ARC + SCHOOLS PROGRAM REQUIREMENTS

OVERVIEW
The Center for Green Schools is seeking interested school districts, with and without LEED projects, to start using Arc to track performance of their buildings, benchmark with their peers, and share feedback to USGBC along the way. School districts that commit to using the Arc platform for 15 buildings or more can be approved for free access for one year.

APPLICATION
To ensure USGBC is able to provide a deep level of support to each Program participant, a limited number of spots are being made available. Interested districts should first review the following Program Requirements to fully understand expectations and timeline.

The application process will happen in two steps. First, districts will complete a short Arc + Schools program interest form. USGBC will review all submissions and distribute a formal application to those selected to be part of the Program cohort by the end of April. The formal application will require documentation of district-wide commitment through a letter of support.

PROGRAM REQUIREMENTS
Should a participating school district fail to meet its obligations as outlined below, USGBC has the right to withdraw the district’s complimentary access to Arc. Should USGBC fail to meet its obligations as outlined below, it will notify participants in writing and will continue complementary Arc access for the trial year, for each participant.

District Responsibilities
District participants must be prepared to actively engage with USGBC throughout the duration of the year-long Program and agree to the following.

District Working Group
Successful participation in this Program will require coordination across multiple departments within a school system including facilities, transportation, food services, health and wellness, and curriculum. Once selected, a district will need to establish an internal Arc Working Group with individuals representing waste, energy, water, transportation, health, nutrition and environmental curriculum. This working group should convene for a kick off meeting within a month of the start of the Program and then again at least two other times.
Arc Work Plans
Program participants will develop their own individualized work plans, which will include
deadlines for meeting required targets. These work plans will be reviewed by USGBC and
referenced regularly to track progress. The work plans will include the following:

**Regular Communications & Feedback**
1. Participation in Program cohort check in calls (every other month)
2. Individual check in call with Center/USGBC staff (every other month)
3. Respond to 3 feedback surveys throughout the year
4. Facilitate a half-day site visit at your district with Center/USGBC staff

**Data Entry**
Program participants will be required to submit energy and water data for every participating
school as well as a portion of other metrics:
1. Complete energy data
2. Complete water data
3. At least 50% waste data (based on waste audit information)
   a. At least 25% transportation data (based on occupant survey)
4. At least 25% human experience data (based on occupant survey)
5. In addition to at least 25% data for health and learning measures that are currently in
development. These measures will be reviewed with participants before being
requested.

**USGBC/Center Responsibilities**
Center for Green Schools and USGBC Arc staff are deeply committed to supporting participants
individually, and the Program cohort as a group, through regular communication and feedback sessions,
targeted technical assistance, and guidance on connecting with the Arc platform to facilitate education
for sustainability with students and staff.

To help position Arc as a go-to benchmarking tool for school districts, USGBC will be developing and
rolling out new school-specific features in the areas of health/wellness and education for sustainability.
These features will offer users the ability to benchmark a much wider number of sustainability metrics for
each school - providing a more complete snapshot of sustainability performance in one tool. These new
features will be available exclusively for Program participants to test out.

**Regular Communications**
1. Schedule and manage communications with Program participants including group and
   individual calls
2. Develop survey and feedback tools
3. Attend a half-day site visit to each district
4. Answer technical questions about using platform (customer service)

**Data & Arc Features**
1. Track data upload progress for each participant
2. Develop and launch new schools-specific features in Arc
3. Gather and track feedback and suggested improvements and challenges
EXPECTED TIMELINE
The Arc + Schools Program will last a year and begin April, 2017 and run through March, 2018.

March 2017
- Arc + Schools Program application opens

April 2017
- Applications reviewed, participants selected
- Launch Program, kick-off call with all participants

May 2017
- Program participants identify their building projects, submit project profile information to USGBC
- Program participants host Working Group kick off meeting
- Program participants submit individual work plans
- Program participants enter prereqs, base score, and energy data
- Check in call 1 with all participants

June 2017
- Center staff review and return participant work plans
- Program participants enter water and waste data, human experience and transportation data, if possible
- Program participants begin to engage multiple users within their schools (administrators, facilities managers, teachers, students)
- Data Deadline: Energy, water, waste data, as much as possible in other areas

July 2017
- Check in call 2 with all participants

August 2017
- Mid-program check in with all participants (individual calls)
- New school-specific measures and features introduced for participants

September 2017
- Program participants host back to school Working Group meeting
- USGBC continues to develop & refine platform for schools
- Program participants input human experience, transportation and health and environmental literacy metrics
- Check in call 3 with all participants

October 2017
- USGBC continues to develop, refine platform for schools
- Program participants input human experience, transportation and health and environmental literacy metrics
- Program participants report on data trends, changes, insights

November 2017
- Data Entry Deadline: Fulfil all data entry requirements
- USGBC program participant site visits
- USGBC continues to develop, refine platform for schools
- Check in call 4 with all participants

December 2017
- Continue participant site visits

January 2018
- USGBC finalizes platform features for schools
- Check in call 5 with all participants

February 2018
- Celebrate Arc + Schools participant success stories

March 2018
- Celebrate Arc + Schools participant success stories
- Final call with all participants
- Program concludes