**Capital Asset Project Status Requests**

**(Complete / Cancelled / Intangible / Deferred)**

[Insert Current Date]

David Salazar

Chief Facilities Executive  
c/o: LACCD Program Management Office

1055 Corporate Center Drive

Monterey Park, CA 91754

Subject: Fiscal Year FY 17/18 Project Status

Dear Mr. Salazar,

**Completed Projects:**

This letter serves as official notification that the below listed project(s) have been reviewed and approved as “Complete” between July 1, 2017 and June 30, 2018 pursuant to the definition that “Complete” means any project that has obtained Substantial Completion, was occupied, in-use serving the intended purpose, or could be placed in-use for its intended purpose.

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| Roll-up  Project ID | Sub-Project ID | Financial ID | Sub-Project Name | Date of Substantial Completion | Status Change or Notes\* |
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\* Insert justification and clarification note if project status changed, or other explanations as needed.

**Deferred Projects:**

This letter serves as official notification that the below listed project(s) have been reviewed and approved as “Deferred” between July 1, 2017 and June 30, 2018 pursuant to the definition that “Deferred” means any project for which all work has stopped in its entirety and no other work will progress while the status is listed as “Deferred”.

Written approval for placing the project on “Deferred” status from District, College President, and/or Shared Governance, as applicable, is attached. Please note that the Estimate at Completion (EAC) will include all incurred costs (paid and unpaid) to the date of deferring the project. The CPD acknowledges that a “Deferred” project may remain in the “Deferred” status for a maximum period of two years. After this period, the Program Management Office (PMO), the District, and the College President must review the deferred status. Projects, whose status of “Deferred” has been reconfirmed upon reevaluation after 2 years, should be listed again with the date of reconfirmation.

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| Roll-up  Project ID | Sub-Project ID | Financial ID | Sub-Project Name | Date of Deferred | Status Change or Notes\* |
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\* Insert justification and clarification note if project status changed, or other explanations as needed.

**Intangible Projects:**

This letter serves as official notification that the below listed project(s) have been identified as “Intangible” between July 1, 2017 and June 30, 2018 pursuant to the definition that “Intangible” means that the project completed the design phase and obtained DSA approval of the construction documents (CD’s), but the project will never start the construction phase or will not complete the construction phase for any reason.

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| Roll-up  Project ID | Sub-Project ID | Financial ID | Sub-Project Name | Date of DSA Approved of CD’s | Status Change or Notes\* |
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\* Insert justification and clarification note if project status changed, or other explanations as needed.

**Cancelled Projects:**

This letter serves as official notification that the below listed project(s) have been reviewed and approved as “Cancelled” between July 1, 2017 and June 30, 2018 pursuant to the definition that “Cancelled” means any project that was started, but was terminated without accomplishing the project’s objectives in whole or in part. Written approval for placing the project on “Cancelled” status from District, College President, and/or Shared Governance, as applicable, is attached. The costs incurred for a “Cancelled” project are costs for services or goods that did not result in a tangible benefit to the District. Please note that the Estimate at Completion (EAC) will include all costs incurred (paid and unpaid) as of the date of cancellation of the project.

We acknowledge that all contracts against the cancelled project(s) must be liquidated and have zero outstanding claims. We request that there be no further charges against these cancelled project(s).

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| Roll-up  Project ID | Sub-Project ID | Financial ID | Sub-Project Name | Date of Cancellation | Status Change or Notes\* |
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\* Insert justification and clarification note if project status changed, or other explanations as needed.

Sincerely,

[Insert Name] [Insert Name]

College Project Director, [Insert College] College President, [Insert College]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Signature Date

Approved:

Chief Facilities Executive or Designee Date

Attachments:

CC: Robert Gerber, Finance Manager

Brandon Singleton, Budget Analyst

PMO Document Control