




**Assistant Vice President for
Sustainability and Chief Sustainability
Officer**

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MEMORANDUM

TO: Student Organizations

FROM: Mary-Ann O. Ibeziako 
Assistant Vice President for Sustainability and Chief Sustainability Officer
Chair of the Climate Action, Sustainability, and Energy Committee

DATE: November 10, 2023

SUBJECT: Academic Year 2023-24 Request for Proposal for Climate Action, Sustainability, and Energy Initiatives by Student Organizations Program (Green RFP Program)

Student engagement is an important factor in advancing climate action, sustainability, and energy initiatives at Virginia Tech. The university has created the Request for Proposal for Climate Action, Sustainability, and Energy Initiatives from Student Organizations Program (called the "Green RFP Program") to solicit proposals from recognized student organizations that support the goals of the Virginia Tech 2020 Climate Action Commitment. Since its initiation in academic year 2010-11, the Green RFP Program has provided funds in excess of \$2.08 million for 133 approved student sustainability proposals.

The purpose of this memorandum is to present the proposal submission process, timeline, format, contacts, and review criteria. Recognized student organizations should identify sustainability initiatives that are directly targeted to specific projects and therefore limited in size and scope. The university is especially interested in projects focused on energy reduction and conservation that produce achievable savings. Requests for one-time support are generally preferred over those requiring ongoing support.

The process and key dates for proposal submission are shown in Attachment 1. The process begins with this memorandum and continues through the current academic year. Approved proposals will be formally announced during Spring Semester 2024.

Student organizations will submit their proposal(s) using the form titled "Green RFP Submission Form" shown in Attachment 2. All four parts of the form must be completed in detail. Part III, "Supporting Information" should be completed prior to addressing Part II, "Project Cost Information." As shown in Part IV, all proposals must have an appropriate university official's participation and concurrence prior to submission. The participation of the appropriate university official is essential, particularly if a proposal involves the purchase and installation of new equipment, a modification to an existing facility or grounds, or a new program.

The completed form must be signed and electronically submitted to Nathan King in the Office of Climate Action, Sustainability, and Energy at naking@vt.edu by 5 p.m. on December 11, 2023. If students have questions, need assistance in completing the form, or need assistance with identifying the appropriate university official for their proposal, please contact Mr. King via email or office telephone at 540-231-7358. If technical assistance is needed in preparing a proposal, please see our subject matter contact list in Attachment 3. For a list of previously approved Green RFPs, please visit the Office of Climate Action, Sustainability, and Energy website:

<http://facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.html>.

The Office of Climate Action, Sustainability, and Energy will present select proposals to the university's Climate Action, Sustainability, and Energy Committee (CASEC) for review and prioritization. This committee is a part of our university governance system and is comprised of faculty, staff, graduate students, and undergraduate students. The committee will consider and evaluate proposals based on the following criteria:

- Does the proposal help to achieve the goals of the Virginia Tech 2020 Climate Action Commitment? See: <https://vt.edu/sustainability/background.html>
- Does the proposal generate savings that exceed the cost of implementation?
- Does the proposal reduce/conservate energy or enhance social/ecosystem services?
- Does the funding request address a one-time or an ongoing need?
- Does the proposal leverage other sources of funding or volunteer effort?

Select proposals meeting these criteria will be prioritized and submitted by the Climate Action, Sustainability, and Energy Committee to the Office of Budget and Financial Planning (OBFP) for further consideration. OBFP will assemble a budget committee to review proposals and determine potential funding strategies for those recommended for approval. The Executive Vice President and Chief Operating Officer will announce the list of approved proposals and funding sources. The Division of Campus Planning, Infrastructure, and Facilities will oversee implementation.

Thank you for your interest in the university’s environmental stewardship efforts. I encourage your participation in this very popular student program.

c: Wendy	M.	Robert	R.
Halsey		Broyden	
Gannon	T.	Kenneth E. Miller	
Davis		Angela S. Page	
Timothy	L.	Jonathan	C.
Hodge		Teglas	
Travis	W.	Nathan T. King	
Hundley			
Frances	B.		
Keene			

Attachment # 1

**STUDENT ORGANIZATIONS SUSTAINABILITY INITIATIVE PROPOSAL
PROCESS AND TIMELINE**

DATE	ACTIVITY
Nov 10, 2023	Assistant Vice President for Sustainability and Chief Sustainability Officer announces the AY 2023-24 Green RFP Program and the Office of Climate Action, Sustainability, and Energy (CASE) notifies student organizations.
Dec 11, 2023	Proposal submission deadline to CASE.
Dec 18, 2023	CASE coordinates a proposal review for feasibility and completeness.
Jan 22, 2024	Climate Action, Sustainability, and Energy Committee receives select proposals and appoints Subcommittee to review and recommend a priority order.
Feb 26, 2024	Subcommittee presents proposed priority recommendations to the Climate Action, Sustainability, and Energy Committee for approval.

- Mar 8, 2024 (estimated) Climate Action, Sustainability, and Energy Committee presents proposals to the Office of Budget and Financial Planning for review and funding consideration.
- Mar 2024 (estimated) Office of Budget and Financial Planning, in coordination with other university offices, determines potential funding options for proposals and seeks the appropriate approvals.
- June 2024 (estimated) Vice President for Finance announces the approved proposals and funding sources.
- July 2024 (estimated) The Office of Budget and Financial Planning transfers funds to the appropriate Green RFP funding codes for proposal implementation.
- July 2024 (estimated) CASE initiates Green RFP implementation.

Attachment # 2

GREEN RFP SUBMISSION FORM

Part I- General Information:

Name of Student Organization	<input type="text"/>
Contact/Responsible Person	<input type="text"/>
Contact Office Held/Title	<input type="text"/>
Contact Email Address	<input type="text"/>
Contact Telephone Number	<input type="text"/>

Part II- Project Cost Information

Estimated Cost of this Proposal See III.C. below

Estimated Savings - See III.D. below

Net Cost of this Proposal =

Part III- Supporting Information

A. Please describe your climate action, sustainability, and/or energy initiative and attach supporting documentation.

B. How does this initiative help to achieve the goals of the Virginia Tech 2020 Climate Action Commitment Resolution and Sustainability Plan?

Attachment # 2

C. What is the cost of your proposal? Please describe in adequate detail the basis for your cost estimate. Also, include a line item for any ADA accessibility considerations, if applicable for your project. Also, include a 15 – 20% contingency cost estimate (based on total cost) to account for labor/material cost fluctuations or other unforeseen expenses.

D. Will your proposal produce cost savings for the university or enhance social or ecosystem services? If so, how much? Please describe in adequate detail the basis for your savings estimate.

E. Is this funding request for a one-time need or an ongoing need (please mark one)?

One-Time ____

Ongoing ____

F. Is funding available for this request from another source? If yes, describe the funding (source, amount, etc.).

**GREEN RFP SUBMISSION FORM
(Continued)**

Part IV- Requestors/Reviewers

Prepared By (Name of Contact for Student Organization)

Date

Reviewed By (Name of Appropriate University Official)

Date

Reviewed By (Name of Office of Climate Action, Sustainability, and Energy Representative)

Date

GREEN RFP SUBMISSION CONTACT LIST

In the preparation of your Green RFP form, student organizations are encouraged to seek input and guidance from the following list of university employees. These individuals are familiar with the form and the process. They can address the feasibility of your proposal, provide a technical review, and evaluate the cost & potential savings.

<u>Area of Expertise</u>	<u>Name</u>	<u>Title</u>	<u>Email Address</u>
Chief Sustainability Officer	Mary-Ann Ibeziako	AVP for Sustainability and Chief Sustainability Officer	maryann@vt.edu
Engineering & Operations, Energy Management	Steve Durfee	Asst CASE Director & Campus Energy Manager	sdurfee@vt.edu
Facilities: Housing & Residence Life	Ken Belcher	Director of Facilities & Operations	kbelcher@vt.edu
Facilities: Buildings & Grounds (Small Renovations)	Jim McDaniel	Minor Modifications Manager	jmcdani@vt.edu
Exterior Lighting	Nam Nguyen	Exec Director Energy & Utilities	namnguyen@vt.edu
Student Engagement & Campus Life	Spencer Stidd	Assistant Director of Event Services	sstidd@vt.edu
Dining Services & Housing (Student Affairs)	Emily Williams	Sustainability Manager	wemily93@vt.edu
Sustainable Transportation (Bus, Bike, & Walk/EVs)	Nick Quint	Transportation Network Manager	nquint@vt.edu
Landscape Architecture	Jack Rosenberger	Campus Landscape Architect	jrosenb@vt.edu
Hahn Horticulture Garden	Scott Douglas	Director/Instructor	dsd1@vt.edu
Recycling & Waste Management	Teresa Sweeney	Waste and Recycling Manager	msrecycle247@vt.edu

**Other Sustainability
Topics**

Nathan King

Campus
Sustainability
Manager

naking@vt.edu