

LETTER OF INTENT (LOI) CHECKLIST

CCC EDUCATIONAL CENTER AND COLLEGES

The district prepares and submits an LOI to the Chancellor's Office no sooner than two years prior to the first year of operation of a new Educational Center. The Chancellor's Office will transmit a response to the district within 90 days of submittal of a **complete** LOI.

The following list identifies those documents required in the Letter of Intent:

RECEIVED (✓)	REQUIRED ELEMENT
	1.1 Preliminary five-year enrollment projection and attendance (headcount & FTES) for the new Educational Center (from opening date) (10 years for new colleges)
	1.2 Enrollment history of locations other than the main campus that are being relocated and replaced by the new Educational Center
	1.3 The location of the proposed new Educational Center with a brief description of each site under consideration
	1.4 Maps of the area in which the proposed Educational Center is to be located, including a map of the proposed center, service area, population density, road/highway configurations, sphere of influence, topography, neighboring institutions, and any other features of interest
	1.5 The identification of neighboring public and independent institutions in the area in which the proposed campus is to be located
	1.6 Timeline for development of new Educational Center, and enrollment levels at opening, mid-point, and final build out
	1.7 Tentative five-year capital outlay budget starting with first appropriation for the new Educational Center
	1.8 Copy of Board of Trustees formal resolution authorizing the new Educational Center
	1.9 Copy of the Preliminary Notice Letter
	1.10 Copy of district's most recent five-year construction plan
	1.11 Copy of Letters of Support