



The Community Facilities Challenge at California State University, Fresno Handbook

Sponsored by:

Northern California Community Loan Fund



Table of Contents

I. Introduction

II. Guidelines

III. Real Estate Development Proposal



I. Introduction

The Northern California Community Loan Fund (NCCLF) is proud to sponsor the Community Facilities Challenge at California State University, Fresno (FSU). This program is a unique opportunity for students to work with local Community-Based Organizations (CBO's) and municipalities to apply their skills to prepare a real estate feasibility analysis for a proposed community facility to benefit a low-income community. Examples of a community facility include childcare centers, community health clinics, recreation centers, and multi-tenant social service centers.

The teams will consist of students enrolled in FSU's Lyles College of Engineering, Craig School of Business, and Department of Art and Design. Each team will each be given an actual site and client (a CBO or local government agency), and must propose a written real estate development proposal, consisting of a financial analysis, preliminary design concepts, engineering review, construction schedule, and other relevant components.

Each team will also give an oral presentation of their proposal before a panel of judges, FSU faculty and NCCLF representatives. Teams will also have access to FSU faculty for guidance.

The students will begin their assignments on February 22, 2012, and will provide the final written analysis on April 11, 2012. Oral presentations will be given on April 18, 2012.

Written proposals and oral presentations will be judged by a jury of real estate and community development professionals in the areas of development, finance, property management, architecture, planning, and local government. The winning team will receive a monetary award to donate to a local CBO.

II. Guidelines

Student Teams: Each team must consist of at least one student from the Lyles College of Engineering, Craig School of Business, and Department of Art and Design. The size of the team cannot exceed 5 students.

Project Sponsor: Eligible sponsors are local CBO's and municipalities who are considering developing a community facility on a specific site in their neighborhood.

Community Facility Projects: Local CBO's and municipalities will be asked to submit proposals for community facility projects they are considering developing. NCCLF and FSU representatives shall review the proposals for appropriateness.



Assignment of Community Facility Projects: Student teams will receive a brief description of each community facility project. Teams will rank their preference for each project. NCCLF and FSU representatives shall consider these preferences when assigning the community facility project to each Team.

Role of Faculty and Mentors: Teams may contact faculty members for resources and advice. Faculty members may not write any portion of the proposal or conduct any of the financial feasibility analyses. A team may be disqualified from the Community Facilities Challenge if they receive assistance with writing the proposal or developing any of the proposal contents.

Expenses: Each team will receive a stipend of \$200 for expenses related to the Community Facilities Challenge (transportation, materials, etc.)

III. Real Estate Development Proposal

The Real Estate Development Proposal should consist of the following:

Precis (one page limit)

- Team members: each team member's name, major, graduation date, email.
- Community Served: Identify the neighborhood or community that the project proposes to serve.
- Project Sponsor - CBO/Municipality: Provide background information on the project sponsor, including full name, address, and mission.
- Project: Briefly describe the proposed project
- Financing Plan: Provide total development costs and possible major funding sources.

Proposal (25 single-sided page limit)

- I. Executive Summary
- II. Community Need and Impact
 - Describe the community served and its need for the community facility
- III. Development Team
 - Describe the project sponsor and any partners, their programs and track record for developing and operating the community facility
- IV. Project Plan
 - Describe the proposed community facility – program and operations, key design elements (functionality and sustainability)



- Describe the development financing for the community facility – construction and permanent financing, pro forma cash flow, sources and uses of funds
- Describe the development timeline and construction schedule

V. Letters of support

- Demonstrate support from community organizations and potential funders

Format

Proposal may not exceed the page limits, including all text, graphics, maps. No appendices or addenda of any kind.

- Double-spaced
- Single –sided pages
- One inch margins all around
- No less than 12 point font size

Evaluation Criteria – Written Proposal

Proposals will be evaluated by the panel of judges. Proposals may receive a maximum score of 80 points based on the following:

- Quality of the written proposal (10 points)
- Community impact (10 points)
- Design and functionality (15 points)
- Financing plan (15 points)
- Development timeline and construction schedule (15 points)
- Strength of the Development Team (10 points)
- Community Support (5 points)

Written proposals are due by April 11, 2012, 5pm. An electronic copy (pdf format) must be emailed to arocha@ncclf.org

Oral Presentation

Each team will make an oral presentation before a panel of judges on April 18, 2012. Only students may participate in the presentation. The order of the presentations will be randomly assigned.

- Presentation can be no more than 15 minutes, maximum of 10 power point slides
- Following the presentation, there will be 10 minutes for questions from the judges



Teams are invited to watch presentations from other teams. Other students, faculty and community members will be invited to be in the audience.

Evaluation Criteria – Oral Presentation

Oral presentations may receive a maximum score of 20 points based on the following:

- Oral presentation (10 points)
- Responses to questions (10 points)

The final evaluation will be based on the written proposal and oral presentation scores.

Resources

For more information and resources regarding the Community Facilities Challenge, please go to www.ncclf.org/communityfacilitieschallenge.

<http://www.orgspaces.org/>

For sample tool kits, please go to

[Community Action Partnership](#)

[Illinois Investment Fund](#)

For sample of community facilities projects, please go to

[Childcare Facilities](#)

[Community Facilities](#)

For sample of potential funders, please go to

[Government Funding](#)

[Foundation Funding](#)

[Northern California Community Loan Fund](#)

[Opportunity Finance Network](#)



Ownership of materials

All materials submitted as part of the Community Facilities Challenge will become the property of the Northern CA Community Loan Fund (NCCLF). Submissions may be published on the NCCLF website.