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
- Project budget (CPDC 2-7)
- Planning timeline, both construction and fiscal events, including anticipated timeline for Board of Trustee approvals and other key milestones. Note: The Housing Proposal Review Committee (HPRC) approval must occur prior to the Board of Trustee Amendment of the Non-State Capital Outlay Program.

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
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