



The State University
of New York

SUNY Office for Capital Facilities

CCBOA Facilities Committee: CC Capital Program

Rebecca Goldstein, Program Manager, SUNY

Community College Business Officers Association

June 2014



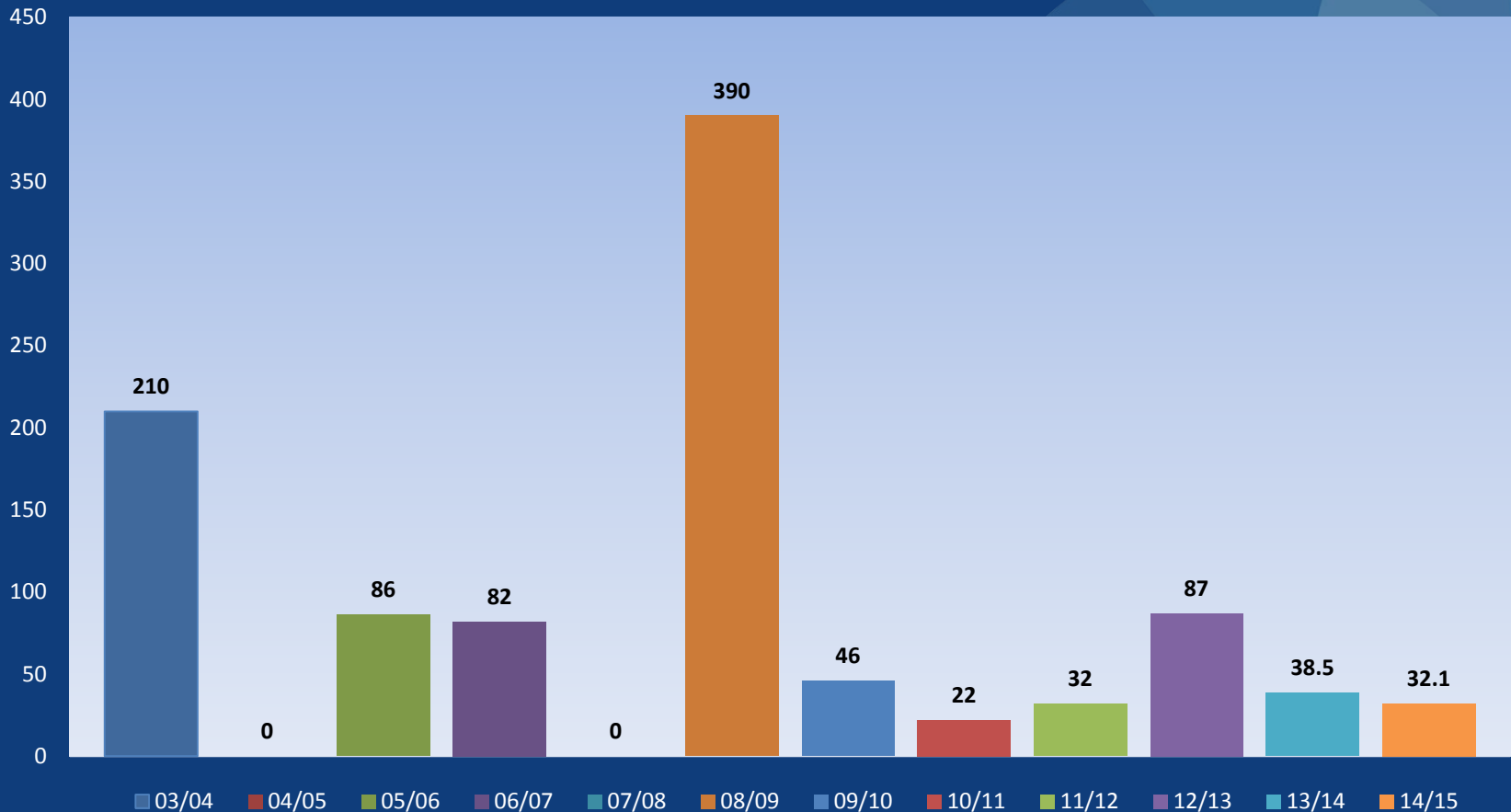
Agenda

- **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



Capital Budget Request SFY 14/15 Process

■ 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

Capital Budget Request SFY 14/15 Results

■ 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/](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

COLLEGE: _____ **CAMPUS (if applicable):** _____

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.*

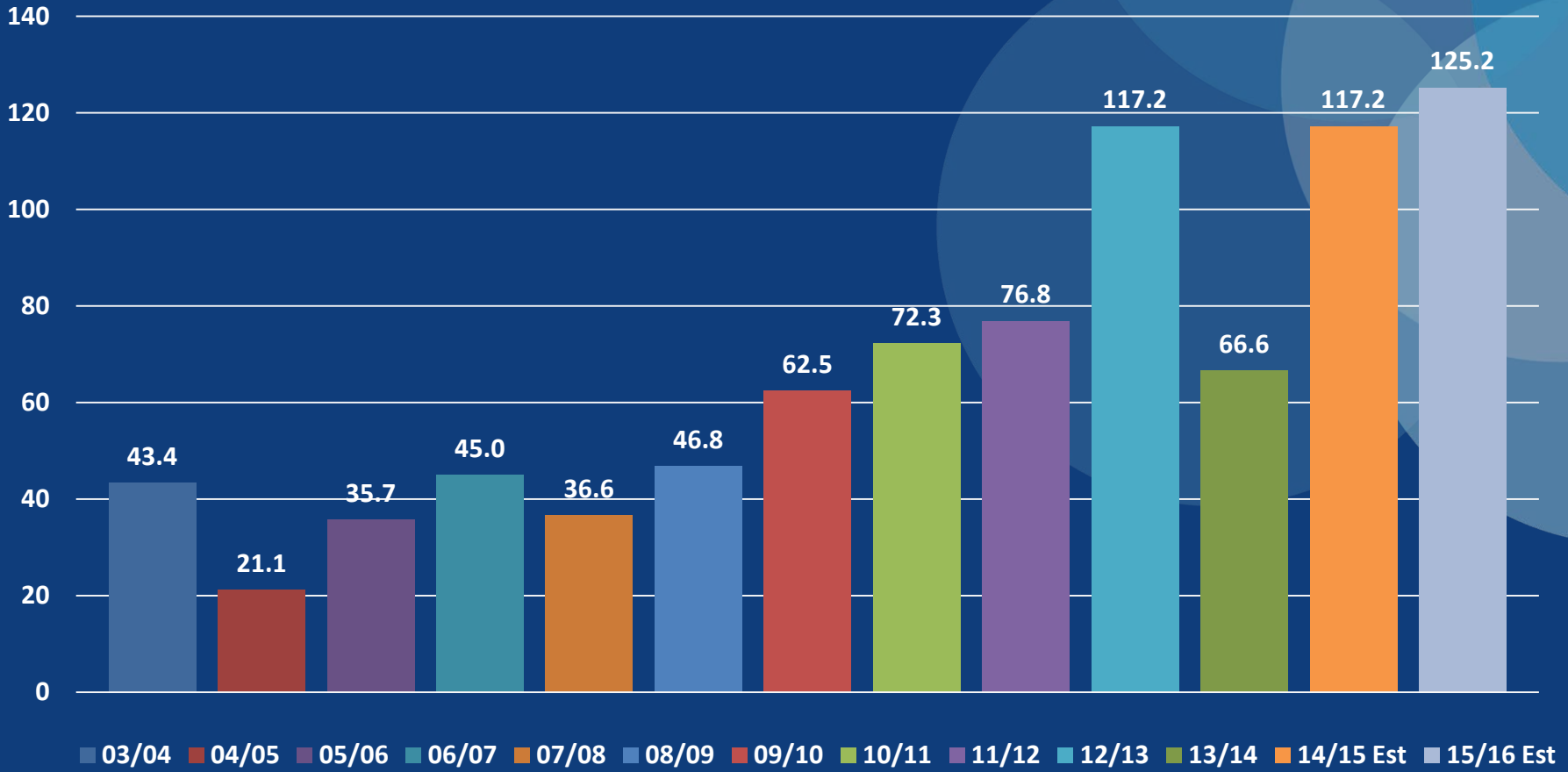
Phase/Component	Useful Life	Design		Construction		Equipment Budget	Beneficial Occupancy Date	Total Cost (auto calculated)
		Start Date	Budget	Start Date	Budget			
								\$ 0
								\$ 0
								\$ 0
TOTALS (auto calculated)			\$ 0		\$ 0	\$ 0		\$ 0
50% State Share (auto calculated):								\$ 0.00

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
- Excel Detail Sheet*
- Invoice Copies

* 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)

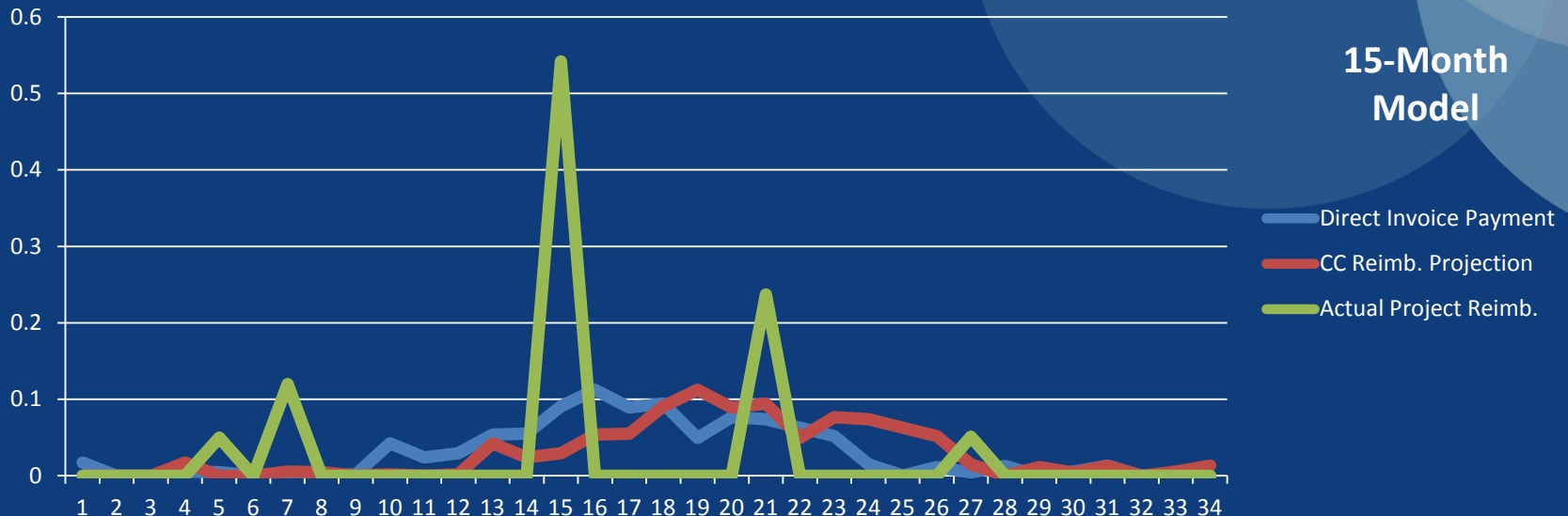
- Cover Letter
- Claim Form (ensure State Financial System (SFS) Vendor ID included):
- Excel Detail Sheet

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

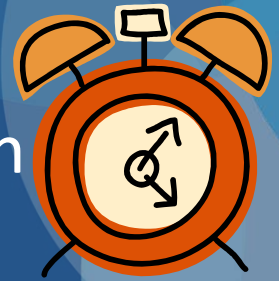


Program Bonding: Ongoing Actions

Submit Timely Reimbursement Requests:

DASNY: Bonded, SUNY: Hard Dollar

- Assists SUNY in refining cash flow models given 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/>