**MEMORANDUM**

**TO:** Student Organizations

**FROM:** Christopher H. Kiwus

Associate Vice President and Chief Facilities Officer

**DATE:** August 31, 2017

**SUBJECT:** Academic Year 2017-18 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 $525,000 for 53 approved student sustainability proposals.

The purpose of this memorandum is to present the proposal submission process, timeline, format, 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 and review 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 2018.

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 the introduction of a new program.

The completed form must be signed and electronically submitted to Denny Cochrane in the Office of Sustainability at [denniscc@vt.edu](mailto:denniscc@vt.edu) by 4:00 p.m. on November 10, 2017. 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. 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 Energy and Sustainability Committee for review and prioritization. This committee is comprised of faculty, staff, graduate and undergraduate students, and is a part of our university governance system. 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 university savings that exceed the cost of implementation?
* Does the proposal pertain to energy reduction/conservation that produces cost savings?
* Is 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 and Chief Finance Officer 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 is this very popular student program.

cc: Rodd Hall

Tim Hodge

Angella Page

Patty Perillo

M. Dwight Shelton Jr.

Kayla Smith

Jason P. Soileau

Dwyn Taylor

Jon Clark Teglas

Sherwood G. Wilson

*Attachment # 1*

**STUDENT ORGANIZATIONS SUSTAINABILITY INITIATIVE PROPOSAL**

**PROCESS AND TIMELINE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** |  |  | **ACTIVITY** |  |  |
|  |  |  |  |  |  |
| Aug 31, 2017 |  |  | Office of University Planning announces the 2017-2018 Green RFP Program, and the Office of Sustainability (OS) notifies student organizations. |  |  |
|  |  |  |  |  |  |
| Nov 10, 2017 |  |  | Proposal submission deadline to OS. |  |  |
|  |  |  |  |  |  |
| Nov 13, 2017  Jan 22, 2018 |  |  | OS coordinates the proposal review for feasibility and completeness.    Energy and Sustainability Committee appoints a Subcommittee to review select proposals and recommend a priority list. |  |  |
|  |  |  |  |  |  |
| Feb 26, 2018    Mar 1, 2018 |  |  | Subcommittee presents proposed priority recommendations to the Energy and Sustainability Committee for approval.    Energy and Sustainability Committee presents proposals to the Office of Budget and Financial Planning for review and funding consideration. |  |  |
|  |  |  |  |  |  |
| Mar 2018 |  |  | Office of Budget and Financial Planning, in coordination with other university offices, determines potential funding options for proposals and seeks the appropriate approvals. |  |  |
|  |  |  |  |  |  |
| Apr 2018 |  |  | Vice President for Finance and Chief Financial Officer announces results to include funding sources. |  |  |
|  |  |  |  |  |  |
| May 2018 |  |  | The Office of Budget and Financial Planning establishes and transfers funds to the appropriate Green RFP funding codes for proposal implementation. |  |  |
|  |  |  |  |  |  |
| May 2018 |  |  | The Office of Sustainability initiates Green RFP implementation. |  |  |

*Attachment # 2*

**STUDENT ORGANIZATION SUSTAINABILITY INITIATIVE FUNDING PROPOSAL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Part I- General Information:** | | | | | | |
|  |  |  | | | | |
| **Name of Student Organization** |  |  | | | | |
| **Contact/Responsible Person** |  |  | | | | |
| **Contact Office Held/Title** |  |  | | | | |
| **Contact Email Address** |  |  | | | | |
| **Contact Telephone Number** |  |  | | | | |
|  |  |  | |  | | |
| **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 | | | | | | |
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| A. Please describe your sustainability initiative and attach supporting documentation. | | | | | | |
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| 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.) | | | | | | |
|  | | | | | | |
| *Attachment # 2* | | | | | | |
| Part IV- Requestors/Reviewers | | | | | | |
| Prepared By (Name of Contact for Student Organization) | | | | |  | Date |
| Reviewed By (Name of Appropriate University Official)  Reviewed By (Name of Office of Energy and Sustainability Representative) | | | | |  | Date  Date |