

# California Community Colleges Affordable Student Housing Program

## Construction Project Change Request Form

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### Instructions

Due to the competitive nature of the Affordable Student Housing Program’s application and selection process, the Chancellor’s Office will closely evaluate project change requests and will consider proposed changes on a case-by-case basis. The Chancellor’s Office will provide notification to the requestor of their decision once the evaluation of the request is complete. The change request information provided in this form may be shared with the California Department of Finance for further consideration.

Please provide responses to the information requested below. If your response requires more space than what is provided, please attach additional documentation with your complete response. In addition, please attach any documents (e.g., budgets, plans, notices, etc.) that are relevant to your request. Once complete, please submit this form with all accompanying documentation to the Student Planning Unit for review: [studenthousing@cccco.edu](mailto:studenthousing@cccco.edu).

### Contact and Project Information

**Date of Request:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### Chancellor’s Office Student Housing Contact

If you need assistance or have any questions about the CCC Affordable Student Housing Construction Project Change Request Form, please contact the Chancellor’s Office Student Housing Unit: [studenthousing@cccco.edu](mailto:studenthousing@cccco.edu).

# Change Request Details

- 1. Please describe the changes that need to be made to your Affordable Student Housing Project in detail. Please attach additional documents that provide detail for the requested project change.

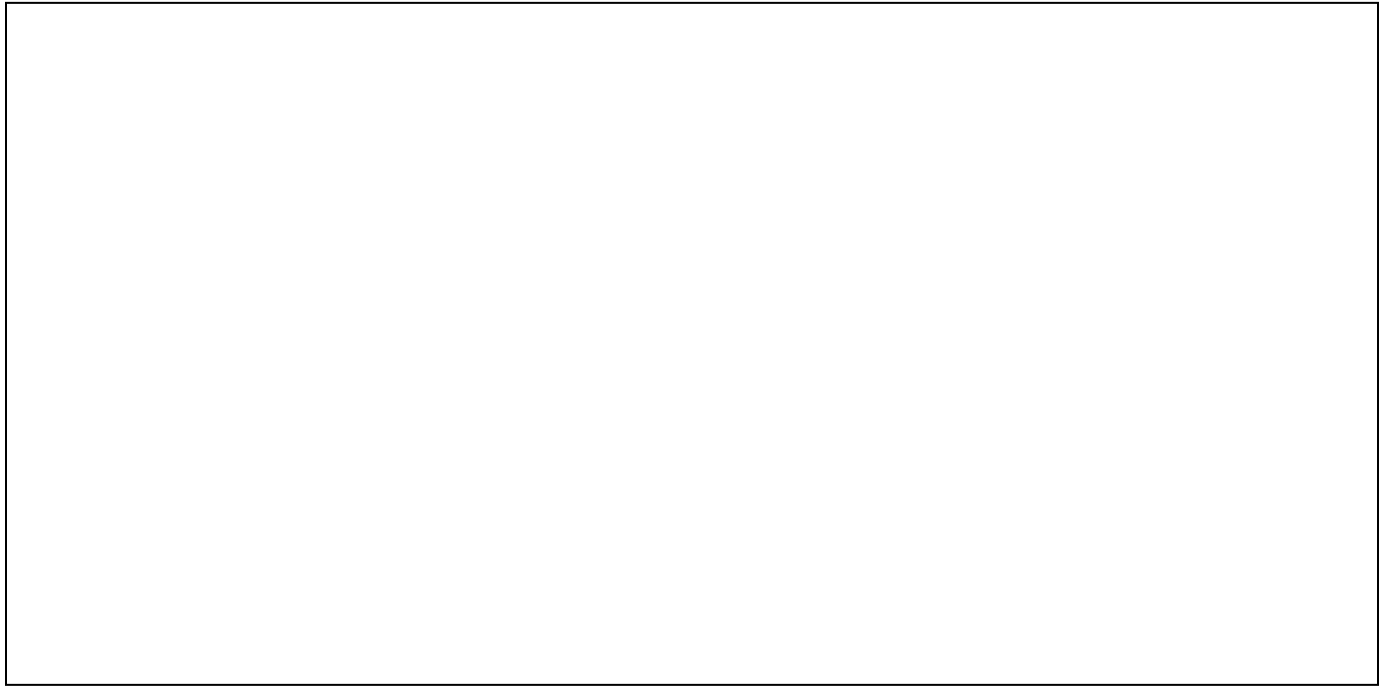
2. What factors led to these changes to your Affordable Student Housing project? Please attach additional documentation if needed.

3. Will the requested project changes result in a reduction of low-income student beds or adjustments to low-income student rent provided in your state approved Affordable Student Housing project's application? Please attach additional documentation if needed.

4. Will your Affordable Student Housing project be moved somewhere else on campus or off campus? Please provide justification for the site change and attach updated site plans with this request.

5. Please provide details about how these requested changes will impact the project's budget. Please also confirm that project costs that exceed the amount proposed in your Affordable Student Housing application will be assumed by the district. Please attach an updated project budget with this form if needed.

6. Has your district's Board of Trustees considered and approved these project changes?  
Please attach additional documentation if needed.

A large, empty rectangular box with a thin black border, intended for the user to attach additional documentation as requested in the question above.