Process for Implementation of Solar PV Arrays on Campus Academic Buildings

1. Determine Goal and Vision of the Project
   a. Is it for educational purposes
   b. Demonstration
   c. Carbon offsets
   d. Energy production
   e. A mix of all of the above?
2. Identify source of funding and approximate funding amounts available
3. Gain Verbal Support for Project from Administration
   a. Chancellor's office
   b. The Cabinet
   c. Student Government Association
   d. Campus Sustainability Committee
4. Conduct Site Assessment
   a. SGA would contact Facilities prior to contacting site assessor to schedule roof access (if needed)
   b. SGA would contact site assessor
   c. John Hippensteel NWTC Energy instructor and Solar installer, has helped on previous projects and could be contacted for this one his email is john.hippensteel@nwtc.edu
   d. Site assessor would have to have insurance coverage and be a licensed assessor
5. State Energy Projects are generally required to have a payback of less than 16.3 years
   a. It may be different if you are using "campus money" or more specifically agency funding or program revenue (PR) like Seg Fee money from the Env. Sustainability Fund, or the campus sustainability committee.
   b. If it is within the payback period or it is not required to achieve this objective it proceeds to the next stage
6. Campus Approval
   a. Student Senate Approval
   b. Campus Sustainability Committee Approval, if over $5,000 or any committee money is involved in the project
   c. Chancellor Approval – (Cabinet)
7. With approval this project can be submitted to the Director, Facility Planning & Management who can submit a "Project Request" to the Department of Administration
   a. The D.O.A. reviews the proposal , requesting additional information from the campus as needed–this review process generally takes a month
   b. If the project is below $185,000 it undergoes a less stringent review process
   c. If the project is below $40,000 the D.O.A. can delegate the review process to the individual campus, if they so choose to do so.
   d. The D.O.A. is very concerned about using Segregated Fee money and this may encourage a stronger review of any proposal from our campus that uses Student Segregated Fees

8. After D.O.A. Approval
    a. D.O.A. approves an engineer to review and produce an onsite development plan and design.
9. Bid Process Administered by D.O.A. unless delegated to campus in which campus facilities or purchasing will take the lead
10. Select winning Bid
11. Award contracts.
12. Construction and Completion

Prospective Timeline of Events

Jan 1 Gain approvals from campus and submit Request for Project

Feb 1 D.O.A. approves the project

Mar 1 Engineer Arrives on campus to develop plan and Design

May 1 "35% review process" Campus, D.O.A. review the work of the engineer

July 1 Out for Bid

Sept 1 Begin Construction

Dec 1 Completion

Timeline could be shortened if it is delegated to campus and avoids D.O.A. management, or this timeline could be extended based on budget, resource, and time constraints. The above timeline is a tool that provides a general understanding of how long the procedure typically takes.