



University of Miami UGRR: Operational Procedures (Draft)

January 2016

The UGRR is a green revolving reserve developed in 2015/2016 for the institution as part of the Sustainable Endowments Institute's Billion Dollar Green Challenge initiative. The Budget and Planning Department allocated an initial \$1 million to go towards projects to implement energy efficiency, renewable energy, and other cost savings sustainability projects. In addition, the UGRR will fund academically oriented energy efficient R&D projects at our facilities as a testbed for national deployment.

Review and Selection of Projects

The reserve is administered by the UGRR Management Committee (with guidance from the Budget and Planning Department). The committee will meet quarterly to review new project applications and track the status of existing projects

In addition to the Management Committee, a working group will be established to manage the financials, perform all necessary accounting, prepare reports, review and prequalify new requests, and manage the Measurement and Verification (M&V) Functions. A portion of the labor costs of the working group will be tracked as a project cost in the overall budget

Potential projects can be identified by members the Management Committee or the Working Group. In addition, any member of the campus community can propose a project for the UGRR.

The initial seed money for projects in the reserve will not exceed the \$1,000,000. Funding for project will come from the UGRR account and will be reimbursed by the Budget and Planning department.

Projects will be evaluated using the following criteria:

- Low implementation cost
- High opportunity for cost savings
- Estimated payback period
- Ease (time, complexity, disruption, etc.) of implementation
- Significant greenhouse gas emissions reduction
- Significant environmental benefits
- Significant educational/research potential
- Significant social benefit
- Partnership and collaboration opportunities within Denison and with the surrounding community
- High campus stakeholder buy-in and participation
- Ability for long-term success

Potential projects will be presented to the Working Group for comment. The Committee will then make recommendations on how projects should be prioritized. Projects with shorter payback periods (less than three years) will usually be given priority.



Project Process

- 1) Projects can be submitted by anyone on campus, but most likely will come from the Energy Management teams at Gables and RSMAS.
- 2) The working group will analyze the project for pre-qualification (initial benchmarking and ROI analysis will be performed).
- 3) If the working group pre-qualifies the project, then it is presented to the Management Committee for approval or rejection.
- 4) If the project is approved by the committee, then it is assigned to a Project Manager in Facilities Design and Construction. Overall supervision of the project is provided by the UGRR.
- 5) In addition, baseline M&V will be performed. This task can be accomplished either through utility data, energy model, or a snapshot.
- 6) Project is implemented through FDC and the UGRR working group (and management committee if applicable). Spending authority is provided by the UGRR Management Committee.
- 7) After implementation, an updated M&V analysis will be performed to accurately measure the savings.
- 8) Base on the M&V results, at the end of each fiscal year the derived savings will be transferred back from the utility accounts to the UGRR account. Payback will continue until 100% of the funds allocated are collected (accounting for all lines items in the budget).
- 9) Any future payback allocation will be determined by the UGRR Management Committee and the Budget and Planning Office.

Tracking and Evaluating Project Success

Information about project efficacy is provided primarily through utilities billing data, which is used to validate cost savings of implemented projects on a monthly basis. In addition, the UGRR will use the Green Revolving Investment Tracking System (GRITS) to track project expenditures, savings, and overall impact on energy reduction. Combined, these tools and data sets will allow the College to effectively determine a projects overall impact and success on campus.