

SUNY Office for Capital Facilities

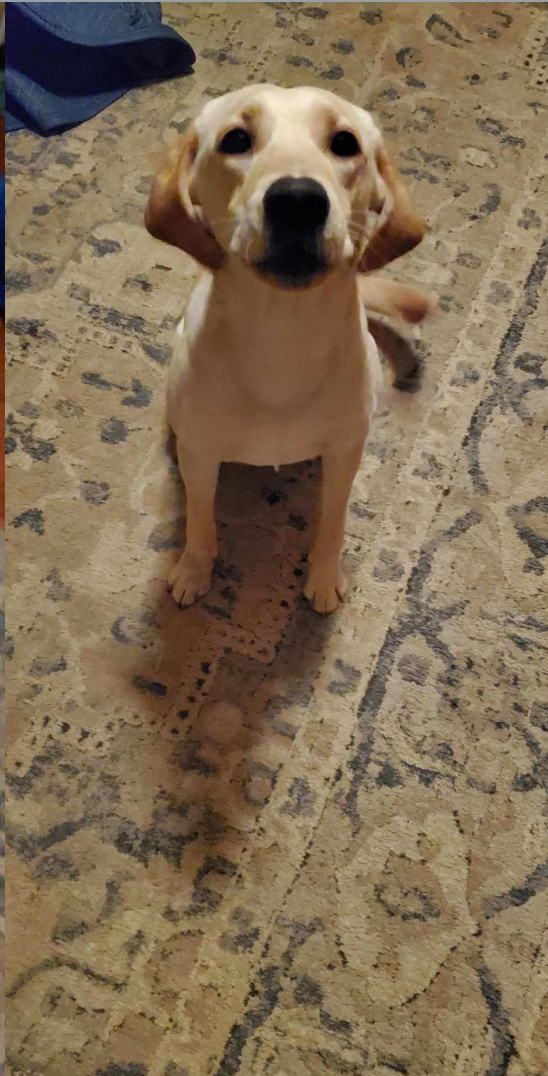


- Adirondack
- Broome
- Cayuga
- Clinton
- Columbia-Greene
- Corning
- Dutchess
- Erie
- FIT
- Finger Lakes
- Fulton-Montgomery
- Genesee
- Herkimer
- Hudson Valley
- Jamestown
- Jefferson
- Mohawk Valley
- Monroe
- Nassau
- Niagara
- North Country
- Onondaga
- Orange
- Rockland
- Schenectady
- Suffolk
- Sullivan
- Tompkins-Cortland
- Ulster
- Westchester

**Office of Capital Facilities
and Community College
Capital Program**
New Officer Orientation 2026



The State University
of New York





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Creation of SUNY

On March 30, 1948, then Governor Thomas E. Dewey signed a bill to create the State University of New York, making New York the last of the 48 states (at that time) to establish a state university system.

The creation of local campuses to address community needs was a new concept developed by the “Temporary Commission on the Need for a State University” (created by Dewey and active from 1946 to 1948).

The first community colleges in the SUNY system were established in 1950 with Jamestown and Orange County. The system was greatly expanded during the administration of Governor Nelson A. Rockefeller, who took a personal interest in design and construction of new SUNY facilities across the state.



Governor Dewey



Today, the SUNY system includes 64 schools: 29 state-operated campuses, 5 statutory colleges, and **30 community colleges**. The University also operates hospitals and numerous research institutes.



Presentation Includes

- SUNY Capital Programs Overview
- Office for Capital Facilities (OCF) Services
- Community College Capital Program
 - Program rules and procedures
 - State and program timelines
 - Forms, documents, etc.
- Collection/Use of Data (including AiM)

<https://system.suny.edu/capital-facilities/>

<https://system.suny.edu/capital-facilities/community-college-capital-program/tools/>

<https://system.suny.edu/capital-facilities/guidance-documents/>



Primary SUNY Capital Programs

		Number of Buildings ⁽¹⁾	Square Footage (in millions)	Average Age ⁽²⁾	Funded By	Projects Managed By
STATE OPERATED	Educational Facilities	1,830	63.1	51	State	Fund/Campus
	Hospitals	27	5.1	35	Hospital Revenues	Fund/Campus
	Residence Halls	496	21.5	42	Room Rents	DASNY/ Campus
	Community Colleges	540	20.1	49	50% State 50% Local	Local (Sponsor or College)
	Totals	2,888	110.4	48		

Notes: Data as of January 2025, does not include leased spaces

⁽¹⁾ The SUNY footprint of 29 State-operated campuses, 5 statutory colleges, and 30 community colleges encompasses 2,900 buildings and over 100M square feet of space. The State-operated campus buildings represent more than 40% of all New York State-owned assets. This is second to only the NYS Department of Transportation, which is predominantly infrastructure

⁽²⁾ Average age (in years) represents a straight average, with no consideration given building size or any subsequent renovations

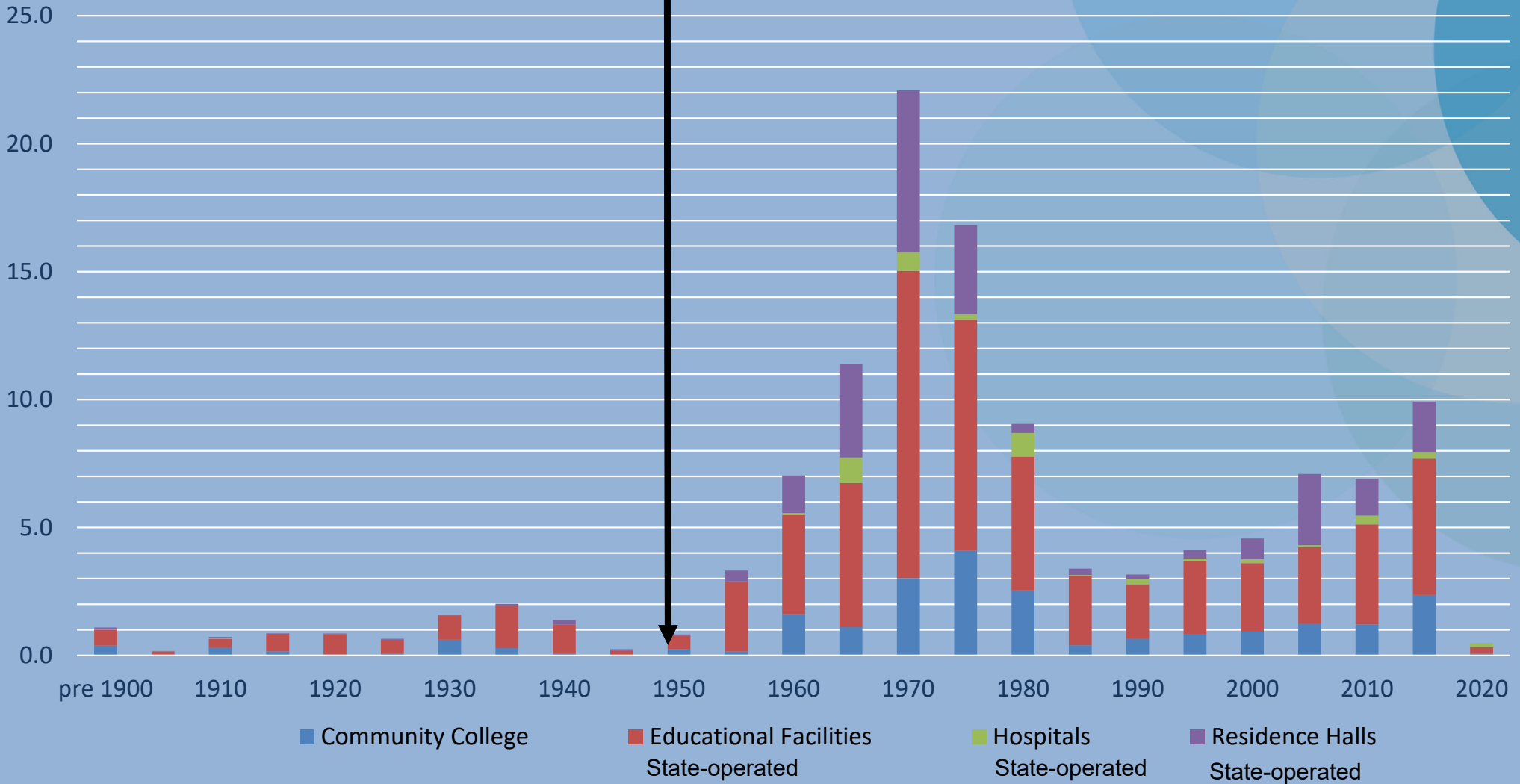


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SUNY Footprint, 1900-2020, All Programs

Gross Square Footage (GSF) 5-Year Intervals

SUNY IS CREATED

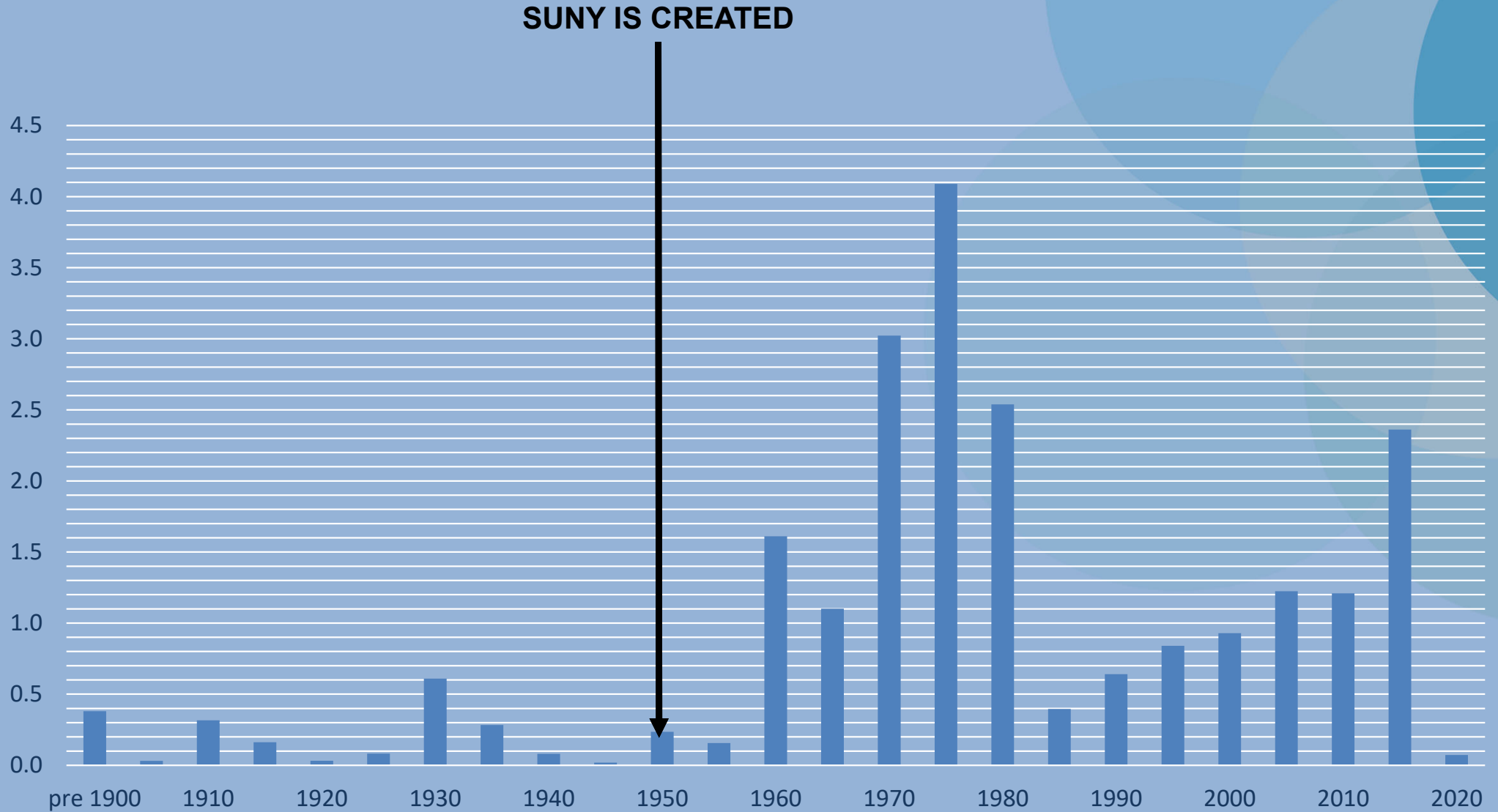




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SUNY Footprint, 1900-2020, Community Colleges

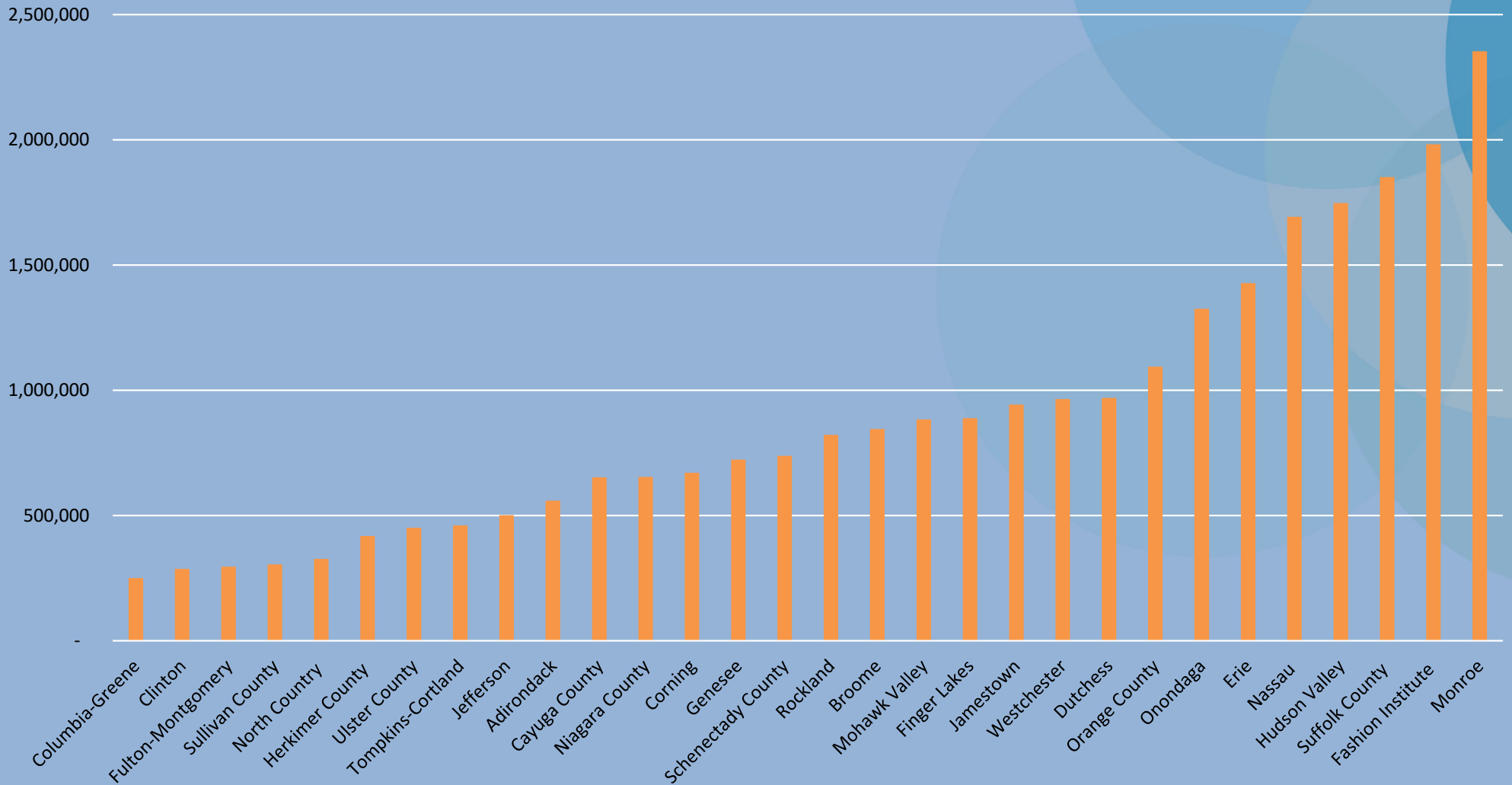
Gross Square Footage (GSF) 5-Year Intervals





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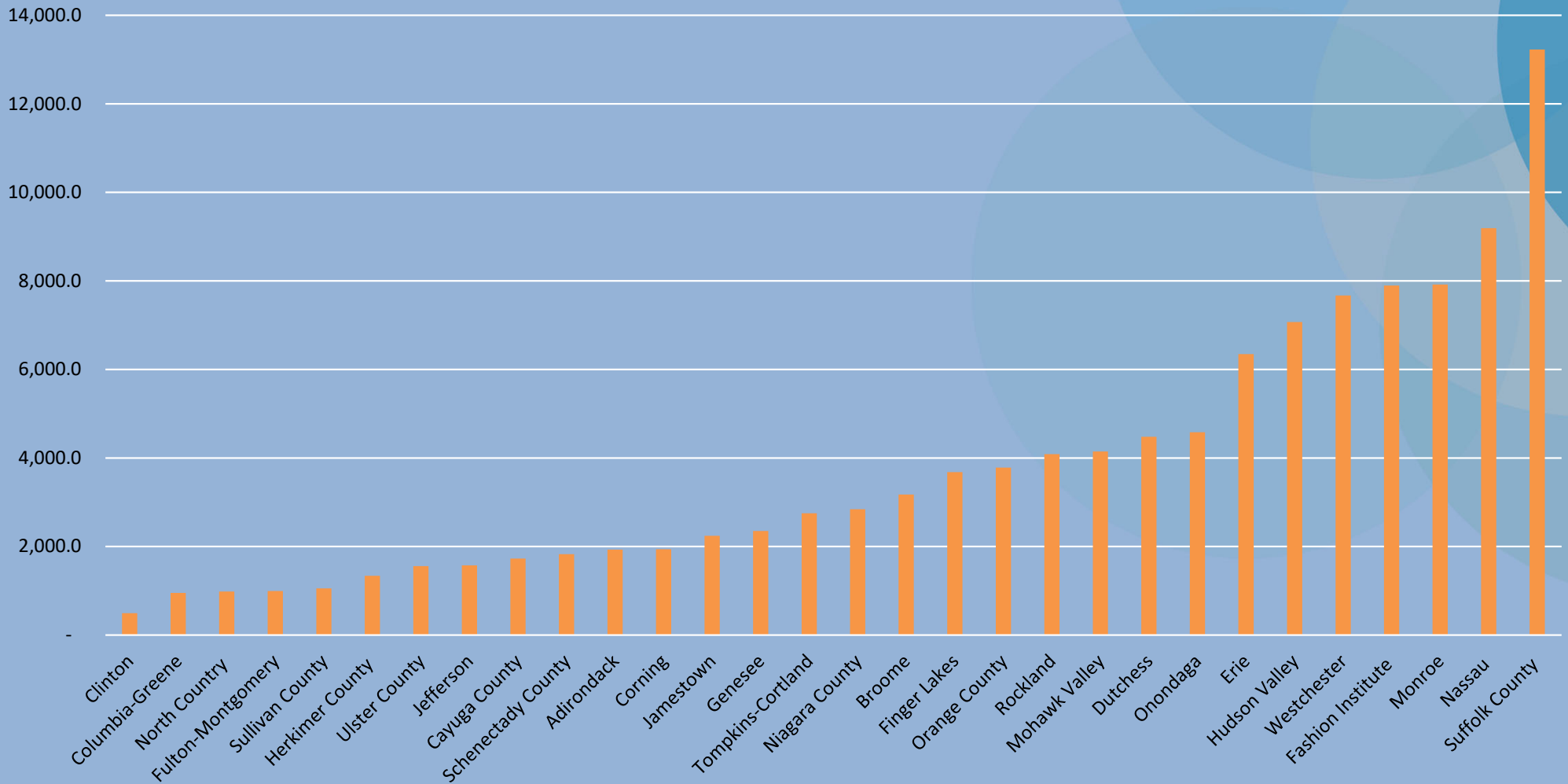
2025 SUNY Community Colleges GSF Ascending Order





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SUNY Community Colleges FTE 2023-24





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AiM Property, Space & Asset Management

Used by System, SUCF, the Research Foundation and all campuses

Property Management and Space Usage

- Physical assets for all 64 campuses
- OCF works with CCs to ensure accurate data, training/support
- ***Mandatory - NO COST***

Operations and Maintenance

- Measure, monitor, and effectively plan facilities' O&M activities
- OCF provides training and help-desk support
- ***Voluntary – COST***

Capital Assets Lifecycle Modeling Data

- Tracks replacement need, estimated cost
- Designed to show timing and estimated cost for asset replacement
 - Dashboard, reports by building, system type
- OCF rolling out to CCs, support in review, upload and use of data
- ***Voluntary - NO COST***

<http://system.suny.edu/capital-facilities/aim-resources/>

AiM Capital Assets Data Collection (PNA) Initiative

SUNY uses certain AiM modules to track data related to its physical plant:

- PROPERTY - all buildings, parking, athletic fields, etc.
- SPACE - who occupies the space and for what purpose.
- PLANNING and NEEDS ANALYSIS (PNA) - life cycle modeling data / capital assets.

The PNA capital asset data is recorded using 2 distinct groups:

- Serialized Assets – there are 5 types of serialized assets used to track the most distinctive and specific capital assets within a building or property.
- Measured Assets – these items are logged at a relatively high level; designed to show when a building component needs to be renewed.



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Uses of Data

- Track replacement needs of specific building systems
- In-depth capital planning and master planning
- Benchmarking against other colleges and universities
- Tool for multi-year planning with college Sponsors and NYS Division of Budget
- Increase the efficiency and effectiveness of the entire capital budget process



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Additional Items from the Office of Capital Facilities

Listserve communications: CCBOA, Facility Managers, SUNY PPAA, SUNY EBG, SUNYSUSTAINABILITY, SUNY-EHS

- Space (Standards, Private use certification, operations)
- Energy
- Sustainability
- Health and Safety
- Statewide and SUNY initiatives
- Other items

Community College Capital Program



FIT
Joyce F. Brown North Academic Building

Community College Capital Program

State financial support up to 50% for appropriate capital projects

OCF provides:

- **Planning and State financing for CC capital project costs**
 - Advocate needs to various stakeholders (Governor, NYS Legislature, Division of Budget)
 - Oversee bonding needs in coordination with DoB, OSC, DASNY, Tax Counsels and other stakeholders
- **Procedures, materials development and support for program navigation**
 - Ensure Federal, State and SUNY requirements are followed, all necessary approvals to progress capital initiatives are obtained
- **Assistance with collection of capital data for State/CC use**
 - Facility space usage/private use, building conditions, project info/progress, spending/estimated cash flow, bonding needs, etc.
- **Conduit for property actions and other capital items with SUNY Board of Trustees**
- **Orientation/support for college business officers/staff**
- **Assistance to college staff and other stakeholders with various facility and capital-related issues**

Rebecca Goldstein, Program Manager Rebecca.Goldstein@suny.edu 518-320-1501

<https://system.suny.edu/capital-facilities/community-college-capital-program/>

Community College Capital Program

Local Sponsor is the owner of CC facilities

- Put in trust for college use and purposes

Capital activity/project management led by Sponsor

- Facilities are County, not State assets

State financial support up to 50% for appropriate capital projects

Applicable Laws and Regulations

- NY Education Law Sect. 6304
- NY Code of Rules and Regulations (NYCRR): Part 600 various sections, Part 603 (capital)
- General Municipal Law, County/municipal rules
- SUNY Policies and Procedures



Capital Contracting Rules

- Follow Sponsor's procurement regulations to engage with architectural/engineering consultants, contractors
 - General Municipal Law, etc.
- County/Sponsor may hold contracts
- College may hold contracts
- May use DASNY for project management and/or design and purchasing services (costs split between locality and New York State)
- May work with NY Power Authority (NYPA) for info, resources and project management – administrative fee likely not covered by State

Appropriate Capital Budget Items

Include, but not limited to:

- Real property
- Professional capital-related services/studies
- Construction
- Equipment acquisition and installation
- IT/Computer equipment *may* qualify
- Critical/deferred maintenance *may* qualify (substantially extend a facility's useful life)
- State capital *may* be expended in long-term leased facilities if certain conditions met

Building maintenance activities are not eligible



Difference Between Building Maintenance/Repair and Capital

NYCRR §602.4(d)(5): Repairs are maintenance actions to keep facility in operating condition. **Repairs do not significantly add to facility value nor prolong useful life**

- Building maintenance/repairs not covered
- Critical maintenance is allowable as capital as it substantially extends a facility's useful life

Key questions: *Does this add to the value or extend the useful life of the asset/facility? Will it be required less than once every 10-20 years? If yes...*

- Use specific language to ensure all form readers understand that you have made the distinction and can attest to work being capital in nature
- Can add "All of the listed items are code compliance and safety issues and can be deemed critical maintenance." (if true 😊)



Capital *may* be expended in leased facilities provided that...

- Lease in place before any capital expenditure
- Lease is longer than project useful life (unless project components can be removed)
- Lease is long enough for bond funds to be fully paid – 25+ year minimum term – or if ownership reverts to college/Sponsor after a period of time
- Other items specific to the facilities and the project

A review of all information is required before any coverage can be guaranteed



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Local Sponsor Share: Approved Sources to Leverage 50% State Share

- County capital appropriations: pay-as-you-go or bond financing, other funding as identified
- Federal/Private Grants (including HEERF funding)
- Federal appropriations/member items
- Capital chargeback for students from outside the sponsor territory (\$300 max/student, billed to neighboring county)
- Donations and other unrestricted funds
- Non-monetary gifts which are approved by the sponsor, College Board of Trustees, and SUNY Board of Trustees

Written funding verification required (in addition to sponsor resolution)

NOTE: State grants/other State funding cannot be local match



Related Capital Actions Taken by SUNY Board of Trustees

- Approval of annual Capital Request to DoB
 - Actions/deliverables in coordination with larger SUNY request
- Real property actions: purchase/gifts, disposal, etc.
 - Approval of action, acknowledgment of value, potential use as part or total local share of project costs
- In-kind value recognition for local share of capital costs:
 - Equipment, project supplies, labor, other in-kind services
- Other financial-related items
 - Facility use revenue use for capital, other items as identified
- Other capital-related actions identified by SUNY Counsel, Board of Trustees or System leadership

Varying Fiscal Years and Budget Cycles Challenges



- **Federal**
Fiscal Year End is September 30th
- **New York State**
Fiscal Year End is March 31st
- **County**
Fiscal Year End is December 31st
- **SUNY**
Fiscal Year End is June 30th
- **Community Colleges**
Fiscal Year End is August 31st
except for FIT (June 30th)
And College capital appropriations follow the
NYS budget FYE of March 31st

SUNY Community College Capital Funding Timeline

Spring/Summer *Planning Efforts*

- Review Campus Facility Master Plan
- Identify critical capital needs
- Identify and prioritize funding, resources, etc.
- Discuss capital needs with Sponsors

Summer/Fall *Capital Budget Request*

- 5-Year Projection/Plan due September 1
- Year 1 SUNY College Capital Budget Request due September 30
- Year 1 Project List is finalized
- Project Action Forms submitted
- Sponsor Resolution due December 15

January *Executive Budget Release*

- Governor/Division of Budget releases Executive Budget
- Proposed NYS Budget is provided to the NYS Legislature for their consideration

February to April *Budget Negotiations*

- Legislature conducts final budget negotiations
- Final bill for vote is developed by NYS Legislature

April *Budget Enacted*

- NYS Budget is passed by the Legislature, signed into law by the Governor
- Appropriations are available to Colleges



One year cycle

Project Approval and Funding Process

STEP 1

THROUGH

STEP 8

1. Request State Appropriation, ensure in Enacted State Budget
2. Obtain SUNY Project Approval
3. Obtain Project Financing Approval
4. **Let Contract/Begin Project**
5. Make payments in first instance
6. Submit request(s) for reimbursement
7. Ensure all reimbursements submitted
8. Project Close-out

Guidance documents are available!

<https://system.suny.edu/capital-facilities/guidance-documents/>

<https://system.suny.edu/capital-facilities/community-college-capital-program/tools/>

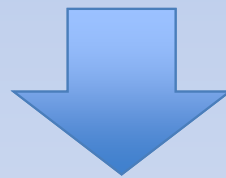


Project Initiation: Three Easy Steps

STEP 1: Requesting State Appropriation



STEP 2: SUNY Project Approval



STEP 3: Project Financing Approval

Upon completion of STEP 3...

State reimbursement requests can be submitted

Guidance documents for each step on OCF website

<https://system.suny.edu/capital-facilities/guidance-documents/>



Project Initiation: STEP 1

Requesting State Appropriation

- Enacted NYS Budget must include appropriate State appropriation (new or unused reappropriation) for a CC to request SUNY Project Approval for a capital project
- State appropriation:
 - Sets aside State money for a specific purpose
 - Authorizes State entity to enter into an agreement where State funds are used
- Process starts in late summer for next State Fiscal Year
- Broadness of request/bill copy language helpful

Guidance Document:

[Requesting Capital Appropriation CCP-1](#)



Resolutions, Other Documentation

- Sponsor approval of capital project - Documentation should include project description, cost and source of local funding
 - Match to related documents in submission (Project Action Form)
 - Additional documentation needs if \$ not from Sponsor
- Additional documentation may be needed if project is significant in scope (new facility/program), is high profile, includes property acquisition, has a complex funding structure, etc.
- College BoT resolutions needed for budget increases, in-kind donations, property actions, other needs if ID

Contact OCF ASAP for potentially complex projects



Project Action Form

Located on OCF website: Tools section

Always ensure text can be read in full in text boxes

- **College Information**
 - What college, who is completing form
- **Facility Identification**
 - Campus (if multiple), Building(s), building usage
- **Project Information**
 - Action Being Requested, Title (Can be specific or broad), Description, Justification, Project Type and Scope
- **Local Funding Source**
- **Project Components/Schedule**
 - Separated by design, construction, equipment, Dates for start through Beneficial Occupancy/Placed in Service, supplement may be needed if project has multiple components

Project Initiation: STEP 2 SUNY Project Approval

- Specific request must be sent by the college –NYS Budget passage does not automatically progress projects
- All forms, resolutions, etc. must be updated, complete and correct, budget must match funding materials
- SUNY Board of Trustees Approvals for identified additional components (real property, in-kind donations, etc.) done in separate process

Guidance Document:

[Capital Project Initiation and Revision CCP-2](#)



Additional Approvals/Processes

- Project Budget Increases
 - Real Property Actions
 - In-Kind Donations of Goods and Services
 - Other items identified by SUNY staff or SUNY BoT
-
- Must be acknowledged by SUNY BoT
 - Sponsor and College Board resolutions needed
 - Additional documentation based on specifics

Guidance Documents:

[In Kind Donation as Local Funding Share CCP-5](#)

[Application for Approval to Advance CC Real Property Transactions](#)

[Eligibility-of-Bonding-Computer-Projects-DASNY-memo-2017](#)

Contact OCF ASAP if additional approval is potentially needed



Project Initiation: STEP 3 Project Financing Approval

- Forms and process managed by DASNY
 - Finance Application: Signed by College and Sponsor
 - Additional forms may be required, ex. IT projects
- Outside Tax Counsel reviews project documents for program eligibility/State reimbursement using bond proceeds
 - Function, components, financing structure, private use, etc.
- DASNY sets up project to process reimbursement requests

**ONLY AFTER ALL APPROVALS ARE IN PLACE CAN
PROJECT OFFICIALLY PROGRESS**

Guidance Document:

[Capital Project State Financing CCP-3](#)



Reimbursement and Ongoing Project Actions

- Reimbursement Requests
 - Sponsor/CC must expend funds in the first instance
 - Reimbursement requests are made to DASNY PMs:
**See Reimbursement Instructions for process, forms and
timeframe requirements**
- Regular (at least quarterly) reimbursement submissions are
encouraged**
- Capital Report: Quarterly Project data review, update per
instructions --- especially schedules!
- Budget modifications/increases

Guidance Document:

Reimbursement and Ongoing Actions CCP-4

Data Collection: Capital-Specific and Facility Space/Usage

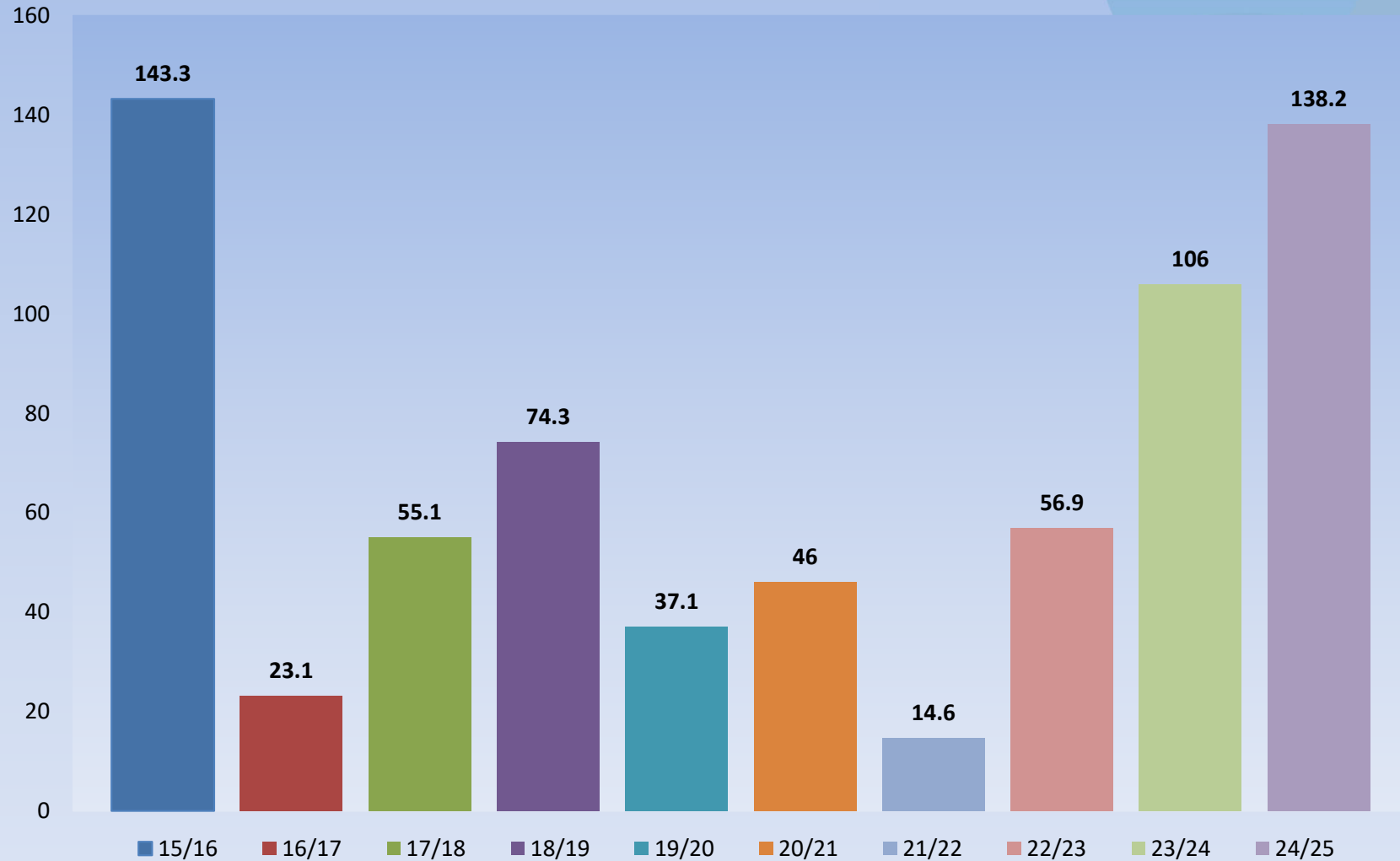




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CC Capital State Appropriation History

10 Year Average: \$69.5M

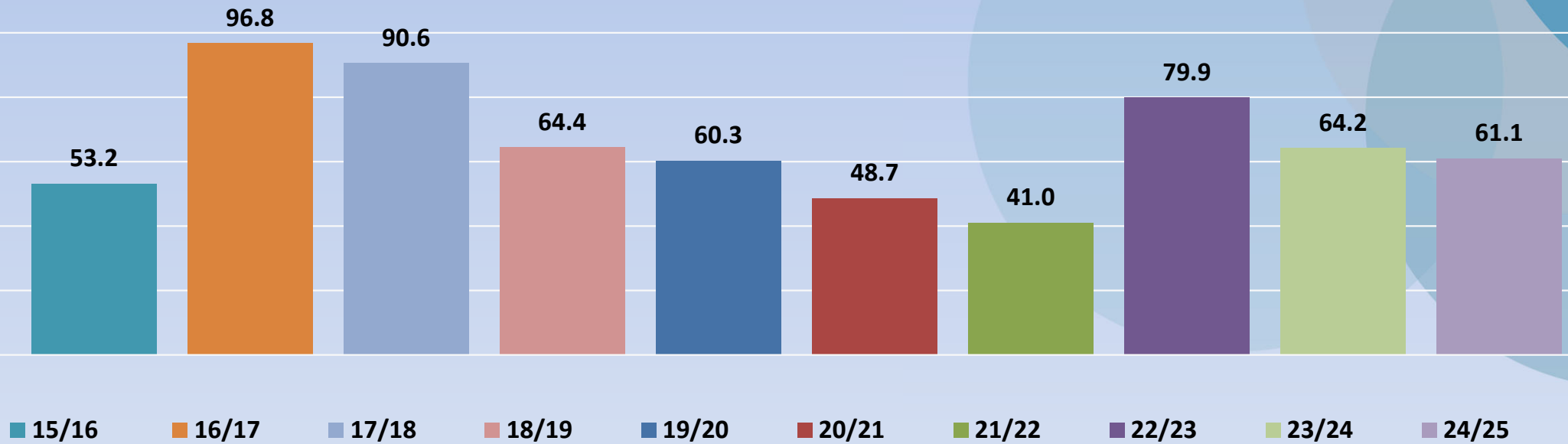




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CC Capital State Reimbursement History

10 Year Average: \$66.0M





OCF/State Capital Projects Data

State Financial System (SFS) and SUNY records

- Basic Project Information
- Location, usage of space
- Project scope, climate change, high-profile
- Schedules and components
- Finance, budgets and funding sources, ongoing State reimbursements
- Bond-related, private use and useful life
- Other items specific to project

Capital Reports: Quarterly Review/Update

Included: Projects tied to Appropriation: 1998 to Present

- Project Information and Schedules
- Budgets, State appropriation/State reimbursements to date
- Other items: high-level details, climate change info, CC long-term spending projections of budget balances

Actions to Take (see Quarterly Instructions)

- **Active Projects:** Review disbursements, SCHEDULES!!!
Update long-term spending projections
Close if no further project activities and can reconcile \$
- **Future/Delayed Projects:** Review project info, SCHEDULES!!!
Update long-term spending projections
Request SUNY Project Approval if imminent



Collection of Private Use Data

Informed via CCBOA listserve for next data verification

- Required for State bonding, Start-Up NY, etc.
- Reviewed by Tax Counsel at time of project approval, when State bonding occurs
- Info for BUSS/Private Use Portal: Source for your college's data and tool to edit

Confirm previously-inputted info

SUNY looking to refine data (currently very conservative)

AIMhelp@suny.edu



New Space Planning Standards

Available on OCF website

- Last update in 1990s
- Guide for architects/planners for development of new facilities and renovation of existing facilities
- Used to develop sensible space allocations to meet needs, but not oversize/waste capital resources and related operating costs
- NOT a replacement to NYS Building Code requirements



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CC Business Officers Association

Representation of all 30 community colleges

- ***Interinstitutional Cooperation:*** Develop and foster sound relationships between institutions, resource to accomplish educational mission through exchange of information to develop sound educational business administration practices; encourage commonality in developing professional ideas and professional standards between and among member institutions.
- ***Professional Growth:*** Encourage professional growth and development of all members through participation in conferences, seminars and workshops.
- ***Improved Practices:*** Promote and support innovative efforts to improve techniques and methods in all areas of college administration.
- ***Interorganizational Cooperation:*** Cooperate with and support other governmental agencies and associations in achieving goals and objectives which are consistent with offering a quality educational experience.

Conferences (2/year), virtual meetings/presentations, active committees

Listserve: Contact Maureen Lanahan to be added or for any CC

representative changes: maureen.lanahan@suny.edu

Currently ongoing...

Review of Regulations, Procedures, Guidance Documents...

- NY Code of Rules and Regulations (NYCRR): Part 603, other sections as needed
- SUNY Policies and Procedures
- CC Capital Program Guidance Documents

Feedback to be requested from CCBOA Executive Committee



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SUNY System Administration

Office for Capital Facilities Leadership

Community College Capital Program Items

Robert (Bob) Haelen, Senior Vice Chancellor Robert.Haelen@suny.edu

Karren Bee-Donohoe, Associate Vice Chancellor Karren.Bee-Donohoe@suny.edu

David Ferrari, Interim Executive Director David.Ferrari@suny.edu

Rebecca Goldstein, Community College Capital Program Manager

Rebecca.Goldstein@suny.edu 518-320-1501

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