



## **MJC Facilities / Capital Construction Advisory Committee Request for Measure E Funds Procedures**

Following the bid award an evaluation period will take place to determine the financial status of a project. The evaluation process will include the President or designee, project committee, facility director, and program management team, which will be referred to as the Evaluation Team hereafter. The Evaluation Team will determine:

- If a project is underfunded to complete its original intent and scope. Projects that are deemed underfunded will have their project committee submit a request for additional Measure E funds as described below.
- If a project is properly funded to complete its original intent and scope. The Evaluation Team will pursue all uncompleted needs to fulfill the original intent and scope of the project. The project will maintain an agreed upon reserve fund through an occupation period, not to exceed one year. The reserve fund will be determined by the Evaluation Team.
- If the original intent and scope of the project can be financially met with clear and obvious excess of funds as determined by the Evaluation Team, a written recommendation from the project committee chair will be forwarded to the President or designee that a reasonable amount of funds may be reallocated to the college contingency fund, the amount to be agreed upon by the Evaluation Team. The project will maintain an agreed upon reserve fund through an occupation period, not to exceed one year. The reserve fund will be determined by the Evaluation Team.

Monies will not be pulled from a Measure E project if its original intent and scope have not been fulfilled. Once the occupation period and the original intent and scope of the project have been met, as determined by the Evaluation Team, a written recommendation will be made by the project committee chair to the Facilities Capital Construction Committee that any remaining funds may be reallocated to the College Contingency Fund.

The funds to be reallocated will be available for projects that submit a "Request of Measure E Funds". Deadlines will be announced for "Requests of Measure E Funds" and requests will be submitted to the MJC Vice President of College and Administrative Services. Requests will be rated by the Facilities/Capital Construction Advisory Committee and a recommendation will be forwarded to the MJC President for consideration.

- Highest priority will be given to current MJC Measure E Projects where budgeted funds were not sufficient to complete the scope and original intent of the project.
- If funds are available and all Measure E Projects are completed, then funds will become available to new projects. All new projects will follow the procedures for requesting Measure E funds, as described above.

The MJC President's recommendation will be shared with the MJC Facilities/Capital Construction Advisory Committee prior to the decision being brought to College Council.