
PURDUE GRADUATE STUDENT SENATE



RESOLUTION No. SP23 – R006

Resolution to Establish a Transitional Housing Grant

Author(s): Daniel Sinclair, Somosmita Mitra

Sponsor(s): Meghavin Bhatasana, School of Mechanical Engineering; Mary Brown, Department of Philosophy; Haseeb Daudzai, School of Agricultural Economics; Utkuhan Genc, School of Industrial Engineering; Shantanu Gupta, School of Aviation and Transportation Technology; Somosmita Mitra, School of Electrical and Computer Engineering; Agustin Quinones, School of Civil Engineering; Daniel Sinclair, School of Materials Engineering; Mike Sserunjogi, School of Agricultural and Biological Engineering; Antonia Susnjar, School of Interdisciplinary Biomedical Sciences, Camila Ulloa, School of Horticulture and Landscape Architecture; Sarah Innis, School of Animal Sciences; Solita Wilson, Department of Chemistry; Secret Permenter, Department of History; Anaël Kimble, Department of Food Science

WHEREAS, Graduate students report spending, on average, 56.21% of their post-tax income on rent,¹ meeting the common definition of a severe cost burden;² and

WHEREAS, 51% of surveyed graduate students report moving during their time at Purdue¹; and

WHEREAS, Graduate students often are forced to move between or temporarily leave housing due to unplanned and uncontrollable circumstances including poor or deteriorating housing quality, interpersonal conflict, nonrenewal of leases, changes in management, price increases, and changes in employment; and

WHEREAS, 54.8% of surveyed graduate students reported living in apartments with fixed move-in and move-out days, and 9.6% of surveyed students reported experiencing a period between 1 week and 1 month which was not covered by their lease;¹ and

¹ <https://docs.google.com/document/d/1xZMa-sqrbsR267hS1xYqjkcOeFw9lXMSHpmFdd2om-c/edit>

² <https://ruralhome.org/reports/rural-housing-and-welfare-reform/>

WHEREAS, The transition between housing accommodations threatens access to overnight shelter, essential utilities, and storage of personal belongings; and

WHEREAS, Providing oneself with temporary accommodations adds to the existing financial burden of long-term housing, which may include fees, deposits, and other payments during the transitional period; and

WHEREAS, The moving process takes time away from existing academic duties including coursework, research, and teaching; and

WHEREAS, The combined financial, logistical, and emotional pressures of housing transition place a severe burden on graduate students' mental health; and

WHEREAS, PGSG has as one of its major goals the improvement of mental and physical wellbeing of graduate students, requiring specific and outcome-focused initiatives:

NOW, THEREFORE, BE IT RESOLVED, That the Purdue Graduate Student Government calls for the establishment of a Transitional Housing Grant (THG).

BE IT FURTHER RESOLVED, That the goal of the THG will be to lessen the financial impact of a housing transition on graduate students; and

BE IT FURTHER RESOLVED, That the THG will be established with the proposal in Exhibit "A" as its guiding document, with amendments to grant policies possible through senate action with agreement of the GRAC Chair and Treasurer; and

BE IT FURTHER RESOLVED, That awards of the THG will be granted as reimbursement for hotel stays or short-term rentals, moving services, and storage rentals; the maximum value of these awards will be \$700, with no minimum award value; and

BE IT FURTHER RESOLVED, That applications to the THG will consist of a personal statement and proposed budget; applications will be reviewed according to a 3-point, 5-criteria rubric, requiring 8 points out of 15 to be considered eligible; and

BE IT FURTHER RESOLVED, That the THG will be managed by the GRAC Chair, who will be chiefly responsible for receiving THG applications, keeping records of applications and decisions, and anonymizing applications for review; additionally, any of these duties may be carried out by a THG Vice Chair, should one be appointed; and

BE IT FURTHER RESOLVED, That the GRAC Chair will appoint and preside over a THG Review Committee consisting of the PGSG President, Treasurer, Chief of Staff, Advisor, and THG Vice Chair; this Committee will be responsible for scoring applications and voting on the full or partial funding of application budget items; and

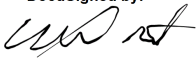
BE IT FURTHER RESOLVED, That the PGSG calls on Purdue's Action Council on Student Housing and Wellbeing (SHW) to consider other solutions to graduate student housing insecurity; and

BE IT FURTHER RESOLVED, That the PGSG asks the Purdue Graduate School to look into alternate affordable housing options and support during transitional periods for graduate students; and

BE IT FURTHER RESOLVED, That the PGSG asks the Purdue Graduate School to potentially fund this grant fully/partially; and

BE IT FURTHER RESOLVED, That the PGSG will use a donation link on their website and funds from the Purdue Day of Giving activities to supplement financial needs of this grant.

PASSED, APPROVED, AND ADOPTED this 15th day of February 2023.

DocuSigned by:

B5016D7B004B4A7...

President, PGSG

DocuSigned by:

9A293462337E40F...

Senate Chair, PGSS

Certification

I, Mary Brown, 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 15th day of February 2023 by the following vote:

AYES (41): Agricultural and Biological Engineering - Mike Sserunjogi
Agricultural Economics - Haseeb Daudzai
Agricultural Sciences Education and Communication - Bryanna Nelson
Agronomy - Binod Gyawali
Animal Sciences - Sarah Innis
Anthropology - Olivia Palepoi
Aviation and Transportation Technology - Shantanu Gupta
Biochemistry - Steven McKenzie
Biological Sciences - Morgan Chaney
Biomedical Engineering - Michael Zimmerman
Botany and Plant Pathology - Ricky Critchfield
Chemical Engineering - Annie Sun
Chemistry - Solita Wilson
Civil Engineering - Agustin Quinones
Communication - Savannah Meier
Computer Science - Jacob White
Earth, Atmospheric, and Planetary Sciences - Austin Blevins
Ecological Sciences and Engineering (ESE) - Neha Shakelly
Economics - Talha Cakir
Electrical and Computer Engineering - Somosmita Mitra
Engineering Education - Barbara Fagundes
English - Alex Anderson
Environmental and Ecological Engineering - Aliya Edhe
Food Science - Anaël Kimble
Forestry and Natural Resources - Ken Yao Chong
Health Sciences - Sydney Stradtman
History - Secret Permenter
Horticulture and Landscape Architecture - Camila Ulloa Gomez
Hospitality and Tourism Management - Rachel Zhang
Industrial Engineering - Utkuhan Genc
Interdisciplinary Biomedical Sciences (IBSC) - James Kirby
Materials Engineering - Daniel Sinclair
Nuclear Engineering - Stepan Ozerov
Nutrition Science - Qianyue Wang
Philosophy - Mary Brown
Physics and Astronomy - Shayamal Singh

- Political Science - Matthew Ellis
Public Health - Sidney Smith
Speech, Language, and Hearing Sciences - Brooke Rodgers
Statistics - Sagar Ksheera (Acting Senator)
Technology, Leadership, and Innovation - Elizabeth Thompson
- NAYS (2):** Basic Medical Sciences - Siyuan Sun
Engineering Technology - Archana Dharanipragada
- ABSENT (9):** Curriculum and Instruction - Theodora Amuah
Doctor of Veterinary Medicine (DVM) - Alaunie Smiley
Educational Studies - Stephanie Contreras
Global Supply Chain Management - Rohan Saini
Human Development and Family Studies - Amy Loviska
Industrial and Physical Pharmacy - Pradnya Prakash Bapat
Purdue University Interdisciplinary Life Sciences (PULSe) - Lauren Wilbanks
Sociology - Reilly Kincaid
Veterinary Clinical Sciences - Ojo Oluwabunmi T.
- ABSTAINED (4):** Comparative Literature - Marisa J. Bryans
Languages and Cultures - Santiago Parra Giraldo
Management - Arindam Roy Chowdhury
Mechanical Engineering - Meghavin Bhatasana

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of March
2023.

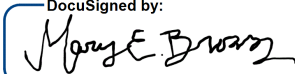
DocuSigned by:

DC61112437FD494...
Senate Clerk, PGSS

EXHIBIT “A”

PROPOSED POLICIES OF THE THG

[SEE ATTACHED FIVE (5) PAGES]

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 six (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 Exhibit “B”), a personal statement and proposed budget (example in Exhibit “B”), 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):
 - a. >7 days - 3 pts
 - b. 4-7 days - 2 pts
 - c. 1-3 days - 1 pt
2. Description of background of financial need (excluding private/undisclosed information)
 - a. Financial need is easily understood by the reader - 3 pts
 - b. Financial need is discussed but unclear - 2 pts
 - c. Financial need is included without discussion - 1 pt
 - d. Financial need is not included - 0 pts
3. Budget justification
 - a. 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
 - b. Most budgeted items match the discussed circumstances and have rationale, but not all are necessary for maintaining overnight shelter, etc. - 2 pts
 - c. Some budget items match the discussed circumstances and have rationale - 1 pt
 - d. Budgeted items are not relevant to the discussed housing transition - 0 pts
 - e. No budget given - 0 pts
4. Cost reduction
 - a. Efforts are discussed to reduce the costs of budgeted items to a reasonable extent - 3 pts
 - b. Ways to reduce the costs of budgeted items are recognized, but the reduction is not possible - 2 pts
 - c. The costs of budgeted items are low by their nature and cannot be reduced further - 1 pt
 - d. No description of costs is given - 0 pts
5. Descriptions of other aid
 - a. 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
 - b. A description is given of a single source of funding or assistance and the applicant's efforts to receive such a resource - 2 pts
 - c. A description is given of sources of funding or assistance, without discussion of the applicant's efforts to receive such resources - 1 pt
 - d. 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 THG Committee is responsible for removing any expired folders as recommended by FERPA.

EXHIBIT “B”

APPLICANT SURVEY

[SEE ATTACHED THREE (3) PAGES]

First Name

Last Name

Purdue Email

Phone Number

Mailing Address

PUID

Have you received the Transitional housing grant before?

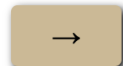
- Yes
- No

Please upload your personal statement here

Drop files or click here to upload

Please include your proposed budget here

Drop files or click here to upload



Privacy Statement: The PGSG Transitional Housing Grant Committee securely collects the information you voluntarily provide through your online application form which may include personal information (such as your identifying information, lease agreements, documentation of need, etc.). The Committee will not sell or re-disclose the information you provide or use that information for any purpose other than the Committee's consideration of your request for grant funds except as is required by law. The information you provide to the Committee will be securely stored for a period of five (5) years following the last day you attend Purdue University. By submitting your application, you consent to the terms of this privacy statement.

Applicant- Read and Sign: I certify that I have read and agree to the current rules and instructions of the Transitional Housing Grant.

Applicant Electronic Signature:

Date: (MM/DD/ YYYY)

EXHIBIT “C”
APPLICANT SURVEY

[SEE ATTACHED THREE (3) PAGES]



Please review the following Transitional Housing Grant application and grade according to the rubric as described below.

[screenshot of personal statement and budget]

Application Rubric:

Please grade according to the above rubric.

	0 - Not included	1 - Included	2 - Sufficient	3 - Appropriate and clear
Duration of Transition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Description of Background	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Justification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost Reduction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Aid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does this application meet the score threshold for eligibility?

- Yes
- No



If yes:

For each item on the proposed budget, enter your funding recommendation

	Do not fund	Partially fund	Fully fund
Budget Item 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Item n	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If partial funding was selected, clarify the reason for partial funding and the recommended amount (in %) for each item.

If no:

Please provide feedback for ways to improve this application

Confirmation:

Are you ready to submit your review?

- No
- Yes

