SUNY Office for Capital Facilities

CCBOA Facilities Committee: 
CC Capital Program
Rebecca Goldstein, Program Manager, SUNY

Community College Business Officers Association 
June 2014
Agenda

- **SFY 14/15 Capital Budget**
  - Process, Submission and Outcome
- **SFY 15/16 Capital Budget**
  - Schedule and Requirements
- **Upcoming Program Requirements**
  - Components and Schedules
- **Other Program News**
Capital Budget Request: History

Capital Funding: $993.5M/74.1M average
Data Requests

- NYS Division of the Budget continued requirements related to Statewide Capital Projects Database B-1195
- SUNY requested from the CC’s a 10 year projection of projects with probability rating
- SUNY required Project Initiation Forms with project details for years 1 and 2
Capital Budget Request
SFY 14/15 Submission and Results

- 14/15 Request reduced in the Executive Budget, only including CM-related projects
- NYS Legislature restored removed projects and added several Legislator-driven projects
- Error in final Budget bill left out added projects
- *Technical “clean-up” bill not passed before end of session*
- Accessible: 49 projects: $64.2M/32.1M State
Continued Grant Opportunities

Regional Economic Develop Councils/ESD: $150M
- 15 projects for 11 CCs: 25% funded in 13/14
  - $2.5M for capital, $1.1M for non capital
  - $11.1M in grant applications not funded

SUNY 2020 Round III: $55M
- Grant applications are in the process of being reviewed by the Challenge Grant Review Board
Capital Budget Request
SFY 15/16

What is required for this year’s request?
- Update Statewide Capital Projects Database B-1195
- SUNY continues to need more project level detail data to develop the formal request

Together SUNY uses the data to tell the story

Focus on 1-year ask and 5-year projections

It is not clear if SUNY’s 15/16 capital request will be included in its entirety
Capital Budget Request
SFY 15/16

- Buckets by Types:
  - Nature of capital work
  - Current/planned use of space
- Comprehensive scope narrative
- Justification the capital project is of value and worth the State’s investment
- Budgets and Schedules for cash flow projections to ensure projects fit within NYS’s Financial Plan
Capital Budget Request  
SFY 15/16

- In past years, SUNY enhanced Capital Request using 2009 Reinvestment (AKA Bldg Cond Assess) Study for outlying years to not underestimate need

- SUNY looking into cost and process for 2014 study
  - Info reflects needs and continuing value of State investment
  - Assists Colleges in obtaining Sponsor support for critical investment
Upcoming Program Requirements

- **Summer:**
  - Statewide Capital Projects Database B-1195: SUNY required to complete; may contact CCs for additional/updated information
  - Annual Certification of Tuition and Dues: SUNY will forward to CCs for completion and return
  - Capital Request: Start: In early July, SUNY will forward multi-year spreadsheets due with supplemental PAFs for years 1-2; return date of mid-August
  - CCs must review unused previous SFY appropriation
Upcoming Program Requirements

Fall:

- Finalization of Capital Request: CC must submit:
  - Final versions of multi-year lists and PAFs: 9/30/14
  - Sponsor Resolutions: 10/15/14 (later with permission)
    
    *SUNY develops all necessary capital request materials*

- Private Use Survey: CCs required update
- PSI/BCI systems: CCs required to update
- Campus Acreage: CCs required to update
Other Program News

- Guidance Doc: Requesting Capital Approp: NEW
- Guidance Doc: SUNY Project Approval: IN PROCESS
- Sponsor Resolution Development Tips
- Project Action Form: NEW - Multiple Uses:
  - Original Capital Appropriation Request
  - SUNY Budget Approval
  - Project Budget Revisions

http://system.suny.edu/capital-facilities/community-college-capital-program/tools/
Other Program News

Sponsor Resolutions: Must contain:

For Appropriation Request:

- Project Name
- Project Total Budget (State + Local)
- Approval of the capital project and budget
- Acknowledgment of 50% local cost responsibility

For Project Approval: All of the above plus:

- Method of financing local share of project costs
  - Direct Sponsor Financing
  - Other Funding (chargebacks, fundraising, etc.)
- College BoT resolution if non-Sponsor funding
# Project Action Form

**SUNY COMMUNITY COLLEGE CAPITAL PROGRAM**

**Project Action Form**

<table>
<thead>
<tr>
<th>COLLEGE:</th>
<th>CAMPUS (if applicable):</th>
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**FORM PREPARED BY:** ___________________________  **DATE:** ___________________________

1. **PROJECT TITLE:** ___________________________

2. **ACTION:**
   - [□] Request for State Appropriation
   - [□] SUNY Project Approval - Specify Type: [□] New Project  [□] Revise Project: C ____________

3.a. **PROJECT SCOPE:** Provide % for each component included in the above project:
   - Rehabilitation: ___ %  New/Addition: ___ %  Property Acquisition: ___ %
   - Critical Maintenance: ___ %  Infrastructure: ___ %  Site Improvement: ___ %  Demolition: ___ %

b. **PROJECT CLASSIFICATION:** Check all that apply
   - [□] Health/Safety  [□] Facilities Preservation  [□] ADA/Other Compliance
   - [□] Energy Conservation  [□] New Program  [□] Program Improvement or Change

c. **FACILITY USE:** Check all that apply
   - [□] Academic: Provide detail in project scope  [□] Administration
   - [□] Central Services  [□] Library  [□] Student Life  [□] Student Services

d. **FACILITY DESCRIPTION:**
   - Bldg # per PSI: ________  Current GSF: ________  Post Project GSF: ________

4. **PROJECT SCOPE:** Attach additional sheets if needed
Project Action Form (cont.)

4. **PROJECT SCOPE:** Attach additional sheets if needed

5. **PROJECT JUSTIFICATION:** Attach additional sheets if needed

6. **BUDGET AND SCHEDULE:** If project has different phases/components (multiple projects within a larger project), to be completed on different schedules, in order to project cash flows use lines to separate costs and dates (date format mm/dd/yy). If not enough rows, attach a separate Excel spreadsheet.

<table>
<thead>
<tr>
<th>Phase/Component</th>
<th>Useful Life</th>
<th>Design</th>
<th>Construction</th>
<th>Equipment Budget</th>
<th>Beneficial Occupancy Date</th>
<th>Total Cost (auto calculated)</th>
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<tbody>
<tr>
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<td><strong>TOTALS (auto calculated)</strong></td>
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50% State Share (auto calculated): $0.00

7. **ARCHITECT:**
Program Reimbursement History

11 Year Actuals: $624M/$56.7M average
Reimbursement Forms/Process

- **Advance/Bonded**: Send to DASNY Program Manager
  - Cover Letter*
  - Certification Form
  
  * Copies should be sent to SUNY (Rebecca)

  IRS requirements: Bills must be submitted for reimbursement less than 18 months after College/Sponsor payment

- **Hard Dollar**: Send to SUNY (Rebecca)
  - Cover Letter
  - Claim Form (ensure State Financial System (SFS) Vendor ID included):
  - Excel Detail Sheet

Forms Available on SUNY’s Office for Capital Facilities website
Other Program Issues: Bonding Actions

Review Active Projects and Schedules:

- Provides basis for cash flow models/projections
- Factors in DASNY’s ability to reimburse claims
- Closed projects allow for lower annual re-appropriation request which factors in overall Capital Budget Requests

![15-Month Model Diagram]

- Direct Invoice Payment
- CC Reimb. Projection
- Actual Project Reimb.
Program Bonding: Ongoing Actions

Submit Timely Reimbursement Requests:

DASNY: Bonded, SUNY: Hard Dollar

- Assists SUNY in refining cash flow models given Credit Capital Program specific process:
  - Work conducted, Bills paid in full, Reimbursement for State 50% share requested

- IRS requirements: 18-month timeframe for reimbursement requests

- Ensures continued cash on hand, advance notice of bonding needs and accurate reporting to the DOB

- You get paid!!!
SUNY is here to help!!

- Rebecca Goldstein, Community College Capital Program Manager, 518-320-1501
  rebecca.goldstein@suny.edu
- Karren Bee-Donohoe, Director, Office for Capital Facilities, 518-320-1894
  karren.bee-donohoe@suny.edu

http://system.suny.edu/capital-facilities/