

Office for Capital Facilities Newsletter

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Issue 17, Jan 2017



TOOLS
TRAINING
COMMUNICATION

Note from the Associate Vice Chancellor - Karren Bee-Donohoe

HAPPY NEW YEAR!!

2017/18 Executive Budget will be released on January 17th, 2017

AiM Update (AssetWORKS): Trainings are scheduled throughout January for over 120 trainees at seven sites across the State. Go-live is planned for the end of January.

A helpdesk AiM.Help@suny.edu has been established. Several future webinars will be scheduled to provide additional training for reporting, asset life cycle management and more.

Space updates for the Fall 2016 reporting will be required by the end of March. Thereafter, live updating will be available and strongly encouraged.

A demonstration of other modules available in the AiM product suite will be presented at PPAA in Cooperstown. OCF

Crowd Managers - Barbara Boyle

The new NYS Fire Code requires trained crowd managers for events with more than 1000 people in attendance. FC 401.12.3 requires that, with some exceptions, there be one crowd manager for every 250 people. (Unlike personnel assigned as a fire watch, the crowd manager may have additional duties, e.g. usher or tour guide, during the event.)

The code does not define exactly what the training must entail, but does provide a list of duties that a crowd manager would have during an emergency.

Any pre-packaged training would always need to be supplemented with site specific information.

and the Fund continue to work with the AiM staff to assure a simple procurement process is in place for any campus interested in any of the AiM products. Additional demonstrations will be scheduled as needed once the procurement process is established.

REV Campus Challenge Roadmap

Grant Program: NYSERDA recently announced a new technical assistance grant program exclusively for REV Campus Challenge member campuses. The grants, of up to \$150,000 in cost sharing, are designed to help campuses establish a roadmap of actionable steps to meet the REV Challenge goals.

Grant requests of under \$10,000 may be fully funded, while higher levels require a campus share. Campuses not currently part of the REV Challenge may become members and then apply for a grant. More information is available at [NYSERDA](#).

There are a number of pre-packaged trainings available. One online program is endorsed by National Association of State Fire Marshals, the International Code Council (ICC), the International Association of Fire Chiefs (IAFC), and The Center for Campus Fire Safety. You can access it through the webpage of The Center for Campus Fire Safety. It takes about 2 hours to complete and costs \$20.

[Campus Fire Safety Website](#)

While visiting The Center for Campus Fire Safety website, look for Resources".

There is a wealth of useful information in their online library at no cost. While on the website, sign up to receive their monthly newsletter, also at no cost.

Upcoming Events

AssetWORKS Training
January 2017

PPAA
January 24-25

SUBOA
February 1-2

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Updates to the Clean Energy Standard – Daniel Russ

The Clean Energy Standard (CES) for New York public utilities and load serving entities, including the SUNY Energy Buying Group (EBG), was ordered by the New York Public Service Commission (PSC) on August 1, 2016. The CES adopts the State Energy Plan (SEP) goal for 50% of New York's electricity to be generated by renewable resources by 2030, as means to achieve a 40% reduction in greenhouse gas (GHG) by 2030.

On November 17, 2016, the PSC issued a clarifying order including two updates that will financially impact the EBG for 2017:

1) *Lowers Load Serving Entity (LSE) obligation percentage*

Initially, the CES set annual Renewable Energy Credit (REC) purchase obligations based upon a LSEs total

load through 2021. Calendar Year 2017's obligation was originally set at 0.6% with incremental increases through 2021.

The November update reduced the LSE load for 2017 from 0.6% to 0.035%, with the following years to be reviewed and to be determined at a later time. A major impetus for the change is the lack of Tier 1 RECs available for sale by NYSERDA for the 2017 compliance period.

As a result of 1) the EBG's estimated REC cost decreases from \$46,600 to \$2,700 for SUNY fiscal year 2016-17, a \$43,000 reduction.

The PSC also approved NYSERDA's administrative budget for 2017 which includes RECs administration along with system buildout and cost recovery fee to be funded through a por-

Required OSHA Standard: Fall Protection – Barbara Boyle

On November 18 OSHA published a new final rule on Walking-Working Surfaces and Personal Protective Equipment (Fall Protection Systems). The new regulation becomes effective on the federal level on January 17, 2017, although it still needs to be adopted for NYS agencies under the PESH program. The revised General Industry Standards aim to reduce injuries and includes revised and new provisions addressing fixed ladders, rope descent systems, fall protection systems, and training on fall hazards and fall protection systems. The rule adds requirements on the design, performance, and use of personal fall arrest systems. It increases consistency between general industry and construction standards, updates

requirements to reflect new technologies and provides more flexibility for employers.

Section 1910.21 starts with the scope and definitions, with 1910.22 detailing general requirements; Ladders are covered in 1910.23; stairways in 1910.25; and scaffolds in 1910.27.

Section 1910.28 then states duties to have fall protection and falling object protection for specific areas such as hoists, holes, dockboards, runways, dangerous equipment, openings, repair and service pits, fixed ladders, outdoor advertising, stairways, scaffolds, low-slope roofs, slaughtering facilities, and others. The new regulation also includes training requirements in 1910.30.



tion of repurposed funds of uncommitted System Benefit Charges (SBC), Energy Efficiency Portfolio Standards (EEPS), NYGATS Administrative Funds and Renewable Portfolio Standard (RPS) funds, thereby not adding any administrative costs for REC administration.

2) *Includes a Zero Emission Credit (ZEC) adder*

The NYSERDA budget also includes ZECs administration costs to be funded from another portion of repurposed funds from the same sources, however the PSC approved an adder to recover resultant additional costs. The ZEC adder is \$0.0594/ZEC on top of the ZEC base price. **As a result of 2) the EBG ZEC cost increase is estimated to be \$2,000 for SUNY fiscal year 2016-17.**

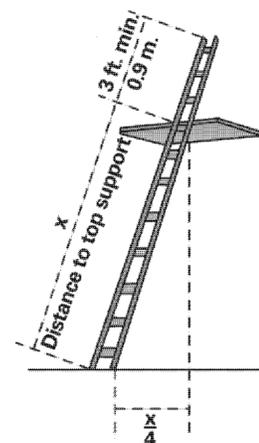


Figure D-1 -- Portable Ladder Set-up

Low-slope roofs are one of the specific sections in 1910.28. A low-slope roof has a maximum 4 in 12 pitch. Workers must be protected if there is a potential 4 foot fall in elevation to the next surface.

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Community College Capital Request – Rebecca Goldstein

The Office for Capital Facilities is finalizing the community college capital request for consideration in the 17/18 Executive Budget, scheduled to be released by the Governor in January.

SUNY requested approximately \$55 million for the state share of 56 capital projects.

The request can be categorized by project type and by space impacted.

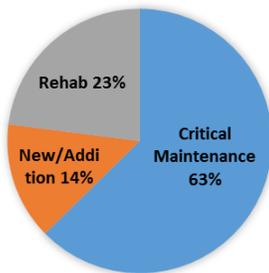
Project type: 86% of the funding relates to the critical maintenance (63%) or rehabilitation (23%) of existing facilities.

Space impacted: 64% of the space impacted is for academic (56%) or student life related (8%) use, with projects supporting Central Services and Administration accounting for 29% and 6%, respectively.

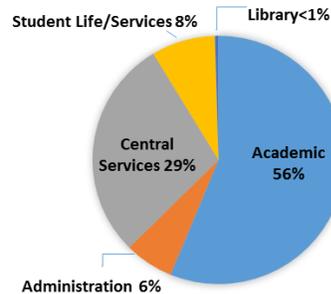
There may be additional requests added during the Legislative budget process if a college sponsor successfully identifies local funding. Both Houses and the Governor must agree in order for additional projects to be added.

SUNY will relay the outcome of the Governor’s Executive Budget to campuses as soon as it is announced.

PROJECT TYPE:



SPACE IMPACTED:



Exercising Your Emergency Plan – Barbara Boyle

To evaluate campus preparedness and the quality of an emergency response plan, campuses should conduct exercises of their plans. Well-crafted multi-year exercise plans permit an organized look at the plan components and the staff response, and will build on capabilities.

Multi-year planning allows campuses to test their plan with different triggers and different groups of responders, with increasing sophistication. Each exercise should be thoroughly developed, executed and documented. A good exercise will generally result in a revision to the plan and perhaps additional training of staff.

There are many information sources for exercise planning, conduct, and evaluation. FEMA and DHSES

provide training with the HSEEP program. Where appropriate, campuses should also look to participate in local community exercises.

There are different types of exercises that can be used to evaluate program plans, procedures and capabilities. Campuses need to pick and choose the types of events that make sense to their plan, the maturity of the program, the campus culture, and the level of support and resources available. In general terms, the progression of exercises includes:

- Walkthroughs, workshops or orientation seminars
- Tabletop exercises
- Functional exercises
- Full-scale exercises

Walkthroughs, workshops and orientation seminars are basic training for team members. They are designed to familiarize team members with emergency response, business continuity, and crisis communications plans and their roles and responsibilities as defined in the plans.

Tabletop exercises are discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation. A facilitator guides participants through a discussion of one or more scenarios.

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Exercising Your Emergency Plan (continued from page 3)

The duration of a tabletop exercise depends on the audience, the topic being exercised and the exercise objectives. Many tabletop exercises can be conducted in a few hours, so they are cost-effective tools to validate plans and capabilities.

Functional exercises allow personnel to validate plans and readiness by performing their duties in a simulated operational environment. Activities for

a functional exercise are scenario-driven, such as the failure of a critical business function or a specific hazard scenario. Functional exercises are designed to exercise specific team members, procedures and resources (e.g. communications, warning, notifications and equipment set-up).

A full-scale exercise is as close to the real thing as possible. It is a lengthy exercise which takes place on

location using, as much as possible, the equipment and personnel that would be called upon in a real event. Full-scale exercises are conducted by public agencies. They often include participation from local businesses.

Please feel free to contact our office to see if we might be able to assist in the enhancement of your exercise program.

Residence Hall Update – Donald Smith

PERFORMANCE - The Residence Hall Program performed quite well in 2015-16. Despite a small decrease in the overall occupancy rate (95.6%) compared to the prior year (96.0%), total revenues increased by approximately \$15m to just over \$545m. In addition to the increase in revenue, the campuses were able to lower total operating expenses by just under \$10m to \$327m leading to a significant increase in our Debt Service Coverage (1.54 compared to 1.40 in 2014-15). This is very significant since this metric is one of the key measures that impacts the ability to issue additional bonds.

CAPITAL PLANNING - The goal of our capital planning is to provide de-

sirable and affordable housing that meets the growing needs of our student population. This is no simple task, considering that the SUNY residence hall program is comprised of more than 72,000 beds, at 25 campuses, in approximately 400 buildings. As indicated below, the majority of the planned capital dollars are slated for rehabilitation projects, with a small portion slated to be used for new construction. Currently, only Brockport, Stony Brook, and Purchase have submitted plans that look to add new residence facilities over the next five years. Also, as shown below, many campuses are making a concerted effort to fund many of their projects with campus cash (i.e. hard dollar) in lieu of taking on the addi-

tional costs associated with funding projects through borrowing. These cost cutting efforts along with a concerted effort by campuses to slow the escalation of room rates are all part of the bigger plan of trying to keep the overall cost of education in check.

BONDING - As mentioned above, the program continues to meet the required standards for issuing new bonds on Wall Street. The plan is to issue new bonds in early 2017 to support the capital plan detailed below. This will provide funding to cover project expenses planned over the next 12-15 months. Also, at that time, there will be an analysis performed to see if there are opportunities to re-finance outstanding debt.

SUNY Residence Hall Capital Plan by Project Type/Funding Source

Project Type	2016-17	2017-18	2018-19	2019-20	2020-21	Total
New Construction	\$ 81,720,000	\$ -	\$ -	\$ -	\$ 27,312,500	\$ 109,032,500
Rehabilitation	\$ 132,284,247	\$ 129,846,614	\$ 130,072,565	\$ 190,561,633	\$ 120,465,628	\$ 703,230,687
Total	\$ 214,004,247	\$ 129,846,614	\$ 130,072,565	\$ 190,561,633	\$ 147,778,128	\$ 812,263,187

Funding Source	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Bond Proceeds	\$ 157,319,929	\$ 83,719,671	\$ 91,314,567	\$ 142,839,131	\$ 114,228,780	\$ 589,422,078
Hard Dollar	\$ 56,684,318	\$ 46,126,943	\$ 38,757,998	\$ 47,722,502	\$ 33,549,348	\$ 222,841,109
Total	\$ 214,004,247	\$ 129,846,614	\$ 130,072,565	\$ 190,561,633	\$ 147,778,128	\$ 812,263,187

Community College Capital Program: Improved Forms - Rebecca Goldstein



In response to campus feedback, the Office for Capital Facilities has worked with the NYS Division of Budget and DASNY to develop program and form improvements.

Tools Guidance Documents

The finance application has been streamlined, now permitting colleges to directly request reimbursement if the college: has control over project funds (ex. capital chargebacks, donations); will manage the project directly; and has permission by the sponsor. The application has a box that the sponsor can check to indicate that the college is taking the lead on project management and reimbursement. The application will still need to be signed by the sponsor, but all subsequent financial communication can

come directly from college staff. All future projects will now have this option. If there are active projects for which the college and sponsor wish to employ this opportunity, please contact OCF.

Reimbursement forms now include the option for colleges to sign requests if projects are directly managed by the college and reimbursements are going to the college. This ensures proper processing by DASNY staff.

Another improvement was made to reduce the collection of duplicate information – now only changes to an earlier submission of the Project Action Form (PAF) need to be inputted on the finance application. If there are no changes to the information, DASNY and Bond Counsel will use

the data on the PAF. Examples include project description, budget amounts, schedules, and useful life.

Guidance documents have also been revised to clarify procedures with additional documents to follow in the coming year:

- Requesting Capital Appropriation (CCP-1)
- Capital Project Initiation and Revision (CCP-2)
- Capital Project State Financing (CCP-3)
- Reimbursement and Ongoing Actions (CCP-4) – Coming Soon

We hope that these changes make the process more efficient for college staff and welcome continued feedback on program improvement.

Continued from page 2 - Required OSHA Standard: Fall Protection

Under the old standard, those workers were almost exclusively protected by a guardrail systems at any distance from the edge unless the employer could show it was infeasible. (Some letters of interpretation provided a little more flexibility.)

Under the new, more flexible standard, workers within 6 feet of the edge of the low-slope roof need to be protected by a guardrail system (as was the previous case), or (new) a safety net system, travel restraint system, or a personal fall arrest system.

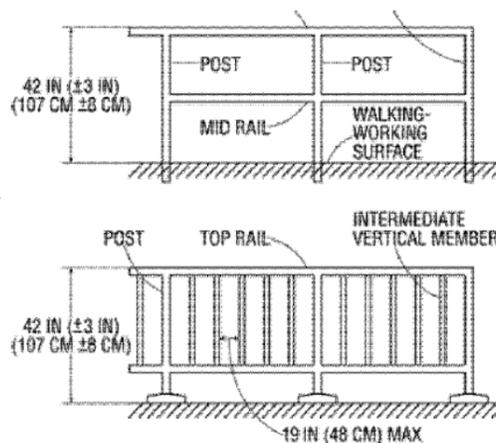


Figure D-11 – Guard Rail Systems

Workers more than 6 feet from the edge but less than 15 feet require the same protection unless the job is temporary and infrequent. If the work meets the criteria for *temporary and infrequent* the employer may establish a designated area with warning lines to remind employees of the edge location. On the low-slope roof, if the workers are 15 feet or more from the edge, they can be protected by any of the above methods or a work rule that is implemented and enforced that they do not approach within 15 feet of the edge. The terms used and fall systems are all well defined by the standard.