

Procedure on Housing Process

1. Parent Policy and Related Policies/Procedures

[Policy for On-Site Housing Eligibility](#) and Housing Request Form

2. Purpose

There are various types of applicants for Fermilab housing Users, Interns, and Affiliates. FRA employees (regular full time, fixed term, part time, and on call) with exceptional circumstances are eligible if approved by Lab Director, Chief Operating Officer (COO) and Fermilab DOE Site Office (FSO). A housing allocation committee comprised of experiment/scientific staff and operational staff will review and approve apartment and housing request based on Chief Research Officer (CRO) priority. Requests for dormitories will be on a first come first serve basis. It is essential that appropriate DOE programmatic funding has been authorized in writing to support DOE-funded housing and when DOE funds are to be used to support housing the underlying agreement for each type of applicant is reviewed in advance to document the applicant's eligibility for housing and proper payment method. Express budget for travel/per diem must be documents on the underlying agreement for those funded by Fermilab. The following process engages the appropriate subject-matter experts in a manner that will ensure the applicant has a positive experience upon their arrival at Fermilab.

3. Applicability

This procedure applies to FRA, it's Employees, Users, Interns, Affiliates, and Authorized Guests.

4. Effective Date and Date Reviewed/Updated

This procedure went into effect on November 17, 2023.

5. Procedure

High level steps/actions required by:

- a. Applicants paying directly (non-Fermilab funded):
 - i. Complete site access request located on the FRA's Global Services [website](#).

ii. Once site access is approved, applicant will receive an email containing a QR code. Once applicant receives the QR Code, applicant should complete Section I of Housing Request Form.

iii. If applicant is paying for housing using a credit card, debit card or money order, the applicant should forward the Housing Request Form (with Section I completed) to housing@fnal.gov. If applicant's housing is being funded by its institution through an institution funding code (which ties to an account maintained by FRA with institution funds), the applicant should send the Housing Request Form with Section I, including institution funding code, to housing@fnal.gov.

iv. There is no restriction on occupancy percentage during the monthly rental period with direct payment using external funding sources. (For example: an individual may rent a 3-bedroom house, so long as the full rental rate is paid). FRA will ensure adequate prioritization and allowance for these activities to ensure facilities are available in the most effective manner.

b. Applicants receiving reimbursement from Fermilab [See Attachment 1]:

i. Associate Laboratory Directors (ALD) must establish a need to support onsite travel (housing) support. There are two primary methods for requesting funding: Annually (or at more frequent intervals for emerging needs) B&R owners should document funding needs for DOE support in the FWP process. Requests should include details on number of participants planned and budgetary estimates. Alternatively, a CRADA or DOE International Agreement with express provisions for funding travel may be executed with DOE approval.

ii. Upon DOE approval of the International Agreement, CRADA, or Work Authorization invoking the specific FWP, FRA will send a Support Letter, signed by the ALD, to the invitee. This letter must include all appropriate funding availability limitations and FNAP site access contingencies.

iii. The ALD or B&R Owner (or respective admin) will prepare all documentation necessary to support an invitational travel authorization, including attaching the

DOE approved agreement and the signed Support Letter. This will generate a Travel Authorization for the invitee which will be included with any request for housing where Fermilab funds are being authorized as the basis for payment.

iv. The applicant should forward the Housing Request Form (with Section I completed) to the FRA Point of Contact (POC) identified in applicant's site access request (or, if known, Budget and Reporting (B&R) owner, who may be the same as the POC), who must complete Section II of Housing Request Form, including the applicable project and task code.

v. If the applicant has not already forwarded the Housing Request Form to the B&R owner in step 4, the FRA POC shall forward the Housing Request Form to the B&R owner for completion of Section III. The B&R owner shall forward the completed Housing Request Form to housing@fnal.gov.

vi. The goal is 100 percent occupancy for the timeframe covered. (For example: a three-bedroom house has three executed housing addendums being utilized the preponderance of the rental period).

c. Once the Housing Group receives the completed Housing Request Form and the approved Travel Authorization, the Housing Group will confirm the reservation and advise the applicant to:

i. Ensure they complete badging process. Applicant should follow the badging appointment process located on the [website](#).

ii. Execute a Housing License Agreement or Additional Resident Addendum, as appropriate. If applicant will be accompanied by any immediate family members, applicant is responsible for executing or arranging for execution of the required Additional Resident Addenda.

iii. If applicant is paying by credit card, debit card or money order, payment must be made in advance to Housing Group as stated in the Housing License Agreement.

iv. When applicant arrives at Fermilab housing, applicant will complete a walk-through of the assigned housing with Housing Group staff. When checking out of Fermilab housing, applicant will complete a walk-through of the assigned housing with Housing Group staff.

v. If applicant is an employee, they must request appropriate approval through their line management (associate lab director). Lab Director, Chief Operating Officer (COO), and DOE Fermi Site Office (FSO) approval is required. Once approval is granted employee must submit Housing Request form and approval memo or email to housing@fnal.gov. Please note, all housing must be taxed consistent with requirements of the Internal Revenue Service.

d. Directorate/Division/POC/Budget and Reporting (B&R) Owners (when DOE funds will be used for onsite housing)

i. Must familiarize themselves with the Policy for On-site Housing Eligibility, and the Fermilab travel policies. The applicant should fall within one of the following categories:

- (1) User
- (2) Intern (less than 180 days)
- (3) Affiliates

Note that FRA employees (e.g., regular full time, part-time, fixed term, or on call) are not eligible for Fermilab housing unless approved by Lab Director, COO and FSO. If you have questions regarding agreement types reach out to FRA's Office of General Counsel, Office of Transitions Technology (OTT), or the Chief Financial Officer's (CFO) Office for help with agreement types listed above.

ii. Ensure that the housing term for each applicant does not exceed the period of approved site access or badge expiration and does not extend beyond the fiscal year end (September 30th).

iii. POC or B&R owner must complete Section II of Housing Request Form.

iv. B&R owner must complete Section III of Housing Request Form which includes project/task/travel code.

v. B&R owner will attach appropriate contractual agreement and travel authorization to the Housing Request Form.

vi. B&R owner ensures that payment for housing is consistent with terms and conditions in the agreement relative to responsibility for payment (cite document and page denoting allowed use of funding for housing). No division/directorate/indirect funding may be used for onsite housing payment.

e. Housing Group

i. Ensure Housing Request Form has been filled out and on-site access has been approved prior to confirming housing reservation.

ii. No agreement shall extend beyond site access approval period or badge expiration date. In no event shall it extend beyond the end of the then-current fiscal year (September 30th).

iii. If approved Housing License Agreement indicates the applicant is paying by credit card, debit card or money order, advanced payment is required. Collect payment in a form of a check, credit, or debit card prior to providing keys to the unit.

iv. If the Housing Request Form does not indicate that the applicant is paying by credit card, debit card or money order, then the Housing Request Form must include project/task/travel code and approved Travel Authorization.

v. If there are questions regarding an approved project/task/travel code, Housing staff should reach out to Senior Field Financial Manager (FFM) of POC or B&R owner for additional support regarding DOE-funded housing, billing to home institution, or use of FRA corporate funds (i.e., non-DOE funds).

vi. If applicant is an employee ensure approval memo or email by Lab Director, COO, and FSO is received.

vii. Ensure above process is completed and obtain signed Housing License Agreement and/or any associated Additional Resident Addenda from applicant.

viii. Housing staff must document facility condition prior to and following occupancy in the RMS system. This process must be conducted with applicant/licensee. Housing Group will document housing facility conditions in Reservation Management System (RMS).

ix. Evaluate when lock changes are merited based on safety factors other than key loss.

f. Field Financial Managers (FFMs) for funding provided by DOE under the Prime Contract via the Approved Funding Program (AFP)

i. Provide guidance to B&R owners to ensure appropriate travel/per diem/housing support is included in FWP's submitted to DOE Program Offices.

ii. Provide guidance to the POC or B&R owner about appropriate task codes.

iii. Confirm funding availability based upon cost estimate provided by the POC or B&R owner.

g. Controller's Office

i. Maintain Users' and/or Project 17 accounts for Institution's payments.

ii. Deposit collected revenues and ensure accurate and timely application of funds.

iii. Monthly account balance monitoring and reconciliation between Housing PeachTree system and Oracle.

iv. If FRA Employee is approved to stay onsite and housing payment is paid by FRA the Controller's Office must ensure housing benefit is taxed consistent with requirements of the Internal Revenue Service.

6. Definitions

Affiliate: An individual who accesses facilities other than the Fermilab Accelerator Complex for the purpose of advancing the scientific mission of the Laboratory and whose work generally requires unescorted and/or afterhours access to non-public access areas). Affiliates require safety training, as identified on their individual training needs assessment (ITNA), to perform work, and a Fermilab ID badge and/or access to Fermilab networks or systems. Appropriately DOE approved and executed agreements for work must be in place for onsite work.

Authorized Guest: An individual who does not have business with the laboratory but is approved to access select Fermilab facilities, such as the Fermilab Children's Center and Fermilab Village. Immediate family members who are granted a license to use housing under an Additional Resident Addendum are considered Authorized Guests.

Business Visitor: An individual who has business with FRA or DOE that can be achieved in less than one week while being escorted when in non-public access areas. Business visitors do not require training or a Fermilab ID badge and do not receive payments or reimbursements using DOE funds.

Budget and Request (B&R Owner): is the person who requested DOE funding for specific use of their program and has approval authority to allocate funds per the B&R and field work proposal documentation.

Employee: An individual who is employed by FRA.

Fermilab: The physical site and property that is the Fermi National Accelerator Laboratory.

Fermi Research Alliance, LLC: The operator and manager of the Fermi National Accelerator Laboratory under Department of Energy Prime Contract No. DE-AC02-07CH11359 and is the principal employer of personnel working at Fermilab.

Finance Office: FRA Division that provides business support to FRA.

FRA-operated internship programs: Programs offered through the Office of Equity, Diversity, and Inclusion and/or the Office of Education and Public Engagement through which undergraduate or high school students hold term positions at the lab. Current information on these programs can be found at internships.fnal.gov.

Housing Group: FRA employees who administratively manage the housing units that are the subject of this Policy.

Housing License Agreement: Agreement that establishes the terms of use and payment and creates a license to use a housing unit/dwelling located at the Fermilab Batavia site.

Intern: A person enrolled in high school or in an undergraduate program at a two-year or four-year institution. Status is determined at the time of application for a program; for example, a high school student who applies to a program in the spring of their senior year would be eligible for high school internship programs, not undergraduate internship programs.

Onsite Housing: is the area on the Fermilab Batavia site which includes accommodations facilities.

Point of Contact (POC): FRA approved individual responsible for confirming and approving an individual's business reason and for the confirming activities associated with the individual's access to the Fermilab site and/or use of information or technologies.

Service Animal: Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. If they meet this definition, dogs are considered service animals under the ADA, regardless of whether they have been licensed or certified by a state or local government. In addition to dogs, ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses are permitted as service animals under the conditions specified in the ADA. See

https://www.ada.gov/service_animals_2010.htm. Animals such as “comfort animals,” “therapy animals,” “companion animals” and “emotional support animals” are not service animals as defined by the ADA because they are not trained to perform a specific task for an individual with a disability.

Subcontractor: An individual who accesses Fermilab facilities and resources working via a Procurement-managed subcontract with FRA. Subcontractors require subcontractor training to perform work, and a Fermilab ID badge. Subcontractors include individuals who consult on behalf of the Laboratory.

User: An individual who accesses Fermilab’s DOE-Approved User facilities (Fermilab Accelerator Complex) and resources for the purpose of advancing the scientific mission of the Laboratory and whose work generally require unescorted and/or after-hours access to non-public access areas). Users require safety training to perform work, and a Fermilab ID badge and/or access to Fermilab networks or systems. Users can potentially receive payments or reimbursements from Fermilab, which include individuals participating in reviews or committee meetings, with approved agreements. Users are required to have a Proprietary or Non-Proprietary User Agreement (NPUA).

7. Owner and Subject Matter Experts

Global Services Manager is the owner of this procedure.

Global Services Manager, Global Services Deputy Manager, and Housing Supervisor are responsible for reviewing, updating, and communicating changes to this procedure.

8. Review Cycle

This procedure shall be reviewed every 3 years.

9. Communication Plan

This procedure will be communicated by the Security & Emergency Management Division Director to all FRA employees, Users, Interns, Affiliates, Authorized Guests, subcontractors, and business visitors. Communications will also be made to the DOE Site Office. This procedure shall be available in Global Services [website](#).

Attachment 1

