



STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
STATE CAPITOL
ALBANY, NEW YORK 12224

Andrew M. Cuomo
Governor

Robert L. Megna
Director of the Budget

BUDGET BULLETIN	B-1195 REVISED	July 14, 2014
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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: Robert L. Megna *Robert L. Megna*

**SUBJECT: FY 2015 Enacted Budget Updates for Capital Projects Database
Executive Order 88-Improvement of Energy Efficiency in State Buildings**

The Capital Projects Database was first introduced to agencies in October 2011. Since that time, the database has assisted policymakers in becoming better informed about the scope and types of capital projects statewide. It has resulted in greater transparency and improved decision making throughout the budget process. The database has also revealed the complexity of large-scale capital projects that agencies undertake and manage.

This bulletin provides guidance to agencies on entering project-level data based on **FY 2015 Enacted Budget** appropriations. The database was last updated in June 2013 when DOB examiners, working closely with their agencies, revised projects and entered new projects reflecting FY 2014 Enacted Budget authorizations. Subsequent recommendations by agencies have resulted in streamlining the database by eliminating certain fields, including questions relating to engineering and environmental assessments. Agencies will also be able to track projects using unique identifiers that match their own systems.

Of particular interest are forthcoming projects that meet the energy-related investments of [Executive Order 88 \(EO 88\)](#). Under the Governor's directive, the [BuildSmartNY](#) program requires, by April 1, 2020, State entities to collectively reduce average energy use in State-owned and managed buildings by at least 20 percent. BuildSmartNY is an extension of the Governor's NY Works initiative aimed at developing a strategic, comprehensive and coordinated capital planning process across the State.

The New York Power Authority (NYPA), charged with administering the program, has established targets and milestones to meet EO 88 requirements. Agencies with direct operational control over individual State-owned (not leased) facilities that are greater than 20,000 square feet are subject to EO 88 requirements, and each of these agencies has been provided with specific energy use reduction targets for the 2020 deadline. (**Attachment A identifies these agencies; Attachment B shows cumulative agency targets**) DOB is working closely with NYPA and the Office of General Services (OGS) to ensure that EO 88 is fully integrated into the capital planning process statewide. DOB expects that new projects entered into the database will include energy efficiency projects that meet the EO 88 guidelines. These projects will be separately identified by an EO 88 field in the database.

Agencies should complete the updates described below by August 29, 2014.
Agency Requirements

Entering New Projects

Agency users are required to enter new information about proposed capital projects, including energy efficiency projects anticipated to be submitted to the BuildSmartNY team, authorized in the FY 2015 Enacted Budget based on the thresholds shown in the tables below. These are the same thresholds that defined the original data in 2011.

Data should be entered for projects beginning design or construction in **FY 2016** (April 1, 2015 - March 31, 2016) and **FY 2017** (April 1, 2016 - March 31, 2017) regardless of whether funding is anticipated to come from existing appropriations, reappropriations, or new appropriations. The **Agency User Guide (Attachment C)** provides guidance on entering project information through the secure database.

Agencies will be required to enter data on proposed projects, including a full description of the project and its scope, a justification for the project, the number of permanent jobs created, the project’s cost over the five years of the capital plan, financing sources and other information.

Project Thresholds

Project Thresholds	Requirement	Parameters
\$3 Million or above	Agency enters data for each project equal to or greater than \$3 million in total project cost.	Projects begin design or construction in FY 2016 and FY 2017.
Below \$3 Million	Agency enters data for each project if, in the aggregate, the projects constitute at least 80% of the total value of obligations or encumbrances in the agency’s fiscal year.	Projects begin design or construction in FY 2016 and FY 2017.

Maintenance Project Threshold

Field Name: Project Type	Threshold for Maintenance Projects Only
Maintenance Projects	Greater than \$1 million individually. This eliminates smaller maintenance projects that are not part of a larger overall project rehabilitation. If one project includes several maintenance or maintenance-type components, however, agencies may aggregate these and include the project in the database under Project Type “Maintenance” if the threshold is met.

Updating Existing Projects (As of June 2013)

Projects that were entered in the database by DOB examiners in 2013 have been rolled forward to the FY 2015 Enacted Budget Event. In this way, ongoing projects, or recurring annual projects, such as statewide HVAC maintenance; and projects that are being constructed in phases, will still be present in the database. For these types of projects, it is likely that agencies will only need to update certain fields, such as the construction start and end dates, and spending estimates. Agencies should refer to the *Agency User Guide* under “*Modifying Data*” to revise projects currently in the database.

Deleting Existing Projects (As of June 2013)

Projects that were rolled forward as described above should be deleted if they are no longer active, including, for example, projects that have completed construction, or those that have been replaced with another project. The *Agency User Guide* section “*Deleting a Project*” describes how to delete projects in the database.

Submitting Projects to DOB

Once new projects have been entered and existing projects modified, agency users must submit the projects to DOB so examiners can review the information. The *Agency User Guide* describes how to submit final projects to DOB.

Security

Designated agency users will have the ability to submit, view and update data on capital projects for their agency, based on access through DOB’s Agency Information Security User Access Request form. Your DOB designated Agency Security Coordinator has access to this form and must submit it for you. Please contact the DOB Help Desk at 6 HELP (518-486-4357) if you do not know who your security coordinator is.

Questions

Please direct questions regarding this bulletin to your agency’s budget examiner. Specific questions on energy projects under EO 88 and the BuildSmartNY program should be directed to your agency’s capital projects manager.

ATTACHMENT A

Agencies Subject to Executive Order 88 Reduction Targets

1. Adirondack Park Agency
2. City University of New York
3. Dormitory Authority of the State of New York
4. Metropolitan Transportation Authority
5. New York State Division of State Police
6. New York Convention Center Operating Corporation
7. New York Power Authority
8. New York State Department of Environmental Conservation
9. New York State Department of Transportation
10. New York State Department of Agriculture & Markets
11. New York State Department of Corrections and Community Supervision
12. New York State Department of Health
13. New York State Division of Military and Naval Affairs
14. New York State Energy Research and Development Authority
15. New York State Insurance Fund
16. New York State Office for People with Developmental Disabilities
17. New York State Office of Alcoholism and Substance Abuse Services
18. New York State Office of Children and Family Services
19. New York State Office of General Services
20. New York State Office of Mental Health
21. New York State Office of Parks, Recreation and Historic Preservation
22. New York State Olympic Regional Development Authority
23. New York State Thruway Authority and Canal Corporation
24. Niagara Frontier Transportation Authority
25. Roosevelt Island Operating Corporation of the State of New York
26. State University of New York

*Agencies which solely occupy facilities operated by another agency (e.g., OGS) are not subject to EO 88 requirements.

Source: Information provided by the New York Power Authority

ATTACHMENT B

Cumulative Agency Targets

Agency	Year 4 Target	Year 5 Target	Year 6 Target	Year 7 Target	Year 8 Target	Year 9 and Total Target
City University of New York	3.3%	6.6%	11.0%	15.4%	18.7%	22.0%
Metropolitan Transportation Authority	2.4%	6.6%	10.8%	15.0%	19.3%	23.5%
New York State Department of Corrections and Community Supervision	2.5%	7.5%	13.8%	18.8%	21.9%	25.0%
New York State Office of General Services	3.5%	6.9%	11.5%	17.3%	20.1%	23.0%
New York State Office of Mental Health	3.6%	7.2%	12.0%	18.0%	21.0%	24.0%
State University of New York	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%

Adirondack Park Agency	1.9%	5.7%	10.5%	14.3%	16.6%	19.0%
Dormitory Authority of the State of New York	2.0%	6.0%	11.0%	15.0%	17.5%	20.0%
New York Convention Center Operating Corporation	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York Power Authority	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
New York State Department of Agriculture and Markets	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Department of Environmental Conservation	1.9%	5.7%	10.5%	14.3%	16.6%	19.0%
New York State Department of Health	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
New York State Department of Transportation	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York State Division of Military and Naval Affairs	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York State Division of State Police	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York State Energy Research and Development Authority	2.0%	6.0%	11.0%	15.0%	17.5%	20.0%
New York State Insurance Fund	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Office for People with Developmental Disabilities	2.4%	7.2%	13.2%	18.0%	21.0%	24.0%
New York State Office of Alcoholism and Substance Abuse Services	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Office of Children and Family Services	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
New York State Office of Parks, Recreation and Historic Preservation	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York Olympic Regional Development Authority	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Thruway Authority and Canal Corporation	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
Niagara Frontier Transportation Authority	2.3%	6.8%	12.4%	16.9%	19.7%	22.5%
Roosevelt Island Operating Corporation of the State of New York	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
State Total	2.6%	6.9%	12.2%	16.9%	19.9%	23.0%

Source: 2013 BuildSmartNY: New York State's Implementation of Executive Order 88, Annual Progress Report, New York Power Authority (January 2014)

**New York State
Division of the Budget**

***Capital Projects
Database***

**Agency User Guide
(Enacted FY 2015)**

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BACKGROUND

New York State is committed to improving the way capital projects are evaluated, measured and monitored. Over the past several years, the Division of the Budget (DOB) has used the *Capital Projects Database* to capture agency capital project information. This secure, web-based application provides policy makers with detailed information in a centralized database whereby specific capital projects can be evaluated statewide.

AGENCY REQUIREMENTS

Agency users are required to enter information about proposed capital projects based on thresholds as shown in the tables below. Data should be entered for projects beginning design or construction in **FY 2016** (April 1, 2015 - March 31, 2016) and **FY 2017** (April 1, 2016 - March 31, 2017) regardless of whether funding is anticipated to come from existing appropriations, reappropriations, or new appropriations.

PROJECT THRESHOLDS

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MAINTENANCE PROJECT THRESHOLD

Field Name: Project Type	Threshold for Maintenance Projects Only
Maintenance Projects	Greater than \$1 million individually. This eliminates smaller maintenance projects that are not part of a larger overall project rehabilitation. If one project includes several maintenance or maintenance-type components, however, agencies may aggregate these together and include the project in the database under Project Type "Maintenance" if the threshold is met.

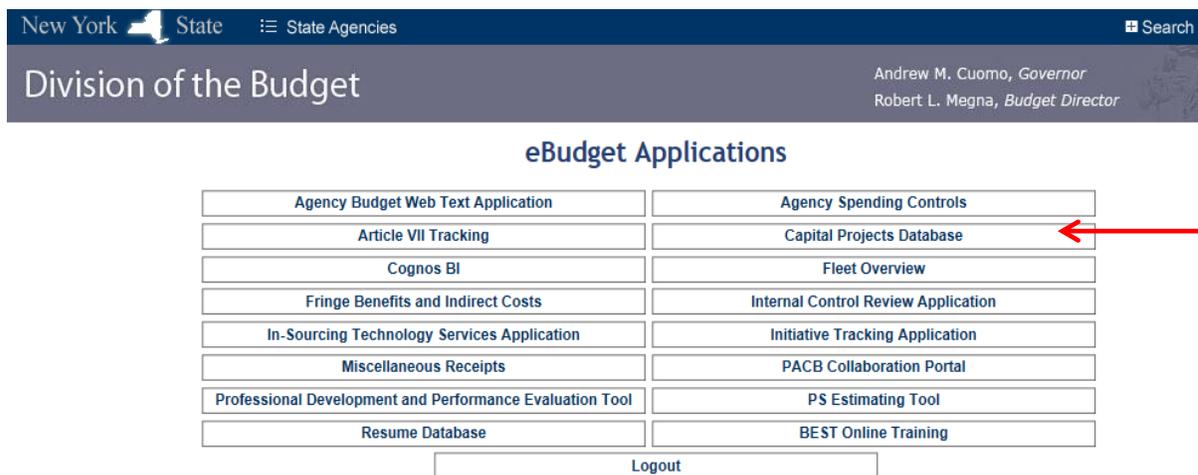
SECURITY

Users have the ability to submit, view and update data on capital projects for their agency, based on access through DOB's **Agency Information Security User Access Request** form. Your DOB designated Agency Security Coordinator has access to this form and must submit it for you. Please contact the DOB Help Desk at 6-HELP (518-486-4357) if you do not know who your security coordinator is.

ACCESS

To access the **Capital Projects Database** application:

- ✓ Go to DOB's web page at: <http://www.budget.ny.gov/> and click on the Secure Login link located on the left side of the screen and then click on **eBudget Applications**.
- ✓ Enter your DOB-issued User ID and Password. If you have any problems logging into the application e-mail the Help Desk at: [DOB Help Desk](#) or call 6-HELP (518-486-4357).
- ✓ Once logged into the eBudget Applications page (screen shown below), click on the **Capital Projects Database** link. This will open the application.



- ✓ The **Capital Projects Database** application includes a **Help** key in the upper right corner of the screen that includes the *Agency User Guide*, and *Questions and Answers* on accessing and using the system.

EXIT AND LOGOUT

To exit the application click on the **Exit** link in the upper right corner of your screen. This brings you back to the eBudget Applications page. To completely log out of eBudget Applications, click on the **Logout** link located in the upper right corner of the eBudget Applications screen.

MAIN SCREEN (SUBMISSIONS)--PROJECT LISTING

Project Filter Section: The **Project Filter** section allows a user to search for a particular project or access all projects for the agency. The list can be filtered by Project #, Project Name, Event, Project Status, and Complete, indicating whether all the data for the project have been entered.

Project Listing Section: The **Project Listing** section shows several fields for all projects entered by the agency, including Project #, Agency, Project Name, Event, Project Cost, and others as shown below. Users can access project data by clicking on **Modify/View** to the right side of the end of the row.

Division of the Budget
Capital Projects Database

Help | Exit
 User: bdwebapp@

Submissions | **Submit To DOB** | Reports

Project Listing | [New Project](#) | [Agency Mission Statement](#) | [Bulk Upload](#)

Print

Project Filter

Agency: All
 325**** - Corrections

Project #:

Project Name:

Event: 2014-15 Enacted

Project Status: All

Complete: All

Submit Reset

Project Listing

Project #	Agency	Project Name	Event	Project Cost	Project Status	Complete	Last Updated	Last Updated By	Modify/View
02261	325**** - Corrections	Closedown of Corrections Facility in Western NY	2014-15 Enacted	15	Submitted to DOB	No	05/23/2014 02:11PM	Delaney, Victoria	
00558	325**** - Corrections	Various Facilities: Emergency Contracts	2014-15 Enacted	48,180	Submitted to DOB	No	11/15/2011 10:17AM	Crozzoli, Stephen	

All dollar amounts are in thousands.

Modifying Data: In the **Project Listing** screen, click on **Modify/View** (shown above) with the project information (Project #, Project Name, etc.). This allows users to change any of the selections previously entered for a project. Save the project again with the new information. *Note--Agency projects in the "Saved" status are not visible to DOB until the projects have been submitted to DOB (see page 4).*

Deleting a Project: Projects saved to the database will be shown at the top of the screen indicating that a record has been added. To delete a project that has just been added, click on the **Delete** button located between the **Save** and **Reset** buttons at the lower right-hand corner of the screen. To delete other projects in the database, click on the **Project Listing** link and **Modify/View** in the project row for the specific project.

LINK--New Project

To enter data for a new project, click on the **New Project** link located on the top right-hand side of the screen. A data entry screen under the **Submissions** tab will be displayed (see snapshot below). Agencies will now be able to enter their own unique identifier in the optional **Agency Project Identifier** field. This will help agencies track projects through different events.

Division of the Budget
Capital Projects Database

Help | Exit
User: bdwebapp0

Submissions | **Submit To DOB** | Reports

[Project Listing](#) | **New Project** | [Agency Mission Statement](#) | [Bulk Upload](#)

2014-15 Enacted

Project Description

Agency: 325**** - Corrections

*Project Name:

Agency Project Identifier:

*Project Description and Scope: (0/4000)

LINK--AGENCY MISSION STATEMENT

To provide context for review of the project proposals, include a short description of the agency's mission statement. *The mission statement only needs to be entered once, but it must be entered before submitting projects to DOB.* The agency's mission statement will appear automatically for each project once entered in the Agency Mission Statement screen.

MAIN SCREEN (SUBMIT TO DOB)

SUBMITTING FINAL PROJECTS TO DOB

After the final project data has been entered and saved, users must click on the “**Submit to DOB**” tab at the top left on the Main Screen to **complete** the process. Once this is done, the Project Status will show “Submitted to DOB” and DOB examiners will be able to review the project data. Individual projects can be submitted to DOB by clicking on “Submit to DOB” after saving the project, or multiple projects can be submitted by saving each one and then clicking on ‘Submit to DOB,’ as shown in the example below.

The **Submissions** link at the right of the screen will show all of the agency’s projects already submitted to DOB as well as any saved projects not yet submitted.

Division of the Budget
Capital Projects Database

Help | Exit
User: bdwebapp0

Submissions | **Submit To DOB** | Reports

[Submissions](#)
Print

Select Agency and Event

*Agency: 325**** - Corrections | *Event: 2014-15 Enacted

Submit Reset

*Indicates required field

Project Priority - 325**** - Corrections - 2014-15 Enacted

Project #	Project Name	Construction Start Date	Project Cost	Complete	Project Status
No records found					

All dollar amounts are in thousands

Submit To DOB

DOB Help Desk : E-mail : 518-486-4357

MAIN SCREEN (REPORTS)

Agencies can print reports from the **Reports** tab in the upper left corner of the **Main Screen** showing pre-selected fields from the **Project Listing** screen. After the Agency, Event, Project Status and Format choices are made, click on the “**Submit**” button in the lower right corner of the screen. A box will appear that will ask whether you want to open or save the document. Users can then print, save, or delete the document depending on the format chosen, such as PDF.

Division of the Budget
Capital Projects Database

Help | Exit
User: bdwebapp8

Submissions Submit **Reports**

Agency Project Listing Report Criteria

Agency: All
325**** - Corrections

Event: 2014-15 Enacted

Project Status: All

Format: PDF

Submit Reset

DOB Help Desk : E-mail - 518-486-4357

07/07/2014
5:27:10 PM

New York State Division of the Budget
Agency Project Listing Report
Agency: 325**** - Corrections • Event: 2014-15 Enacted
Project Status: All
(All dollar amounts are in thousands)

bdwebapp8
Page 1 of 1

Project Name	Project Type	County Names	Construction Start Date	Total Cost (\$)	Federal	State PAYGO (Hard Dollar)	General Obligation	State Authority Bonds (On-Budget)	Installation Purchases Off-Budget	Direct Jobs Perm	Temp	Indirect Jobs
325**** - Corrections												
Submitted to DOB												
Closedown of Corrections Facility in Western NY	Maintenance		05/30/2014	15	0%	0%	0%	100%	0%	0	14	10
Various Facilities: Emergency Contracts	Rehabilitation/Improvements		04/01/2013	48,180	0%	0%	0%	100%	0%	0	0	0
Life Safety	Rehabilitation/Improvements		04/01/2013	13,012	0%	0%	0%	100%	0%	0	0	0
Various Facilities: Removal of Asbestos	Rehabilitation/Improvements		04/01/2013	5,269	0%	0%	0%	100%	0%	0	0	0
Administration: Facilities Planning Deployment, Database and Professional Studies	Rehabilitation/Improvements		04/01/2013	18,546	0%	0%	0%	100%	0%	0	0	0
Various Facilities: Program Improvements Statewide	Rehabilitation/Improvements		04/01/2013	21,133	0%	0%	0%	100%	0%	0	0	0
Various Facilities: JOCs Projects and Term Service	Rehabilitation/Improvements		04/01/2013	14,100	0%	0%	0%	100%	0%	0	0	0
Energy Conservation Projects	Rehabilitation/Improvements		09/06/2013	7,217	0%	0%	0%	100%	0%	0	0	0
New Facilities	New Construction		05/15/2013	2,517	0%	0%	0%	100%	0%	0	0	0
Main Office: MIS Infrastructure Improvements	Rehabilitation/Improvements		04/01/2013	10,700	0%	0%	0%	100%	0%	0	0	0
Expanded Facility and new lunch room	Rehabilitation/Improvements		09/01/2014	8,000	0%	0%	0%	100%	0%	15	56	25
New Medical Annex to Facility	New Construction		07/01/2014	40,000	0%	0%	0%	0%	100%	8	61	37
final testing	Energy Efficiency	Bronx, Albany	07/16/2015	5,000	100%	0%	0%	0%	0%	0	15	0
Total Submitted to DOB		(Count: 13)		193,689						23	146	72

DATA ENTRY FIELDS

PROJECT DESCRIPTION

Agency: Only one agency name should appear unless the user has permission to enter data for multiple agencies.

Project Name: Enter a brief name that clearly identifies the capital project. *The project name should be unique for each project.*

Agency Project Identifier: If helpful, enter your agency's unique project identifying number that ties in with the agency's system. This may be used to identify projects with the same or similar names for updating and revisions.

Project Description and Scope: Enter a *description* of the project that explains what it is, what it does, who benefits and any other factual information that provides a basic understanding of the project.

Identify the *project scope*:

- Justification for the project, including, for example, legal requirements; improved infrastructure access, safety, or preservation; environmental stewardship; enrollment growth; technological advances; energy management; and hazardous materials abatement;
- The extent of the work;
- Timeframes, including whether the project will be constructed in phases;
- Program, site and construction issues; and
- Estimated personnel, equipment, and adjacent space requirements.

Example: To meet Federal legal requirements, Agency A is building a new wing for patient therapy comprised of 26,000 square feet over two phases, totaling sixteen months. The new wing will support approximately 100 individuals on a daily basis, with a ratio of 1 staff to 10 clients. The first phase will consist of demolition of the existing structure, and improving nearby infrastructure. Approximately 60 construction employees will be working on the wing at any one time, with heavy equipment, such as bulldozers and construction vehicles.

Project Type: Choose one category to describe the type of work to be performed or capital asset to be acquired, such as equipment. Maintenance generally refers to planned activities that reduce or arrest the rate of deterioration of capital assets, or maintain such capital assets in a state of good repair, through the replacement of parts and other activities that optimize the useful life. “**Energy Efficiency**” includes projects that are anticipated to qualify for **BuildSmartNY** energy target reductions, as well as general energy savings projects.

County: Select the county or New York City borough where the project will be located. To multi-select various counties, hold the Ctrl key and click on the counties impacted. Use “Statewide” for projects located in all counties.

City, Town, Village: Indicate the city, town or village where the project will be located. If the project covers more than one city, town or village, “Various” can be used.

Agency Mission Statement: The agency's mission statement will appear automatically once entered in the Agency Mission Statement screen. If a user does not provide a description, "Not Entered" will appear with a link to the Agency Mission Statement screen.

Is the Project Core to the Agency's Mission: Indicate whether the capital project is central to the agency's mission.

Describe How Project Supports Mission or Justify the Need for Project: Briefly describe how the project supports the agency's mission, or why the project is being proposed.

PROJECT GOALS AND RISK

Project Goals: Choose the category that describes the overall goal of the project. One or more of the goals may be applicable to a specific project. *Describe in detail how the proposed capital project will achieve those goals.*

Asset Management: Describe how the project would identify and prioritize facility and infrastructure physical, functional, and budgetary needs. Asset management also includes the process of reinvesting funds into physical assets in support of the organizational mission, above and beyond normal routine operations and maintenance. A high-performing asset management program incorporates detailed asset inventories, long-range financial planning, operation and maintenance tasks, and system sustainability.

System Expansion: Describe how the project would expand system operations, facilities or services.

Permanent Job Creation: Describe how the proposed project would create permanent jobs.

Revenue Producing: Describe how the proposed project would generate revenue. For example, revenue would be generated from the sales of suites to be installed during the renovation of Albany Baseball Stadium and from anticipated higher ticket sales.

Energy Efficiency: Describe how the project would achieve energy efficiency savings. Energy efficiency is generally defined as using less energy to provide the same service, or using the same energy input, but delivering more services. For example, when a compact florescent light (CFL) bulb uses less energy than an incandescent bulb to produce the same amount of light, the CFL is considered to be more energy efficient. Energy efficiency is different than *energy conservation*, in that energy conservation is reducing or going without a service to save energy.

Risk Assessment: Respond "Yes" or "No" as to whether the agency has performed a risk assessment. A project risk is any uncertainty that, if it occurs, would affect one or more project objectives. **If "Yes," describe any risks to the project in terms of scope, cost, time, safety, and social and environmental impacts.**

Project Alternatives Considered: Respond "Yes" or "No" as to whether alternatives to the proposed project have been considered. **If "Yes," fully describe each alternative.**

PROJECT DESIGN, CONSTRUCTION, AND MAINTENANCE

Design Start Date: Using the calendar to the right of the date box, click on the date the design phase is expected to begin.

Construction Start Date: Using the calendar to the right of the date box, click on the date the project is expected to start construction.

Project End Date: Using the calendar to the right of the date box, click on the date the project is expected to end construction.

Is the Project Shovel Ready: Indicate whether the project construction can begin immediately or within a short period of time once funding is secured. In many cases, "shovel-ready" projects have the preliminary design work already done and environmental, architecture, zoning, legal considerations or other such factors have been addressed.

Project Phases: Indicate "Yes" or "No" as to whether the construction of the project will be completed in phases.

Will Additional Funding be Needed/If So, When: If Yes, indicate in what year the funds will be necessary.

Maintenance Plan: Indicate "Yes" or "No" as to whether there is a maintenance plan associated with the proposed project. A maintenance plan should include planned actions and expenditures that optimize the useful life of the capital asset, including replacement of parts, and periodic repairs to building systems, such as mechanical, plumbing and electrical systems.

Anticipated Average Annual Maintenance Cost: Estimate the average annual maintenance costs (preventive and remedial upkeep) of the project.

Deferred Maintenance: Provide an estimate of any deferred maintenance that may be related to the project. **Include information on how the estimate was determined and calculated.** Measurements may be conducted through the "*Condition Assessment Survey*" method - a periodic inspection of Property Plant and Equipment to determine their current condition and to estimate costs to correct any deficiencies. **If there is no deferred maintenance enter \$0.**

Describe Existing Deferred Maintenance: Briefly describe any deferred maintenance related to the project. Deferred maintenance and repairs are activities that were not performed when they should have been or were scheduled to be and which, therefore, are put off or delayed for a future period. Maintenance and repairs are activities directed toward keeping fixed assets in an acceptable condition, including preventive maintenance; replacement of parts, systems, or components; and other activities needed to preserve or maintain the asset.

Useful Life: Indicate the useful life of the capital project. Useful life ranges from 1 year to 50 years or more. A capital asset typically has a useful life of 30 years. For guidance on

mechanical system components, such as boilers, and heat exchangers, click on the [American Society of Heating, Refrigerating and Air-Conditioning Engineers Handbook](#).

Project Monitoring: Indicate whether the agency will continue to monitor the project *after* construction. Monitoring may include reviewing expenditures, identifying changes to scope, and evaluating results compared to established measures of performance. If **Yes**, describe the project monitoring plan in the text box provided.

Will Project be Submitted to BuildSmartNY for EUI Targets: Based on the agency's **best estimate**, and/or **readily available** information, indicate whether the energy efficiency project is *expected* to be submitted to the [BuildSmartNY](#) team as part of the agency's annual **Energy Use Intensity (EUI)** reduction target. EUI targets can be found in the *Cumulative Agency Targets* table in the [2013 BuildSmartNY Annual Progress Report](#) (page 27) and **Appendix A** of this manual. [Executive Order 88](#) requires agencies to reduce average energy use in state-owned and managed buildings by at least 20% by April 1, 2020.

EUI Annual Target Year for Project: Based on the agency's **best estimate**, and/or **readily available** information, indicate the **annual** target year (*not the cumulative total target to be achieved in 2020*) in which the project is expected to be completed and is estimated to achieve energy savings. Target years can be found in the *Cumulative Agency Targets* table represented in the [2013 BuildSmartNY Annual Progress Report](#) (page 27) and **Appendix A** of this manual. For example, Agency A's project to replace parking garage lighting is scheduled to take place over two months, being completed in June 2015, resulting in estimated energy savings of \$1 million in the first year, and reducing energy consumption by 2%. In this example, the project would apply to the agency's annual target in Year 5, corresponding to FY 2016. *Note: This may or may not be the same target year that BuildSmartNY verifies based on measurement of utility consumption data.*

EUI Annual Target for Selected Year: Based on the agency's **best estimate**, and/or **readily available** information, select the appropriate **agency target** that equates to the **project year**. Targets can be found in the *Cumulative Agency Targets* table in the [2013 BuildSmartNY Annual Progress Report](#) (page 27) and **Appendix A** of this manual. For example, the table shows the City University of New York's Year 5 agency target as 6.6%, which equates to the target *year* chosen for the project--Year 5.

Project EUI Reduction Amount: Based on the agency's **best estimate**, and/or **readily available** information, enter the estimated energy reduction upon completion of the project. For example, replacing parking garage lighting is estimated to achieve a 2% reduction in energy consumption in Year 5. In this example, the agency would enter 2%.

Overall EUI Annual Target Represented by Project: Based on the agency's **best estimate**, and/or **readily available** information, enter the percentage that the project represents of the EUI annual target in the target year. Target years can be found in the *Cumulative Agency Targets* table represented in the [2013 BuildSmartNY Annual Progress Report](#) (page 27) and **Appendix A** of this manual. For example, if the agency's target is 6.6% in Year 5, and the project will achieve a 2% reduction in energy consumption that year, the percentage that this particular project represents of the total target would be 30%. *The*

agency estimate may be different than the final BuildSmartNY determination based on changes in energy consumption.

JOBS CREATED

Number of Jobs Created: Indicate the *total* number of jobs to be generated by the project.

Direct Jobs--Of the total number of jobs created, show the *total number of direct jobs* that will result from the project. *Direct jobs* are those that specifically relate to the project and may be either full- or part-time. The impact can be quantified by examining project expenditures, including sales, disbursements to vendors, wages paid, and taxes and fees paid.

Direct Permanent Jobs: *Permanent jobs* are anticipated direct/additional hirings at the facility itself, including mental hygiene physicians and nurses, administrators, scientists, professors and others.

Direct Temporary Jobs: *Temporary jobs* are those associated with the development and construction of the capital project, such as a roadway, including builders, engineers, construction contractors, bulldozer operators, masons and others.

Indirect Jobs--Of the total number of jobs created, show the project's *total number of indirect jobs*, which are ancillary to the project and may occur in retail businesses, housing, tourism, and other business sectors. Describe the methodology used to estimate indirect job impacts. Models may include [IMPLAN](#) or [Regional Economic Models. Inc. \(REMI\)](#).

Example: Mental health inpatient care facilities in New York City ranked 54th in the State in total jobs in 2013 (the most recent full year of data), with 78,400 direct employees. These care centers purchased goods and services needed to operate their facilities and deliver their services. This spending supported additional employment in the businesses that provided those goods and services, creating 31,219 indirect jobs in 2013.

PROJECT FUNDING

Project Cost: For each year that project spending will occur, enter the total amount of estimated *disbursements*. Projects beginning in FY 2015 would be consistent with the five-year plan (through FY 2019) and those beginning in FY 2016 would carry through to FY 2020.

Ongoing Financial Commitment: Check "Yes" if the project will have an established, ongoing financial commitment through a MOU, an agreement with a locality, or other arrangement whereby a set dollar amount will be committed each year.

State Asset: Indicate whether the project is a State asset.

Reference Number(s) of Project Appropriation: Enter the appropriation's reference number or numbers associated with the project. Reference numbers are unique identifiers

for Capital Projects appropriations that are eight characters, representing the agency code, the appropriation number or letters determined by the budget examiner, the year the appropriation was enacted (represented by 14 for the 2014-15 fiscal year), and the agency purpose. There may be more than one appropriation, and therefore reference number, for a project. **If there are more than four reference numbers, enter all four numbers and check the box.**

Example: In the FY 2015 Enacted Capital Projects Budget, **reference number 05131403** represents an appropriation totaling \$32.7 million for the Office of General Services, under the purpose Preservation of Facilities. See appropriation and reference number below.

```
7   Capital Projects Funds - Other
8   Capital Projects Fund
9   Preservation of Facilities Purpose

10  For payment of the cost of alterations and
11  improvements and minor rehabilitation and
12  improvements for the preservation of
13  existing facilities, including the payment
14  of liabilities incurred prior to April 1,
15  2014 (05131403)..... 32,720,000
```

Funding Types: Select the percentage of funding type or types that will be used to reimburse the spending from the project, such as Authority Bonds. Funding may be one source, or split among different sources.

BUDGET/FINANCE CONTACT INFORMATION

Complete the information for a contact person familiar with the project’s costs and financing.

PROGRAM CONTACT INFORMATION

Complete the information for a contact person familiar with the project’s programmatic aspects.

APPENDIX A

Cumulative Agency Targets

Agency	Year 4 Target	Year 5 Target	Year 6 Target	Year 7 Target	Year 8 Target	Year 9 and Total Target
City University of New York	3.3%	6.6%	11.0%	15.4%	18.7%	22.0%
Metropolitan Transportation Authority	2.4%	6.6%	10.8%	15.0%	19.3%	23.5%
New York State Department of Corrections and Community Supervision	2.5%	7.5%	13.8%	18.8%	21.9%	25.0%
New York State Office of General Services	3.5%	6.9%	11.5%	17.3%	20.1%	23.0%
New York State Office of Mental Health	3.6%	7.2%	12.0%	18.0%	21.0%	24.0%
State University of New York	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
Adirondack Park Agency	1.9%	5.7%	10.5%	14.3%	16.6%	19.0%
Dormitory Authority of the State of New York	2.0%	6.0%	11.0%	15.0%	17.5%	20.0%
New York Convention Center Operating Corporation	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York Power Authority	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
New York State Department of Agriculture and Markets	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Department of Environmental Conservation	1.9%	5.7%	10.5%	14.3%	16.6%	19.0%
New York State Department of Health	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
New York State Department of Transportation	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York State Division of Military and Naval Affairs	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York State Division of State Police	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York State Energy Research and Development Authority	2.0%	6.0%	11.0%	15.0%	17.5%	20.0%
New York State Insurance Fund	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Office for People with Developmental Disabilities	2.4%	7.2%	13.2%	18.0%	21.0%	24.0%
New York State Office of Alcoholism and Substance Abuse Services	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Office of Children and Family Services	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
New York State Office of Parks, Recreation and Historic Preservation	2.1%	6.3%	11.6%	15.8%	18.4%	21.0%
New York Olympic Regional Development Authority	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
New York State Thruway Authority and Canal Corporation	2.3%	6.9%	12.7%	17.3%	20.1%	23.0%
Niagara Frontier Transportation Authority	2.3%	6.8%	12.4%	16.9%	19.7%	22.5%
Roosevelt Island Operating Corporation of the State of New York	2.2%	6.6%	12.1%	16.5%	19.3%	22.0%
State Total	2.6%	6.9%	12.2%	16.9%	19.9%	23.0%

Source: 2013 BuildSmartNY: New York State's Implementation of Executive Order 88, Annual Progress Report, New York Power Authority (January 2014)