal written policies and procedures including defined approval authority for bid and procurement to ensure appropriate review and approval controls are in place for procurement procedures (see Recommendation No. 22a for more detail).</p>
120	4b	<p>The District should continue to work with legal to ensure evaluation and scoring of total price on design-build projects is consistent with Education Code. Additionally, the District should retain complete procurement and evaluation documentation to ensure vendor selection is consistent with RFP and Education Code requirements. Supporting documentation for appropriate vendor procurement should be readily available in a central location, either physically or electronically. A checklist or equivalent mechanism should be maintained with appropriate sign-offs on procurement requirements to validate compliance with policy and procedure requirements and adequate segregation of duties and controls. Additionally, as a best practice (as specified in Objective 5), the District should maintain a consolidated bid and procurement checklist and activity report that allows District senior management and key stakeholders to identify, prevent, or detect non-compliance with District policies and procedures, state laws, and regulations.</p>

ML	Ref.	Recommendation
121	4c	<p>The District should comply with District procedures to ensure competitive pricing for the Bond Program. Supporting documentation for appropriate vendor procurement should be readily available in a central location, either physically or electronically. A checklist or equivalent mechanism should be maintained with appropriate sign-offs on procurement requirements to validate compliance with policy and procedure requirements and adequate segregation of duties and controls. Additionally, as a best practice (as specified in Objective 5), the District should maintain a consolidated bid and procurement checklist and activity report that allows District senior management and key stakeholders to identify, prevent, or detect non-compliance with District policies and procedures, state laws, and regulations.</p>
122	5	<p>Consistent with the GFOA, WCCUSD should implement policies and procedures to assist in identifying, preventing, and detecting procurement fraud (see Recommendation No. 22a for more detail). The policies should include reporting protocols, training requirements, and escalation procedures specific to procurement fraud. The resulting documentation can also serve as a useful training tool for staff. As a best practice, the WCCUSD should maintain a consolidated bid and procurement activity report that will help WCCUSD senior management identify, prevent, or detect fraud and non-compliance with WCCUSD policies and procedures, state laws, and regulations. Supporting documentation for this consolidated report should be readily available in a central location, either physically or electronically. Additionally, per the GFOA, potential instances of fraud or abuse and questionable accounting practices have been brought to the attention of responsible parties by employees or citizens who become aware of such practices. The GFOA provides the following recommendations:</p> <ul style="list-style-type: none"> ● Formally approve, widely distribute, and publicize an ethics policy that can serve as a practical basis for identifying potential instances of fraud or abuse and questionable accounting practices. ● Establish practical mechanisms (e.g., a hotline) to permit the anonymous reporting of concerns about fraud or abuse and questionable accounting practices to the appropriate responsible parties. ● Make internal auditors (or their equivalent) responsible for the mechanisms used to report instances of potential fraud or abuse and questionable accounting practices. Emphasize that they should take whatever steps are necessary to satisfy themselves that a given complaint is without merit before disposing of it. Further, they also should document the disposition of each complaint received so it can be reviewed by the Audit Committee. <p>Have the appropriate party, as part of their evaluation of the government's internal control framework, examine the documentation of how complaints were handled to verify that the mechanisms for reporting instances of potential fraud, abuse, and/or questionable accounting or auditing practices are in place and working satisfactorily.</p>

ML	Ref.	Recommendation
123	6a	<p>As a best practice, WCCUSD should continue its efforts to ensure defined and documented processes are in place for master planning, including when to utilize these procedures (e.g., thresholds), who is responsible for each activity, and procedures for final approval (see Recommendation No. 22a for more detail). Documentation requirements for any Master Plan changes from the original approved documents should include, but not be limited to, information surrounding the proposed design change, basis for design change, estimated design change revenue and cost impact, estimated schedule impact, and design change initiator and approver. Master Plan reporting should include a summary level Project Stages Report with dates of key milestones achieved, estimated dates of key milestones to be achieved, and appropriate and relevant narrative should be maintained and reported to key stakeholders on a regular basis. Deviations should be discussed with WCCUSD management and documented accordingly within monthly reporting. Responsibilities should be assigned and appropriateness of the policies and procedures should be evaluated on an ongoing basis.</p>
124	6b	<p>Both the SDCTA and GFOA recommends that budget-to-actual comparisons of revenues, expenditures, cash flow, and fund balances be periodically reported. BOE-approved master plan budgets and current forecasts at the program and project level should be available with consideration of the amounts available. Change order reporting should include information such as itemized change amount, percentages, descriptions, change responsibility, date of approval, subtotals, and totals for easy end-user reference (see Recommendation No. 13b for further information). Detailed budget-level information for current Bond issuances allows the District to monitor budgetary performance against committed contract values and can serve as an early warning indicator for potential problems. This information provides decision makers time to consider actions that may be needed if major deviations in budget-to-actual results become evident. Both the SDCTA and GFOA comments that this information is essential input for demonstrating accountability and transparency. Additionally, cash flow reporting should include revenues, cash, and expenditures by timeframe to document that sufficient funding is available to meet financial requirements for Measure D and E. This documentation will also serve as a useful tool for District management and stakeholders to understand the timing of project schedules.</p>
125	8	<p>The District should continue efforts to formalize policies and procedure identifying roles and responsibilities to be taken to prevent or limit claim exposures. As a best practice, formal written policies and procedures for proactive claims avoidance practices should be created and added to a comprehensive Bond Program policy and procedure manual (see Recommendation No. 22a for more detail).</p>

ML	Ref.	Recommendation
126	9	<p>The District should continue its efforts to formalize policies and procedures regarding how to update the Material Specifications log. WCCUSD should define how to make updates to the standards specifications document and update Bond Program policies and procedures accordingly (see Recommendation No. 22a for more detail). This policy should ensure that documentation exists, including the requestor and date of request, description of change, cost-benefit relationship for the change (see Recommendation No. 10 for further information), approver and date of approval, and a time-stamped updated specifications document. The cost-benefit analysis for significant specification changes should be approved by appropriate WCCUSD management. The Standard Specifications document should avoid including narrow scope requirements to prevent excessive pricing to WCCUSD.</p>
127	10	<p>As a best practice, the District should ensure formal, defined, and documented policies and procedures as well as roles and responsibilities are in place for cost benefit analysis and value engineering for its projects, including when to utilize these tools, who is responsible for each activity, and procedures for final approval (see Recommendation No. 22a for more detail). The District's current methodology of when to utilize these tools on projects is unclear; however, value engineering and cost benefit analyses can be utilized as a tool on any project. Establishing set criteria for when cost benefit analysis and value engineering studies will be applied, what documentation is required, and the required approval authority limitations will provide a more structured environment to apply these cost saving measures to align cost, useful life, and function with project and District needs.</p> <p>SAVE International® specifies that the following six phases be conducted to analyze cost and value: Information Phase: Review and define the current conditions of the project and identify the goal of the value engineering study and cost benefit analysis. Function Analysis Phase: Review and analyze the project to determine what needs improvement, elimination, or creation to meet the project's goals. Creative Phase: Generate ideas on all the possible ways to accomplish the requirements, with an emphasis on cost and functional needs. Evaluation Phase: Develop and execute an evaluation to select those ideas that offer the potential for value improvement while delivering the project's function(s) and considering performance requirements and resource limits. Development Phase: Develop the selected ideas into alternatives with sufficient documentation to allow decision makers to determine if the alternative should be implemented. Presentation Phase: Prepare a presentation and/or report to key stakeholders that convey the adequacy of the alternative(s) and the associated value improvement.</p> <p>Specific areas of focus and attention that should be considered when conducting these types of analyses have been incorporated in Appendix B of this report.</p>

ML	Ref.	Recommendation
128	11	As a best practice, the District should ensure compliance with all warranty conditions to sustain a level of protection against breach of warranty and proper maintenance of District facilities in accordance with warranty conditions and District requirements. A consolidated summary project close-out report with warranty and preventive maintenance log details, which includes major assets, applicable items under warranty, dates of installation, required periodic maintenance, and actual maintenance conducted should be kept for all school sites and reported to stakeholders on a regular basis. Warranty information is required as part of the construction close-out process; therefore, it is recommended that an owner warranty log be created by the Facility Planning and Construction Department and provided to the maintenance team for proper follow-up.
129	13a	The District should continue efforts to formalize change order policies and procedures. Formal written policies and procedures, including defined approval authority for change orders, should be created and added to a comprehensive Bond Program Policy and Procedure Manual to ensure appropriate review and approval controls are in place before vendor payment release (see Recommendation No. 22a for more detail).
130	13b	As best practice, District change order reporting should include accurate information, such as itemized change amount, percentages, descriptions, change responsibility, date of approval, subtotals, and totals for easy end-user reference. Summary and detailed change reporting is necessary to understand change order cause, responsibility, pricing, and compliance as well as to identify potential duplicated work scopes and/or redundancies caused by unclear scope objectives and/or expectations within the Master Plan.
131	2017:5; 2018 and 2019:13c	As a best practice, competitive bidding and procurement practices should include a full evaluation of bidders and the total scope of work on a comparative basis to ensure competitive pricing for Bond Program objectives. Additionally, while changes are not uncommon for professional service agreements and the change order work appeared compliant with District policies and State regulations, Management's rationale for significant sole source change order adjustments instead of a new contract should be well documented. Absent this information and documentation, the District may pay excessive costs for change order work.
132	14	Formal written policies and procedures, including defined approval authority for vendor payment processing, should be created and added to a comprehensive Bond Program Policy and Procedure Manual to ensure appropriate review and approval controls are in place before vendor payment release (see Recommendation No. 22a for more detail).

ML	Ref.	Recommendation
133	15	The District should compile a consolidated project-close out checklist to ensure and report on turnover of documentation by contractors and compile all critical tasks prior to release of final payment. Bond Program policy and procedure should update associated policies and procedures to reflect current procedures to ensure appropriateness (see Recommendation No. 22a for more detail).
134	16	As a best practice, the District should have established pricing goals and requirements included within their policies and procedures (see Recommendation No. 22a for more detail).
135	19	The District's Facility Planning and Construction department should continue to ensure that each invoice is processed for payment in a timely manner. For any instances where payment has been delayed due to contractor inaccuracies within invoices/payment applications, disagreements between work billed and performed, or other discrepancies, the District should provide rejection letters to contractors detailing why payment is being delayed. This document should be maintained within files or attached to the invoice/payment application.
136	20	The District should define its position and role in achieving local participation goals and Board Policies should be updated accordingly (see Recommendation No. 22a for more detail).
137	21	The District should formalize the amendments to Board Policy 7214.2 to establish roles and operations of the CBOC. The District should ensure all revisions are compliant with the Education Code and Proposition 39. Additionally, the District should evaluate the reasonableness and appropriateness of the policy to meet the needs of all key stakeholders.

ML	Ref.	Recommendation
138	2017; 2018:22; 2019 22b	<p>The District should continue efforts to follow best practices, as specified by SDTEF, to support demonstration of accountability and transparency to all stakeholders. Per the SDTEF School Bond Transparency Summary Report, continuing improvement recommendations for ICOC websites are as follows: • Update all information on the ICOC website on a regular basis, including posting up-to-date agendas, minutes, financial and performance audits, and annual reports. Access to up-to-date information is vital to transparency. Districts should frequently update all website materials to reflect the most accurate information. Audits and financial reports should be available in a timelier fashion and should take no longer than a few months to prepare. Similarly, project status updates should be regularly provided—including budget updates and construction progress with expected timelines for completion.</p> <p>• Adjust the ICOC website organization to make it easy to navigate to find specific information. Simply including all of the recommended information, such as financial audits and meeting minutes, does not guarantee transparency. Instead, an ideal ICOC website would organize these files by type and date in separate links, so that any interested party could easily find available information. All files are important, but it is often not easy to differentiate between them, especially when uploaded with a nondescript file name. Grossmont-Cuyamaca Community College District, Cajon Valley Union School District, and San Diego Community College District work as good models for how to organize the ICOC website and can serve as a starting point for other districts. These districts stand out for having websites with a user-friendly interface in which all information is categorized and presented separately for better navigation.</p> <p>Additionally, as of June 30, 2019, the Bond Oversight Committee had vacancies. As a best practice, the District should evaluate communications options (i.e., appropriate communication channels) to ensure no vacancies within the CBOC consistent with the SDCTA guidance.</p>
139	2017; 2018:22; 2019:22a	<p>As a best practice, the District should continue to consolidate all Bond Program policies, procedures, and resolutions into one document to ensure effective controls and communication of the policies and procedures and obtain Board approval. This manual should highlight all functional areas related to Bond Program activities, such as, but not limited to, staffing, procurement, financial controls, document control, budgeting practices, master planning, scheduling, invoice/payment application review and processing, change order review and processing, and claims avoidance and management. The GFOA recommends, within their article “Documenting Accounting Policies and Procedures,” that the documentation of accounting policies and procedures should be evaluated annually and updated periodically, no less than once every three years. Any changes in policies and procedures should be updated in the documentation promptly as they occur and a specific employee should be assigned the duty of overseeing this process. The resulting documentation can also serve as a useful training tool for staff.</p>

ML	Ref.	Recommendation
140	22c	<p>As a best practice, the District should develop a communications strategy and plan for projects for key and public stakeholders. WCCUSD should ensure that there is a clear and consistent message that delivers accurate information on the cost of the project, duration, impact, and benefit. Messaging should be developed with input from various groups within the organization (management, finance, engineering, operations, etc.) to ensure that information is complete and accurate. WCCUSD should review current methods of communication and verify that communications are organized, consistent, timely, and reach the appropriate audience. WCCUSD should periodically review its communication and outreach plans to determine their effectiveness and make adjustments accordingly for ongoing and future projects.</p>

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Abbreviation Legend					Implementation & Verification
PO	Program & Operations				
A	Administrative				
PM	Project Management				
F	Fiscal				
App	Appendix				
ML #	VLS #	Brief Description	PMP Location	WCCUSD	Status / Phase
1	TC 1-1	Advertise CBOC membership opportunities	PO 3.2	Implemented	Phase 1.5
2	TC 2-1	Clarify "review period" in Master Plan	PO 1.2.2	Implemented	Phase 2
3	TC 2-2	Bond Measure ballot language should refer to Long-Range Facilities Master Plan	N/A	Implemented	Phase 2
4	TC 4-1	Revise Governance Handbook to clarify Board role v. Management functions	N/A	Implemented	Implemented
5	TC 4-2	Board Member Brown Act training	N/A	Implemented	Phase 1.5
6	TC 4-3	Revise Governance Handbook to strengthen Conflict of Interest section	N/A	Implemented	Implemented
7	TC 4-4	Board Policy on Conflict of Interest specific to Board members & District vendors	N/A	Implemented	Implemented
8	TC 4-5	Governance Handbook & Board Policy of Board members authority over amendments	N/A	Implemented	Implemented
9	TC 4-6	Annual Board Member training on the Governance Handbook	N/A	Implemented	Phase 1.5
10	TC 5-1	Annual Internal Review of Long Range Facilities Master Plan	PO 1.2.2; App 1.11.5.4	Implemented	Phase 2
11	TC 5-2	Procedure for multi-year budgets for Priority Schools in Facilities Master Plan	F 1.1; App 1.5.1, 1.6.1	Implemented	Phase 2
12	TC 6-1	Procedure for budgeting practices: preparation, tracking, reporting & approval	F 1.1, 1.3, 1.4; App 1.3, 1.4.5, 1.5, 1.6	Implemented	Phase 2
13	TC 6-2	Budget verification prior to approval of contract or change order by Board	F 1.3.1, 2.1; App 1.5.2, 1.6.3	Implemented	Phase 1.5
14	TC 6-3	Budget verification documentation	F 1.3.1, 2.1; App 1.5.2, 1.6.3	Implemented	Phase 1.5
15	TC 6-4	Budget account code verification documentation	F 1.3.1, 2.1; App 1.5.2, 1.6.3	Implemented	Phase 1.5
16	TC 6-5	Budget amount and account code verification documentation	F 1.3.1, 2.1; App 1.5.2, 1.6.3	Implemented	Phase 1.5
17	TC 6-6	Project Budget Amendment/Transfer Form	F 1.3; App 1.6.2	Implemented	Phase 1.5

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ML #	VLS #	Brief Description	PMP Location	WCCUSD	Status / Phase
18	TC 6-7	Procedure for preparation and submission of Bond Project Budget	F 1.1, 1.4; App 1.4.5, 1.5.1, 1.5.2	Implemented	Phase 2
19	TC 6-8	Procedure for preparation and submission of Bond Project Budget increase/decrease	F 1.4; App 1.4.5	Implemented	Phase 2
20	TC 6-9	Project Budget history and expenditures for the duration of the Project	F 1.1; App 1.4.5	Implemented	Phase 2
21	TC 7-1	Full implementation of the procedures for construction contracts	N/A	Implemented	Phase 1.5
22	TC 7-2	Review & document contractor license verification	A 4.1.1; App 1.6.3	Implemented	Implemented
23	TC 7-3	Full implementation of the procedures for professional services contracts	N/A	Implemented	Phase 1.5
24	TC 7-4	Formal documentation of vendor proposal review & selection process	A 4.3	Implemented	Phase 1.5
25	TC 7-5	Formal documented process to perform a conflict of interest check	A 1	Implemented	Phase 1.5
26	TC 8-1	Implementation of Proposal Approval Checklist	F 1.3.1, 2.1; A 4.1.1; App 1.5.3, 1.6.3	Implemented	Phase 1.5
27	TC 8-2	Update Proposal Approval Checklist to include a budget review section	App 1.6.3	Implemented	Phase 1.5
28	TC 8-3	Legal review of contract templates	A 4.2.1	Implemented	Implemented
29	TC 8-4	Require vendor compliance with conflict of interest policies & disclosures	A 1	Implemented	Phase 1.5
30	TC 8-5	Require an executed contract prior to vendor payments	A 4.1.1; App 1.5.3	Implemented	Implemented
31	TC 8-6	Update Notice to Proceed to include the date of executed contract	App 1.9.2	Implemented	Implemented
32	TC 8-7	Ensure that recommendations are incorporated into written procedures	Administrative Section	Implemented	Phase 2
33	TC 8-8	Auditor to review vendor contracting procedures	N/A	In Process - Auditing	Phase 2
34	TC 9-1	Revise procedure to require proof of publication with bid documentation	A 2.2.2	Implemented	Implemented
35	TC 11-1	Review invoice payment procedure to establish timeframe for invoice rejection letter	F 3.1.3; App 1.8.2	Implemented	Phase 2
36	TC 11-2	Implement invoice rejection letter	F 3.1.3; App 1.8.2	Implemented	Phase 1.5
37	TC 11-3	Review of vendor payments exceeding the 30 day limit	N/A	In Process - Auditing	Phase 2
38	TC 11-4	Review that invoice payments are processed only after all required approvals	F 3.1.2; App 1.8	Implemented	Implemented
39	TC 11-5	Invoices approval should include the Project Manager	F 3.1.2	Implemented	Implemented
40	TC 12-1	Procedure for prequalification of individuals employed by professional service vendors	A 3.1, 3.2, 3.4, 4.1 App 1.6.3	Implemented	Phase 2
41	TC 12-2	Approval process for amendments to include staffing level & cost	A 3.4; App 1.53	Implemented	Implemented

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ML #	VLS #	Brief Description	PMP Location	WCCUSD	Status / Phase
42	TC 13-1	Procedures for change order review and approval	PM 2.3.4; A 4.1.3.3; App 1.4.4, 1.9.4	Implemented	Phase 2
43	TC 13-2	Document approvals of the change order packet	A 4.1.3.3; PM 2.3; App 1.9.4	Implemented	Phase 1.5
44	TC 13-3	Update change order forms with required approval signatures	App 1.9.4	Implemented	Implemented
45	TC 13-4	Add Board precis and change order summary to change order packet after Board approval	A 4.1.3.3; App 1.4.4	Implemented	Implemented
46	TC 13-5	Implement a change order checklist to document approval process	App 1.9.4	Implemented	Phase 1.5
47	TC 13-6	Procedure for add-service review and approval process	A 3.4, 4.1; App 1.4.3, 1.5.3, 1.6.3	Implemented	Phase 2
48	TC 13-7	Proposal Approval Checklist form approvals for add-service proposal	A 4.1.1; App 1.5.3, 1.6.3	Implemented	Phase 1.5
49	TC 13-8	Proposal Approval Checklist form approvals for add-service greater than \$50K	A 4.1.1; App 1.5.3	Implemented	Phase 1.5
50	TC 13-9	Revise Board precis to include historical contract information for add-services	App 1.4.2	Implemented	Implemented
51	TC 13-10	Review add-service and change order procedure implementation	N/A	In Process - Auditing	Phase 2
52	TC 13-11	Develop process for deductive add-service and change orders in MUNIS	App 1.7.6	Implemented	Phase 2
53	TC 14-1	Multi-year Budget procedure for MUNIS	F 1.1, 1.3, 1.4, 2, 4 App 1.3.9, 1.5.1, 1.6	Implemented	Phase 2
54	TC 14-2	Review multi-year use and function in MUNIS	N/A	In Process - Auditing	Phase 2
55	TC 14-3	Process to modify Contracts module in MUNIS to correct invoice payment	F 3.4; App 1.7.5.3	Implemented	Phase 2
56	TC 14-4	Budget procedures and form to create a new Project budget	F1.1; App 1.5.1, 1.6.1	Implemented	Phase 2
57	TC 14-5	Cross train fiscal staff	N/A	Implemented	Phase 2
58	TC 14-6	Procedure for MUNIS general ledger and project ledger reconciliation	F 1.2; App 1.6.2, 1.6.4, 1.6.5	Implemented	Phase 2
59	TC 14-7	Determine if reports are necessary for or valuable to reconciliation process	N/A	Implemented	Phase 2
60	TC 14-8	Update job description to reflect reconciliation process	N/A	Implemented	Phase 2
61	TC 14-9	Procedures for MUNIS access rights	N/A	In Process - Auditor	Phase 2
62	TC 15-1	Procedures for Primavera	N/A	Implemented - Obsolete	Phase 2

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ML #	VLS #	Brief Description	PMP Location	WCCUSD	Status / Phase
63	TC 15-2	Process to provide Board approved contracts to Primavera consultant	N/A	Implemented - Obsolete	Phase 2
64	TC 15-3	Process to ensure that Staff are trained to use Primavera	N/A	Implemented - Obsolete	Phase 2
65	TC 15-4	Cross train staff on functions performed by Primavera consultant	N/A	Implemented - Obsolete	Phase 2
66	TC 16-1	Financial Reporting System should include Program and Project cost	PO 3.4; App 1.3	Implemented	Phase 2
67	TC 16-2	Provide Project reports with budget information to Project Managers	App 1.3.9, 1.8.1.1	Implemented	Phase 2
68	TC 16-3	Provide Program Cash Flow Projections to Board, Facilities Committee & CBOC	PO 3.4; App 1.3.9	Implemented	Phase 2
69	TC 16-4	Procedures for the suite of reports the District provides to the CBOC	PO 3.4; App 1.3	Implemented	Phase 2
70	TC 16-5	Include footnotes or legends necessary to help community understand the financial reports	App 1.3	Implemented	Phase 1.5
71	TC 16-6	Add footnote to explain retention withholdings	App 1.3.4	Implemented	Phase 1.5
72	TC 16-7	Implement review process prior to publication of reports	PO 3.6	Implemented	Phase 2
73	TC 16-8	Report Common Core Technology Budget in a consistent manner	App 1.3	Implemented	Phase 2
74	TC 16-9	Use the term "commitment" instead of "encumbrance"	App 1.3	Implemented	Implemented
75	TC 16-10	Review Cash Flow Projection for Pinole Valley High School	N/A	Implemented	Phase 1.5
76	FI 1-1	Draft District Business Ethics Expectations policy for vendors	N/A	In Process - Policy	Phase 2
77	FI 1-2	Review policies with the ILC to ensure they're up-to-date & legal	N/A	In Process - Policy	Phase 2
78	FI 1-3	In coordination with ILC, review and evaluate disclosure in the marketing materials	N/A	In Process	Phase 2
79	FI 1-4	Board consultation with legal to determine next steps for report	N/A	Implemented	Phase 1.5
80	FI 1-5	Board consultation with legal to determine next steps for report	N/A	Implemented	Phase 1.5
81	FI 2-1	Budget Procedures for Bond Project Budgets	F 1.1, 1.4, 2.1, 4; App 1.3, 1.4.5, 1.5.1, 1.5.2, 1.6	Implemented	Phase 2
82	FI 2-2	Bond Project Budget process and reporting	F 1.1, 1.3, 1.4, 2, 4; App 1.3, 1.4.5, 1.5, 1.6	Implemented	Phase 2
83	FI 2-3	MUNIS software restriction to backdate only to the prior accounting period	N/A	Implemented	Phase 2
84	FI 2-4	Procedure for multi-year Bond Project budgets	F 1.1; App 1.5, 1.6	Implemented	Phase 2
85	FI 3-1	Require add'l information when Committee recommendation to Board differs from Staff	PO 2.2.1	Implemented	Phase 2
86	FI 3-2	Contract language regarding subcontractors	A 4.2.1	Implemented	Implemented

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ML #	VLS #	Brief Description	PMP Location	WCCUSD	Status / Phase
87	FI 3-3	Hourly vendors submit timecards along with billing invoices	A 4.2.1	Implemented	Implemented
88	FI 3-4	Contract language regarding the right to audit	A 4.2.1	Implemented	Implemented
89	FI 3-5	Approval process for vendors allowed to purchase equipment	N/A	Implemented	Implemented
90	FI 3-6	Board consultation to determine next steps for report	N/A	Implemented	Phase 1.5
91	FI 3-7	Consult with Legal to determine further course of action	N/A	Implemented	Phase 2
92	FI 3-8	Consult with Legal to determine further course of action	N/A	Implemented	Phase 1.5
93	FI 4-1	Legal review of Program Management procurement and contracting	A 2.6, 4.2.1	Implemented	Implemented
94	FI 4-2	Legal review of Term clauses and verification of invoicing according to contract rates	A 4.2.1	Implemented	Implemented
95	FI 6-1	District & CBOC review of reporting	PO 3.4	Implemented	Phase 2
96	FI 6-2	Revise CBOC Board Policy to eliminate ambiguity about use of District resources	N/A	In Process	Phase 2
97	FI 6-3	Bond Program resources should not be used to support CBOC	PO 2.3, 3.2	In Process	Phase 2
98	FI 7-1	RFP process should allow for competition with pricing	A 3.2	Implemented	Phase 2
99	FI 7-2	Obtain competitive pricing for Architectural services	A 3.3.1	Implemented	Implemented
100	FI 7-3	Provide Site reports and studies to Architect early in design process	PM 1.2	Implemented	Implemented
101	FI 7-4	Enforce contract language that requires an Architect to design within Project Budget	N/A	Implemented	Implemented
102	FI 7-5	Legal Counsel review of Architect form of contract	A 4.2.1	Implemented	Implemented
103	FI 7-6	Competitive process for Master Planning Services	A 1.5	Implemented	Implemented
104	FI 8-1	Board Precs for Award of Construction contract should include process and selection	A 4.1.3.2	Implemented	Implemented
105	FI 10-1	Consult with Legal to determine further course of action	N/A	Implemented	Phase 1.5
106	FI 10-2	Consult with Legal to determine further course of action	N/A	Implemented	Phase 1.5
107	FI 11-1	Timely reporting and tracking of Proposed Change Orders & potential project costs	App 1.2.2	Implemented	Implemented
108	FI 11-2	Continue to use of MUNIS multi-year contracts module	N/A	Implemented	Implemented
109	1	Implement Fraud Hotline	PO 3.1	Implemented	Implemented
110	2	Provide Fraud & Ethics training to all district employees	N/A	Implemented	Phase 2
111	3	Internal Audit Department resources and participation in Implementation Task Force	N/A	Implemented	Implemented
112	4	Establish "Recommendations Implementation Task Force"	PO 4.2	Implemented	Implemented

	Abbreviation Legend
PO	Program & Operations
A	Administrative
PM	Project Management
F	Fiscal
App	Appendix

WCCUSD Bond Performance
Program Effectiveness Audit
FY 2017-2019
Recommendation Guide
as of May 14, 2021

Master List #	Performance & Program Effectiveness 2017 -2019	Brief Description	PMP Location	Implementation Verification Phase
113	CAPA	Reimburse School Facility Consultants cost	N/A	Phase 1.5
114	CAPA	Timekeeping for District Bond Program Staff	PO 2.3 App 1.3.6	Phase 1.5
115	1	Process for Annual Staffing Plan	PO 2.3	Phase 1.5
116	2	Process for Reporting including Cash Flow	PO 2.3; App 1.3	Phase 1.5
117	2017; 2018:3; 2019:3a	Procedure for Design & Construction Budget Management	F 1.1; App 1.5 & 1.6	Phase 1.5
118	3b	Process for Reporting including Project level expenditures	PO 3.4 App 1.2.2, 1.3	Phase 1.5
119	2017:4; 2018 & 2019:4a	Procedure for Bidding & Procurement Thresholds	A 1	Phase 1.5
120	4b	Process for Design-Build procurement	A 1.4; 3.5	Phase 1.5
121	4c	Process for Documenting Competitive Pricing	A 4.3	Phase 1.5
122	5	Procedures for Fraud Prevention	PO 3.1; A 1	Phase 1.5
123	6a	Process for Master Planning	PO 1.2; PM Intro	Phase 1.5
124	6b	Process for Bond Program Reporting	PO 3.4; App 1.3	Phase 1.5
125	8	Process for Claims Avoidance	App 1.11.3	Phase 1.5
126	9	Process for Updating Material Specifications Log	PM 1.2.2.1; App 1.11.4	Phase 1.5
127	10	Process for Value Engineering & Cost Benefit Analysis	PM 1.3.1.1	Phase 1.5
128	11	Process for Project Closeout & Warranty Management	PM 2.4, 2.7, 2.8	Phase 1.5
129	13a	Process for Change Orders	PM 2.3	Phase 1.5
130	13b	Process for Change Order Reporting	App 1.9.4	Phase 1.5
131	2017:5; 2018; 2019:13c	Process for Professional & Special Services Amendments	A 3	Phase 1.5
132	14	Procedure for Vendor Payment Processing	F 3; App 1.7.5, 1.8	Phase 1.5
133	15	Procedure/Checklist for Project Close-Out	PM 2.4	Phase 1.5
134	16	Pricing Goals	F 5	Phase 1.5
135	19	Process for Timely Invoice Processing	F 3.1.1; App 1.7.5 & 1.8	Phase 1.5
136	20	Process for Local Capacity Building	A 2.2.5	Phase 1.5
137	21	Board Policy for CBOC	N/A	Phase 1.5

WCCUSD Bond Performance
Program Effectiveness Audit
FY 2017-2019
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Master List #	Performance & Program Effectiveness 2017 -2019	Brief Description	PMP Location	Implementation Verification Phase
138	2017; 2018:22; 2019:22b	Improve & Update CBOC Website	N/A	Phase 1.5
139	2017; 2018:22; 2019:22a	Publish the Bond Program Management Plan		Phase 1.5
140	22c	Develop a Bond Program Communication Strategy	PO 4.3	Phase 1.5

SECTION 5. APPENDICES TABLE OF CONTENTS

3. ACRONYM APPENDIX

3.1. Acronym and Abbreviation Guide



Acronym & Abbreviation Guide

AHJ: Agencies Having Jurisdiction	GC: General Conditions
AOR: Architect of Record	GL: General Ledger (MUNIS)
AR: Administrative Regulation	IOR: Inspector of Record
ASO: Associate Superintendent of Operations	ITF: Implementation Task Force (for 2016 Forensic Accounting Investigation Phase II Report)
BCT: Bond Controls Team	KPI: Key Performance Indicators
BOE: Board of Education	LCBP: Local Capacity Building Program
BP: Board Policy	M&O: Maintenance and Operations
Cal/OSHA: California Division of Industrial Safety	MUNIS: District financial system
CBOC: Citizens' Bond Oversight Committee	NOA: Notice of Award
CCD: Construction Change Document	NOC: Notice of Completion
CDE: California Department of Education	NTP: Notice to Proceed
CEQA: California Environmental Quality Act	OPSC: Office of Public-School Construction
CGS: California Geological Survey	OSHA: United States Occupational Safety and Health Administration
CM: Construction Manager	PACF: Proposal Approval Checklist Form
CMAS: California Multiple Award Schedules	PAF: Payment Approval Form
CO: Change Order	PCC: Public Contract Code
CUPCAA: California Uniform Public Construction Cost Accounting Act	PCO: Proposed Change Order
DAS: Division of Apprenticeship Standards	PG&E: Pacific Gas & Electric
DB: Design-Build Construction	PL: Project Ledger (MUNIS)
DBB: Design-Bid-Build Construction	PLA: Project Labor Agreement
DBE: Design-Build Entity	PM: Project Manager
DDPCCE: Design Development Phase Construction Cost Estimate	PO: Purchase Order
DIR: Department of Industrial Relations	PR: Price Request
DSA: Division of the State Architect	RFI: Request for Information
DTSC: Department of Toxic Substance Control	RFP: Request for Proposal(s)
EOR: Engineer of Record	RFQ: Request for Qualification(s)
FAI: Forensic Accounting Investigation Phase II Report	RFQ/P: Request for Qualification(s)/Proposal(s)
FC: Facilities Committee	SACS: Standardized Account Code Structure
FF&E: Furniture, fixtures, and equipment	SOQ: Statement of Qualification(s)
FMP: Facilities Master Plan (rarely: LRFMP)	WCCUSD: West Contra Costa Unified School District
FOC: Facilities Operation Center	