

Trustee Action on the Housing  
Project. 1954-1955

23 September 1955

Dear Mr. Leidesdorf:

Dr. Oppenheimer has asked me to return  
to you the enclosed letter to you from Mr. Knoll,  
which he has initialled with his approval.

Sincerely yours,

(Mrs. James Beacham)  
Secretary

Mr. S. D. Leidesdorf  
100 East 42nd Street  
New York, New York

enclosure

*housing - file*

April 29, 1955

Dear Mr. Morgan:

I am following the outline of your questionnaire as a convenient way of answering your general inquiry, because I would be voting no on all four questions with the possible exception of the first one as to the scope.

(a) I think that ultimately we need just about the amount of housing that is provided in the plan but that it would be much wiser to build somewhat gradually and to feel our way. Although we are told, and I do not deny, that we will have to replace most of the Mineville housing in the moderately near future, I do not think that it is in the best interest of the Institute to do this at one fell swoop. I am told that the Mineville houses were placed in their present positions in accordance with a plan made by the late Professor Einstein so as to interfere with each other as little as possible and to give the inmates as much privacy as possible. I think it would be wise to respect the Einstein arrangement and add to it gradually so as to retain as many as possible of its advantages. If we would build gradually, we would also be able to make up our minds about various other features (as for example the quadrangular arrangement referred to below) on the basis of experience. In matters which affect the everyday life of a large number of people I think it is always best to proceed gently, rather than to force people into any sort of a doctrinaire program.

(b) As to the location I have one point to make which I think is very important; namely, that Cook Road is the best access we now have to the Institute. If the proposed plan were shifted downhill so as to close Goodman Road instead of Cook Road, we would retain our present favorable arrangement. It would then continue to be possible to drive straight down Cook Road as far as the golf links and then go up Springdale Road toward Princeton. This is a much easier and safer way than it is to go up Olden Lane where the hazards are much more considerable. In any case, we would retain the advantage of having two methods of access and perhaps save the lives of a few professors, like myself, who drive daily to the other end of town. Incidentally, this change would make it easier to provide the various utilities that are needed.

(c) The plot plan retains the principal fault of the quadrangular idea so common in the dormitories of our colleges and universities. It is bad enough when a lot of bachelors are grouped together around a quadrangle but when it is a

2 -- Minot Morgan  
April 29, 1955

lot of young families, many of them equipped with two or three children as well as a wife who has been torn loose from her usual moorings, the result is going to be something fantastic. The proposed houses are so arranged that the families around each little quadrangle will be only able to look out at the other families. In most cases it will be impossible for them even to look through their back windows. All this when the golf links are close by to provide really beautiful vistas if the arrangement of the houses were properly worked out.

In this connection I wish to remark that I think it a mistake to go to the extreme of regimentation which I found to be contemplated when I was present at a discussion of the supposed advantages in administration and housekeeping that this plan would lead to. Mechanization has some advantages, but it is not a good thing to try to force the same pattern of life on the highly individualistic characters who make up the temporary population of our Institute. We ought to allow at least a few little variations.

(d) If by design is meant the type of architecture, I would say that this is definitely dated in the nineteen twenties or thirties when it was fashionable, especially in eastern Europe, to admire the art and architecture of Egypt and Mesopotamia and depreciate the humanism of classical Greece. This architecture is commonly described as modernistic. But it is modern only in the materials used. The forms and effects obtained were current about two or three thousand years B.C. and were later replaced by much better designs. There are many reasons for expecting that in another twenty years or so this architecture will look as out of date as the mid-Victorian and, of course, will be regarded as much uglier.

Of course I realize that what I say about (d) is more debatable than the other points. My important objections to the whole plan are: first, that it is more expensive than necessary; second, that we ought to retain Cook Road for its value as a simple and direct approach to the Institute property; third, that we ought to get rid of the out-dated academic quadranglism.

Yours sincerely,

OV:MMH

Oswald Veblen

THE INSTITUTE FOR ADVANCED STUDY  
PRINCETON, NEW JERSEY

April 29, 1955

Mr. Samuel D. Leidesdorf  
125 Park Avenue  
New York 17, New York

Dear Mr. Leidesdorf:

Following our telephone conversation yesterday, I also talked with Dr. Oppenheimer on the West Coast. Here is our analysis of the present situation with regard to the housing project and our recommendations:

We met with the Township officials on Wednesday and the results of this meeting are as follows:

POSITIVE

1. The new zoning ordinance will contain geographic zones for educational and research institutions, these zones will include the present site of our housing project, and they will provide for multiple housing.
2. The acreage in the present site is probably sufficient to meet the density requirements of the new ordinance.
3. The Township officials have therefore urged us to proceed to file for an exception with the Zoning Board even before the new ordinance is passed, and we have been assured that the Zoning Board will act as if the new ordinance were already on the books.
4. The Township officials are now friendly to the point of being willing to sit down with us and work things out to our mutual satisfaction prior to any public hearing.
5. The Township officials have withdrawn any objections that they may have had previously on aesthetic grounds.

NEGATIVE

1. The Township Planning Board will not approve the present site plan with specific reference to the new roads. Their specific

Mr. Samuel D. Leidesdorf  
Page 2

objections are aimed at the creation of two new intersections on Olden Lane and two more on Springdale Road. They would approve a site plan which had no northerly road, eliminating Cook Road completely, and had the main access in the form of a loop system from the center of Goodman Road.

2. The nearest neighbors to the proposed project, who live on the southerly side of Newlin Road, have banded together to oppose the project largely because of the road on the north side of the project which would abut their properties.

#### RECOMMENDATIONS

Dr. Oppenheimer and I recommend:

1. That you and I, together or separately, confer with Breuer early next week on the subject of:

- a - a new site plan
- b - any structural changes that you have in mind.

2. That given a new site plan which will satisfy the Planning Board with regard to roads, we proceed to file formal application with the Township officials.

I am very happy about the present development even though there may be some delay and expense in the design of the new plot-plan. I think it is entirely possible that we have saved as much as two or three months time in these negotiations.

Respectfully submitted,

Minot C. Morgan, Jr.

MCM:jp

cc: Mr. Marcel Breuer



THE INSTITUTE FOR ADVANCED STUDY  
PRINCETON, NEW JERSEY

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Minot C. Morgan, Jr.

MCM:jp

cc: Mr. Marcel Breuer



THE INSTITUTE FOR ADVANCED STUDY  
PRINCETON, NEW JERSEY

7/11/55  
Frank

4 January 1955

Dear Sam:

I am going off to Florida this week and unless you consider it especially important I shall not be here for the Trustees' meeting on January 26.

I am a little disturbed by something in the minutes of the last meeting which I also could not attend. This is the resolution to destroy 28 of our present houses. I hope that will not be authorized and will not be done.

It seems to me quite clear that the Institute one of these days is going to have to go out in search of additional funds. I think the case we could make for contributions from foundations or generous donors an extremely strong one but I am quite sure that any individual or organization which looked into our situation with the idea of making us a generous gift would ask questions in Princeton. If the reply they received was that in spite of the great housing shortage in Princeton we were destroying livable houses, that would militate against our receiving any funds from the outside.

I have talked with both Veblen and Oppenheimer about this and I think they both agree with my view. In fact Oppenheimer indicated to me that for the new housing they might be able to find a location which would entirely avoid the necessity of destroying any of the houses we have.

Our present houses would rent like hot cakes to individuals not connected with the Institute if it proved that we did not need them for our own purposes. If we rented them in this way we should be considered one of the great benefactors of Princeton.

I feel so strongly about this that I would return from Florida to attend the meeting January 26 if you and Oppenheimer thought it important. I hope, however, that this expression of my views (copies of which I am sending to Oppenheimer and Veblen) will be sufficient.

With kindest regards, I am

Yours sincerely,

S. D. Leidesdorf, Esq.  
125 Park Avenue  
New York City

FD

Frank Aydelotte

CC: Professor Veblen  
Dr. Oppenheimer

cc to GMP 12/29/54

28 December 1954

Dear Mr. Leidesdorf:

If we build the full set of new houses we will have a good many more units than we need. Mr. Morgan has pointed out, however, that if we stick to Mr. Breuer's original plan and site it would be possible to omit about one third or one fourth of the Breuer units for the present and keep all of the Mineville units until some later date.

The central heating plant would, of course, be just as large as originally planned and I would favor using it to heat the Mineville units. There are two important facts about the Mineville units: (1) the basic structure (beams, rafters, etc.) is very good and (2) the new sheathing which was applied to them three or four years ago has improved their appearance and reduced the cost of exterior maintenance. The above solution of the heating problem and a relatively small further expenditure should greatly reduce the interior maintenance costs. We could then fairly compare their maintenance costs with those of the new building.

The same advantage in economy of operation of our total housing project could be obtained by putting the Breuer housing in the tract just south of the Mineville project and bordering the golf links on the east. This is the tract called #3 in Mr. Breuer's letter to you. We could still use a single heating plant and keep all the other advantages of compactness. I think that we should at least have a survey made of this tract.

Sincerely yours,

Oswald Vehlen

Mr. S. D. Leidesdorf  
125 Park Avenue  
New York 17, New York

21 December 1954

Dear Mr. Leidesdorf:

Mr. Breuer has reported to me for your information on his survey of sites for the Institute housing in a letter of December 17th and a supplementary note of December 18th. I fully concur with Mr. Breuer's findings that only Site 2 - the woodland site, and Site 4 - that originally contemplated - are suitable.

I discussed the relative merits of the two sites with the Faculty, some of whose members have lived in our old project. There was some expression of preference for the old site, because it is somewhat less remote, and nearer town, and because the ground is higher.

Clearly a prompt decision on the site is desirable, since nothing else can be done until that is settled. I would be glad to accept your views, or to discuss the problem with you at your convenience.

With every good wish,

Robert Oppenheimer

Mr. S. D. Leidesdorf  
125 Park Avenue  
New York 17, New York

Copy to Mr. Breuer



THE INSTITUTE FOR ADVANCED STUDY  
PRINCETON, NEW JERSEY

OFFICE OF THE DIRECTOR

20 December 1954

Dear Mr. Leidesdorf:

Mr. Breuer has reported to me for your information on his survey of sites for the Institute housing in a letter of December 17th and a supplementary note of December 18th. I fully concur with Mr. Breuer's findings that only Site 2 - the woodland site, and Site 4 - that originally contemplated - are suitable. The considerations in Mr. Breuer's supplementary note of December 18th on the scheduling appeal to me. They stress the convenience, and perhaps savings, in building on a site which leaves the present housing intact, and thus enables us to postpone decision about whether to retain or to demolish this housing, and when to do so, and they permit us to carry out the construction on the new site without the complication of schedule, and moving Institute personnel from place to place that will result if a substantial fraction of the new housing must be built on ground cleared by the demolition of the old. They also bring out the increase in the value of Institute property from having two improved areas, one of which - that presently occupied by the housing and adjacent to it - is certainly of very great commercial value. It is also possible that zoning restrictions in compliance with Township regulations will be less irksome in the new site, which has not, at present, been zoned.

I discussed the relative merits of the two sites with the Faculty, some of whose members have lived in our old project. There was an expression of preference for the old site on the ground that it is somewhat less remote, and nearer town, and the ground is somewhat higher and the climate therefore somewhat better.

Clearly a prompt decision on the site is desirable, since nothing else can be done until that is settled. I would be glad to accept your views, or to discuss the problem with you at your convenience.

With every good wish,

R. O.

Robert Oppenheimer

Mr. S. D. Leidesdorf  
125 Park Avenue  
New York 17, New York  
Copy to Mr. Breuer

& a good Christmas & a good New Year.

THE INSTITUTE FOR ADVANCED STUDY  
PRINCETON, NEW JERSEY

OFFICE OF THE DIRECTOR

20 December 1954

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With every good wish,

Robert Oppenheimer

Mr. S. D. Leidesdorf  
125 Park Avenue  
New York 17, New York  
Copy to Mr. Breuer

November 23, 1954

Mr. Herbert H. Maass  
Maass, Davidson, Levy, Friedman & Weston  
100 Park Avenue  
New York 17, New York

Dear Mr. Maass:

Herewith the figures that you asked for and a few additional ones that pertain to the future operation of the project if it comes into being:

A. DEBT SERVICE

1. The basic interest rate is 3.25%.
2. The amortization period is 40 years but they actually restrict capital repayment to the last 38 years and charge the first two years interest to the construction cost of the project.
3. They use a factor for interest plus amortization of 4.62%.
4. This would mean that the total annual debt service during the last 38 years would be as follows:
  - a) On \$1,200,000 -- \$55,440.
  - b) On \$1,000,000 -- \$46,200.
  - c) On \$ 900,000 -- \$41,580.

B. OPERATIONS

1. Rental Income.

At very slightly higher rents than we are now charging in the housing project, I am predicting a rental income of \$81,600 based on ten months' occupancy.

2. Operating Costs.

I will be required with the final application to submit a statement of projected income and expense and I have drafted a rough operating budget for the project which comes to approximately \$78,000. This contains a good many variables, some of which (such as taxes) we are unable to predict accurately at this time. This particular item we do not wish to raise with the tax assessor now until we have cleared up certain zoning matters. I would not think, however, that my \$78,000 figure could be off more than 10% in either direction.



Mr. Herbert H. Maass

Page 2.

November 23, 1954

3. Present Loss on Housing Operations.

The predicted loss on our housing in the project and in town for this year is approximately \$12,000.

The net of this seems to be that the increased expense to the Institute in coming years will be whatever debt service we finally arrive at, minus the \$12,000 that we are losing today. The income and expense of the project will almost balance out.

Sincerely yours,

Minot C. Morgan, Jr.

MCM:ck

Copy to Dr. Oppenheimer

COPY

Copy to Mr. Morgan

16 June 1954

Dear Mr. Leidesdorf:

Mr. Morgan has looked into the question of  
availability of federal funds for Institute housing,  
and I enclose his note.

With every good wish,

Robert Oppenheimer

Mr. Samuel D. Leidesdorf  
125 Park Avenue  
New York 17, New York

enclosure

THE INSTITUTE FOR ADVANCED STUDY  
PRINCETON, NEW JERSEY

MEMORANDUM

~~OFFICE OF THE DIRECTOR~~

TO: Mr. Leidesdorf, Dr. Oppenheimer

FROM: Minot C. Morgan, Jr.

SUBJECT: Federal Aid for Housing for Educational Institutions

DATE: 15 June 1954

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I have, on Mr. Leidesdorf's request, investigated further the availability of federal funds for housing. They are authorized by Title 4 of the Housing Act of 1950. The funds are controlled by the Commissioner, Community Facilities and Special Operations of the Housing and Home Financing Agency.

\$175,000,000 will become available for this purpose on June 30, 1954. This will be available regardless of the passage of the new housing legislation. The new law makes no provision for supplementing these funds, but neither will it terminate their availability.

There are presently applications in in the amount of \$250,000,000, but some of these are undoubtedly from institutions which will not qualify. Initial application should be made to the local office in Philadelphia. The preliminary check by this office takes approximately 6 weeks.

Respectfully submitted,

MCM:vh

18 June 1954

Dear Mr. Leidesdorf:

Dr. Oppenheimer has asked me  
to send you the enclosed copy of a letter  
about government loans for housing projects  
for educational institutions.

Sincerely yours,

(Mrs. Wilder Hobson)  
Secretary to the Director

Mr. S. D. Leidesdorf  
125 Park Avenue  
New York 17, New York .

enclosure

C O P Y

WILLIAMS, MYERS AND QUIGGLE  
Attorneys and Counselors at Law  
Munsey Building, Washington 4, D. C.

June 17, 1954

Mr. Minot C. Morgan  
The Institute for Advanced Study  
Princeton, New Jersey

Re: Government Loan for Housing Project

Dear Mr. Morgan:

We appreciate your telephone call of June 15, 1954. Your inquiry posed in the main two questions with respect to the housing project you are planning: Is there a fast approaching deadline for loan applications under Title IV of the Housing Act of 1950 and what will be the effects upon college housing of the Housing Bill of 1954, now in the legislative mill?

First, Title IV has no expiration date. It was the opinion of Mr. John B. Rork in the Division of Higher Education, Department of Health, Education and Welfare, with whom we have conferred, that Title IV would be active as long as the colleges of the country had need for it. Conceivably, the effectiveness of Title IV could be impaired later by pecuniary troubles, but at the present only half of the \$300,000,000 authorization has been released. Also, the fund is a revolving one — money loaned will be gradually returned with interest and made available for reloan. And there is a provision for the purchase of a college's obligations by private investors which releases the money to others. Enclosed is a copy of Title IV for your inspection.

Secondly, we have perused the Housing Bill of 1954, H. R. 7839, and cannot see that either the House or Senate version would have any effect whatever on Title IV. This impression is supported by Mr. Rork; Mr. Jay du Von, Chief, College Housing Branch, Housing and Home Finance Agency; and also an attorney on the staff of the Agency. The bill will go to conference soon and when made law should be rechecked though there is little chance a provision affecting Title IV will be added. So, it would seem that there is no particular hurry for you to submit your application for government assistance. However, according to Mr. Rork, there is only \$3,000,000 left out of the \$150,000,000 released so far which has not been loaned or earmarked for applicants. The Bureau of the Budget will release another \$25,000,000 on July 1. However, applications for loans are already in excess of \$250,000,000. The picture, according to Mr. Rork and Mr. du Von,



Mr. Minot C. Morgan

- 2 -

June 17, 1954

should not be thought discouraging, but they both counseled dispatch in your application to assure that funds will be available for your project.

You might be interested in the general procedure you will follow. A short preliminary application is made by filling in half of Form H-1000 and sent to:

William B. Jones, Acting Regional Representative  
Housing and Home Finance Agency  
Seventh Floor, Lincoln-Liberty Building  
Broad and Chestnut Streets  
Philadelphia 7, Pennsylvania

The preliminary application screens the obviously ineligible institution and maves it the considerable expense of the full application. The regional office makes a decision, which is reviewed by the main office here. The latter calls in the Department of Health, Education and Welfare for advice and recommendation. The process consumes about six weeks. Upon approval, the forms are returned to the institution for preparation of the full application by completing H-1000. The full application follows the path of the preliminary. Mr. du Von said that once the applicant had passed the preliminary application, he has almost a sure chance of securing the loan. There may be difficulties, but institutions with the cooperation of the Agency have always hurdled them. We are enclosing for your interest a copy of Form H-1000 and an instruction sheet therefor. Additional forms can be secured either through us or through the regional representative.

Loans are made for a forty-year period. Interest is determined periodically and is currently set at 3.5%. The statutory requirement that the applicant be unable to secure the loan from other than governmental sources is fulfilled by advertisement of the institution's bonds in the Bond Buyer. The college must accept a bid for an interest rate one-tenth of a per cent higher than the current. We understand that the newly completed faculty housing project at the University was thus taken over by New York Life Insurance Company.

Trusting the above is of some help to you, we are,

Sincerely yours,

/s/ James W. Quiggle

Enclosures



*Housing Proj*

M E M O R A N D U M

TO: The Director

FROM: Minot C. Morgan, Jr.

SUBJECT: Federal Housing

DATE July 16, 1954

---

Dear Dr. Oppenheimer:

I had this morning a call from Mr. Maass giving us the green light to proceed with the employment of Mr. Agle on a per diem basis with the clear understanding that no commitment be made to him with regard to any later employment as the supervising architect if our application should be successful.

Mrs. Barnett and I will proceed with conversations with Mr. Agle in order that he may have a clear understanding of our needs before assisting us in the filing of the application.

Respectfully submitted,

*Wile*

MCM:ck

Form H-1000  
(11-52)

HOUSING AND HOME FINANCE AGENCY  
OFFICE OF THE ADMINISTRATOR  
COLLEGE HOUSING PROGRAM

APPLICATION FOR LOAN ASSISTANCE UNDER  
TITLE IV OF THE HOUSING ACT OF 1950

APPLICANT LEAVE BLANK

Application No. \_\_\_\_\_  
  
Date received \_\_\_\_\_  
Prepare four copies of this application. Submit three copies with three copies of all required attachments.

READ CAREFULLY THE INSTRUCTIONS ON PAGE 4 BEFORE PREPARING APPLICATION

The applicant named below, an institution of higher learning, makes application to the United States of America for a loan pursuant to Title IV of the Housing Act of 1950, for the purpose of providing housing for its students or faculty, or both, as described in Part I below.

The Applicant represents that if a loan is granted as a result of this application, it will undertake the construction of the housing for which the loan is made in such a manner that economy will be promoted, and that the housing will not be of elaborate or extravagant design or materials; that the data contained in this application or in support thereof are true and correct; that it will furnish promptly such other supporting information and documents as may be requested; and that the undersigned has been duly authorized by the appropriate governing body of the Applicant to file this application.

IN WITNESS WHEREOF the Applicant has caused this application to be duly executed in its name on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

(Title of institution)

(Address)

(Correct corporate name of institution)

By \_\_\_\_\_  
(Title)

Applicant's authorized representative to whom communications should be addressed:

(Name)

(Title)

(Address)

(Phone)

I. PROPOSED PROJECT

A. TYPE AND NUMBER OF DWELLING UNITS

	DORMITORY	STUDENT FAMILY APARTMENTS	FACULTY APARTMENTS	FACULTY HOUSES	OTHER <sup>2</sup>	TOTAL
Number of living units <sup>1</sup>	Men _____ Women _____					x x x x x x x
Anticipated over-all cost						
Amount of loan requested						

<sup>1</sup> For dormitories, indicate number of students to be housed; for other accommodations, indicate number of family units.

<sup>2</sup> Describe in B, below.

B. GENERAL NARRATIVE DESCRIPTION.—Where the loan requested includes land cost—state amount. To the extent possible, describe the number of buildings, number of stories, type of construction, estimated floor and site areas, facilities to be included, and the desired starting and completion dates for each type of dwelling unit (whether to be newly constructed or rehabilitated), in the order of preference. In the case of rehabilitation of existing structures, describe in general terms the work to be done. If more space is needed, attach extra sheets and mark them I-B.

1940

1941

1942

CURRENT YEAR

1943

1944

1. Number of full-time students enrolled at or end of second week of autumn term or semester on the campus where the housing is to be constructed

C. EVIDENCE OF HOUSING NEED

16-68166-1

C. EVIDENCE OF HOUSING NEED

1. Number of full-time students enrolled as of end of second week of autumn term or semester on the campus where the housing is to be constructed.

ACTUAL				ESTIMATED*	
1939	1944	1947	CURRENT YEAR	1960	1965

\*Summarize method used to estimate future enrollment.

2. Housing of full-time students and faculty, autumn term or semester of current academic year.

STUDENTS AND FACULTY OCCUPYING LIVING QUARTERS	STUDENTS			FACULTY <sup>1</sup> (Including full-time graduate assistants and instructors)		
	SINGLE		NUMBER OF FAMILIES	SINGLE		NUMBER OF FAMILIES
	Men	Women		Men	Women	
(a) Living in buildings owned by Institution.						
(b) Living in other buildings operated by Institution.						
(c) Living in fraternity or sorority houses (exclude any listed in (a) and (b) above). <sup>2</sup>						
(d) Living at home. <sup>2</sup>						
(e) Living elsewhere. <sup>2</sup>						
TOTAL						

3. Data concerning unsatisfactory living quarters:

(a) Existing unsatisfactory living quarters owned or operated by the Institution, included in Section I-C-2, above:

DESCRIPTION OF BUILDING OR UNIT				NUMBER OF OCCUPANTS					
IDENTITY	TYPE <sup>3</sup>	GROSS AREA IN SQUARE FEET	AGE	STUDENTS		FACULTY		NORMAL CAPACITY	MAXIMUM CAPACITY
				Single	Family	Single	Family		

(b) Explain why above-named structures are unsatisfactory.

(c) Give the estimated number of prospective students who desired to enroll but were unable to do so because of lack of suitable housing; give similar information concerning full-time faculty members. State the basis for making these estimates and also indicate the efforts made to secure adequate housing for such students and faculty.

(d) Indicate the number and types of new or rehabilitated quarters, included in Section I-A, to replace existing unsatisfactory units.

4. List new housing facilities for students and faculty on which construction has been started, showing proximity to campus, type of structure, gross area in square feet, occupant group and number, and anticipated date when these facilities will be ready for occupancy. List in tabular form, as in Section I-C-3 above; or enter "None."

<sup>1</sup> Omit boxes (c), (d), and (e), if no faculty housing is applied for.

<sup>2</sup> If exact figures are not readily available, give as accurate estimates as possible and indicate that they are estimates.

<sup>3</sup> Use same designation as in Section I-A, where applicable.





INSTRUCTIONS FOR COMPLETING APPLICATION

I. SUBMISSION OF PRELIMINARY APPLICATION

A. PURPOSE OF PRELIMINARY APPLICATION

Considerable time and expense is involved, both for an applicant institution and the Agency, in developing and processing the information, data, and exhibits required in the full application for a College Housing loan. The application procedure has therefore been divided into two phases: (1) The Preliminary Application, requiring a relatively simple completion of basic information on eligibility and need for the facility; and (2) the Full Application, in which all factors of eligibility and need are developed and reviewed in detail for final approval.

B. SUBMISSION OF PRELIMINARY APPLICATION

1. Fill in the application only with respect to the information called for in Parts I-A, I-B, and I-C (pages 1 and 2). Parts II and III should not be filled in at this stage.
2. Complete all signatures called for on page 1 of the form, and submit the original and two copies of the application to the Regional Office, HHFA.
3. If this Preliminary Application is approved, all copies will be returned to you for completion and submission of the full application.

II. SUBMISSION OF FULL APPLICATION

Fill in Parts II and III on page 3—In addition, submit the data called for below

A. ENGINEERING DATA TO BE SUBMITTED

Submit as attachments to Part I-B, the following architectural and engineering data:

1. Plot plan showing location of site or sites and proposed building or buildings.
2. Preliminary drawing or sketch plans, consisting of plan and elevation views of all buildings, and showing layout of each floor, drawn to correct scale, with all rooms and attendant facilities.
3. Outline specifications for all buildings, indicating type of construction, heating and ventilating, plumbing, electrical, source of light and heat, water and sewer connections, cubage and square foot floor area for each building.
4. Show space allocation for each building, as follows:

	Area (square feet)	Percent of total floor area	Area per student (square feet)
Study—Bedroom . . . . .	-----	-----	-----
Lounge—Recreation . . . . .	-----	-----	-----
Toilets—Showers . . . . .	-----	-----	-----
Kitchen—Dining . . . . .	-----	-----	-----
Service—Laundry . . . . .	-----	-----	-----
Storage . . . . .	-----	-----	-----
Corridors—Stairs . . . . .	-----	-----	-----
Other . . . . .	-----	-----	-----
TOTAL . . . . .	-----	-----	-----

5. Describe dining facilities, including total seating capacity, area of dining hall, type of service and number of seatings.
6. Cost estimate for each building, as follows:  
Preliminary expense <sup>1</sup> . . . . . \$-----  
Land and rights-of-way . . . . . -----  
Construction:  
(a) Building . . . . . \$-----  
(b) Site improvements . . . . . -----  
(c) Utility connections . . . . . -----  
(d) Equipment (fixed only) . . . . . -----  
(e) Contingencies <sup>2</sup> . . . . . -----  
Architectural engineering services . . . . . -----  
Government field expense (inspection and audit) <sup>3</sup> . . . . . -----  
Legal and administrative expense . . . . . -----  
Interest during construction . . . . . -----  
Project contingency <sup>4</sup> . . . . . -----  
TOTAL . . . . . \$-----  
Estimated construction time . . . . . months
7. Indicate present status of site as to ownership.
8. Name and address of architect and terms of his employment.

B. FINANCIAL DATA TO BE SUBMITTED

Submit as Part II-B of the application a comprehensive statement of the institution's financial condition, including the following:

1. General financial information—  
(a) Financial reports for the last three (3) years, prepared in accordance with generally accepted principles of accounting and reporting for educational institutions.  
(b) Statement of the operations of reserves, sinking funds, or other funds set aside for debt retirement, showing amounts applicable to each item of debt, annual amounts added to and disbursed from the funds, and description of assets of such funds.  
(c) Statement of any defaults or postponements in payment of principal or interest on any obligations within the past twenty (20) years, explaining such defaults or postponements.
2. Financial operations of present housing and feeding facilities:  
Indicate the following items (If this information is separately shown in the financial reports furnished under 1 above, it need not be reported separately here if appropriate references are given):  
(a) INCOME (showing sources).  
(b) EXPENSES, with a breakdown showing administrative salaries, share of institutional administrative expense, and other general and administrative expenses, if possible; operation expenses (showing expenditures for wages, supplies, food (in the case of feeding facilities only), laundry, utilities, repairs, equipment replacements, insurance, and other charges, if possible).

- (c) DEBT SERVICE. Show payments for interest, debt retirement, and provision for debt retirement by transfers to reserves or sinking funds, and including a summary statement of debts for such housing and feeding facilities, showing purposes for which incurred, interest rates, maturities, and type of obligation.
3. Anticipated financial operations of proposed project:  
Statement of anticipated operations of the proposed project, prepared in accordance with the general headings in item 2 above.
4. Other information:  
(a) Statement of other funds available for construction of the housing applied for.  
(b) Statement of availability of revenues from existing facilities or sources which may be pledged for payment of debt service on proposed project.

C. LEGAL DATA TO BE SUBMITTED

Submit as Part III of the application a legal memorandum signed by counsel for the Applicant discussing in detail all legal questions arising in connection with the project and the incurring of the proposed indebtedness. Among other points the memorandum should cover—

1. Citations to the general, special, or local laws, and State constitutional provisions pursuant to which Applicant was organized and exists. Copies of any such special or local laws and of any special charter, certificate of incorporation, and bylaws of the institution, together with all amendments thereto should be included, each certified by the proper officer as a true and correct copy including all amendments to date. In addition, there should be furnished certified copies of resolutions of the proper authorizing body, authorizing the making of the loan application and, in the case of a private institution, a copy of the letter from the Bureau of Internal Revenue concerning the tax exempt status of the Applicant.
2. Power of Applicant to construct the proposed project and to incur and secure indebtedness in the manner proposed. Include appropriate citations to articles of incorporation or charter and any applicable statutes and court decisions.
3. Any statutory or other limitations on debts of the Applicant, and present status of indebtedness subject to such limitations.
4. The legal proceedings, formalities, and corporate or other action required in connection with construction or operation of the project, including permits, approvals, or consents from Federal, State, or local public bodies or others required for such construction or operation, with appropriate citations of statutory or other provisions concerning the granting of such permits, approvals, or consents.
5. Legal proceedings, formalities, and corporate action taken and to be taken by the Applicant in connection with the proposed loan.
6. A full statement as to any litigation, pending or threatened, which might in any way affect the corporate existence of the Applicant, the proposed project, the proposed loan, the security therefor, the financial condition of the Applicant, or the incumbency of any of its officers; if there is no such litigation, so state.
7. Necessity for Applicant to obtain property by condemnation proceedings or otherwise. Give references to laws authorizing any such proceedings and state approximately how long it will take to acquire such property. If project site is owned by Applicant, is it held free and clear of all liens and encumbrances and may it legally be used for the intended purpose?
8. The extent of tax exemption of proposed project. Cite statutory provisions and court decisions.
9. If the Applicant is a public institution and its proposed securities are what are generally known as revenue bonds, and are payable only from the revenues to be derived from the operation of the project, the holder thereof having no recourse for payment to the general taxing power of the State or municipality, then—  
(a) Does the issuance of such securities constitute the incurring of a debt within any State constitutional or statutory limitation? Cite any court decisions.  
(b) In the event of failure on the part of the Applicant to perform the covenants and agreements to be set forth in the proposed obligations, what will be the remedies of the holder of such obligations?  
(c) If the proposed obligations will be additionally secured by mortgage or trust indenture, has the court of last resort of the State in which the Applicant is situated passed upon the power of the Applicant to make such a mortgage or trust indenture? If so, cite decisions.
10. Any other pertinent information concerning the obligations to be issued and the security to be offered for the loan requested, including any requirements as to maximum maturities of such obligations and whether they would be tax exempt in the hands of private holders.
11. A legal opinion to the effect that—  
(a) The Applicant is duly organized and existing under the laws of the State of its organization (specifying the State).  
(b) The Applicant has full power and authority to construct and operate the project.  
(c) There are no legal obstacles which would prevent or unreasonably delay the carrying out of the project, the creating of the indebtedness, the issuing of evidences thereof, or the giving of security therefor.  
(d) The loan application has been duly executed on behalf of the Applicant by its duly authorized officer or officers.

<sup>1</sup> "Preliminary expense" is intended to cover any costs incurred by applicant, prior to approval of the loan, which are considered eligible for inclusion in the cost of the project.  
<sup>2</sup> "Contingencies" should show a reasonable allowance, usually about 5 percent, to cover unforeseen items of construction.  
<sup>3</sup> "Government Field Expense" is one-half of 1 percent of the construction cost, with a minimum of \$2,600 and a maximum of \$7,500.  
<sup>4</sup> "Project Contingency" should show a reasonable allowance, usually about 1 percent or 2 percent, depending on the size of the project, which is considered necessary to cover unforeseen costs or possible overruns of estimates for items other than construction.