**ENERGY STAR Partner of the Year (POY) Energy Program Assessment**

If your organization is applying for recognition as an ENERGY STAR Partner of the Year in the Energy Management category, you’re required to complete and submit this assessment as part of your application. See [www.energystar.gov/awards](http://www.energystar.gov/awards) for more information about ENERGY STAR Awards.

This table compares your program to the [ENERGY STAR Guidelines for Energy Management](http://www.energystar.gov/buildings/about-us/how-can-we-help-you/build-energy-program/guidelines). 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 for the application narrative.

In the table below, please highlight, color, or otherwise indicate the degree of implementation that most closely matches your organization's energy management program.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Little or no evidence** | **Some elements** | **Fully implemented** |
| **Make Commitment to Continuous Improvement** | | | |
| **Energy Director** | [No central or organizational resource Decentralized management](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C5) | [Central or organizational resource not empowered](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D5) | [Empowered central or organizational leader with senior management support](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E5) |
| **Energy Team** | [No company energy network](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C6) | [Informal organization](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D6) | [Active cross-functional team guiding energy program](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E6) |
| **Energy Policy** | [No formal policy](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C7) | [Referenced in environmental or other policies](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D7) | [Formal stand-alone EE policy endorsed by senior mgmt.](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E7) |
| **Assess Performance and Opportunities** | | | |
| **Gather and Track Data** | [Little metering/no tracking](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C9) | [Local or partial metering/tracking/ reporting](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D9) | [All facilities report for central consolidation/analysis](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E9) |
| **Normalize** | [Not addressed](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C10) | [Some unit measures or weather adjustments](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D10) | [All meaningful adjustments for organizational analysis](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E10) |
| **Establish baselines** | [No baselines](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C11) | [Various facility-established](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D11) | [Standardized organizational base year and metric established](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E11) |
| **Benchmark** | [Not addressed or only same site historical comparisons](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C12) | [Some internal comparisons among company sites](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D12) | [Regular internal & external comparisons & analyses](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E12) |
| **Analyze** | [Not addressed](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C13) | [Some attempt to identify and correct spikes](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D13) | [Profiles identifying trends, peaks, valleys & causes](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E13) |
| **Technical assessments and audits** | [Not conducted](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C14) | [Internal facility reviews](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D14) | [Reviews by multi-functional team of professionals](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E14) |
| **Set Performance Goals** | | | |
| **Determine scope** | [No quantifiable goals](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C16) | [Short term facility goals or nominal corporate goals](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D16) | [Short & long term facility and corporate goals](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E16) |
| **Estimate potential for improvement** | [No process in place](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C17) | [Specific projects based on limited vendor projections](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D17) | [Facility & organization defined based on experience](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E17) |
| **Establish goals** | [Not addressed](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C18) | [Loosely defined or sporadically applied](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D18) | [Specific & quantifiable at various organizational levels](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E18) |
| **Create Action Plan** | | | |
| **Define technical steps and targets** | [Not addressed](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C20) | [Facility-level consideration as opportunities occur](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D20) | [Detailed multi-level targets with timelines to close gaps](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E20) |
| **Determine roles and resources** | [Not addressed or done on ad hoc basis](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C21) | [Informal interested person competes for funding](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D21) | [Internal/external roles defined & funding identified](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E21) |
| **Implement Action Plan** | | | |
| **Create a communication plan** | [Not addressed](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C23) | [Tools targeted for some groups used occasionally](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D23) | [All stakeholders are addressed on regular basis](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E23) |
| **Raise awareness** | [No promotion of energy efficiency](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C24) | [Periodic references to energy initiatives](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D24) | [All levels of organization support energy goals](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E24) |
| **Build capacity** | [Indirect training only](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C25) | [Some training for key individuals](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D25) | [Broad training/certification in technology & best practices](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E25) |
| **Motivate** | [No or occasional contact with energy users and staff](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C26) | [Threats for non-performance or periodic reminders](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D26) | [Recognition, financial & performance incentives](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E26) |
| **Track and monitor** | [No system for monitoring progress](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C27) | [Annual reviews by facilities](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D27) | [Regular reviews & updates of centralized system](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E27) |
| **Evaluate Progress** | | | |
| **Measure results** | [No reviews](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C29) | [Historical comparisons](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D29) | [Compare usage & costs vs. goals, plans, competitors](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E29) |
| **Review action plan** | [No reviews](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C30) | [Informal check on progress](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D30) | [Revise plan based on results, feedback & business factors](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E30) |
| **Recognize Achievements** | | | |
| **Provide internal recognition** | [Not addressed](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C32) | [Identify successful projects](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D32) | [Acknowledge contributions of individuals, teams, facilities](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E32) |
| **Get external recognition** | [Not sought](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!C33) | [Incidental or vendor acknowledgement](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!D33) | [Government/third party highlighting achievements](file:///C:\\Users\\AHutchis\\AppData\\OICE_15_974FA576_32C1D314_3EAE\\4D18CD2D.xls" \l "RANGE!E33) |