
HOUSING POLICIES

Housing Policy

Procedure Sections

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Reason for Policy

This procedure outlines the processes and expectations for the assigning and providing of summer and winter housing for visiting physicists.

Who Should Know This Policy

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Committee
- Officers
- Trustees
- General Members
- Other: _____

Contacts

Subject	Contact
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Housing Questions

Administrative Vice President

Applicable ACP Policies



- Participant Support Policies and Procedures
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Housing Policy at ACP

Summer Housing For ACP Participants:

All housing costs and revenues are posted to a separate non-NSF fund used only for summer housing for ACP participants. ACP requests a housing deposit payable by April 1 for those invited to the current summer session. The Center uses these non-NSF funds to reserve housing for the summer months. The Administrative Vice President assigns the housing that the Center has rented for the summer.

Summer housing is assigned primarily on the basis of immediate family needs. Single physicists may be asked to share houses or large apartments, with each person having a private bedroom (“shared housing”) and sharing the kitchen and other facilities. Physicists who desire larger accommodations for whatever reason pay the extra expense.

A lodging subsidy provided by the National Science Foundation (Grant #1066293 for 2011-2016) is given to each summer program participant using housing arranged through the Center. For more on NSF support, which is primarily used for housing, see the Participant Support Policy in this manual.

Winter Housing For ACP Participants:

Winter participants in ACP conferences stay for one week, the maximum length of any winter conference. Participants arrange their own hotel accommodations via the ACP online registration system. This system provides the opportunity to find a roommate to halve the cost of hotel rooms. The ACP Administrative Vice President arranges for a block of rooms at Aspen hotels for each conference. The Center commits to a minimum number of rooms per month. If the block of rooms is not filled, the shortage is paid from the non-NSF general fund.

Most participants use non-ACP sources to pay for their ACP winter participation and they pay for their hotel accommodations directly. For information on support for winter housing see the Participant Support Policy in this manual.

Control Environment:

It is ACP policy to limit rental rates on summer apartments. Depending on the global financial situation, rental rates may be up or down. The Administrative Vice President makes every attempt to retain the least expensive summer rentals possible and examines costs each summer to determine one rate based on apartment size to charge physicists. Housing rents are recouped from



direct payments by participating physicists and support from sponsored awards that budget to support physicists' summer housing. All expenses are direct costs.

An annual review by the Finance Manager of housing rented vs. housing used ensures that the Administrative Vice President is renting apartments for the benefit of the Center and that all housing rent funds are being appropriately expensed. The Finance Manager also reviews expenses for cleaning and miscellaneous costs for keys and cleaning supplies to ensure that:

- The expense is allowable, allocable, reasonable and consistent for expensing to the housing fund
- The expense is indeed for properties rented for the benefit of physicists

The goal of the housing fund is to recoup expenses at a rate that is plus or minus \$10,000 the total expenses for each summer.

Risk Assessment, Control Activities, Information and Communication, and Monitoring:

These ACP procedures contribute to the low risk of mismanagement of housing funds:

- The goal of a \$10,000 variance between housing income and expense which is communicated annually to the Board
- Housing is its own fund with few object codes, so miscoding, either inadvertently or intentionally will be detected by the Finance Manager's periodic review of the GL
- The annual review of housing used vs. housing rented ensures that funds are used for the purpose intended
- Housing charges are programmed annually into the database so that all participants are billed the same. Housing charges are also posted on the ACP website and are distributed to all participants so equity in housing charges is achieved

Roles & Responsibilities

Administrative Staff: Responsible for arranging for, assigning and accounting for summer physicist housing and contracting for winter physicist housing.

Designated Officers: Understanding housing policies and monitoring through the annual financial

Appendix: Applicable Federal Regulations & Criteria

None

