



2004 APPLICATION

ENERGY STAR® for Small Business and Congregations Awards

You have worked hard to make your facility more energy efficient, and ENERGY STAR wants to honor organizations, like yours, that have made outstanding efforts to improving energy performance. Your story can help other small businesses and congregations save money, prevent pollution, and exemplify environmental stewardship in their communities. By chronicling your efforts, we can highlight your organization via our Web site, marketing materials, Awards Program, and more.

Who Is Eligible?

Any small business, non-profit, association, congregation, or vendor, whose facility is 100,000 square feet or less in size may apply for an award. **Please note that governmental facilities are not eligible for this award.**

To have your organization considered for an award:

- * Complete this application and mail or fax a hard copy and any additional documentation, including a utility-provided energy and cost summary of your bills, to the following address or fax number. You are also encouraged to submit a photo of yourself and your business for use in marketing and publicity materials, if you are selected as a winner.

ENERGY STAR Small Business and Congregation Awards
 1200 Pennsylvania Avenue, NW 6202J
 Washington, DC 20460
 Fax: (301) 977-8474

ANY QUESTIONS? Call 1-888-STAR YES (1-888-782-7937)

Evaluation Criteria

ENERGY STAR Awards Applications will be evaluated based on the following criteria:

- * **Completeness and legibility:** All applications must be complete, including relevant data on fuel type and savings outlined in Section 2. Handwritten applications are acceptable, but must be legible.
- * **Accuracy:** The reliability of the data presented will be considered in the evaluation of all applications. All information on applications is subject to verification.
- * **Innovation and comprehensiveness:** The use of innovative energy-efficiency technologies and strategies, comprehensive upgrades involving multiple systems, and ENERGY STAR resources and labeled products will be considered in the evaluation of all applications.

Section I: General Information

*Indicates required field.

Name:*	Title:*	
Organization Name:*	Phone:*	Fax:*
Street Address:*		
City:*	State:*	Zip:*
E-mail:	Website:	
Square Footage:*	<input type="checkbox"/> Own <input type="checkbox"/> Rent	
Number of Employees:*		

Organization Type:*

<input type="checkbox"/> Education	<input type="checkbox"/> Lodging	<input type="checkbox"/> Public Order/Safety
<input type="checkbox"/> Food Sales	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Religious Worship
<input type="checkbox"/> Food Service	<input type="checkbox"/> Mercantile/Service	<input type="checkbox"/> Warehouse/Storage
<input type="checkbox"/> Health Care	<input type="checkbox"/> Office	<input type="checkbox"/> Other (Please define)
<input type="checkbox"/> Home-Based Business	<input type="checkbox"/> Public Assembly	_____

Organization Description:* Please describe your business and operations, including:

- Organization Offerings
- Operating Hours
- Clientele
- Number of Locations

How did you hear about the ENERGY STAR Small Business and Congregations Network?*

(Website, mail, conference, affiliated organization, contractor, etc.):

Are you a member of a chamber of commerce, minority business organization, association, or congregation? Are you a participant in the SBA 8(a) program?

Section 2: Quantitative Energy and Cost Savings

All applicants occupying an **existing building** are asked to estimate their total fuel savings (electricity, gas, oil, etc.). If the upgrades were made to an **existing building**, please provide an energy and cost estimate for the 12 months before and the 12 months immediately following the upgrade(s) in Table A below. If your organization has occupied a **newly constructed** building for at least 12 months, please proceed to Section 3 (“Energy-Efficiency Upgrade Efforts”) of this application.

Table A: Existing Building Data

Fuel	Annual Energy Savings	Units	Annual Cost Savings
Electricity		KWh	\$
Gas		___ Therms or ___ CCF	\$
Oil		Gallons	\$
Propane		Pounds	\$
Steam		Pounds	\$
Other _____		Units _____	\$

If your organization is subject to other energy charges, such as demand or power factor correction charges, please specify what types of charges below.

PLEASE NOTE: If your organization is chosen as an award **finalist**, ENERGY STAR will need to validate your energy use with actual utility billing data. ENERGY STAR will work with you and your utility company to generate the needed data (e.g. copies of utility bills). Our intention is to make it as easy as possible for awards applicants, but to insure the integrity of the awards.

Section 3: Energy-Efficiency Upgrade Efforts

Please provide a description for those technologies and areas outlined below that apply to your facility's upgrade(s). You may continue on a separate document, or provide supporting records, such as press releases and equipment specifications for upgrades.

Energy-Efficiency Upgrades: Please describe any changes you made to the following areas. Note whether any upgrades involved ENERGY STAR Labeled Products, resources, or tools. In addition, please provide the date or dates the upgrade(s) were completed.

Lighting: Describe any upgrades to lamps, fixtures, controls, design, or usage patterns. Some example upgrades include:

- Compact Fluorescent Lamps (CFLs)
- T-5 or T-8 Fluorescent Lamps/Electronic Ballasts
- Metal Halide or High-Pressure Sodium Lighting
- Occupancy Sensors
- Dimming Systems
- Daylighting
- Light-Emitting Diode (LED) Exit Signs

Building Shell and Insulation: Describe any upgrades to building shell, insulation, or sealing. Some example upgrades include:

- Increasing R-Value of Ceiling/Wall Cavity Insulation
- Installing New Double-Paneled Low-E Windows
- Sealing Building Gaps with Caulking, Etc.
- Insulating Water Heater and Pipes

Heating, Ventilating, and Air-Conditioning (HVAC) Systems: Describe any upgrades to HVAC systems and controls. Some example upgrades include:

- Programmable Thermostats
- High-Efficiency Heating or Cooling Units (Boiler, Furnace, Heat Pump, Air Conditioner, Etc.)
- HVAC Units with Variable Speed Drives, Compressors, Controls, Etc.
- Scheduled Maintenance Programs/Service Contracts

Educational or Operational Changes: Describe any educational programs or training sessions that your organization has applied to educate staff about new energy-efficiency technologies, systems, or practices in your facility. Also, include any operational changes that have been implemented.

Other Building, Sector-Specific, or Innovative Upgrades: Describe any energy-efficiency measures that you have implemented in your facility that are not outlined in the sections above.

Some example upgrades include:

- Photovoltaic Solar Panels
- Solar Water Heating
- “Cool” Roofing
- Passive Solar Design
- Shading with Plants/Vines/Trees
- Building Automation/Energy Management Systems
- High-Efficiency Food Preparation Equipment
- Manufacturing Process Changes

Organization Benefits: Describe how your organization has benefited from the upgrades, beyond energy savings. For example:

- Increased Sales
- Increased Productivity
- Increased Comfort
- Community Recognition

Lessons Learned: Describe any obstacles you overcame to complete your upgrade(s), such as financing or regulatory barriers. In addition, please explain any lessons learned that you would like to convey to other small businesses or congregations implementing energy-efficiency programs.

Note: ENERGY STAR reserves the right to contact all award applicants, or to decline applications for any reason. ENERGY STAR may use any/all information contained in this application. Following submission, award applications will not be returned to the applicant.