

Financing and Treasury
CSU Housing Proposal Check List
Campus: _____

General Information

- Program Statement
- A financial contingency plan indicating how the debt will be paid if the project loses its financial stability
- Site Plan
- Pertinent authorizing resolutions of externally funding entities such as an auxiliary organization, if applicable
- Letters of support for the plan as proposed, including a letter from the University President
- Planning timeline, both construction and fiscal events
- Project budget (CDPC 2-7)
- Confirmation of past trustee approval and/or agenda item amending non-state funded capital outlay program to include the proposed project

Market Demand Study

- A market demand study demonstrating demand for the additional number and type of housing spaces, prepared by a qualified firm or the campus
- Identify housing objectives
- Conduct a demographic analysis of current housing residents
- Hold focus group discussions to determine housing preferences among students and parents including, at a minimum, the type, cost and location of housing
- Review historical enrollment data by class level, age, county of residence, number of units, origin and other relevant components of university enrollment
- Provide a five-year enrollment projection
- Review existing on-campus student housing and summarize by building type, cost location and vacancy rates
- Provide demographic data by census tract and/or zip code in the vicinity of the campus related to off-campus housing
- Review other data sources as necessary to project future off-campus housing supply
- Identify recommended level of housing development
- Specify the type, cost and location of proposed housing and relate the recommendations to the results of the demand and supply analysis

Financial Plan

- I. Revenues
 - List all revenue from existing housing program
 - Attach occupancy rates and fees for past five years
 - List all projected revenue from future housing projects proposed
 - Attach analysis from which projection was based
 - List any other sources of revenue, gifts or grants applicable to housing program

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Financial Plan (continued)

- II. Expenses
 - List all current operating expenses such as salaries, benefits, utilities, supplies and contracts
 - List all current capital and interest payments for entire housing program, including existing facilities, renovation and deferred maintenance expenses
 - List all projected operating expenses associated with the proposed addition, expansion, or modification
 - List any other known current or future expenses which will affect the financial plan (e.g., anticipated expenses for deferred maintenance)
 - List contributions to reserves
- III. Other Financial Information
 - Projected revenue must exceed expenses
 - All figures are to be annualized
 - Plan must be valid and applicable for entire period of existing and proposed debt (e.g., 25-year life of bonds)
 - Plan must include method of funding reserves for deferred maintenance, capital renewal, expansion, etc., which will be required prior to retiring debt
 - A contingency plan to provide alternative funding must be included if revenues are not fully realized
 - Inflation, cost increases, and salary increases must be included