

## **Criteria for Allowable and Approved Projects and Terms and Conditions of Loans**

### **UAF Green Revolving Fund Proposal and Project Guidelines**

*This document will also serve as the guide for GRF announcements.*

#### **Green Revolving Fund Project Scope**

UAF students, faculty and departments that have an idea that will make UAF a more sustainable place are invited to make a difference by applying for an award from the Green Revolving Fund (GRF). Since 2009, when the UAF student body voted to contribute to the sustainability fund, individuals have been able to apply for funds to reduce UAF's non-renewable energy consumption or promote campus sustainability. Each year the GRF will be used for a wide variety of proposals that address various issues including energy, transportation, purchasing, waste management, sustainable design, education and curriculum, food systems, social sustainability, and processes and institutions.

#### **Hierarchy of Approval Process**

Proposals/applications are collected by the Office of Sustainability and then submitted to the RISE Board for evaluation. The RISE Board will select recommendations for proposal funding.

#### **Long-Term Fund Plan for Green Revolving Fund**

The Office of Sustainability intends to seed the GRF with a portion of the Student Sustainability Fee annually, and all except \$5,000 of the GRF is available for dispersal on an annual basis.

- a. Minimum Fund Balance –for the GRF is \$ 5,000 at all times. The RISE board will issue no new awards if the balance is at or below this level.
- b. Fund Closeout Requirements and limitations – This is a fund that is anticipated to perpetually grow and the university will continue to use it over time; energy efficiency and renewable energy project are not anticipated to ever go away. In the event of fund dissolution, the RISE board will fully commit the remaining GRF balance to approved projects with no (or alternate) repayment requirements.
- c. Restrictions on the Use of Fund – Projects that would pay faculty, staff or student salary or wages, except in association with a revolving project, are prohibited. Also prohibited are any projects with any direct budgetary or monetary benefits for anyone in approval process, including the RISE Board, Sustainability Office Manager and support staff.

**Handling of Match or Seed Funding from other Sources** – The student sustainability fee will provide the initial seed funding and annual ongoing contributions. Other sources include donations, grants and contracts, or other UAF operating budgets and cost savings in addition to the sustainability fee. Though GRF projects may receive funding from one, some, or all of these sources, the mechanism may differ based on the source. See the “Funding From Other Sources” section for details.

#### **Types of Projects**

There are two categories of projects: Those that have demonstrated and quantifiable savings (Category 1) and those that have non-quantifiable or intangible savings (Category 2). Category 1 projects receive funding preference over those in Category 2.

### **Category 1**

Green Revolving Funds finance projects that reduce resource use (e.g., energy, water, waste) or mitigate greenhouse gas emissions (e.g., renewable energy). Category 1 projects should have demonstrated and quantifiable returns on investment and a payback period of 25 years or less. Cost savings resulting from the project are returned to the Green Revolving Fund to fund future projects. Projects must be completed within one to three years of grant allocation. Category 1 projects represent a minimum of 80% of available funds awarded during each funding cycle.

### **Category 2**

Category 2 projects have non-quantifiable savings and result in progress on sustainability goals. Projects must demonstrate positive economic or environmental impacts on future resources, ecosystem health, and human wellbeing. Projects in this category may support education, outreach, and waste reduction, support utilities or support the operation of sustainability programs. Fund allocations to Category 2 projects will not exceed 20% of total funds awarded during each funding cycle and must be completed within one year of grant allocation.

### **Terms and Conditions of Loans:**

Under the Category 1 loan model, the project owner (defined as the department, school, campus group, etc. benefitting from the project) borrows money from the Green Revolving Fund via a budget transfer. The project owner is then responsible for repaying 120% of the loan using the savings produced by the project within the project owners' campus unit. Repayment terms can be based on estimated cost savings in lieu of actual cost savings. If the project owner agrees to make annual payments larger than 90% of the cost savings associated with the project to shorten total payback period, a rate as low as 105% may be approved by the RISE Board. In either case, the repayment terms are agreed upon at the time of project approval and loan acceptance.

In the event the project is not completed or expected cost savings do not materialize, the unit will notify the Sustainability Office Manager, return any unused balance to the GRF, and work with the Sustainability Office Manager to revise the original repayment terms to the satisfaction of all parties. In no case may the resolution return to the GRF less than the original loan amount.

### **Estimating Cost Savings and Project Payback:**

Cost savings will be estimated using software the Harvard Life Cycle Costing calculator.

<http://green.harvard.edu/topics/green-buildings/life-cycle-costing>

Once the Green Revolving Fund is in place, this software will be modified for UAF projects by the Office of Sustainability. If an alternative software is identified it may be used.

Cost savings will accrue to the Green Revolving Fund using the following formula:

- 90% of all cost savings will be paid back to the fund until 120% of the original loan amount is repaid. Example: If a loan of \$10,000 is granted and saves \$2000 per year, \$1800 is paid to the fund until \$12,000 is returned to the GRF.
- The maximum term of the loan is twenty-five years. Determination of the term occurs during the award process and represents the minimum allowable annual payment over the life of the loan. When possible, exact cost savings should be calculated and 90% transferred to the GRF. When extremely tenuous or impossible to determine, an educated estimate should be generated. The RISE Board, with input from Facilities Services, will determine if exact savings should be used or if an estimate is appropriate.
- Cost savings should be calculated in accordance with the fiscal year (July-June). Savings should be transferred into the fund once a year on July 1. See “Accounting Process” section for more information.
- If the project owner agrees to make annual payments larger than 90% of the cost savings associated with the project to shorten total payback period, a rate as low as 105% may be approved by the RISE Board.

### **Funding from Other Sources:**

Contributions from sources other than the UAF Office of Sustainability can supplement these funds and may be in the form of donations, sponsored projects, student clubs, and other UAF departments.

**Program Donations:** These can be in the form of general Sustainability Program support, general Green Revolving Fund support, or specific approved GRF project support. Expenditure of donations provided to the general Sustainability Program is at the discretion of the RISE Board and according to UA Foundation and UAF Office of Grant and Contract Administration (OGCA) requirements. Expenditure of funds donated in support of the GRF is through a UAF restricted fund tied to the UA Foundation account; specific project allocations from this support fund are at the discretion of the RISE Board. Expenditure of donations to support specific GRF projects will occur through direct UA Foundation reimbursement.

**Sponsored Projects:** Grants that support specific sustainability projects must cite the GRF award number. All expenditures will occur on the restricted fund set up through OGCA and in no case may include fund transfers to other GRF project accounting except in the case of fund closeout or with the explicit approval of the sponsor.

**Other Sources:** Funding from student clubs and other UAF departments will occur via standard transfer protocols for those funding sources. To initiate a transfer, the source’s officer must provide a written intent to transfer notification, including the amount and accounting, to the

Sustainability Office Manager for acceptance and processing. All transfers will go directly to the GRF and are not reversible except in cases involving errors in the original processing.

**Accounting Process:**

Management of the GRF vests with the Office of Sustainability, and all transfers of funds into and out of the GRF are at the final approval of the Executive Officer of Student Affairs. UAF Office of Finance and Accounting will support the Sustainability Office Managers management efforts and provide oversight of the fund to ensure accounting best practices.

**GRF Seeding:** The UAF Office of Sustainability will transfer its annual fund balance on 923341, or other designated amount, to the GRF after July 1 for the prior fiscal year (and before the year closes). The program may transfer funds in advance; however, any such transfer may only be for revenue in excess of net operating costs on the fund. All transfers to the GRF are final and will use the 8453 transfer account code.

**Award Issuance:** Upon notification of award, the managing unit must provide appropriate accounting to the UAF Office of Sustainability (OS). This accounting may include unrestricted (F1) or capital (91) fund types, depending on the nature of the approved project. The Office of Sustainability will initiate the transfer funds, either in part or in full, to the project's accounting. The Office of Sustainability is responsible for monitoring all project budget balances and funding JV preparation and approval. All GRF disbursements must include the GRF project number, a copy of the award letter, and a list of project disbursement balances in the following (or similar) format:

GRF Project #	Project Title	Approved Budget	Disbursed	Undisbursed Balance
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Management of the project funding vests with the project's responsible unit.

Loan repayments will occur on the scheduled basis, or sooner if funding allows, regardless of realized cost savings. The responsible unit provides the appropriate accounting at the time it accepts the award, and Office of Sustainability prepares a journal voucher once annually in October to transfer funds to the Green Revolving Fund. While expenditure of source funds from donations and sponsored programs are handled per the terms of those programs, required project repayments involving these sources vest with the GRF.

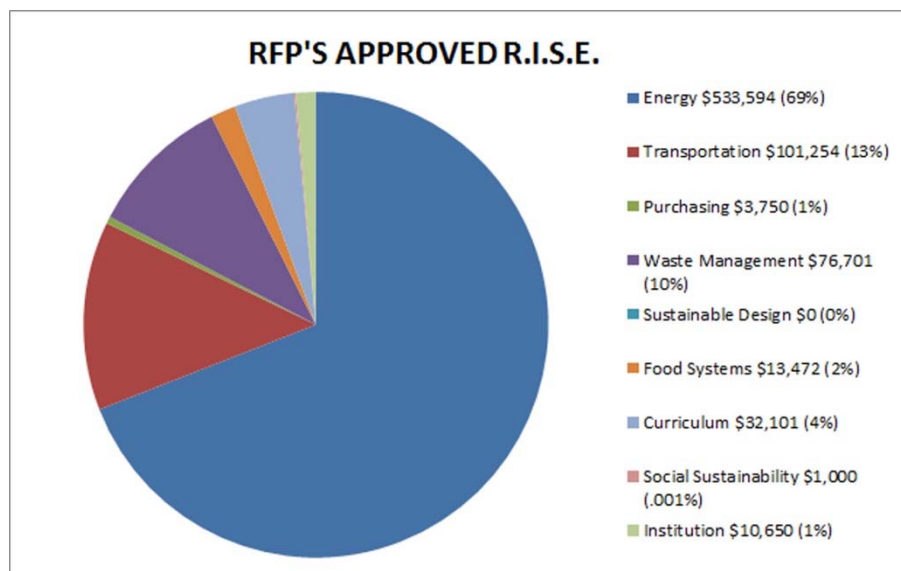
## **Green Revolving Fund Application Guidelines**

**Eligibility information:** To submit a proposal, applicants must be a UAF student, faculty member or department. Students must be enrolled at the university when the proposal money is allocated.

**Submission Deadlines:** All proposals are due at 5 p.m. Alaska time on the advertised proposal due date. All proposal submissions should be emailed to the Sustainability Office Manager.

**Proposal size (funding levels):** Proposals of all sizes are welcome from \$100 one-time purchases, to multi-year programs requiring tens of thousands of dollars. Regardless of the size, all projects must have clear goals and show how they will benefit UAF. Generally, the larger a project, the more detail will be expected in the proposal. Authors submitting large projects are required to give a brief presentation to the RISE Board (see Proposal Presentation section below).

**Project types:** Priority is given to projects that focus on energy efficiency and renewable energy. The Green Revolving Fund may also be used for a wide variety of proposals that address issues including transportation, purchasing, waste management, sustainable design, education and curriculum, food systems, social sustainability, and processes and institutions. The chart below shows a breakdown of past funded projects by type.



*Figure 1. Percent breakdown of RISE approved projects from 2010-2014.*

## **Proposal Structure and Required Elements**

**Date:**

**Project title:**

**Amount requested:**

**Project location:**

**Proposal author/s:** The primary author must be a student on student proposals.

**Department:** All projects must be connected with a UAF Department.

**Contact information:** E-mail and/or phone number.

**Department:**

**Year in school and academic standing (if a student proposal):**

**Sustainability theme** (One or more may be selected from this list)

- Energy efficiency and/or renewable energy
- Water (includes sewage and storm water runoff)
- Transportation
- Purchasing
- Waste management
- Sustainable design
- Food systems
- Education and curriculum
- Social sustainability
- Processes and Institution

**Project category:** All projects must fall into an identified category.

- **Category 1 (Yes or No)** - Category 1 projects must demonstrate quantifiable savings for the university. Funds revolve so that savings generated by reducing operating expenses are repaid to the fund, thus providing capital for future projects.
- **Category 2 (Yes or No)** - Category 2 projects have unquantifiable savings but lead to progress on sustainability goals. Projects must demonstrate positive economic or environmental impacts on future resources, ecosystem health and human wellbeing. Projects in this category may support education, outreach, recycling, or the operation of sustainable programs. Projects of this type do not replenish the GRF.

**Project summary:** Summarize project in three to five sentences.

**Project description:**

- Tell us about your project and how you came up with the idea.
- Define the project goals, total cost, and expected benefits.
- If this proposal builds upon previously funded proposals, please mention that here and provide a progress report on the previously funded project.
- How will you measure results (survey, cost savings, waste reduction)?

**Project value:**

- Detail the project's value to the student body and UAF campus in terms of sustainability.
- Explain how your project fulfills the goals of the Sustainability Fee (fee goals are to promote energy efficiency programs and renewable energy projects). Keep in mind that the students fund the Sustainability Fee, so we have the responsibility to spend money efficiently, responsibly, and in a way that benefits students.
- Describe how your project will involve students in accomplishing its goals.
- Projected long and short-term benefits and savings of the proposed project should be adequately documented with assumptions and details provided.

**Implementation plan:** Description of project goals and implementation.

- Must include a table that includes a timeline, important events, persons responsible, and costs of each step.

*Example table:*

Date	What will be done	Responsible person	Funds used
May	Order bike racks	John Smith PI	10,000
June	Put in work order at Facilities Services	John Smith PI	5,000

**Outcomes:** Description of how the success of the project will be measured. This includes cost savings, emissions reductions, and other qualitative or quantitative improvements.

**Outreach plan:** Description of all outreach and marketing goals for the project. All projects must include a mechanism for letting the UAF community know about the project and that it was funded with the Student Sustainability Fund. Include a table that identifies what will happen, the person(s) responsible and dates. All promotional materials must contain the UAF Sustainability Logo.

*Example outreach plan*

Description	Venue	Date	Who will do it
Article about project	Sun star, Daily Newminer	Mid June	PI
Public Service Announcement PSA	Cornerstone, Sun star, radio	Mid June	PI
Class/Workshop	Outdoor adventures	Late June	Local resource

Flyers	Around campus	June	PI 's
Radio program	KSUA, KUAC, KIAK	July	PI

**Budget** - The proposal should include itemized costs for equipment, supplies, services, software, etc. Specific estimates provided by the manufacturer or suppliers are preferable. Proposals that demonstrate extensive background research and cost identification will receive more favorable review.

*Example budget:*

Equipment or supplies	Quantity and Unit Price	Cost
Recycle bins from Amazon	100 x \$ 1000	\$10,000
Shipping	0	
Outreach		\$520
Flyers printing	100	
Banners	100	
Wood Center Design	20	
Signs	300	
Total		\$10,520

**Projected environmental benefits:** If possible estimate annual carbon emissions savings.

**Estimating cost savings and anticipated payback for projects:** This applies to Category 1 projects. Cost savings can be estimated by work with UAF Facilities Services or using software such as the Harvard Life Cycle Costing calculator.

<http://green.harvard.edu/topics/green-buildings/life-cycle-costing>

If an alternative software is identified it may be used.

**Cost savings will accrue to the Green Revolving Fund using the following formula:**

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- Cost savings should be calculated in accordance with the fiscal year (July-June). Savings should be transferred into the fund once a year on July 1.



- If the project owner would like to reduce the payback period by make annual payments in an amount that is higher than 90% of the cost savings the RISE Board may grant a reduction of the total payback amount required to 105% of the total loan amount. This is at the discretion of the RISE Board.

**Budget justification:**

- Explain why the proposed suppliers/manufacturers have been selected and how the equipment, supplies, services etc. will accomplish project goals.
- Any educational or other discounts received.

**Qualification & experience of applicants:** Includes any relevant experience (volunteer work, courses, etc.)

**Technical advisors and collaborators:** All projects must list at least one technical adviser or mentor.

- Description of the role technical adviser/s will play and their relevant expertise.
- Name, departmental affiliation (if applicable), and contact information of advisor/s.
- Documentation of advisor/s commitment to the project.

**Attachments:** Any explanatory elements such as letters of support, quotes from suppliers, engineering drawings, diagrams or photographs of project components or plot plans for field experiments.

**Proposal Submission**

**Proposal presentations:** All proposal authors are invited to have a 5 minute discussion about your idea with the RISE board. For proposals that exceed \$10,000, the authors should provide a 10-minute presentation about their proposal to the Board. All proposal authors should contact the Office of Sustainability to arrange presentations.

**Submission guidelines:** Proposals should be written in a 12-point font and should include the REQUIRED ELEMENTS listed above in the specified order. Proposals should be submitted in BOTH .pdf and .doc formats and submitted via email to the Office of Sustainability.

**Schedule:** At the discretion of the RISE Board, the call for proposals will be advertised and available on the Office of Sustainability website approximately 6 weeks prior to the submission deadline on the following schedule:

**Fall Submissions**

Submission deadline ..... Nov. 15

**Spring Submissions**

Submission deadline ..... Feb. 15

**Summer Submissions**

Submission deadline ..... Jun. 15

## **Proposal Evaluation and Awards**

**Evaluation criteria:** Funding decisions will be made based primarily on the potential impact of the proposed project, and the likelihood that the project will be successfully carried out with an emphasis on projects related to energy.

**Hierarchy of decision making and approvals:** Proposals will be collected by the Office of Sustainability and then submitted to the RISE Board for evaluation. The RISE Board will select proposals for funding.

**Progress reports:** A progress report for each project is due at the end of each fiscal year. It is important that the report be received in order for subsequent proposals to be considered for future funding. Reports should include an itemized account of how the money was spent.

## **Student Support**

**Proposal writing workshop:** A RISE Board sponsored proposal writing workshop will be held two weeks prior to the submission deadline each semester.

**Long-term/ongoing projects:** If selected projects include efforts or infrastructure that requires financial support for more than one year, they may be eligible for long-term funding.

**Our commitment to students:** The RISE Board and the Office of Sustainability are committed to collaborating with students to make UAF a more environmentally and socially sustainable institution. Questions, comments or concerns about the proposal process or the department can be directed to the Office of Sustainability. RISE Board meetings are open to all of the UAF community; interested individuals may contact the Office of Sustainability for dates and times.

## **Additional Details**

**Deadlines:** The deadline for final submission to the RISE is firm. Proposals received after the deadline may be considered under the next call for proposals.

**Requests to amend proposals:** Requests to amend previously approved proposals can be submitted by email to the Office of Sustainability, which will immediately forward the amended proposal to the RISE Board. The Board may choose to accept or decline the amendments. Any request should include justification for the proposed amendment. Depending upon the academic and holiday schedule, the Board will make a decision regarding any request in no less than two, and within four, weeks of the date the request is submitted. The Board will not reconsider any proposal that was denied funding until the proposal is modified and/or resubmitted in a subsequent proposal request cycle.

**Conflict of interest statement:** A conflict of interest is defined as an actual or perceived interest by a proposal author in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Funding will not be approved if it is deemed that an author stands to benefit disproportionately from the funding of the proposal.

**Procurement requirements:** All proposals are subject to procurement requirements established by the state of Alaska and the University of Alaska Fairbanks. Refer to UA Regulations 05.06 for more information at <http://info.alaska.edu/bor/contents/pt5.html>

