



# Office for Capital Facilities Newsletter



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## Note from the Associate Vice Chancellor - Karren Bee-Donohoe

**NYPA Tree Power Program:** NYPA has recently expanding the Tree Power program to include State entities, including SUNY. Trees may be planted for shade, windbreak or carbon sequestration. Participants "buy-one-tree and get-one-free" from a selection of seven tree varieties including ash, spruce and flowering trees. The program will provide up to \$5,000 toward trees. Instructions for proper care are provided. For questions and to place an order contact [David.Benjamin@nypa.gov](mailto:David.Benjamin@nypa.gov). **Deadline to Order is Sept 15th.**

**Personnel:** OCF is searching for a new [SUNY Director EH&S and Emergency Services](#). Please encourage qualified individuals to apply. Also, congratulations to Melinda Race and Petula Phillips on their recent, well deserved promotions. They are doing an excellent job managing the Energy Buying Group and actively searching for a new Junior Accountant.

**Policy, Procedures and Guidance Documents:** As a reminder, many activities and actions undertaken by campus personnel are regulated by the [SUNY Policies and Procedures](#). In addition, SUNY OCF offers several [Guidance Documents](#) which help simplify key elements in the existing procedure documents, laws, rules and regulations related to facilities activities. A full document review is taking place at System Administration, so many of these documents are expected to be updated in the next few months.

**Past Newsletter Index:** As a reminder, all previous OCF Newsletters are available on the [OCF website](#). In addition, the [Index of Past Newsletters](#) is available for download and searching in order to locate the Issue and page number of a particular article. Much of the content in the newsletter continues to be useful. Articles are catalogued by OCF program, author, and key words. Use Ctrl-F to search for specific words or phrases.



**TOOLS TRAINING COMMUNICATION**

### Upcoming Events

- Labor Day Sept 6
- SUBOA Sept 29-30
- Multiple Intervenors Board Meeting and Annual Meeting October 6-7



**NYPA Tree Power Program**

## Guard your COVID-19 Vaccination Card from Scammers

After you get your COVID-19 vaccine, keep your vaccination card safe. Scammers are using the COVID-19 pandemic to try to steal your personal information. Don't share a photo of your COVID-19 vaccination card online, or on social media. Scammers can use content you post, like your date of birth, health care details, or other personal information to steal your identity.

You should get a COVID-19 vaccination card at your first vaccine appointment. If you didn't, contact the provider site where you got vaccinated or your state health department to find out how to get a card.

To carry proof of vaccine, consider using the Excelsior Pass App, including the Plus pass, which provides access to vaccine Lot information, which is needed if NYS Dept of Health contacts you as part of contact tracing.

If someone contacts you to buy or sell a vaccination card, it's a scam. If you suspect COVID-19 health care fraud, [report it online](#) or call [800-HHS-TIPS \(800-447-8477\)](tel:800-HHS-TIPS). TTY users can call [1-800-377-4950](tel:1-800-377-4950). The US Department of Health and Human Services has put out an alert about this scam. For more information, visit their website [here](#).

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## Campus Let Contracts Updates - Jessica Miller

### 2021 Webinar Series – Available Online

A three-part Campus Let Contracts webinar series was offered this spring; each session was attended by more than one hundred SUNY state-operated staff members. Sessions covered Financial Management of Capital Funds, Procurement Requirements, and Construction-related Consultant Selection. Recordings of each session are available online at the [Campus Let Contracts Training Page](#), along with the PowerPoint presentation.

### Division of Budget Approvals – Budget Bulletin 1223

In April 2020, an additional spending control was put in place requiring approval by the Division of Budget (DOB) prior to issuing an advertisement for a construction contract. This approval was in addition to the approval required by Budget Bulletin B-1184, which is submitted through DOB's eBudget Portal.

DOB has revised Budget Bulletin B-1223; approvals are now **only required for projects with budgets of \$5M or more**, while projects under \$5M are exempt. The State University Construction Fund is responsible for managing the B-1223 requests on behalf of the Campus Let Contracts Program. DOB is requesting those submittals on a periodic basis, and requiring that projects be prioritized. Any questions regarding B-1223 approvals should be directed to the

campus Construction Fund Project Manager.

### Attorney General Approvals

Construction Contracts of \$250,000 or more now require approval by the Attorney General (AG) and the Office of the State Comptroller (OSC). Prior to submitting documents through OSC's Electronic Document Submission System (EDSS), campuses are required to obtain approval from the AG. Submittals to the AG should be sent electronically to [contractapproval@ag.ny.gov](mailto:contractapproval@ag.ny.gov), with the OSC contract number, agency initials, and contractor's name in the email subject line. For each contract, an agency cover letter should be included, along with scans (exact replicas) of the fully executed contract including any and all attachments.

The SUNY Construction Agreement defines Contract Documents and Bidding Documents. These contract documents are ALL required when submitting the contract to the AG.

- Contract Documents: The Agreement, Exhibits A and A-1, Bidding Documents, Bonds, Specifications, Project Manual, Drawings, Addenda issued prior to the opening of bids and Change orders issued after the award of the Contract.
- Bidding Documents: Notice to Bidders, Information for Bidders and Proposals

## Tornados

In a flash, a tornado can cause major damage. Having a preparedness kit can keep your family safe.

- **Know your area's tornado risk.** In the US, the Midwest and the Southeast have a greater risk for tornados.
- **Know the signs of a tornado**, including a funnel-shaped cloud, an approaching cloud of debris, or a loud roar like a freight train.
- **Sign up for your community's warning system.** The Emergency Alert System (EAS) and NOAA Weather Radio also provide [emergency alerts](#). If your community has sirens, then become familiar with the warning tone.
- **Pay attention to weather reports.** Meteorologists can predict when conditions might be right for a tornado.
- **Identify and practice going to a safe shelter** such as a safe room built using FEMA criteria or a storm shelter built to ICC 500 standards. The next best protection is a small, interior, windowless room or basement on the lowest level of a sturdy building.
- **Consider Overlapping Hazards such as Coronavirus Disease 2019 (COVID-19).** Review the CDC's guidelines for going to a public disaster shelter during the COVID-19 pandemic.
- **Plan for your pet.** They are an important member of your family, so they need to be included in your family's emergency plan.
- **Plan for long-term stay at home or sheltering in place** by gathering emergency supplies, cleaning supplies, non-perishable foods, water, medical supplies and medication.

Source: <https://www.ready.gov/tornadoes>



## New York expands the Clean Energy Standard – Melinda Race



New York's Clean Energy Standard (CES) is designed to fight climate change, reduce harmful air pollution, and ensure a diverse and reliable low carbon energy supply, to help New York meet clean energy and climate goals. Recently, the New York Public Service Commission (PSC) expanded the CES, approving measures to grow wind resources, maintain existing renewable generation, and boost renewable energy in New York City.

The CES established two primary means to achieve the State's goals, the renewable energy standard (RES) and the zero-emissions credit (ZEC) requirement. The RES requires electricity suppliers, also known as load serving entities (LSEs), to purchase on behalf of its customers, **Tier 1 Renewable Energy Credits (RECs)**, which procure *new* renewable electricity generation. LSEs are also required to purchase **zero-emission credits** from NYSERDA, which financially support **existing nuclear generation plants** with NYS.

In expanding the CES, the state is accelerating its efforts to grow onshore and offshore renewable capacity by creating a new Tier 2 and Tier 4 Program. The new Tier 2 creates a competitive five-year program to preserve existing renewable baseline generation that covers projects in operation before 2015. The new Tier 4 is a large-scale renewable program that will increase the penetration of renewable energy delivered into New York City, which is

particularly dependent on polluting fossil fuel-fired generation.

The EBG is a load-serving entity, just like the any other electricity supplier or utility, and is therefore subject to the requirements of the CES. For the campuses participating in the Energy Buying Group (EBG), the expanded CES will have a financial impact on the cost of supply for electricity.

The existing annual Tier 1 REC obligation for 2021 is 2.04%, which is reduced from the 2020 obligation of 2.84%. With a reduction in the obligation, the EBG anticipates needing 3,000 less RECs for the year, at an estimated savings of \$70,000. However, for ZEC compliance, the 2021 rate per MWh has increased to \$4.20, from \$3.52 for 2020, resulting in a 20% increase in annual ZEC costs, or approximately \$200,000.

The new Tier 2 requirement, which began in January 2021, establishes a rate of \$0.02 per MWh, resulting in additional annual cost of \$10,000. The rate per MWh is expected to grow each year of the five-year program. **The total impact for 2021 is expected to be approximately \$140,000.** Tier 4 RECs are still under development, so the financial impact on the EBG is yet to be determined.

Please feel free to reach out to Melinda Race at [Melinda.Race@suny.edu](mailto:Melinda.Race@suny.edu) with any questions.



## Community College Capital Program Updates - Rebecca Goldstein

### Project Approvals

The recent loosening of State capital spending restrictions now allows project approvals to revert to standard program procedures. As a reminder, colleges must make a request for and receive a "SUNY Project Approval" for each project appropriated in the State budget prior to moving forward.

OCF is submitting project approval requests to SUNY leadership on a weekly basis. Please review the [guidance documents](#) on the OCF website for the steps on the process and contact OCF at [Rebecca.Goldstein@suny.edu](mailto:Rebecca.Goldstein@suny.edu) with any questions.

Please note the revised guidance from the Division of Budget (DoB) regarding Budget Bulletin B-1223, requires additional approval to sign new contracts or purchase orders for projects with budgets of \$5M State or higher. Projects are to be submitted to DoB in periodic cycles. There are some exceptions, including large projects which include stand-alone projects that are grouped together for administrative purposes. Colleges with a project needing submission to DoB, or if for any questions or clarification, please contact OCF.

### Quarterly Capital Reports

College Quarterly Capital Reports were disseminated the third week of July. Colleges should review the data, paying particular attention to schedules and reimbursements to date, contacting OCF with changes. The report is a useful tool as

the Capital Request process for next year begins.

OCF is also working with colleges to refine data included in the statewide multiple-agency Capital Projects Database, particularly related to efforts to mitigate and adapt to climate change. This is essential information for State leaders and SUNY would like to ensure complete and accurate information is being collected and shared.

### 2022-23 NYS Budget Capital Request

The Capital Request for new appropriation in the 2022-23 NYS Budget will start with preliminary information being requested by the end of August. Colleges should be working with sponsors to identify capital needs and local funding support now, in anticipation of this request. Per the usual process, a five-year projection and more concrete one-year plan will be requested. Please see guidance document [CCP-1-Requesting-Capital-Appropriation](#) for more information.

### Other items

OCF continues to work with colleges on real property actions which are required to go before SUNY Board of Trustees prior to execution. Please contact OCF as soon as real property actions are being discussed so we can be sure all SUNY System approvals are in place by the time these actions are to take place.

CCBOA is planning an orientation for new business officers at the end of August, which will include an overview by OCF related to capital project process and procedures.

