

## **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 departme

### **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 savi

### **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:

- À 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.
- À 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.
- À 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.
- À 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.

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## **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

## **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)

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

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

- Á **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 proje

**Project description:**

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

**Project value:**

- Á Detail the project's value to the student body and UAF campus in terms of sustainability.
- Á

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



À 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:**

- À Explain why the proposed suppliers/manufacturers have been selected and how the equipment, supplies, services etc. will accomplish project goals.
- À 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.

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

