

---

**PURDUE GRADUATE STUDENT SENATE**



**BILL No. SP24-B009**

**Bill to Amend Policies of the Transitional Housing Grant**

---

**Author(s):** Daniel Sinclair, Ali Holmes

**Sponsor(s):** Ali Holmes, Daniel Sinclair, School of Materials Engineering

---

**WHEREAS,** The Purdue Graduate Student Senate has identified temporary housing insecurity as a significant threat to student wellbeing, owing to limited affordable housing options in the Greater Lafayette area and the uncontrollable terms of rental leases;

**WHEREAS,** The PGSS passed SP24-B00X, titled “Resolution to Establish a Transitional Housing Grant,” to initiate a new grant funding housing transitions by reimbursing temporary housing, storage, transportation, etc. for students;

**WHEREAS,** The disbursement of grant funds through the Division of Financial Aid (DFA) is dependent on the alignment of policies governing the Transitional Housing Grant (THG) with recommendations by DFA, Business Office for Student Organizations, and Purdue Office of Legal Counsel;

**WHEREAS,** a group consisting of representatives from BOSO, the THG Vice Chair, the Senate Chair, and the GRAC Chair have identified specific textual edits which will align THG policies with those of Purdue’s offices governing PGSS activity;

**WHEREAS,** Modification of policies for the THG are dependent on Senate action;

**NOW, THEREFORE, BE IT ENACTED,** That PGSS amends the THG policy document (Exhibit “A”) to replace the misused term “financial need” with the more accurate term “housing transition.”

**BE IT FURTHER ENACTED,** That the PGSS amends the THG policy document to remove the rollover of funds from GRAC-managed grants to the funding sources of the THG.

**BE IT FURTHER ENACTED,** That the PGSS empowers the THG Vice Chair and GRAC Chair to alter the text of the THG policy document and its appendices in ways which improve its clarity, address further requests by Purdue offices, and do not alter the nature of applicant eligibility or funding.

**PASSED, APPROVED, AND ENACTED** 27<sup>th</sup> day of March 2024.

DocuSigned by:  
*Somosmita Mitra*  
C226C09237BD41F...  
Somosmita Mitra  
President, PGSG

DocuSigned by:  
*Josiah Davidson*  
9A293462337E40F...  
Josiah Davidson  
Senate Chair, PGSS

DocuSigned by:  
*Andrew Mitchell*  
04C6F60306C0432...  
Andrew Mitchell  
Parliamentarian, PGSG

DocuSigned by:  
*Daniel Sinclair*  
043F0E5183FE4A9...  
Daniel Sinclair  
Author

DocuSigned by:  
*Daniel Sinclair*  
043F0E5183FE4A9...  
Daniel Sinclair  
Floor Sponsor, Senator for Materials  
Engineering

## Certification

I, Secret Permenter, Senate Clerk of the Purdue Graduate Student Senate, do hereby certify that the foregoing resolution was regularly passed and adopted by the Purdue Graduate Student Senate of Purdue University, at a regular meeting thereof held on the 27<sup>th</sup> day of March 2024. by the following vote:

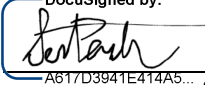
**AYES (34):** Aeronautics and Astronautics (AAE) - Josue N. Rivera  
Agricultural and Biological Engineering (ABE) - Daphne Fauber  
Agricultural Economics - Diamilatou Kane  
Animal Sciences - Opeadura Timileyin Osunbami  
Aviation and Transportation Technology (ATT) - Luigi Raphael Dy  
Biochemistry - Victor Gutierrez-Schultz  
Biomedical Engineering - Mikayla Roach  
Chemical Engineering - Isaac S. Wheeler  
Chemistry - Temitope Olayemi  
Civil Engineering - Jose Capa Salinas  
Communication - Husen-Chi Chiu  
Comparative Literature - Marisa J Bryans  
Computer Graphics Technology - Sanjeevani Patankar  
Computer Science (CS) - Jacob White  
Doctor of Veterinary Medicine (DVM) - Jacob Mishne  
Earth, Atmospheric, and Planetary Sciences (EAPS) - Michael Oyelakin  
Ecological Sciences and Engineering (ESE) - Jamie Klamerus  
Engineering Education - Anyerson Cuervo  
Engineering Management - Titiksha Wagh  
Food Science - Elma Kontor-Manu  
Forestry and Natural Resources (FNR) - Desmond Sosu Mensah  
History - Secret Permenter  
Horticulture and Landscape Architecture (HLA) - Vera Vukovic  
Hospitality and Tourism Management (HTM) - Chang Ma  
Human Development and Family Sciences (HDFS) - Inga Nordgren  
Interdisciplinary Biomedical Sciences (IBSC) - Tuba Marjan  
Materials Engineering - Daniel Sinclair  
Mathematics - Patrick Henry Debonis  
Nuclear Engineering (NE) - Stepan Ozerov  
Nutrition Science - Qianyue Wang  
Physics and Astronomy - Soumik Chandra  
Political Science - Benjamin E Torres  
Sociology - Corey Resweber  
Statistics - Kyle Conrad

**NAYS (0):**

**ABSENT (16):** Agronomy - Lynda Peter  
Anthropology - Rebecca Gale Martinez  
Basic Medical Sciences - Naseem Alfadhil  
Biological Sciences - Morgan Chaney  
Comparative Pathobiology - Omnia Ibrahim  
Computational Interdisciplinary Graduate Program (CIGP) -  
Meenakshi Narayanaswami  
Educational Studies - Alexandria Holmes  
Entomology - Leslie Aviles  
Environmental and Ecological Engineering (EEE) - Venkat Roy  
Gerontology - Destiny Ogle  
Global Supply Chain Management (GSM) - Rohan Saini  
Management (MGMT) - Jinfeng "Phoenix" Chen  
Mechanical Engineering (ME) - Meghavin Bhatasana  
Philosophy and Literature - Ramona Bergman  
Purdue University Interdisciplinary Life Sciences (PULSe) - Lauren  
Wilbanks  
Veterinary Clinical Sciences (VCS) - Oluwabunmi Titilope Oladele

**ABSTAINED (12):** Agricultural Sciences Education and Communication (AgSEC) -  
Mathew Smith  
Botany and Plant Pathology (BPP) - Pascal Okoye  
Electrical and Computer Engineering (ECE) - Paschal Amusuo  
Engineering Technology - Praga Giri  
English - Jeeyoung Choi  
Health Sciences - Joseph Speth  
Industrial and Physical Pharmacy (IPPH) - Shambhavi Borde  
Industrial Engineering - Mohammad Ahmadi Gharethoragh  
Languages and Cultures - Adewuyi Roseline  
Philosophy - James Emery  
Speech, Language, and Hearing Sciences (SLHS) - Margaret Ziko  
Technology, Leadership, and Innovation (TLI) - Elnara Mammadova

**IN WITNESS WHEREOF**, I have hereunto set my hand this 9<sup>th</sup> day of May 2024.

DocuSigned by:  
  
A617D3941E414A5...  
Secret Permenter  
Senate Clerk, PGSS

## **EXHIBIT “A”**

### **PROPOSED POLICIES OF THE THG**

#### **PGSG Transitional Housing Grant**

Spring 2023

Proposal by:

Somosmita Mitra - Senator, School of Electrical and Computer Engineering; Chair, Grant Review and Allocation Committee, Purdue Graduate Student Government;  
Daniel Sinclair - Senator, School of Materials Engineering;

#### ***Introduction***

Members of the Purdue Graduate Student Government Senate set out to establish a new grant beginning Fall 2023 entitled the “PGSG Transitional Housing Grant.” The purpose of this grant would be to support the success and wellbeing of graduate students in periods of temporary housing instability. PGSG has recognized that graduate students experience lapses in housing as a result of uncontrollable circumstances and that such lapses have an outsized impact on academic performance and mental health. Additionally, the financial burdens incurred during housing transition may threaten students’ ability to afford other essentials such as food, transportation, etc. The PGSG Transitional Housing Grant (THG) would assist graduate students with maintaining housing security while transitioning between housing by providing financial assistance with the following expenses:

- Hotel stays or short-term rentals
- Moving services
- Storage rentals

Additional needs would be considered for THG support on a case-by-case basis. THG support would be contingent on the use of funds to address specific and temporary needs (i.e. those that arise acutely from a housing transition). Thus, the grant application process would include a statement explaining the circumstances for the housing transition and a budget justifying each expense. Applications would be considered by a review committee within one week of submission. Awards would be processed at the end of each month through a grant fund appropriated from the overall PGSG budget. In addition, a donation link will be included on the PGSG website to continue soliciting non-student fee derived funds to support the THG.

#### ***Committee***

At the GRAC Team Chair’s discretion, a committee of four (PGSG President, Treasurer, Chief of Staff, PGSG Advisor, and THG Vice Chair, with the GRAC Chair as presider) would be appointed to review all grant requests upon their submission. At the GRAC Chair’s discretion, a GRAC Vice Chair may be recruited at the beginning of each academic school year to assist in the management of the grant. The duties of this Vice Chair may vary under the discretion of the GRAC Chair, but may include monitoring application submissions, disseminating anonymized applications to the review committee, keeping records of requests and awards, and presiding in the GRAC Chair’s place as needed on the review committee. All committee members and the GRAC Vice Chair would

be required to be FERPA trained. This committee would select applications for awards based on a consistent rationale for funding allocation. The following award process is proposed:

PGSG Budget Allocation	\$10,000.00
Rollover of unused funds from the travel, professional, GSOGA, symposium, mental health partnership, and strategic partnership grants	100%, to be determined after the final Executive Board meeting of the academic year (this will support awards made during the June-August period, which is expected to have the greatest number of applications)
Online donations and team store income	As available and necessary

### ***Process for awarding the grant and application***

#### *Eligibility*

Graduate students experiencing a housing transition will be eligible for awards if they have to pay for any of the following as a result of an unplanned lapse in housing: overnight shelter, access to essential utilities, moving or secure storage of personal belongings. Applicants will not be allowed to apply for reimbursement of previous purchases (e.g. retroactive rewards). Direct payments to individuals (i.e. paying a friend to help move) will not be eligible for reimbursement. Graduate and professional students supported by PGSG (i.e. sans PharmDs) will have to be enrolled and in good standing with the University, PGSG, and GRAC in order to be eligible. Students will be eligible to apply and receive the award once per calendar year. Awards will be capped at a \$700 maximum request per application.

#### *Applications and Review*

Grant applications will be submitted and reviewed on a rolling basis as needed. Applicants will be required to submit a Qualtrics application survey ([[hyperlink](#)], screenshot in Appendix B), a personal statement and proposed budget, and documentation supporting claims made in the personal statement. Applications and/or Qualtrics forms that are not complete will not be eligible for review, and applicants will be contacted to resubmit. The PGSG GRAC Chair or Vice Chair is responsible for determining application eligibility, removing or redacting identifiable information, and presenting applications to the Review Committee for deliberation.

Each application will consist of a personal statement and proposed budget. The personal statement will describe the nature of the applicant's housing transition and any specific circumstances contributing to their **financial need**. The proposed budget will consist of individual expenses as line items and written justifications for each expense. For each application, documentation will be required to support specific claims made in the personal statement. The PGSG GRAC Chair or Vice Chair will determine if a lack of documentation makes an application incomplete and thus ineligible.

Specific claims requiring documentation will include:

- Duration of a lapse in housing

- Changes in move-in or move-out date
- Changes in sublease conditions
- Unavailability of temporary storage if move-in and move-out addresses are the same
- Conditions rendering housing unlivable

Documents which will meet this requirement include:

- Lease or sublease documents which include applicant name, start and end dates, and residential address
- Communications from landlords, management companies, or sublessor
- Landlord or management company policies not included in the lease
- Quotes or invoices for repairs

Applications will be scored according to a minimal rubric as shown below for a total of 15 points. A point cutoff will be used to determine whether a grant is funded (8/15 points is the recommended score; however, the Committee is able to amend this expectation for the start of the next academic year if necessary). Funding amount will be decided according to the items listed in the budget. The review committee will vote on whether to fully or partially fund each individual item on the budget, as related to the appropriateness of the item to the demonstrated need and the overall demand for funding. If partial funding is decided, that item will generally be funded 50%; however, partial funding amounts will be decided at the discretion of the committee. Rationale for partial funding amount will be available to the student and documented for future reference. If requests for funding exceed the available grant funding at the time of Committee voting, award amounts will be reduced as appropriate by partial funding decisions; subsequently, applications will be awarded in the order of their submission (i.e. first come, first served), and any applications submitted within 24 hours of each other will be awarded in descending order of reviewer scores.

### Emergency Need Rubric

1. Duration of transition (applicant self-reported):
  - . >7 days - 3 pts
  - . 4-7 days - 2 pts
  - . 1-3 days - 1 pt
2. Description of background of **financial need** (excluding private/undisclosed information)
  - . **Financial need** is easily understood by the reader - 3 pts
  - . **Financial need** is discussed but unclear - 2 pts
  - . **Financial need** is included without discussion - 1 pt
  - . **Financial need** is not included - 0 pts
2. Budget justification
  - . All budgeted items match the discussed circumstances and are necessary for maintaining overnight shelter, access to utilities, and storage of personal belongings, etc. - 3 pts
  - . Most budgeted items match the discussed circumstances and have rationale, but not all are necessary for maintaining overnight shelter, etc. - 2 pts
  - . Some budget items match the discussed circumstances and have rationale - 1 pt
  - . Budgeted items are not relevant to the discussed housing transition - 0 pts
  - . No budget given - 0 pts
2. Cost reduction
  - . Efforts are discussed to reduce the costs of budgeted items to a reasonable extent - 3 pts

- . Ways to reduce the costs of budgeted items are recognized, but the reduction is not possible - 2 pts
- . The costs of budgeted items are low by their nature and cannot be reduced further - 1 pt
- . No description of costs is given - 0 pts
- 2. Descriptions of other aid
  - . A description is given of multiple external sources of funding or assistance, along with a discussion of efforts to receive such resources. Applicants are not penalized for inability to receive resources or for receiving funds outside the THG - 3 pts
  - . A description is given of a single source of funding or assistance and the applicant's efforts to receive such a resource - 2 pts
  - . A description is given of sources of funding or assistance, without discussion of the applicant's efforts to receive such resources - 1 pt
  - . No discussion is given - 0 pts

**Total:** 15 points (requires 8/15 for approval)

The THG Committee will be given 48 hours to respond to the GRAC Chair or Vice Chair with their graded rubrics and any comments. One of three decisions may be reached:

1. Awarded - requested need is eligible, application meets minimum expected requirements (e.g. point cut-off for approval). No further action is required on the part of the applicant.
2. Awarded with changes - requested need is eligible, but application may not meet expected requirements. The THG Committee will give recommendations for improvements to grant application, and if the applicant makes necessary changes and resubmits within 48 hours of initial decision date, the requested need will be funded.
3. Denied - a) requested need is ineligible or does not fall under critical need, or b) the THG does not have the funds to meet the applicant's request after partial funding has been considered by the THG Committee

Once a decision has been reached, the GRAC Chair or Vice Chair will notify applicants within 72 hours. Review timeline and decision deadlines will be subject to normal business hours. If an application is received outside of normal business hours (for example, during an extended academic holiday or break), the committee may choose to review these applications per their discretion. Otherwise, application review will resume once typical business hours begin.

#### *Awards and Follow-Up*

Awards will be delivered as reimbursement for purchases matching those approved by the THG committee. Applicants should submit proof of purchase in the form of itemized receipts in an email to the PGSG Treasurer within two months of their application decision. Reimbursement will be provided as checks either sent to the applicant's on-file address or picked up from the Business Office.

#### *Record Keeping*

Applications, along with information on funded and non-funded applicants, will be kept in a secure way per FERPA requirements (e.g. a BOX folder kept on the Purdue server). Only the GRAC Chair and, per their discretion, a GRAC Vice Chair will have access to applicant identifying information, while the THG Committee will have access to de-identified data, such as



applications. These records will serve to inform Committee members of past funded requests as well as to maintain consistency in expectations and eligibility from year to year. Applications and identifying information will be kept in folders labeled with the current year, as well as an expiration date of 5-7 years. Before a transition between the new and old THG Committee takes place, the previous ENG Committee is responsible for removing any expired folders as recommended by FERPA.