

2017 ENERGY STAR® Awards

Partner of the Year Award Application

Energy Management

The simple
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energy
efficiency.



About the Award

Eligibility: ENERGY STAR partners that can demonstrate improved energy performance of buildings and plants through an organization-wide energy program are eligible to apply. **Please remember to review the General Instructions before completing your application.**

Description: This award recognizes businesses and organizations that demonstrate their commitment to environmental protection through superior energy management, particularly by integrating and promoting ENERGY STAR tools and resources within their energy management program. Winning applications must clearly show the organizations' commitment to and success in achieving superior energy management as well as their active participation in and promotion of ENERGY STAR.

Criteria: The 2017 ENERGY STAR Awards are based on work completed and energy savings demonstrated **during the 2016 calendar year**. Selected accomplishments outside of this time period may be mentioned for reference in your application and to demonstrate continuous improvement but will not be considered as evidence of meeting award requirements in 2016.

Previous award winners with evidence of continuous improvement will automatically be considered for the *Sustained Excellence* award. Those applicants that have been awarded *Sustained Excellence* in the past should highlight the new achievements of their energy programs, program improvements, new projects, changes in long-term strategies, and new communication tactics and accomplishments while briefly summarizing the key elements of their continuing energy management programs.

Applicants should be aware that EPA will refer to material in applications in its promotion of winners' achievements. Please do not include confidential data. **Applications citing or including confidential business information will NOT be evaluated.**

Application Components

Executive Summary: **(300 words or less)** Please provide a brief overview of your organization and key accomplishments. Write this summary in the format of previous [award winner profiles](#). If you win an ENERGY STAR Award, this summary will be used to prepare a profile of your organization's achievements for EPA's remarks at the ceremony, for the award ceremony slideshow, for the ENERGY STAR website, and for the online [profiles](#). Include all of the following information: correct organization name as it should appear in the profile and on the award, location of organization headquarters (city, state); brief summary of organization and its energy management program (2-3 sentences); and up to six bullet points summarizing your organization's top 2016 ENERGY STAR accomplishments. The Executive Summary does **not** count toward the page limit for this application.

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Narrative: The narrative consists of three sections:

Section 1 – Energy Management Practices

- A. POY Energy Program Assessment
- B. Narrative response

Section 2 – Communication Strategies

- A – C. Narrative response
- D. Samples of creative work that includes ENERGY STAR

Section 3 – Demonstration of Energy Savings

- A. Building Partners – Summary of results from POY report generated in Portfolio Manager and savings equivalency statement
- B. Industrial Partners – Completed savings table, summary of results, explanation of results and savings equivalency statement

The narrative must be no longer than **nine pages** and use a minimum of 11-point black font. Margins should be no less than 1” on all sides. Pages that exceed the limit will not be evaluated.

Supporting Files:

(Optional) Applicants are encouraged to submit electronic copies of supplemental materials that support the application as long as they are clearly referenced within the application. Supplemental materials will **not** count toward the nine-page limit, but **must be directly relevant to energy management and/or ENERGY STAR**.

(Optional) Applicants are encouraged to submit a short profile (150 words max.) of an ENERGY STAR certified facility. Your profile may be offered to reporters or used in promotional materials. Profiles should include energy and cost savings and either a “human interest” or business angle.

Scoring: The application is scored on a 100-point scale, and the weight of each section is provided below. You should provide a **detailed description of your 2016 accomplishments** demonstrating how the required criteria have been met.

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Section 1 – Energy Management Practices

35 points

This section of the application focuses on the practices employed by your organization to manage and reduce energy use. These include long-term strategies, management practices, innovative technologies, cost-effective upgrades, data-driven enhancements to systems or processes, or other practices implemented at the corporate or organization level to improve performance.

- A. Please download and complete the [ENERGY STAR Partner of the Year \(POY\) Energy Program Assessment](#). This simple table compares your program to the [ENERGY STAR Guidelines for Energy Management](#). You are not required to have every measure implemented to be eligible for an ENERGY STAR Award. Please copy and paste the completed table at the end of your narrative. This table DOES NOT count toward the 9-page limit.
- B. Discuss 2016 key projects and initiatives that have led to your energy program's success. Please address the following within your response:
- How did you integrate ENERGY STAR into your energy management program?
 - How have ENERGY STAR best practices, recognition opportunities, and [tools and resources](#) contributed to your program's achievements?
 - What actions are you taking to continue to enhance your energy program?
 - Are there any new elements of your energy program you would like to highlight?

Section 2 – Communication Strategies

35 points

This section of the application focuses on how you used communications to support and promote your energy management program and enhance your partnership with ENERGY STAR. Please note that past ENERGY STAR Award winners excel beyond a simple list of outreach tactics. Their communications plans are strategic, integral components of their corporate energy management programs.

- A. Please describe your organization's communication strategies for promoting energy efficiency with ENERGY STAR to *internal audiences* (i.e., those within your organization, such as employees, senior leadership, students, etc.), how you implemented your strategy, and the 2016 results. Address the following in your response:
- **Goals of the outreach:** What were the goals for your outreach efforts to internal audiences?
 - **Target audiences:** Which internal audiences did you target and why?
 - **Metrics:** What metrics did you identify to track to measure your success? (e.g., web stats, collateral distributed, number of attendees at an energy fair, etc.)
 - **Tactics and materials:** What tactics and supporting materials did you use to implement your strategy and reach your target internal audiences? For example:
 - Producing and distributing print or electronic materials about energy efficiency that feature ENERGY STAR
 - Creating content on your organization's internet or intranet about your ENERGY STAR efforts and energy efficiency education
 - Hosting energy fairs or other energy efficiency-related events

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- Developing competitions, incentives, or recognition programs and related materials that leverage ENERGY STAR tools and resources
 - **2016 accomplishments, including measured results:** What did your communications achieve in 2016? How many people did you reach? Examples of measured results include:
 - Email newsletters with energy-saving tips: sent to 7,500 people monthly
 - ENERGY STAR booth at energy fair: visited by 2,200 people
 - Energy champions trained: 342 people
- B. Describe your organization's communication strategies for promoting energy efficiency with ENERGY STAR to *external audiences* (i.e., those outside your organization, such as tenants, customers, shareholders, community members, suppliers, industry peers, etc.), how you implemented your strategy, and the 2016 results. Please address the following within your response:
- **Goals of the outreach:** What were your goals for your outreach efforts to external audiences?
 - **Target audiences:** Which external audiences did you target and why?
 - **Metrics:** What metrics did you identify to track to measure your success? (e.g., web stats, social media engagement, printed impressions, audience size for newsprint articles, email open rates, etc.)
 - **Tactics and materials:** What tactics and materials did you use to implement your strategy and reach your target external audiences? For example:
 - Sharing news of your ENERGY STAR achievements, including story placements by major news outlets, advertisements, and press releases
 - Helping to spur additional energy savings at the local and/or national level by engaging external organizations
 - **2016 accomplishments, including measured results:** What did your communications achieve in 2016? How many people did you reach? Examples of measured results include:
 - Outdoor billboard advertising: 2,700,000 impressions
 - Web pages about ENERGY STAR partnership: 32,774
 - Online Facebook promoted ads: est. 12,500,000 impressions
 - Twitter engagement: 32 tweets mentioning @EnergyStar, @EnergyStarBldgs or an ENERGY STAR-related hashtag; 325 retweets reaching an estimated audience of 2,000,000
- C. Describe your participation in ENERGY STAR recognition activities such as:
- Certifying eligible buildings and plants as ENERGY STAR on an annual basis
 - Displaying the ENERGY STAR prominently at certified buildings and plants
 - Submitting full profiles for all certified buildings and plants
 - Achieving Designed to Earn the ENERGY STAR for new commercial building designs
 - Achieving the ENERGY STAR Challenge for Industry for manufacturing sites
 - Participating in the ENERGY STAR National Building Competition
 - Participating in local or regional ENERGY STAR-related programs
 - Helping to develop ENERGY STAR success stories
 - Holding ENERGY STAR Industrial Showcases at plants
- D. Please provide samples of your work, such as advertisements, news stories, posters, articles, press releases, photos of the ENERGY STAR decal/ flag/ banner in prominent locations, and other creative

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materials. In particular, please highlight any shareable online content, such as videos, social media activity, dedicated web pages, energy-saving guidance promoted online, etc.

NOTE: Supplemental materials submitted should reflect a sampling of an organization's strongest examples of external and internal communications **related to promoting their partnership and achievements with ENERGY STAR**. These materials should be submitted electronically with the application and include proper use of the ENERGY STAR logo.

Please note that EPA is not looking for entire PowerPoint presentations, but, rather, excerpts of slide sets where ENERGY STAR was highlighted. This helps reduce the length of attachments and allows the strongest examples to be demonstrated. Some applicants have found it helpful to prepare a slide set with multiple examples of outreach included on just a few slides.

Section 3 – Demonstration of Energy Savings

30 points

This section of the application focuses on actual energy performance improvements achieved by your organization during the past year. Your application will be judged on both the magnitude of your improvements in 2016, as well as your current energy performance relative to your peers.

While 2016 savings are the focus of this section, you are encouraged to report and illustrate the cumulative accomplishments of your efforts (e.g., dollars saved since program began, total energy saved since “x date in the past,” etc.) When highlighting cumulative accomplishments, include a timeframe for the longer term accomplishments (e.g., saved \$3 million in 2016 and more than \$10 million since 2001).

Please note that commercial and institutional building partners will respond to section A only, and industrial partners will respond to section B only.

A. Commercial and Institutional Building Partners

All Commercial and Institutional Building Partners **must** summarize and provide a POY Report from Portfolio Manager showing organization-wide improvements. This POY Report must be generated for the period ending August 2016 or later. Additional supplemental guidance for generating this report can be found at www.energystar.gov/awards.

In your summary, please provide one or more equivalency statements for your energy savings by equating them to a metric related to your business or industry, or other financial or environmental metrics. Examples include:

- Number of first-year teachers that could be hired
- Number of MRI machines that could be purchased
- Number of hotel rooms that could be rented

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B. Industrial Partners (NAICS 21, 31-33)

The entire table must be included in your narrative. Please provide a summary of your organization-wide energy performance, and copy the completed table into your narrative. If your company's energy program is global, you may choose to include all of the operations worldwide or only the operations in the U.S. Please identify whether the information you share is U.S. only or global. Please be sure to use the proper units and intensities as stated in the table.

1. Number of facilities tracked and benchmarked by plant type *	
2. Total number of facilities operated by plant type	
3. Total output, in units, which apply to the business of your company and correlate with energy usage, e.g. ft ² , tons of a specific product, etc. for 2016	
4. Aggregate energy intensity for 2016** in MMBtu/total output	
5. Aggregate energy intensity for the corresponding period in 2015 in MMBtu/total output	
6. Change in energy intensity (#4-#5)	
7. Aggregate energy intensity for the corresponding period in an earlier year*** in MMBtu/total output	
8. Change in energy intensity (#4 - #7)	

*Plant type refers to the primary process used or product produced by the plant, e.g. auto assembly, metal casting; cement; etc.

**Calculate using 12 months of continuous data. Due to the deadline for this application, it is acceptable to complete the 12 month period using data from the final two months in 2015, e.g. the data period could be from November 2015 through October 2016.

***Selection of the specific year is at your discretion. If 2015 represents the first year for which energy was tracked, please enter "not available" in rows 7 and 8.

Lines 7 and 8 in the table are requested to enable a view of your energy program's long-term energy savings. To further illustrate these long-term savings, you may provide equivalent dollars saved along with carbon dioxide emissions prevented for the equivalent period.

You may provide a summary report from your corporate tracking system that includes this information.

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In addition to the information above, if ENERGY STAR has provided your industry with a plant Energy Performance Indicator (EPI), please provide ratings for each plant you have scored in the past year. If scores have improved over time for a plant, show that information as well. Additionally, provide results and accomplishments of plants taking the ENERGY STAR Challenge for Industry.

It is helpful to EPA to understand changes in business activity that may have impacted energy use in the past 12-month period. Provide an explanation when appropriate. In addition, describe any efforts to normalize data, such as accounting for weather, climate differences, or other business effects.

In your summary, please provide one or more equivalency statements for your energy savings by equating them to a metric related to your business or industry, or other financial or environmental metrics. Examples include:

- Number of socks that would have to be sold to equal the value of energy saved
- Number of cars that would have to be sold to equal the value of energy saved