**Affiliated Housing Program (AHP)**
Oregon State University
325 Student Experience Center
Corvallis, Oregon 97331

**P** 541-737-5432
https://studentlife.oregonstate.edu/cfsl/affiliate
d-housing-program

**2022-2025 Affiliated Housing Program Application Guide**

**Online Application:**

**Due Date:** Wednesday, September 7 (early submissions are welcome)

**Instructions:** Please complete the online application in its entirety in order to be considered for the 2022-2025 iteration of the Affiliated Housing Program. Each criterion requested below corresponds to a section included in the Program Policy (found on the AHP website). Use this document as a guide as you submit the online application. Applicants will need to provide short answer responses, contact information, and upload specific items in order to complete the application. Review these questions prior to beginning the online application so you are aware of what materials to gather in advance.

**Resources:** Refer to the AHP Resource page on the website for resources related to Accessibility Planning, Insurance Certificate examples, and more. For additional support and to request an application consultation, please email affiliatedhousingprogram@oregonstate.edu.

**Application Criteria Questions:**

1. Cover Page – **Please print this document to obtain the required signatures, and upload the signed document to the application.**

2. Eligibility Criteria:

   a. To be eligible to apply for the Program, the organization must be a non-profit cooperative living group providing room and board to OSU students in a Code R Residential facility within Corvallis city limits. Organizations must also meet the Corvallis livability code for Fraternity, Sorority and Co-operative housing. Structures such as apartments or townhouses do not qualify as a "house" for this Program. **Enter the address of the residential facility:**

   b. Recognized Student Organization (RSO) recognition status required. **Provide a screenshot of your student organization entry on the Ideal Logic Database:**

   c. Organizations under current sanctions pursuant to OSU's Code of Student Conduct can apply. If approved, the organization will only be granted contract exemptions for first year students if in good conduct standing with OSU. **Provide a copy of any outcome letters from OSU Student Conduct & Community Standards illustrating current sanctions (if applicable):**

   d. Organizations are required to have a minimum of one (1) each of the following personnel: See Appendix A for definition. **Enter the contact information for the following individuals:**
      i. **Live-in House Director**
      ii. **Faculty Advisor**
      iii. **Organization Advisor**
      iv. **Housing Corporation Board Representative**

   e. Membership of participating organizations must maintain a minimum average term GPA of 2.50. **Enter your organization's average Spring 2022 GPA:**

   f. Organizations must meet and are expected to comply with the livability code established by the Federal Government, State of Oregon and City of Corvallis Municipal codes and

ordinances. **Provide a brief description of how your organization will ensure compliance with livability code and applicable laws and ordinances:**

3. General Guidelines: **Please review the General Guidelines listed in Section 4 the Program Policy. Indicate your acknowledgement of the policies by checking the box 'I understand the General Guidelines expected of Participants'.**

4. Physical Environment:
   a. Fire and Life Safety Inspection. **Provide a copy of your facility's most recent fire and life safety inspection:**
   b. Kitchen Health and Sanitation Inspection. **Provide a copy of your facility's most recent Kitchen Health and Sanitation Inspection completed by Benton County Health Department:**
   c. Proof of Liability Insurance: **Provide a copy of your facility's Proof of Liability Insurance.**
   d. Evidence of Property Insurance: **Provide a copy of your facility's Certificate of Insurance showing specified property coverage.**
   e. Indemnity Clause: **Provide a signed copy of your Indemnification Agreement: The Participant will be required to indemnify the University against third party claims arising out of the negligence or willful misconduct of the Participant.**
   f. Food Service: If your property provides meals, including meals provided by third-party food service, food must be prepared by individuals with an Oregon food handler card. Oregon State food handlers' cards must be displayed at all times for all individuals preparing food within the food preparation area. **Provide a copy of food handlers' permits for all hired kitchen staff.**
   g. Third-party food service: **If you have a third-party food service, provide a copy of the contract to the Program Committee (if applicable).**
   h. [OSU Policy of Nondiscrimination on the Basis of Disability](#): Program Participants must comply with the OSU Policy of Nondiscrimination on the Basis of Disability, as well as related policies. Participants are responsible for all costs incurred for attaining and maintaining compliance. OSU has established reasonable parameters for Participants to transition into compliance with this policy through the removal of barriers and other modifications to the physical environment, as defined in the Program's Chapter Accessibility Planning document. Participants will need to address programmatic accessibility in their application for the 2022-2025 AHP cycle. Program Participant must consult with OSU's Office of [Equal Opportunity and Access](#) to formulate a plan for how the Participant will become programmatically accessible (including a plan for physical modifications to achieve full programmatic accessibility).
      i. For returning applicants, please upload your previously approved Accessibility Plan illustrating progress made since 2018.
      ii. For new applicants, this assessment must occur in order to be eligible for the 2022-2025 application. Provide proof (email screenshot will suffice) that you've met with EOA for this assessment prior to the application date.
         • Contact Gabe Merrell (Gabriel.Merrell@oregonstate.edu) in Equal Opportunity & Access (EOA) to schedule this assessment.
   i. Educational and Programming Standards: **Provide a description of how your organization demonstrates a commitment to serving as upstanding members of the Corvallis and University communities.**

     **j.** Educational Requirements:
- i. Educational Engagement Requirements: Participants must provide educational engagements that provide first-year students with education pertaining to the following topic areas: Alcohol and drug prevention, Consent, sexual health, sexual violence prevention & supporting survivors, Diversity, Equity & Inclusion, Hazing prevention. **Provide the proposed dates of when you will host each workshop during the 2022-2023 school year.**
- k. Programming Requirements: Participants must have programs, activities, policies and services that provide first-year students with education pertaining to the following four (4) topic areas:
  - **i.** Positive mental health: **Provide the applicable programs, activities, policies and services for your organization in this area:**
  - **ii.** Engagement on Campus with OSU Programs & Events: **Provide the applicable programs, activities, policies and services for your organization in this area:**
  - **iii.** Supportive academic living/learning environment: **Provide the applicable programs, activities, policies and services for your organization in this area:**
  - **iv.** Civic engagement: **Provide the applicable programs, activities, policies and services for your organization in this area:**

5. Cost of Participation: **Please review the Cost of Participation listed in Section 6 of the Program Policy. Indicate your acknowledgement of the costs by checking the box 'I understand the Cost of Participation expected of Participants'.**

6. Expectation of Affiliated First-Year Housing Program: **Please review the Expectations listed in Section 7 of the Program Policy. Indicate your acknowledgement of the expectations by checking the box 'I understand the expectations of the Program for Participants'.**

7. Conduct Guidelines and Possible Responses to Violations and Issues: **Please review the Conduct Guidelines listed in Section 8 of the Program Policy. Indicate your acknowledgement of the guidelines by checking the box 'I understand the conduct guidelines and possible responses to violations for Participants'.**

8. Program Assessment: **Please review the Program Assessment guidelines listed in Section 9 of the Program Policy. Indicate your acknowledgement of the Assessment expectations by checking the box 'I understand the program assessment expectations for Participants'.**

9. Timeline and Summary of Deadlines: **Please review the Timeline and Summary of Deadlines listed in Section 10 of the Program Policy. Indicate your acknowledgement of this timeline by checking the box 'I understand the timelines expected of Participants'.**

10. Program Resources: **Please review the Program Resources listed in Section 11 of the Program Policy. Indicate your acknowledgement of these resources by checking the box 'I understand the resources available to Participants'.**