



2009 ENERGY STAR[®] Awards

General Instructions

What you need to submit/upload:

- A 300-word executive summary highlighting the main elements of your application.
- An electronic copy (Word or WordPerfect) of your narrative
- Supplemental documents such as photos, pamphlets, copies of advertisement, videos, audio files, etc., can be uploaded with your application as PDF files (each file must be less than 12 MB). If necessary, you can mail hard copies of supplemental material (address below).

When you need to submit it:

- A complete electronic application must be **uploaded by December 12, 2008**. EPA and DOE will not accept any applications or materials uploaded/postmarked after this date.
- Any collateral material that is mailed must be **postmarked no later than December 12, 2008**.

How you need to submit:

- All Partner applications must be electronically submitted through your "My ENERGY STAR Account" (www.energystar.gov/mesa). The electronic system will be available November 17, 2008.
- If you are not currently an ENERGY STAR Partner an electronic copy of your application should be emailed to Quarforth.Alyssa@epa.gov.
- Any supplemental material that cannot be submitted electronically should be sent it to the address listed below. An overnight or two day delivery service is recommended.

Via US Postal Service:

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

Via Overnight Delivery Service:

Alyssa Quarforth
US EPA
1310 L Street, NW
9th Floor
Washington, DC 20005-4113
Phone: (202) 343-9604

What to expect after you submit:

- **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.

Additional information:

- ENERGY STAR Awards Ceremony will be March 31, 2009 in Washington, DC.
- 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.
- 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.
- Due to the volume of material that will be received, EPA and DOE will not be able to return any materials or promotional pieces.
- 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.).

2009 ENERGY STAR[®] Award Application

Partner of the Year – Service and Product Provider

- Eligibility:** ENERGY STAR Partners that provide energy efficiency related *products and services* to the commercial, institutional, and industrial markets, including energy services companies (ESCOs), unregulated energy retailers and marketers, engineers, architects, energy consultants, contractors, distributors, manufacturers, commercial lenders, energy information providers, and/or any other provider of energy efficiency related products and/or services.
- Description:** The Partner of the Year – Service and Product Provider (SPP) Award honors businesses and organizations that are the catalysts – the ones that through their products, services, and/or effective outreach efforts - help companies or public sector organizations to succeed in strategically managing their energy use or design buildings with superior energy efficiency. These SPPs provide the assistance that allows their customers to improve energy performance in existing buildings/manufacturing plants and building design. Types of SPPs include energy services companies (ESCOs), unregulated energy retailers and marketers, engineers, architects, energy consultants, contractors, distributors, manufacturers, commercial lenders, energy information providers, and/or any other provider of energy efficiency related products and/or services.
- Narrative:** Your submitted application should not exceed **10 pages** in 12-point font. Pages that exceed the limit will not be evaluated. Applicants are encouraged to submit supplemental materials that support the application, such as program descriptions, brochures and energy policy statements, as long as they are clearly referenced within the application. These materials will not count towards the 10-page limit, but must be directly relevant to energy performance and/or ENERGY STAR.
- Winning applications will clearly show the organization's commitment to and success in improving facility energy performance for their clients. They will also describe how services, programs and outreach efforts leverage ENERGY STAR.
- Summary of Accomplishments** - Please also provide a brief overview (**no more than 300 words**) of your organization and the accomplishments upon which you are applying for this ENERGY STAR award. In the event that you are chosen to receive an award, this text will be the basis EPA and DOE will use in preparing a summary of your organization's achievements.
- Criteria:** The 2009 ENERGY STAR Awards will be based on work and accomplishments completed during the previous **12 months**, except where specifically noted. Accomplishments outside of this time period may be mentioned for reference and to demonstrate continuous improvement.
- Scoring:** The application is scored on a 100-point scale and the weight of each section or question is provided.

All Service and Product Provider Partners must complete sections 1-4

Sections 1-4 should be included in the Narrative. Copy the tables from Section 1 into your Narrative write up. (Architecture firms complete Section 1B; all other SPPs complete Section 1A)

Section 1A – Energy Performance Metrics

[30 points]

Using table below, please quantify the results of building/manufacturing plant upgrades. Indicate if you used a metric other than the EPA energy performance rating system.

Energy Performance for Existing Buildings <i>Most Recent 12 Months</i>	EPA’s Portfolio Manager	Other
Number of energy performance ratings provided.		
Number of individual customer buildings for which one or more energy performance ratings were provided.		
Indicate percent of all customers’ existing buildings assessed with an energy performance rating.		
Number of buildings that received the ENERGY STAR Label.		N/A
Continuous Improvement of Building Energy Performance <i>Most Recent 12 Months</i>	EPA’s Portfolio Manager	Other
Number of customers’ buildings with an energy performance rating that improved 10 points or more.		
Percent of all customers’ buildings with an energy performance rating that improved by 10 points or more.		
ENERGY STAR Leaders – Continuous Improvement of Portfolio-wide Energy Performance in Buildings <i>Most Recent 12 Months</i>	EPA’s Portfolio Manager	
Number of customers’ portfolios with an energy performance rating that improved by 10 points or more.		
Number of customers’ portfolios with an average energy performance rating of 75 or better.		

Organizations that serve only the Industrial market should develop a brief narrative discussing the energy performance improvements associated with their work with ENERGY STAR partners.

Applicants should include:

- Percent weighted average of total energy consumption reduced as a resulting from the services and products provided,
- Number of Teaming Profiles developed,
- Any other measure of energy performance improvement illustrating success from services and products provided.

Section 1B – Estimated Energy Use for Building Design Projects [30 points]

(Architecture firms complete Section 1B, please note update to this page –1 October 2008.)

Using the table below, please indicate how many times your firm used the EPA Target Finder for building design projects; used EPA Portfolio Manager for existing buildings designed by your firm or used ‘Other Energy Use Analysis/Assessment’ resources (i.e. 2003 CBECS National Averages Table¹; DOE2; and EQuest, etc).

The following building types are available in Target Finder and Portfolio Manager and eligible to receive an EPA energy performance rating: Office, K-12 School, Medical Office Building, Hotel, Hospital, Residence Hall/Dormitory, Supermarket/Grocery, Warehouse, Retail, and Bank/Financial Institutions.

Estimated Energy Use for Building Design Projects		
<i>Most Recent 24 Months</i>		
1. How many design projects did your firm complete an energy analysis for? Indicate total estimated square feet (sf) for these projects.		sf
<i>Of the total projects from #1: (Please do not double count your results in table below.)</i>	EPA Target Finder	Other Energy Analysis
2. How many design projects were eligible to use Target Finder (see list above for building projects types) or other energy analysis?		
3. How many building design projects did you establish an energy use target using Target Finder or other energy analysis?		
4. How many design projects received an EPA rating from Target Finder or assessed by other energy analysis?		
5. What percentage of design projects did you use Target Finder or other energy analysis? Calculate % by using results in rows: 3 + 4/row 2 x 100.		
6. What is the average “Energy Reduction %” for projects in # 4? (See Target Finder results page and for other energy analysis you may use 2003 CBECS National Averages Table ¹).		
7. How many projects received Designed to Earn the ENERGY STAR?		N/A
Energy Performance for Existing Buildings Designed by Your Firm	EPA Portfolio Manager	Other Energy Assessment
<i>Most Recent 12 Months</i>		
8. How many buildings did you track the energy consumption using EPA Portfolio Manager or other energy assessment tool?		
9. How many buildings received the ENERGY STAR Label?		N/A

Section 2 – Energy Efficiency Design & Performance Improvement [40 points]

- Describe how your organization integrated ENERGY STAR messages in business offerings to improve energy efficiency in building design and/or energy performance in existing buildings.
- Provide examples of energy efficient design projects and/or energy improvement measures that used ENERGY STAR tools, resources, and/or products.
- Describe practices, technologies, and integrated design strategies used to enhance energy performance and efficiency.
- Discuss potential/resulting energy savings, and environmental and financial benefits.

Section 3 – Organizational Commitment

[15 Points]

Environmental leadership and establishing energy performance goals are key factors why organizations participate in ENERGY STAR.

- Describe how your mission aligns with ENERGY STAR goals and the value it brings to your organization.
- Describe ways that your organization has demonstrated its commitment to promoting and/or delivering enhanced energy efficiency and energy performance in building design and existing buildings/manufacturing plants.
- Describe steps taken to adopt best practices for energy management strategies. Explain how your organization provides “whole building” energy performance design targets and energy improvement measures in existing buildings and/or manufacturing plants.
- Explain how your organization used EPA tools and resources to promote whole building energy performance targets and/or deliver enhanced energy performance in existing buildings/manufacturing plants. Describe how these tools and resources have contributed to the success of your organization and indicate which tools and resources that were found to be useful by your customers.

Section 4 – Education and Outreach Activities

[15 Points]

Provide specific examples and highlight instances where ENERGY STAR resources helped your organization make informed decisions about energy design and the value of energy performance and energy management in existing buildings. Use the topic headings below to organize your response.

- **Leadership Positions** – List positions held by your staff in related industry organizations; explain how these individuals have promoted energy and environmental performance goals.
- **Outreach Activities** –
 - Discuss how your organization provided outreach (*e.g., conferences, events, publications*) to staff, professional associations, and commercial, industrial or institutional markets to promote superior energy efficiency and performance in building design and operations.
 - List presentations/workshops that your staff has led to help the industry better understand performance benchmarks and/or whole-building energy targets.
 - Identify customers and other affiliates that have become an ENERGY STAR partner resulting from your influence.
 - Describe and quantify how your organization has integrated ENERGY STAR in its target market strategies.
- **Recognition & Achievements** – Recognition may include the following: participating in ENERGY STAR Leaders, building energy improved by 10% or better, and ENERGY STAR for buildings and/or designs and preparing success stories/case studies.
 - List energy and environmental awards that your organization has earned for its building design or existing buildings.
 - Describe efforts your organization has taken to help building/manufacturing plant owners and managers gain recognition for enhanced energy performance in existing buildings and/or energy efficiency building designs.

- **Marketing Collateral** – Include copies of marketing materials and company Web site pages that include using the ENERGY STAR logo and/or reference to the program. Explain how marketing materials were used and estimate size of the market reached. *Note: Examples of materials and collateral will **not** count towards the 10 page limit.*