

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: FINANCIAL AFFAIRS

Policy 901.16 - Smart Buildings Initiative Fund

**Adopted: September 19, 2013; Effective October 1, 2013**

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I. Board Policy:

- A. The campuses of the Montana University System are authorized to establish a "Smart Buildings Initiative (SBI) account" in the Plant Subfund for the purpose of funding approved projects listed in paragraph 3.
- B. Transfer of funds may be made when excess funds are made available through utility and/or energy conservation budget savings.
- C. The SBI account will be utilized exclusively to fund the costs of developing and installing utility conservation projects (may include energy, water, sewage or storm-water related projects), renewable energy systems, monitoring and verification systems, metering, energy analysis software, building automation systems and upgrades, reporting tools and software, and student internships to implement SBI.

II. Procedures:

- A. Each participating campus must create a "Smart Buildings Initiative Committee" (SBIC) to discuss and approve projects. The SBIC must have, but is not limited to, representatives from students, faculty, staff and facilities services.
- B. Each participating campus must create an SBI Charter to include the goals of the SBI account, the organization of the SBIC and the procedure for funding, including scoring criteria and which indexes the SBI account should draw from. The SBI Charter must be approved by the respective President or Chancellor.
- C. The SBIC on each campus shall develop scoring criteria for projects. Criteria can include but are not limited to: potential to lower utility costs, potential to reduce operations and maintenance costs, applicability to campus sustainability goals, and the project's simple payback period.
- D. Amounts remaining in campus determined indexes at the end of each fiscal year may be deposited into the SBI account.
- E. Any balance remaining in the "SBI account" at year-end will be retained in the account for use in future years.
- D. The SBIC at each campus shall provide an annual status report on the SBI account activities, including projects, estimated costs, and performance benchmarks such as simple payback and return on investment.

**History:**

Item 160-104-R0913, Smart Buildings Initiative Fund, Adopted September 19, 2013, Effective October 1, 2013.