



2009 ENERGY STAR[®] Awards

General Instructions

Each year, EPA and DOE honor organizations that have made outstanding contributions to protecting the environment through superior energy efficiency. This year's winners will be recognized at the ENERGY STAR Awards Ceremony on March 31, 2009 in Washington, DC. All organizations participating in ENERGY STAR are encouraged to apply for an ENERGY STAR Award.

There are two broad categories of ENERGY STAR awards that you can apply for: Partner of the Year and Excellence Awards. The Sustained Excellence Awards, our highest honors, are given to organizations who have won Partner of the Year for several years and their achievements continue to surpass those of the previous year.

Deadline: A complete electronic application is due by December 12, 2008. It must be submitted electronically through your "My ENERGY STAR Account" (www.energystar.gov/ mesa). The electronic system will be available November 17, 2008.

Application Instructions

- For each award to which you are applying, provide:
 - **One electronic copy (in Word or WordPerfect) of your completed application and supplemental material through your "My ENERGY STAR Account"**. All supplemental documents such as photos, pamphlets, copies of advertisement, etc., should be attached to the application as a **PDF file**. Video and audio files **less than 12 MB each** can also be uploaded with your application.
 - If necessary, provide a hard copy of any supplementary material to the address provided below.
 - **Do not exceed the page limitation** specified in the award application, as additional pages will not be considered. (Samples and collateral materials are not included in the page limit.)
 - Organizations may apply for more than one award if they meet the eligibility requirements. In such cases, a complete award application package must be submitted for each award.

- Where applicable, **quantify your activities and the results** (e.g., percent improvement, number of marketing pieces produced, number of people reached), and include electronic copies of documentation that support claims made (e.g., photos of promotional materials, samples of advertisements with the ENERGY STAR mark, copies of training materials used, etc.).

- Provide specific information about your **efforts, accomplishments and materials developed in 2008 only**. While planned activities for 2009 or beyond are of interest to EPA and DOE, they should not be the focus of the award application.
- If you are not currently an ENERGY STAR Partner an electronic copy of your application should be emailed to Quarforth.Alyssa@epa.gov.
- All applications must be uploaded to your “My ENERGY STAR Account” (energystar.gov/mesa) by **December 12, 2008** and any collateral material that cannot be submitted electronically must be **postmarked no later than December 12, 2008**. EPA and DOE will not accept any applications or materials uploaded/postmarked after this date. Due to the volume of material that will be received, EPA and DOE will not be able to return any materials or promotional pieces.
- If your supplemental material cannot be uploaded to your “My ENERGY STAR Account” please send it to the address listed below. **It is highly recommended that overnight or two day delivery be used to avoid potential delays and damage** due to enhanced security screening of standard mail to government facilities. Do NOT fax application packages or sample materials, as they will not be accepted.

Via US Postal Service:

Alyssa Quarforth
 US Environmental Protection Agency
 Ariel Rios Building
 1200 Pennsylvania Avenue, NW
 Mail Code 6202J
 Washington, DC 20460

Via Overnight Delivery Service:

Alysaa Quarforth
 US Environmental Protection Agency
 1310 L Street, NW
 9th Floor
 Washington, DC 20005-4113
 Phone: (202) 343-9604

- **Confirmation of Receipt:** You will get an email within 24 hours confirming any materials you submit electronically. It will be sent to the Primary and Communications contact in the award application. EPA will confirm receipt of hard copy materials by email within a few days. If you do not receive confirmation within 48 hours for electronic submissions or one week for hard copy materials, please contact the ENERGY STAR Awards Coordinator, Alyssa Quarforth, at (202) 343-9604 or quarforth.Alyssa@epa.gov.
- **Notification:** You will be notified by January 31, 2009 on the status of your application.