**HUMBOLDT STATE UNIVERSITY**

**FEE REQUEST FORM - Part 1 of 3**

**Fee Category:**
- [ ] Category IV (Misc. campus fees)
- [x] Category V (Self support program fees)

In accordance with the provisions of the California State University (CSU) **Executive Order 1102**, the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

**Required documents for submission of proposal:**
- Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President
- Part 2 - Fee Request Narrative
- Part 3 - Financial Data Sheet

**I. Request to:**
- [ ] ESTABLISH a Campus Fee
- [x] ADJUST a Campus Fee

**II. Fee Type:**
(Check each applicable box)
- [ ] Student Fee
- [ ] Non-Student Fee

**III. Name of Fee:** Housing Rate Increase

**IV. Current Fee:** $ See attached per

**Proposed Fee:** $ See attached per

**V. Proposed Effective Date:** August 1, 2023

**Routing Order:**

1. Submitted by: Todd Larsen
   Dept. Representative Name
   12/14/22 x5310
   Signature
   Date
   Phone

2. Approved by: Stephen St. Onge
   Dean/Director Name
   12/14/22 x3003
   Signature
   Date
   Phone

3. Approved by: [Signature]
   Vice President Name
   Signature
   Date
   Phone

4. Reviewed By: Sandra Wieckowski
   Associate Director, SFS
   Signature
   Date
   Phone
   826-4937

5. Approved By: Dr. Tom Jackson
   President
   Signature
   Date
   Phone
   04/12/2023 x3311

- [x] Fee Approved
- [ ] Fee Denied

**Comments from the President (if needed):**

The CFO will work with VP Human Resources on reviewing the expense policy.

**Additional comments from other reviewers:**

The CFO will work with the VP on planning for deployment of new revenue to enhance the student experience.

6. Form with President’s signature sent to Associate Director, Student Financial Services.

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.
1. Clearly list all assumptions used when creating this proposal.

Housing is in need of a rate increase to support building goals and reaching a Debt Service Coverage Ratio (DSCR) for budget financing. Reserves have fallen from $19.7M in 2018/19 to this year end's projected $2.1M.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

Housing operating budget will be funded along with capital expenditures for repairs and replacements on our very old Housing inventory.

3. Clearly state the reason(s) why this fee or fee increase is necessary (Include references to executive orders, CA law, etc.)

Budget office has worked on Housing's systemwide portfolio, including planned Craftsman Mall, Engineering & Tech and Library Circle projects. To meet the Chancellor's Office DSCR for our proposed projects, it's necessary for this rate increase to meet the minimum financing requirements. In addition, Housing repairs and replacements are necessary for us to update interiors as we can afford to to remain competitive as a Cal Poly destination for students to live on campus.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

Budget office has reviewed rate increases from 3% to 5% in order to meet our long term goals. A 5% increase for 22/23 is needed to meet those goals. Additionally, Housing is correcting the late fee from $10 to $30 to match the campus late fee policy.

5. Time line Information:

Rates will be effective for the 2022/23 academic/fiscal year at the 5% increase. Following years in our proformas are scheduled at 3% to meet DSCR.
Financial Data Sheet Supporting Fee Request - Part 3 of 3

Name of Fee: Housing Rate Increase (see attached)

<table>
<thead>
<tr>
<th>Current Fee</th>
<th>Proposed fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current # of participants

Estimated # of participants that will be assessed this fee

<table>
<thead>
<tr>
<th>Historical Data</th>
<th>Prospective Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>(for fee increase proposal)</td>
<td>(2 years for fee increase; 3 years for new fee)</td>
</tr>
<tr>
<td>See attached</td>
<td>See attached</td>
</tr>
</tbody>
</table>

Fiscal year

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data. New Fee Proposal: Enter THREE years of prospective revenue and expenditure data.

Fee Revenue Type:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Revenue: $0

Expenditure Type: (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Expenditures: $0

Net (Revenue minus Expenditures) $0

Please note below the chartfield string where the existing revenue fee and actual expenditures are recorded for this program.

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT ID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA100</td>
<td>D40043</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form updated: 11/12/20
### Cal Poly Humboldt Housing Rate Increase 5.0% then 3% after

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Room Type</th>
<th>2019-2022 Rates</th>
<th>2023 Proposed*</th>
<th>2024 Estimated*</th>
<th>2025 Estimated*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls</td>
<td>Single-1</td>
<td>$8,216</td>
<td>$8,628</td>
<td>$8,888</td>
<td>$9,154</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Double-1</td>
<td>$6,638</td>
<td>$6,970</td>
<td>$7,180</td>
<td>$7,386</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Triple-1</td>
<td>$4,938</td>
<td>$5,186</td>
<td>$5,342</td>
<td>$5,504</td>
</tr>
<tr>
<td>Campus Apts</td>
<td>Single-1</td>
<td>$8,216</td>
<td>$8,628</td>
<td>$8,888</td>
<td>$9,154</td>
</tr>
<tr>
<td>Campus Apts</td>
<td>Double-1</td>
<td>$6,638</td>
<td>$6,970</td>
<td>$7,180</td>
<td>$7,396</td>
</tr>
<tr>
<td>Creekview</td>
<td>Single-2</td>
<td>$8,588</td>
<td>$9,018</td>
<td>$9,290</td>
<td>$9,570</td>
</tr>
<tr>
<td>Creekview</td>
<td>Double-2</td>
<td>$6,940</td>
<td>$7,288</td>
<td>$7,508</td>
<td>$7,734</td>
</tr>
<tr>
<td>College Creek</td>
<td>Single-3</td>
<td>$8,666</td>
<td>$9,120</td>
<td>$9,394</td>
<td>$9,876</td>
</tr>
<tr>
<td>College Creek</td>
<td>Double-3</td>
<td>$7,008</td>
<td>$7,356</td>
<td>$7,580</td>
<td>$7,808</td>
</tr>
<tr>
<td>College Creek</td>
<td>BB Double-4</td>
<td>$6,750</td>
<td>$7,088</td>
<td>$7,300</td>
<td>$7,520</td>
</tr>
</tbody>
</table>

*Rates rounded up/down to be divisible by two for equal semester charges.

*Late fee correction from $10 to $30 to match existing campus late fee policy.*
## Cal Poly Humboldt - Housing 5 Year Forecast

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Total Capacity</strong></td>
<td>2041</td>
<td>2048</td>
<td>2048</td>
<td>2048</td>
<td>2049</td>
<td>2074</td>
<td>2074</td>
<td>2074</td>
<td>2074</td>
</tr>
<tr>
<td><strong>Rental Capacity Less Staff</strong></td>
<td>1958</td>
<td>1958</td>
<td>2017</td>
<td>2028</td>
<td>2028</td>
<td>2053</td>
<td>2053</td>
<td>2053</td>
<td>2053</td>
</tr>
<tr>
<td><strong>Percent Occupancy</strong></td>
<td>97.0%</td>
<td>97.0%</td>
<td>90.0%</td>
<td>90.0%</td>
<td>90.0%</td>
<td>95.0%</td>
<td>95.0%</td>
<td>95.0%</td>
<td>95.0%</td>
</tr>
<tr>
<td><strong>College Creek Loan Year</strong></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
</tbody>
</table>

### COME:
- **Percent Increase Residence Hall Fees from Previous Year**: 0.00%
- **Percent Increase Conf. Dining, Workshops & Summer Rent**: -0.16%
- **Fees from Residence Halls**: 12,822,182
- **Conference, Dining Rent, Workshops & Summer Rent**: 1,805,678
- **Other - Donations, Late Payments, Service Fees, Investments**: 955,558
- **HEERF Funding**: 1,500,000

### TOTAL INCOME

### LISTING PROGRAM OPERATIONS:
- **Salaries and Benefits**: 4,751,167
- **Campus Supported Payroll**: 2,845,462
- **Operating Expenses and Equipment**: 3,453,444
- **Other System Costs**: 20,489
- **Enrollment Management Support**: 3,172,000
- **Athletic Scholarships**: 85,243
- **Grad Intern Housing**: 92,749
- **Covid Saj to Dbl Dining Plex 3**: 345,600

### TOTAL PROGRAM OPERATIONS

### Net Operating Income

### MPUS DEBT EXPENSES
- **Existing Debt Service - USC + Crestview**: 481,875
- **Existing Debt Service - College Creek**: 2,617,898
- **TOTAL DEBT SERVICE**: 3,299,774

### NET FUND BALANCE (A-B-C)
- **Transfers to Cap Improvements & Reserves**: 3,299,774

<table>
<thead>
<tr>
<th>Debt Service Coverage Ratio</th>
<th>1.96</th>
<th>2.27</th>
<th>6.30</th>
<th>0.86</th>
<th>1.46</th>
<th>1.46</th>
<th>1.75</th>
<th>1.85</th>
<th>1.92</th>
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</thead>
<tbody>
<tr>
<td>Five Year Average - Debt Service Ratio</td>
<td>1.78</td>
<td>1.94</td>
<td>1.76</td>
<td>1.31</td>
<td>1.19</td>
<td>1.09</td>
<td>0.98</td>
<td>1.19</td>
<td>1.88</td>
</tr>
</tbody>
</table>

### Cumulative Cash

### Annual HA 200/250 Reuse/Can Improvement

### FFAER Purchase

### Remaining Fund Balance

### Targeted Budgeted Reserves (5% Total Gross Revenues)

### Net Operating Income

### Total Expenses

### COVID Relief

### Net Operating Income

### TOTAL EXPENSES

### Net Operating Income

### TOTAL EXPENSES

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