

# BYU Contracted Off-Campus Housing: Contracting Process

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This document is intended to outline the process by which properties may apply for inclusion in the BYU Off-Campus Contracted Housing Program. Properties which will be considered by the committee are properties located within the contracting boundaries which are new to the program, whether existing structures or properties planned but not yet constructed, properties which are part of the program but ownership is transferred by sale, gift, acquisition, etc.; and properties which are part of the program and are being significantly remodeled.

## The Application Process

Owners or developers are encouraged to complete an application for consideration. The application requires a number of elements outlined on the BYU Off-Campus Housing webpage Contracting Portal: [https://byu.qualtrics.com/SE/?SID=SV\\_a2HkZEMbDrjtr5G](https://byu.qualtrics.com/SE/?SID=SV_a2HkZEMbDrjtr5G). Administrators in the Off-Campus Housing Office are able to answer questions regarding the elements of the application but have no authority to make decisions regarding the applicants.

Applications are accepted at any time however the BYU Off-Campus Housing Contracting Committee is scheduled to meet monthly except in August and September.

## The Committee—Voting Members

The BYU Off-Campus Housing Contracting Committee is comprised of a committee chair, two at-large members, and three staff members.

The chair will be a member of the housing administration. This person calls the meetings, prepares agendas, facilitates the review of the applications and shares committee recommendations with the Director of Residence Life.

The At-Large Members of the committee shall represent the interests of students (student needs and preferences), have a general understanding of university student housing (facilities, academic and social dynamics promoted by architecture) and have no conflict of interest (own or be related (parent, spouse, sibling, child, in-law) to someone who owns student off-campus housing properties. Appointment of committee members is made by the Director of Residence Life after consultation with the Committee Chair and the Vice President for Student Life. At-large members serve at the will of the Director of Residence Life.

## The Committee—Staff

The committee shall be supported with three non-voting staff members.

- The Off-Campus Housing Manager shall present finalized applications to the committee. All on-going communication with the applicants will be through this staff member or his/her designee.
- The Residence Life Executive Secretary shall keep minutes of meetings and maintain an archive of applications.
- A representative of the Office of the General Counsel shall advise on legal issues and assure conformity to university policy.

## **Application Review**

Applications shall be reviewed at meetings when a majority of the voting members are present. All applications shall be considered based on the following outlined criteria.

**Criteria for Selecting Off-Campus Properties for BYU Contracted Status**—May 31, 2013 (update of Criteria originally accepted by Presidents Council and CES Commissioner in June 2003)

Because the living environment of its students is an integral component of the unique experience Brigham Young University seeks to provide, the University in its sole discretion, reserves the right to determine which off-campus housing properties will be contracted for its students. Some of the factors the University will use to make that determination include:

1. The owner, property manager and/or developer demonstrates a desire to willingly work with Brigham Young University in fulfilling the outlined purposes of the Off-Campus Housing program based on current and past performance.
2. The proposed facility appropriately meets the standards of gender separation as determined by the university.
3. The proposed facility meets the minimum specifications outlined in the BYU Off-Campus Housing Handbook including Provo City zoning laws.
4. The location of the proposed facility is desirable for access to the Brigham Young University main campus as determined by the university.
5. The demand for additional housing in the BYU Contracted Off-Campus Housing program is such that the proposed additional spaces benefit BYU students as determined by the university and enhance a connection to the university where applicable.
6. The proposed facility and surrounding property are designed to meet the academic and social needs of students as determined by the university.

7. The Contracting Committee determines the proposed property meets all other relevant factors considered by the university to be supportive of our housing program.

When the committee has questions or needs clarification on any aspect of the application all communication will go through the Manager of Off-Campus Housing. All communication with applicants (verbal, email or written) shall be documented and documents shall be maintained in the Off-Campus Housing Office for four years. Any non-routine written communication shall be reviewed by a representative of the Office of the General Counsel.

## **Decisions**

When a decision is made by the committee a recommendation is forwarded through the Committee Chair to the Director of Residence Life who will make the final decision for the university. Letters of acceptance or denial will be issued by the BYU Off-Campus Contracted Housing Committee. In the case when there are particular sensitivities either regarding the property or the property owner/developer the Director of Residence Life shall share recommendations of the committee with the Vice President of Student Life.

All decisions to accept or deny a property from the BYU Off-Campus Contracted Housing Program shall be communicated in writing and all letters shall include references of any deficiencies found or concerns expressed by the committee.

All written decisions that are not routine or have particular sensitivities shall be reviewed by the Vice President of Student Life and BYU General Counsel.