

Project Alteration Requests (PARs)

Project Managers are responsible for adhering to the terms of their proposed project and ensuring that project expenditures are in line with the approved budget, as outlined in the Letter of Agreement. PARs should be submitted when the scope of a project changes significantly. This includes:

- Moving funding between categories in an amount that is greater than 10% of the total budget or more than \$500, whichever is greater, (if the amount is less than 10%, or under \$500, a PAR is not required);
- Moving funding between approved personnel categories;
- Spending funding beyond the approved award end date;
- Significant changes to the scope of the overall project that was proposed and approved, even if financial changes are not requested.

Intent to deviate significantly from the approved project proposal and/or the original project budget should be communicated with the CSF Committee and the CSF Coordinator to determine if a PAR can be or should be submitted for review by the full CSF Committee. If you have communicated with the CSF and have confirmed permission to submit a PAR, please continue.

Directions: Please download this document, fill out your responses, and send it back to the CSF Coordinator, Emily Haworth, at emilyhaworth@arizona.edu. Your responses will be shared with the Committee, they will vote to approve or disapprove the project changes, and the PAR will then be sent out for signatures to finalize the project changes.

1. **Please explicitly describe the alterations you are requesting to be reviewed.**

The primary alterations we are requesting review on are changes to the mural component of the project. Through discussions with various campus partners, we have shifted the art project from a mural to a vinyl banner to be installed in collaboration with Facilities Management (FM) and with the Sign Committee. The banner will be accompanied by temporary signage on a metal placard that serves to interpret the artwork (which was an initial concern of the Public Art Advisory Committee (PAAC) when we submitted a mural proposal to the PAAC). This interpretation will include some brief phrases that describe the artwork and tie it back to the lighting replacement. Additionally, the placard will include a QR code linked to the project's page on the CSF/Office of Sustainability's website. The final change to the mural or art project component will be the creation of a plaque that will commemorate the project permanently by including very brief descriptions of the project and the logos of Students for Sustainability (SFS), CSF, and FM.

Additionally, we have since revisited and further considered how the behavioral change can best be implemented through the fliers to be posted in Harvill. In conversations with Emily and Osho and with our project team in SFS, we have settled on requesting permanent or long-term temporary (6 months to 1 year at minimum) approval through the Sign Committee for laminated fliers to be posted in each classroom in Harvill.

We welcome the committee's feedback on all of these changes holistically and invite the committee to consider how each component of the project interacts with other components to create a unified outreach and behavior change message. However, we also want to recognize that each of these components (with the exception of the temporary signage and the banner, which are inextricably linked) can be considered independent of each other. Thus, we understand that the committee may choose to vote on the entire PAR *or* on each individual line item/component.

2. What is the rationale for the request?

Since the original grant submission, the educational outreach component (particularly the mural) has shifted significantly. Unfortunately, the PAAC did not approve the mural based almost exclusively on concerns over our proposed location. Through conversations with both the CSF and FM after this news, we were unable to find another suitable location for the mural that was both feasible and maximized visibility. Additionally, there were significant concerns with the maintenance of the mural overtime and its lifespan beyond the project managers' presences on campus. Thus, we have since pivoted to printing the mural design on a vinyl banner. The banner will have reduced or no maintenance for SFS and/or FM and has a more streamlined approval process through the Sign Committee. The addition of the temporary metal placard is primarily to complement the banner and aid the interpretation and understanding of the banner for the intended audience. The plaque will serve a primarily commemorative purpose with the intent of extending the project's outreach indefinitely through a permanent installation.

3. Are the proposed changes consistent with the original intent of the proposal?

In short, yes. While the original grant proposal was focused predominantly on the lighting installation and LED replacements, it also had the intent of significant student outreach and engagement with the project. We originally wanted knowledge of this project and associated behavioral changes to reach many students across campus through digital outreach, physical fliers, and an engaging art installation. The changes discussed in this request are very much aligned with these larger original goals and intents. Furthermore, these changes are intended to better align the project to these goals by maximizing visibility and increasing opportunities for engagement.

4. What are the benefits gained from the changes described above?

There are benefits gained from each of our changes described above. The laminated fliers will be more permanent and be able to instill greater change than our originally planned temporary fliers. They will

also reach more students as they will be posted inside of classrooms instead of only on the bulletin boards of each floor.

Our banner will allow us to put up an eye-catching piece of artwork that will draw people to learn more about the project. Originally, we proposed that this would be a mural but that was not approved. Therefore, this change benefits the project's awareness through continuing the original intent of a commemorative art installation. Additionally, the temporary metal placard with a QR code will facilitate a deeper educational piece within the outreach. This will allow people to learn more about the project on the CSF website and create a direct tie between the lighting retrofit and the artwork.

Lastly, our permanent plaque will be placed farther from the banner as it is not a suitable location for the plaque. Specifically, the plaque would look lost once the banner is removed. That is why we are proposing both a temporary placard and a permanent plaque. This plaque would be beneficial as students would be able to learn about the project for years to come. They would need to look up further information online; however, they would be able to gain a brief description of the project and know that students can make large, sustainable impacts on our campus.

5. What is the current state/ progress of the project?

Due to the complex nature of this project, we want to discuss the current state of each broad category of the project.

First, the lighting installation is underway. The lighting is currently being installed and is projected to be almost entirely finished this semester. Some additional work will be finalized over winter break and finished in its entirety before the start of the Spring semester. Lighting installation on the fourth and fifth floors has been completed, is ongoing on the third floor and in the courtyard, and should soon begin on the second and first floors.

Second, the art project component has been slightly delayed. Since PAAC did not give their approval in mid-September, we have been in coordination with the UA Sign Committee and FM's Sign Shop. Specifically, meetings with Alex Almlı and Christopher Skertic (FM Sign Shop) on the location and installation process and with Janice Simcoe (UA Sign Committee) on the branding and approval processes have provided significant guidance to our team. Currently, we are submitting both this PAR and an initial proposal for review to the Sign Committee for the banner and temporary placard. We have also worked to receive proofs of the installation locations and received quotes from FM on the installation and printing costs. We are awaiting feedback or a decision from the Sign Committee on the initial proposal and CSF on this PAR before we can submit an FM work order (which will be our anticipated next step).

Third, the other educational outreach components are at various stages of development ranging from near implementation to not yet developed. Specifically, the first set of fliers are near implementation;

the plaque, Instagram posts, and permanent behavior change fliers are in development and awaiting feedback/approval; and the CSF Blog Post and Daily Wildcat story are not yet developed/started.

6. What is the new timeline for the altered project, if applicable?

While the initial idea for the art project had a much faster turnaround and would have been installed in early to mid-November, our new project timeline still has an anticipated banner installation by 1/10/24 or the beginning of the Spring semester. We feel that most of the educational components will still be well-timed and implemented when most students are on campus and able to fully interact with them. Additionally, everything will be completed within both the school year and the fiscal year.

As an additional note, we are assuming a response time of about 2 weeks or 10 business days from the Sign Committee and budgeting a total of 20 business days or 4 weeks from submitting the FM Work Request for the banner to the installation of the banner. While we feel these are more than generous response times, working with other administrative groups on campus has shown us that response times can vary significantly — from 3 days to 3 or more weeks.

For much more detailed timelines (included only if necessary for the committee's review), please see below.

Art Project Timeline (installation by 1/10/24 at the latest)

- **By 11/1** - Submit initial proposal for the banner and temporary signage to the Sign Committee for review, feedback, and approval.
- **11/17** - (12 business days) Latest anticipated date for feedback or approval from the Sign Committee to be received
- If **feedback** received from the Sign Committee on 11/17
 - Incorporate feedback and resubmit on **11/20**
 - Receive approval from the Sign Committee on **12/8** (13 business days)
 - Allowing 5 business days for processing, 5 business days for printing, and 7-10 business days for installation, we anticipate the banner being installed between **1/8/24 and 1/10/24**
- If **approval** received from the Sign Committee on 11/17
 - Fill out and submit FM Work Request by **11/20**
 - Allowing 5 business days for processing, 5 business days for printing, and 7-10 business days for installation, we anticipate the banner being installed between **12/18 and 12/20**

Educational Outreach Components

- Plaque
 - **Late January to early February** - submit Sign Committee proposal for review
 - **Mid February to late February** - receive Sign Committee response
 - If approved, by **3/1/24** - submit a request to FM for labor/installation and Tuller Trophy for casting

- Anticipated installation by **3/22/24**
- First set of fliers
 - Printing request submitted to Fast Copy by **11/3**
 - Printed by **11/8**
 - Posted in Harvill by **11/10**
- Second set of fliers
 - As these are semi-permanent or permanent (anything beyond 3 months; hopefully up for years), they will require Sign Committee approval as well
 - **Early January** - submit Sign Committee proposal for review
 - **Late January to early February** - receive Sign Committee response
 - If approved, by **2/9** - submit a printing request through Fast Copy
 - By **2/16**, fliers printed, laminated, and cut
 - Installed in classrooms by **2/23**
- Instagram posts/Digital outreach
 - Finalize partners for the collaborative post by **11/22**
 - Create the finalized post with support from Madison and the CSF team by **12/1**
 - Aim to schedule the post for either the following week (**12/4 - 12/8**) or the first week of Spring semester (**1/10 - 1/12**)
- Other outreach including CSF Blog Post and Daily Wildcat Feature
 - Coordinate CSF Blog for **this semester or early next semester** (in January)
 - Contact Daily Wildcat inquiring about a possible feature or story in **January** (after banner installation and other educational components are further along)
 - Anticipate an interview in **early to mid-February** with a story being included in a **March** issue

7. Attach a new, fully updated budget sheet, if applicable.

Please see attached. Lines 36 – 41 on the “Operating Budget” show the new line items. The difference between The original grant provided \$37,600. With the updated budget items, this project will receive an additional (rounded) \$1,700 to go towards the banner, signage, and installation of the banner, bringing the total project allocation to \$39,300.

Sam Richard Gibbon

Nov 7, 2023

Primary Project Manager

Date

Laura Galvan

Nov 8, 2023

Project Advisor

Date

Emily Haworth

Nov 8, 2023

Emily Haworth, Campus Sustainability Fund Coordinator

Date



Signature: Sam Richard Gibbon

Sam Richard Gibbon (Nov 7, 2023 16:09 MST)

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