

## **Summary of Updates to IRDF Educational Operating Grants, Minor Project Grants and Major Project Grants**

As previously, all expenses must be eligible for reimbursement according to IRS guidelines and as reviewed by the MIT legal team. The four IRDF-eligible expenses are: educational space and equipment, safety improvements, accessibility improvements, and historic preservation.

The intention of the updates to educational areas and expenses is to focus on livability, safety and education. The updates to minor project grants will allow the IRDF to support as many FSILG houses as possible. The policies take effect starting January 1, 2022 for Grant Year 2022 Educational Operating Grants and for Minor Project Grants.

### **Educational Area Modifications**

These updates are made to recognize that the primary residential educational space for most students is in their bedroom. Dedicated fully educational spaces, such as libraries and study rooms, will continue to be recognized as before. The IRDF Grant Advisory Board (GAB) will review educational areas for all houses and, if requested, will review building-specific educational space definitions.

These changes will increase the total Educational Area Percentage (EdArea%) for most houses.

#### **Updates**

- Additional educational space may include 25 square feet per resident student.
- There will be a 27% maximum for total EdArea% per house.
- No changes in prior assignable space calculations (as determined by Insite assessments on file at FCI) will be made unless in response to an IRDF-approved renovation or reconfiguration.

The Educational Area Percentage is calculated by:

$$\text{EdArea\%} = (\text{Full\_Room\_Educational} + (25 \times \#\_Students)) \div \text{Assignable\_Space}$$

Where:

Full\_Room\_Educational and Assignable\_Space values from the Insite Summary Table

And:

For Educational Operating Grants (EOGs), the #\_Students value is limited to STUDENTS IN RESIDENCE during the academic year covered by the grant application period (average of fall and spring semester). #\_Students includes the resident GRA and is determined by FSILG Office records (OMM forms).

For all Project Grants, the #\_Students value is that of the residency maximum on the housing license.

## **Educational Operating Grants (EOGs)**

EOG reimbursable expense categories have been modified to reduce impact of fixed expenses and encourage an increase in quality-of-life and safety expenditures.

**Educationally Proportional Expenses** - reimbursed at 75% of EdArea% of actual cost. This reimbursement has been increased from 40% of EdArea%, and will be reviewed annually.

### **Eliminated Categories:**

- Lease (to external entity or MIT)
- Property Taxes
- Electricity
- Oil & Gas & Steam
- Water & Sewer

### **Retained Categories:**

- Insurance (non-liability)
- Insurance (liability)
- Trash
- Pest Control
- Roof & envelope maintenance – includes window maintenance
- Central HVAC maintenance
- Elevator maintenance

### **Added Categories: Professional Services**

- Professional facilities management services (e.g. FCI service, but not limited) – Cap of \$15,000 total expenses, receipts required
- Professional cleaning service – Cap of \$15,000 total expenses, receipts required
- Professional snow removal service – No cap, documentation of contract with service provider and receipts required
- Professional landscaping service – No cap, spring and fall maintenance, monthly maintenance, tree work. A single project of more than \$2000 requires pre-approval from the GAB.
- Professional electrical expenses – No cap, receipts required. A single project of more than \$5000 requires pre-approval from the GAB.
- Professional plumbing expenses – No cap, receipts required. A single project of more than \$5000 requires pre-approval from the GAB.

**Safety Expenses** - reimbursed at 75% of actual cost (no change).

### **Added Categories:**

- Dryer duct cleaning expenses

**Educational Equipment** - reimbursed at 75% of actual cost (no change).

### **Updates:**

- Limited to equipment only
- Supplies are removed

## **Minor Project Grants**

### **Minor Project Grant Updates:**

- Educational area modifications (EdArea%) as above
- The maximum annual grant is reduced to \$50,000.
- Educational Area Proportional Expenses – Reimbursed at 75% of EdArea% of actual cost

### **No Change:**

- Reimbursement is not dependent on alumni giving.
- The minimum annual grant is \$10,000 for eligible expenses.
- Eligible Safety Expenses – Reimbursed at 75% of actual cost
- Eligible Accessibility Improvement Expenses – Reimbursed at 75% of actual cost
- Eligible Educational Items – Reimbursed at 75% of actual cost
- Eligible Historic Preservation & Restoration – Reimbursed at 75% as approved by the ARB

The GAB will conduct a review eligibility of proposed expenses if requested. However if a grant is approved and the work is not completed within 2 years. The grant is void and the organization will need to reapply.

## **Major Project Grants**

### **Major Project Grant Updates:**

- Major Project Grants will be available for projects with a grant application request (grantable amount) of more than \$50,000.
- Educational area modifications (EdArea%) as above

### **No Change:**

- Reimbursement dependent on alum donations after 10% assignment of total gift amounts to IRDF Community Fund.
- Educational Area Proportional Expenses – Reimbursed at 100% of EdArea% of actual cost
- Eligible Safety Expenses – Reimbursed at 100% of actual cost
- Eligible Accessibility Improvement Expenses – Reimbursed at 100% of actual cost
- Eligible Educational Items – Reimbursed at 100% of actual cost
- Eligible Historic Preservation & Restoration – Reimbursed at 100% as approved by the ARB

### **Process:**

- FSILGs conducting a capital campaign with the goal of using funds toward a Major Project Grant must designate a 5-year window, synchronized with MIT's fiscal year, for when their campaign commences and ends, by formal notification to the GAB. Reach-back (using donations from prior years) is not allowed. Campaign funds

cannot be banked at the IRDF. Flexibility may be granted upon approval of the GAB and DSL/VPF.

- Chapters must share campaign materials with the GAB. The GAB and MIT Office of the Recording Secretary reserve the right to modify verbiage related to IRDF donations that will be designated toward Major Project Grants.
- In collaboration with the MITAA, chapters running capital campaigns may receive quarterly reports of donations. Because of privacy policies, the quarterly reports to chapters will consist of the names of donors and the total amount of donations. Multi-year pledges to the IRDF should be coordinated with the MIT Office of the Recording Secretary. The MITAA has information sharing agreements with two professional fundraising companies, Pennington & Co and Elevate IMS; campaign managers from those organizations may have access to donor information to coordinate with MIT Annual Giving, Advancement, and the Office of the Recording Secretary.

For Major Project Grants, a significant amount of coordination is required with the MIT Director of FSILG Alumni Programs, Division of Student Life, Alumni Association, GAB and in some cases ARB. The GAB may conduct a preliminary review eligibility of expenses if requested and will be available for support projects and campaigns. The GAB collaborates closely with FCI, which provides administrative support for the IRDF.