



William & Mary's Committee on Sustainability
April 17, 2016

Kelley Uhlig, student
Carl Hershner, advisor
Via email attachment

Dear Kelley and Dr. Hershner:

Congratulations! The COS Steering Committee has decided to support your "VIMS GHG Audit" proposal with an award of \$5,000 for the full project. The Committee appreciates your effort to promote campus sustainability. In addition to the most recent year, we would like to see retroactive audits, filling the gap between the last year this task was performed and the present. If possible, please construct a guide on how to perform such an audit that could be passed to others, as Sustainability is planning to discuss with VIMS Facilities the possibility of their department taking on future audits, and would love for you to be involved.

Our selection process involved consideration of the feasibility, impact on sustainability, and payback of each project proposal. After extensive discussion, we reached consensus on all of our awards.

The Finance Office is setting up an individual account or index for this award. Calandra Waters Lake, Director of Sustainability, will contact you with your index against which you may charge expenses related to this project. You will be responsible for ensuring that expenses for your project do not exceed the awarded amount. Purchases should be made through your department or the Office of Sustainability so that no personal funds are spent and procurement procedures are followed. Please work with Calandra and Lillian Stevens, Senior Operations Manager in the Office of Strategic Initiatives & Public Affairs, to procure items if necessary. Lillian can be reached at 757-221-1189 or by email at lhkell@wm.edu. If you have questions regarding this award, please contact Calandra Waters Lake at waterslake@wm.edu.

While in progress you will be asked to submit an interim report on your project each semester. **When your project is completed on or no later than March 2017**, you should submit a 1-page final report on your project to the Director of Sustainability. Your report must include an itemized list of expenses charged to your index. *Submission of that report is critical to receiving funding for future projects.*

We appreciate your commitment to sustainability and look forward to reading about the results of your project.

Cordially,

Calandra Waters Lake
Director of Sustainability, COS Steering Committee

Cc: Co-chair Lynda Butler
Co-chair Dennis Taylor
Martha Terrell
Lillian Stevens

Calandra Waters Lake
Debbie Babb
Pam Ivey