



Office for Capital Facilities Newsletter

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TOOLS TRAINING COMMUNICATION

Upcoming Events

SUBOA
May 30-June 1
(Verona)

CCBOA
June 5-8
(Clayton)

Board of Trustees Meeting
June 20-21
(Albany)

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Note from the Associate Vice Chancellor - Karren Bee-Donohoe

AiM Update: Campuses have done a great job updating space data. Reports for Fall 2016 will be based upon the status of the data at the end of April.

In the future, the reports will be based on the data in place as of mid-October. Reminders will be provided.

Campuses are free to make updates to the system, and encouraged to keep space data updated as changes occur, minimizing the updates needed in the Fall. This will provide current and accurate data, that is most useful to the campuses.

While we are continuing implementation of additional modules, our Project Manager Kelly Buchalski will be returning to the Construction Fund Fiscal Management office in the coming months.

We have been very fortunate to have

Kelly's excellent project management skills through the past several months. As we work toward transitioning Kelly, we are in the process of hiring a [Property Management Specialist](#) to manage the AiM system and work with campuses. We welcome applications from campus staff for this position.

Residence Hall revolving Loan Program: Changes to the guidelines are in process for using the revolving loan program. Don Smith will provide details in the near future.

Residence Hall Bonding: We have just completed another bond sale for the residence hall program. The all-in true interest cost (TIC) is 3.236%. Additionally, \$226 M was refunded for a net present value savings of \$19.39 M. Savings details will be provided to each campus.

Reviewing Emergency Operations Plans - Barbara Boyle

SUNY Procedure 5606 Emergency Response Plan Requirements (ERP) requires that campuses review their ERP at least once every academic year. The responsible person must document that the review was completed, outline any significant changes, and sign and date the plan.

The campus is asked to provide the updated plan to System Administration annually by June 30th. (A formal request will be made in early June.)

The SUNY procedure also requires that the Campus President signs and dates an endorsement of the campus plan. While the procedure does not require the President to sign annually, if it has been some time since your President endorsed the

plan, it may be useful to ask him or her to renew their support.

To help with your annual review, OCF has developed the SUNY EOP Evaluation Tool. The questions are from a broad range of sources but were edited to reflect campus sensibilities. The link below will bring you directly to the questionnaire. [SUNY EOP Evaluation tool.](#)

For more mature programs, the University of California system has developed an excellent Self-Assessment Benchmarking Guide for Conformity with NFPA 1600. The tool is included at the end of their annual report on Emergency Management [online](#). Alternately, please contact Barbara Boyle or Al Styno for a copy of the California tool.



New York Energy Manager Training – Eric Mazzone

The Office for Capital Facilities has coordinated with New York Power Authority (NYPA) to offer SUNY New York Energy Manager (NYEM) training for current and potential users. NYEM is a web based energy data portal, housed and managed by NYPA, which provides users with the ability to continuously monitor interval data.

The interval data combined with building analytics allows energy managers to implement innovative energy use strategies that will assist in driving down the cost of energy in state buildings. To date, thirteen campuses are utilizing NYEM.

The target audience for the training includes energy managers,

building control system operators, facility managers and sustainability managers. Each campus will be allowed a maximum of two attendees as there are only 10 slots available per session. Trainings will be held at NYPA's NY Energy Manager Office at the ZEN Building in Albany and will



Construction Authority – Jessica R. Miller

The question of who can construct on campus often comes up when considering the use of funding from auxiliary corporations, foundations, or other SUNY affiliated entities. While these alternative funding sources can give us the ability to progress projects we would not otherwise be able to fund with capital, it is important to remember that those entities cannot hold construction contracts for work done on SUNY facilities.

The authority to construct and rehabilitate SUNY facilities is established in New York State Education Law. This authority rests with SUNY, the State University Construction Fund, the Dormitory Authority (DASNY) of the State of New York or

other entities authorized to do construction for New York State agencies such as New York Power Authority (NYPA) and Office of General Services (OGS).

Auxiliary corporations, foundations or other SUNY-related entities do not have the statutory authority to let contracts for construction or rehabilitation of SUNY-owned buildings, facilities, or property, unless done so pursuant to a ground lease authorized by specific legislation. Such legislation must allow SUNY to give a ground lease to the entity and permit that entity to construct on that land. Legislation is in place to allow for SUNY to lease land to a campus alumni association for the purpose of constructing residential facilities. The



be advertised via listserv announcements.

Topics include:

- Introduction to Utility Data Portal
- Campus level utility data review
- Fundamentals of energy data visualization
- Understanding building energy use patterns
- Identifying energy savings opportunities
- Optimization for schedules and weather parameters
- Low cost / no cost optimization measures
- Introduction to Measurement and Verification

Start-UP NY legislation provides a similar authorization for those businesses partnered with SUNY schools under the program.

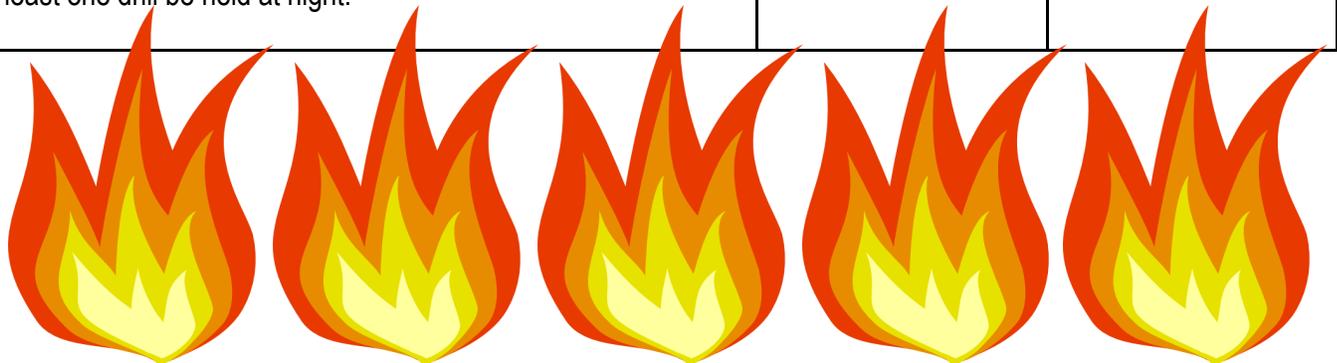
For additional information on Construction Authority please see the Office for Capital Facilities Guidance Document, *CLC-3 Construction Authority*. Guidance Documents are available on the [Office for Capital Facilities website](#).





FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION
College and University Buildings

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
<p>Group A Note: §FC403.2.5 Education Law requirements for Groups A college and university buildings also incorporates the requirements of Section 807.3 of the Education Law:</p> <ul style="list-style-type: none"> • not less than three drills annually, one of which shall take place between September 1 and December 1; • at least one of the drills must use fire escapes, where provided; and, • where summer sessions are provided, at least one of the required drills must be held during the first week of summer school. 	Three annually	All occupants
<p>Group B Note: §FC403.4.1 Education Law requirements for Group B college and university buildings also incorporates Section 807.3 of the Education Law, with the same provisions as for Group A above.</p>	Three annually	All occupants
<p>Group R-2 Note: In addition to the provisions from the Education Law (above per Group A):</p> <ul style="list-style-type: none"> • §FC403.10.2.1.1 also requires that the first drill in R-2 colleges and universities be conducted within 10 days of the beginning of school. • §FC403.10.2.1.2 requires drilling at various times, and that at least one drill be held at night. 	Four annually	All occupants



Residence Hall Program Performs Well; to Issue Bonds in April - Don Smith



PERFORMANCE - The residence hall program performed well in 2015-16 and 2016-17 is looking like another strong year.

Although there has been a small decline in our overall occupancy rate for 2016-17 (95.2% vs. 95.6% in the prior year), overall campus revenues and cash balances remain strong.

The strong revenues combined with efforts to contain operating costs has resulted in an overall solid financial performance.

CAPITAL PLANNING - The goal of our capital planning is to provide desirable and affordable housing that meets the growing needs of our student population.

The current year capital plan shown below includes new residence hall construction projects at Brockport and Stony Brook, and major renovations at several campuses. The 2017-18 capital plan is anticipated to go out to campuses in late spring. Be on the lookout for improvements and new initiatives in the capital planning process.

BONDING – We have just completed another bond sale and anticipate closing by the end of April.

This sale is for \$150M to support the capital plan detailed above and will cover anticipated expenditures over the next 12-15 months.

Additionally, portions of the 2008, 2009, 2010, 2011 and 2012 sales have been refunded at a net present value savings over \$19m. Total outstanding debt in the new program is now approx. \$1.1B with \$425M remaining in the old program.

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	\$ 51,720,000	\$ -	\$ -	\$ -	\$ 27,312,500	\$ 79,032,500
Rehabilitation	\$ 132,284,247	\$ 129,846,614	\$ 130,072,565	\$ 190,561,633	\$ 120,465,628	\$ 703,230,687
Total	\$ 184,004,247	\$ 129,846,614	\$ 130,072,565	\$ 190,561,633	\$ 147,778,128	\$ 782,263,187

Funding Source	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Bond Proceeds	\$ 127,319,929	\$ 83,719,671	\$ 91,314,567	\$ 142,839,131	\$ 114,228,780	\$ 559,422,078
Excess Funds and Available Reserves	\$ 56,684,318	\$ 46,126,943	\$ 38,757,998	\$ 47,722,502	\$ 33,549,348	\$ 222,841,109
Total	\$ 184,004,247	\$ 129,846,614	\$ 130,072,565	\$ 190,561,633	\$ 147,778,128	\$ 782,263,187

Community College Capital Updates - Rebecca Goldstein

Project Reimbursement

SUNY urges all colleges to be prompt in submitting requests for reimbursement for the State match for community college capital projects. Timely quarterly submissions of claims will:

- Ensure claim requests will be processed promptly, and the 50% State match will be quickly provided back to your sponsors. This will ensure capital projects at your college will not be delayed by State reimbursement and the reimbursed cash is on hand to redirect to other projects.
- Provide vital information to the Division of Budget (DOB) on cash

flow patterns for this program so SUNY can develop proper models to predict bond sale needs. This essential information will support SUNY's requests for future program bond sales.

Quarterly Capital Reports

Colleges will be receiving capital reports that include State Fiscal Year End information by early May.

Colleges are requested to review project schedules for accuracy, and to review project balances and initiate new projects or close older projects if applicable.

CCBOA Conference

The next Community College Business

Officers Association meeting will be held June; details will be released soon. The conference not only provides learning opportunities, but the ability to network and share best practices and current challenges.

In addition to providing OCF program updates and preliminary information about the 2018/19 NYS Budget process, OCF together with the Facilities Committee will host a panel to explore energy savings initiatives and the potential for obtaining 50% State capital support.

Please feel free to contact Rebecca Goldstein with any questions related to the community college program.

New DEC Regulations for Generators - Part 222 – Barbara Boyle

Please note that this regulation is currently stayed for implementation and enforcement until the court hears the challenge. A May decision is currently expected.

The DEC has issued a new air pollution regulation that covers Distributed Generation Sources, which are internal combustion engines used to supply electricity outside the grid. The regulation sets maximum mechanical output at 400 HP (200 HP in the NYC metropolitan area) as the threshold of concern. The two classes of distributed generation sources covered by the regulation, emergency generators and economic dispatch sources, are treated quite differently.

Emergency generators are used when the usual supply of power is unavailable. They are limited to 500 hours per year (including emergency use and testing, maintenance, and exercising). If you are operating an emergency generator (i.e., not part of a demand response, peak shaving, load reduction, etc.) then the

new regulation contains only a few requirements.

For those emergency generators, there are three basic requirements: limits to when they can be run for maintenance and testing (222.3(b)), annual tune-ups (222.4(b)), and recordkeeping (222.7(a), (c) and (d)):

- Testing or maintenance may not be conducted between 1:00 pm and 8:00 pm from May 1 through September 30 of each year.
- An annual tune-up must be conducted at least once a year (and before December 1, 2017 for the first year).
- Records of the tune-up (e.g., date of tune-up, name, title and affiliation of the person(s) who conducted the tune-up; description of the tasks performed during the tune-up; results of the tune-up; and other information that the Department may require as a condition of approval of any permit) must be kept.

Records on how the generator was used (i.e., hours of operation; type and quantity of fuel(s) used or purchased; electricity generated in megawatt-hours; and electricity generated by renewable generation systems subject to paragraph 222.5(c) in megawatt-hours) are also required.

If you are operating a generator as part of a demand response, peak shaving, or load reduction program, or if your use



does not fit the emergency generator use as discussed above, your generator would be considered an economic dispatch source. The new regulation provides a number of new requirements including: permitting, notification of status to the DEC, control requirements, emissions testing, and additional recordkeeping requirements. You can find more information [online](#).

Residence Hall Campus Let Projects - Process and Documentation Reminders – Don Smith

In 2013 the Residence Hall bonding program was restructured, eliminating the use of State appropriation. In order to account for this change, a new process was developed for campus let projects that utilize bond proceeds, including the development of a comprehensive set of documents. Campuses now submit payment requests to the OCF; once approved they are forwarded to DASNY for direct payment to vendors from bond proceeds.

Campus Let forms available on OCF website include:

- Exhibit A – Project Request and Certification for University Facility
- Exhibit B – Compliance Certificate
- Exhibit C – Memorandum of Understanding
- Exhibit D – Certification Required for Payment of Costs of a University Facility
- Exhibit E – Completion Certificate

Tracking of liens by campus

The campus is required to maintain a record, referred to as the "lien docket", of

any notices of lien filed in connection with the campus let project. These dockets must include the name and residence of the lienor, the name of the contractor or subcontractor against whom the lien was filed, the amount of the lien, the date the lien was filed, and the designation of the contract under which the lien arose.

The Campus is required to notify DASNY and SUNY OCF of the docketing of any liens or other instruments which have been received in connection with a Project, within five business days of the docketing of such liens or other instruments, by sending a copy of such docket to SUDOCKET@dasny.org.

Important
FORMS