



The State University
of New York

Office for Capital Facilities Guidance Document

RES-2

January 2024

Campus Let Residence Hall Projects using bonded funds (paid directly by DASNY)

A reference guide for the submittal of
DASNY voucher contracts for approval.

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Summary

Per section 3.02 of the Financing and Development Agreement (FDA) between the Dormitory Authority of the State of New York (“DASNY”) and State University of New York (“SUNY”), DASNY is responsible for the design, acquisition, construction, reconstruction, rehabilitation, improvement, and equipping of dormitory facilities, referred to as the Residence Hall Capital Program. Capital contracts within the Residence Hall Program let by DASNY are primarily funded with bond proceeds and let by DASNY. However, in some cases SUNY campuses enter into a Campus Let Contract which is funded with bond proceeds. These bond proceeds are held by DASNY and in these instances, while SUNY holds the contract with the vendor, payment is made directly by DASNY to the vendor.

For those Campus Let Contracts funded with bond proceeds, the campus establishes the contract with the vendor in accordance with all applicable SUNY policies and procedures, and New York State rules, regulations, and laws. However, because DASNY will pay the vendor directly, the contract is not encumbered in the State Financial System.

Contracts for construction costs of \$75,000 or more (or \$150,000 or more for healthcare facilities) require review and approval by the Office of the State Comptroller.

Process

SUNY’s Office for Capital Facilities has worked with OSC to develop a process that allows these contracts to obtain approval using a modified process. To obtain approval for a Residence Hall Campus Let Contract funded with bond proceeds, the campus will take the following steps:

1. The campus completes a procurement in accordance with all applicable SUNY policies and procedures, and New York State rules, regulations, and laws.
 - a. Add the following language to the construction agreement, Section 4.01, or to the consultant agreement Article III, Section B.
“Payment to the contractor will be made by the Dormitory Authority of the State of New York (DASNY) on behalf of the University.”
2. The campus enters the contract into the State Financial System with a \$0 encumbrance.
3. For contracts of \$75,000 or more (or \$150,000 or more for healthcare facilities) the campus submits the required documentation to OSC for approval; details outlined below.

Approvals

Construction contracts of \$75,000 or more (or \$150,000 or more for healthcare facilities) require review and approval by the Attorney General and the Office of the State Comptroller. Each Residence Hall

Campus Let Contract funded with bond proceeds which is submitted to the Office of the State Comptroller for approval should include the following documentation.

A memo to OSC summarizing the process and program, including the following attachments.

A draft memo, and its attachments, is provided as part of this Guidance Document.

- Memo – Campus Let Residence Hall Projects Funded with Bond Proceeds
 - Attachment 1 Financing and Development Agreement
 - Attachment 2 Campus Let Procedures
 - Attachment 3 Exhibit C Memorandum of Understanding – Project Specific
 - Attachment 4 Exhibit A Project Request and Certification for University Facility – Project Specific