

Application for FSILG Reimbursement for Summer/Fall 2020

MIT is committed to supporting the FSILGs while the residences are closed to undergraduate students during summer and fall 2020.

- In accordance with its continuing public health strategy to mitigate the spread of Covid-19, MIT has made the determination that, in order to temporarily reduce the campus population, no students will be allowed to reside in FSILGs in Fall 2020, unless otherwise permitted by MIT. *Undergraduate students are not permitted to live in FSILG residences; only GRAs and approved graduate students are permitted to live in FSILG residences.*
- MIT recognizes that the Covid-19 pandemic, in general, and MIT's associated public health strategy, more specifically, affects the FSILG House Corporations.
- As FSILGs support MIT's educational mission as an important part of the MIT community and a significant source of campus housing, MIT wishes to help defray certain specified operating expenses of the House Corporation in order to help maintain its financial security for the continuing benefit of MIT and its students.

The reimbursement covers the following expenses incurred *or to be incurred* by the House Corporation between June 1, 2020 and December 31, 2020:

- Mortgage and lease payments
- Property taxes
- Insurance
- Utilities
- Regularly scheduled, periodic safety inspections and ordinary course scheduled maintenance
- If a house corporation utilizes a professional property management service during this period, that fee is reimbursable up to \$1000/month. Documentation for this professional service must be provided with the application.

The reimbursement does not cover: dues to any national or international organizations or chapter activity/social fees; food, beverage or meal costs; purchases of furniture, electronic equipment or similar items; contributions to reserves; or non-standard maintenance or the performance of other capital improvement projects.

The reimbursement will take into account offsetting payments received or credited to the House Corporation between June 1, 2020 and December 31, 2020:

- Graduate student rent payments
- Graduate Resident Advisor (GRA) subsidies
- Other payments received from MIT, a government agency, or any other entity intended to offset operating expenses during this time

Application process

1. Use the worksheet provided to determine operating expenses from June 1 – August 31, 2020 *and* September 1 – December 31, 2020.
 - Some annual expenses, such as insurance and MIT network charges, should be prorated according to the instructions on the worksheet. Some quarterly expenses, such as property taxes, should be prorated according to the instructions on the worksheet.
 - Some fall expenses will need to be estimated, using projected expenditures from house budgets.
2. Complete the table on page 4 of the FSILG Operating Expense Reimbursement Agreement and the house corporation officer address information on page 2 of the Agreement.
3. Sign and date the FSILG Operating Expense Reimbursement Agreement.
4. Provide a copy of the lease and/or mortgage, property tax bills, insurance bills and other expense categories as noted on the worksheet. Additional documentation may be required prior to approval.
5. Send the signed agreement, completed worksheet, and required documentation to Pam Gannon at pmgannon@mit.edu.

The application deadline is September 15, 2020.

Reimbursements will be made on a rolling basis after documentation has passed review. Additional documentation may be requested. Checks will be sent to the house corporation officer designated on the FSILG Operating Expense Reimbursement Agreement.

The deadline for reconciliation of funding is February 28, 2021.

Each house corporation will be expected to provide a detailed written accounting of expenses and offsetting income to MIT. *Do not* prepay regularly occurring expenses so as to include them in the Summer-Fall 2020 reimbursement time period. If the reimbursement provided by MIT is greater than the actual operating expenses, the difference must be returned to MIT.

For any questions or clarifications, please contact Pam Gannon, Director of FSILG Alumni Programs at pmgannon@mit.edu.