




VIRGINIA TECH™

Associate Vice President and Chief Facilities Officer
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MEMORANDUM

TO: Student Organizations

FROM: Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer 

DATE: September 16, 2019

SUBJECT: Academic Year 2019-20 Request for Proposal for Sustainability Initiatives by Student Organizations Program (Green RFP Program)

Student engagement is an important factor in advancing sustainability at Virginia Tech. The university has created the Request for Proposal for Sustainability Initiatives from Student Organizations Program (called the "Green RFP Program") to solicit proposals from recognized student organizations that supports the goals of the Virginia Tech Climate Action Commitment and Sustainability Plan. Since its initiation in academic year 2010-11, the Green RFP Program has provided funds in excess of \$1.2 million for 83 approved student sustainability proposals.

The purpose of this memorandum is to present the proposal submission process, timeline, format, contacts, and the 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 and 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 2020.

Student organizations will submit a proposal(s) using the form titled "Sustainability Initiatives by Student Organizations Funding Proposal" 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 Dennis C. Cochrane in the Office of Sustainability at denniscc@vt.edu by 4 p.m. on November 8, 2019. 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. Cochrane via email or office telephone 540-231-5184. 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 Sustainability website:

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

The Office of Sustainability will present select proposals to the university's Energy and Sustainability Committee 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 Climate Action Commitment and Sustainability Plan? See: Presidential Policy Memorandum No. 262 Revision 1 "Update to the Virginia Tech Climate Action Commitment" dated May 9, 2013.
http://facilities.vt.edu/content/dam/facilities_vt_edu/sustainability/climate-action-commitment.pdf
- Does the proposal generate savings that exceed the cost of implementation?
- Does the proposal pertain to energy reduction/conservation that produces cost savings?
- 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 Energy and Sustainability 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 Vice President for Finance will announce the list of approved proposals and funding sources. The Office of Sustainability will oversee implementation.

Thank you for your interest in the university's sustainability efforts. I encourage your participation in this very popular student program.

c: Dennis C. Cochrane
Gannon T. Davis
James S. Hillman
Timothy L. Hodge
Travis W. Hundley
Kenneth E. Miller
Angela S. Page
Patricia A. Perillo
Jonathan C. Teglas

STUDENT ORGANIZATIONS SUSTAINABILITY INITIATIVE PROPOSAL
PROCESS AND TIMELINE

| DATE | ACTIVITY |
|----------------------------|---|
| Sep 16, 2019 | Associate Vice President and Chief Facilities Officer announces the 2019-20 Green RFP Program and the Office of Sustainability (OS) notifies student organizations. |
| Nov 8, 2019 | Proposal submission deadline to OS. |
| Nov 13, 2019 | OS coordinates a proposal review for feasibility and completeness. |
| Jan 27, 2020 | Energy and Sustainability Committee receives select proposals, and appoints Subcommittee to review and recommend a priority order. |
| Feb 24, 2020 | Subcommittee presents proposed priority recommendations to the Energy and Sustainability Committee for approval. |
| Mar 4, 2020 (estimated) | Energy and Sustainability Committee presents proposals to the Office of Budget and Financial Planning for review and funding consideration. |
| Mar 2020 (estimated) | Office of Budget and Financial Planning, in coordination with other university offices, determines potential funding options for proposals and seeks the appropriate approvals. |
| Apr 2020 (estimated) | Vice President for Finance and Chief Financial Officer announces the approved proposals and funding sources. |
| May 2020 (estimated) | The Office of Budget and Financial Planning transfers funds to the appropriate Green RFP funding codes for proposal implementation. |
| May 2020 (estimated) | OS initiates Green RFP implementation. |

STUDENT ORGANIZATION SUSTAINABILITY INITIATIVE PROPOSAL FORM

Part I- General Information:

Name of Student Organization
Contact/Responsible Person
Contact Office Held/Title
Contact Email Address
Contact Telephone Number

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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 sustainability initiative and attach supporting documentation.

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

C. What is the cost of your proposal? Please describe in adequate detail the basis for your cost estimate.

D. Will your proposal produce cost savings for the University? 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 check one)?

One-time

Ongoing

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

STUDENT ORGANIZATION SUSTAINABILITY INITIATIVE PROPOSAL 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 Sustainability Representative) | Date |

STUDENT ORGANIZATION SUSTAINABILITY INITIATIVE FUNDING PROPOSAL
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> |
|---|----------------|--|--|
| Engineering & Operations, Energy Management | Kim Briele | Director Engineering & Assessment | sbriele@vt.edu |
| Facilities: Housing & Residence Life | Todd Pignataro | Associate Director of Facilities | ptodd@vt.edu |
| Facilities: Buildings & Grounds (Small Renovations) | Jim McDaniel | Project Coordinator | jmcdani@vt.edu |
| Exterior Lighting | Rob Glenn | Director VT Electric Services | RobGlenn@vt.edu |
| Student Engagement & Campus Life | Clayton Kolb | Associate Director Student Eng. & Campus Life | kolbcj@vt.edu |
| Dining Services & Housing (Student Affairs) | Blake Bensman | Sustainability Mgr. | bensman@vt.edu |
| Alternative Transport (Bus, Bike & Walk/Electric Vehicles) | Nick Quint | Transportation Network Mgr. | nquint@vt.edu |
| Landscape Architecture | Melissa Philen | Site Planner | mnpilen@vt.edu |
| Hahn Horticulture Garden | Scott Douglas | Director/Instructor | dsd1@vt.edu |
| Recycling and Waste Management | Denny Cochrane | Director Office of Sustainability | denniscc@vt.edu |
| Other Sustainability Topics | Nathan King | Sustainability Mgr. Office of Sustainability | naking@vt.edu |