

**Financial Services Department**

19200 Cobb Street

Tornillo, TX 79853

Phone 915.765.3050

# MEMORANDUM

To:  
From:  
Subject:  
Date:  
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## HISTORY:

## RATIONALE:

## BUDGET IMPACT:

## ADMINISTRATIVE RECOMMENDATION:

**Vision:** Believe we can succeed, with pride we will achieve.

**Mission:** The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.

# Memorandum of Understanding (MOU)

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## Between Tornillo Independent School District and Go Green Initiative (GGI) Regarding Indoor Air Quality (IAQ) Improvement and Greenhouse Gas (GHG) Reduction Program Implementation

This Memorandum of Understanding (MOU) is effective as of November 13, 2025 and will remain in effect through June 30, 2029, unless terminated earlier in accordance with Section VII (Duration and Termination).

### I. Purpose

This MOU outlines the roles, responsibilities, and expectations of **Tornillo Independent School District** ("the District") and the Go Green Initiative ("GGI") to successfully implement the IAQ and GHG Reduction Program. This initiative aims to enhance indoor air quality and reduce greenhouse gas emissions in K-12 schools, fostering healthier and more sustainable learning environments.

### II. Program Overview and Expectations

This program is a four-year commitment. Successful completion of set responsibilities will result in an award or incentive payment after achieving key milestones. GGI will provide training and support to ensure the District's success. The program milestones are as follows:

1. **Enact School Board Policy - \$1,000**
  - Adoption of a district-wide policy addressing IAQ management and GHG reduction.
  - Due March 31, 2026
2. **Complete Baseline Assessments - \$10,000**
  - Conduct comprehensive baseline assessments for IAQ and GHG emissions.
  - Due March 31, 2026
3. **Complete Key Personnel Training - \$5,000 total**
  - Ensure 4 members of the school district IAQ team complete the 2 required IAQ and GHG reduction online courses. (\$2,500)
  - Ensure IAQ Coordinator completes an additional five (5) modules of online training. (\$2,500)
  - Due by March 31, 2026
4. **Develop a Management Plan - \$5,000**
  - Create a district-wide IAQ and GHG reduction plan informed by baseline assessments and training outcomes.
  - Due by August 31, 2026
5. **Implement IAQ and GHG Plans - \$10,000**
  - Begin execution of the IAQ and GHG management plans across district facilities.
  - Due December 31, 2026
6. **Measure, Quantify, and Report - \$5,000 (annually)**

- Conduct annual measurement, quantification, and reporting of IAQ and GHG emissions data.
- Due June 1, 2027, 2028 & 2029

**7. Receive Portable IAQ Pollution Monitors - Valued at \$4,000**

- Deploy monitors to aid in ongoing assessment and management.
- Provided by January 1, 2026

**Total Value:** \$50,000

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### **III. Responsibilities of the District**

The District agrees to fulfill the following responsibilities during the program:

**1. Year 1 (SY25-26)**

- Enact a school board policy (Jan 1, 2026 - March 31, 2026)
- Complete baseline assessments for IAQ and GHG emissions (Nov 13, 2025 - Mar 31, 2026)
- Ensure key personnel complete 2 required online trainings (up to 3 hours) (Sep 1, 2025 - Mar 2026)
  - Assign at least four (4) people to complete the training from the following stakeholder groups: School board members, Asst. Supt of Teaching & Learning, School Business Officer, Facilities Manager, Health Officer, Head Custodian, IAQ Coordinator
- Ensure IAQ Coordinator completes five (5) additional online trainings (up to 8 hours) (Sep 2025 - March 2026)
- Ensure IAQ Coordinator and/or Team attend weekly meetings with GGI Program Staff and/or attend in-person site visits, as needed (October 2025 - March 2026)
- Develop a comprehensive IAQ and GHG reduction management plan (Apr 1, 2026- Aug 31, 2026)

**2. Year 2 (SY26-27)**

- Begin implementation of the management plan (Sep 1, 2026 - December 31, 2026)
- Conduct annual measurement, quantification, and reporting of IAQ and GHG emissions (Sep 1, 2026 - June 1, 2027)

**3. Years 3 (SY27-28) & 4 (SY28-29)**

- Continue implementation and refinement of IAQ and GHG plans (Sept 1, 2027 - June 1, 2029).
- Conduct annual measurement, quantification, and reporting of IAQ and GHG emissions (Sep 1, 2027 - June 1, 2028; Sep 1, 2028 - June 1, 2029)

**4. Ongoing Responsibilities**

- Engage the community through regular updates and involvement activities.
- Maintain accurate records and transparency with stakeholders through regular updates and reporting.



- Collaborate with GGI staff and utilize provided resources to ensure successful completion of all milestones.
- Submit invoices, with payment specifications (ACH deposit, check, wire transfer) upon completion of milestone task deliverable submission to receive incentive payments.
- Communicate any changes to the IAQ Coordinator or Team to the GGI staff within two weeks.
- Meet programmatic deadlines and communicate proactively with GGI staff.

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## IV. Responsibilities of Go Green Initiative (GGI)

GGI commits to providing the following support:

- 1. Technical Assistance**
  - Deliver ongoing technical assistance, including weekly check ins, site visits, cohort sessions, project management support, policy advising, and tailored guidance.
- 2. Training and Resources**
  - Provide comprehensive training and resources for key district personnel.
- 3. Data Management**
  - Collect and analyze data submitted by the District to inform program benchmarks and best practices.
- 4. Knowledge Sharing**
  - Share insights derived from national program participation to inform district-level decision-making and policy development.
- 5. Incentive Distribution**
  - Facilitate timely distribution of milestone-based incentive payments (within 60 days of receiving confirmation of deliverable submission and invoice) upon successful completion of responsibilities.

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## V. Compliance Requirements

The District agrees to adhere to the following requirements:

- 1. Grant Terms and Conditions**
  - Comply with all applicable program terms and conditions.



- Confirm you are not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

## 2. Reporting Obligations

- Submit required deliverables, reports, and data in a timely manner, to be outlined in the program guidelines.

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## VI. Social Media and Public Events

The District will notify GGI at least 5 business days in advance of any social media or public events highlighting significant program milestones or accomplishments. Any reference to the grant should give sole credit to the Go Green Initiative and provide a link to our website: [gogreeninitiative.org](http://gogreeninitiative.org).

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## VII. Duration and Termination

This MOU becomes effective upon signature by both parties and remains in effect for the program's four-year duration unless terminated earlier by mutual written agreement or due to non-compliance with program requirements. If the recipient party wishes to terminate the agreement, they must provide written notice, via email, to the program manager with justification for such action. There will be no revocation of incentives already processed, but any additional incentives will not be awarded following termination of this agreement.

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## Signatures

### For District:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### For Go Green Initiative (GGI):

Signature:  Date: November 13, 2025

Name: Jill Buck Title: CEO

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 84099301 to the Go Green Initiative Association. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the Environmental Protection Agency endorse trade names or recommend the use of commercial products mentioned in this document, as well as any images, video, text, or other content created by generative artificial intelligence tools, nor does any such content necessarily reflect the views and policies of the Environmental Protection Agency.

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