



April 10th, 2011

University of Illinois at Urbana-Champaign (UIUC)  
Student Sustainability Committee

Re: Request for funding from the UIUC Sustainability / Clean Energy Technology Fees  
Project: Bike Sharing Feasibility Study  
Applicant: Michael Hites / Mike Lyons / Morgan Johnston

Dear All:

On behalf of the Student Sustainability Committee for the University of Illinois at Urbana-Champaign, I would like to thank you for responding to our call for proposals to use funds raised by the Student Clean Energy Technology and Sustainability Fees to implement a project that improves the sustainability of our campus. Each proposal was evaluated based on its sustainability impact (i.e. energy or sustainability impact, campus presence, project longevity, and budget) and broader impact (i.e. education and creativity).

The Committee is pleased to inform you that we are recommending to the Office of Sustainability that your project (to conduct a feasibility study, and hire a summer intern to conduct research on bike sharing for the University of Illinois) **receive \$10,000 in grant funding, with the following requirements:** 1) That a committee be established co-chaired by Michael Hites and Mike Lyons to conduct this feasibility study, 2) That the Committee hire a summer, half-time intern to conduct research needed by it to support this feasibility study, 3) That Morgan Johnston, campus TDM and Sustainability Coordinator be a member of this Committee, and all other Committee expenses (such as consultant fees, travel, etc) be cleared by her, 4) that any unspent funds be utilized by Transportation Demand Management for completion of campus bicycle parking projects, and, 5) that all funds provided by the SSC be expended by October 31, 2011 and that a final report of all work completed and accounting of funds spent be provided to us by Nov 30, 2011. If you have any questions regarding these requirements, please contact us at [sustainability-committee@illinois.edu](mailto:sustainability-committee@illinois.edu).

The Committee will contact you when the Office of Sustainability officially approves this project. At that point, we will discuss the Committee's protocol for financial and progress management to complete this project, and make arrangements for transfer of funds. Semesterly update reports and account statements describing how funds are being used will be required in addition to a comprehensive final report on project completion. The committee must approve all substantial modifications to project scope, budget or timeline. Please note that all implemented projects will be expected to follow the relevant campus policies and procedures as well as any applicable State and Federal laws.

Again, thank you for your interest in improving the sustainability of the University of Illinois at Urbana-Champaign. We look forward to working with you in the future.

Sincerely,

Suhail F. Barot  
UIUC Student Sustainability Committee, Chair