**

APPLICATION:

Excellence in GHG Management (Goal Achievement)

*U.S. EPA has partnered with the Center for Climate and Energy Solutions (C2ES) and The Climate Registry to incentivize, recognize, and highlight actions that go beyond business as usual in the management and reduction of GHG emissions both in internal operations and throughout the supply chain.*

Excellence in GHG Management: Goal Achievement

Recognizes organizations that publicly report and verify organization-wide greenhouse gas inventories and achieve publicly-set aggressive greenhouse gas emissions reduction goals.

DEADLINE to submit application is **September 26, 2016**

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| **Instructions & Guidance:** Please answer all questions and note that fields will expand to the designated maximum character limit. Once the form is completed, save it to your computer and submit a copy with your supporting materials to applications@ClimateLeadershipAwards.org by COB on **September 26, 2016**.       **Supporting Documentation**: please ensure that the required supporting materials are included with application submission – see Section 7 for a checklist.* **Eligibility Requirements:** for a detailed list of applicant requirements, please refer to the appendix of this application or [EPA’s Goal Achievement criteria page](https://www.epa.gov/climateleadership/climate-leadership-award-excellence-ghg-management-goal-achievement-award).

       For further details on the Climate Leadership Awards program, standard criteria, application, and review process, go to [EPA’s Frequent Questions page](https://www.epa.gov/climateleadership/climate-leadership-awards-frequent-questions). * Please direct any questions to U.S. EPA and its partners at questions@climateleadershipawards.org.
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Section 1: Contact Information

**Primary Contact:**

Name       Title

Organization

Phone       Email

**Secondary Contact:**

Name       Title

Phone       Email

**Public Relations Contact:**

Name       Title

Organization

Phone       Email

Section 2: Applicant Information

1. Organization Name

1. Headquarters Address

1. Indicate below which category the applicant is most closely associated with, along with gross annual revenues or budget (revenue/budget must be over $100 million):

 [ ]  Corporate; Annual Revenues:

 [ ]  Government; Annual Budget:

 [ ]  Academia; Annual Budget:

1. Describe the applicant’s overall operations, including significant operations conducted in the U.S. (Note: While U.S. operations must be significant, the majority of emissions reductions do not have to come from the U.S.) *Max character count: 1,000*

Section 3: GHG Inventory Information

**REMINDER: Please refer to application appendix for a list of detailed eligibility requirements.**

1. What GHG accounting standard(s), methodology(s), and/or program(s) does the applicant use to collect data and calculate its GHG emissions inventory?
2. Describe where the applicant publicly reports its GHG emissions data (e.g., corporate sustainability report, GHG registry, or public disclosure survey) **AND** include the web page link to current publicly available inventory.
3. The GHG inventory must include all scope 1 and 2 sources, with the exception of small sources that are cumulatively equal to or less than 5% of total emissions. Does the applicant’s inventory meet this requirement? If not, please explain any exclusions that exceed 5% of emissions, and provide the percentage of overall emissions that those exclusions represent.

Section 4: GHG Base Year and Reduction Goal Information

**REMINDER: Please refer to application appendix for a list of detailed eligibility requirements.**

1. What was the applicant’s public GHG reduction goal?

     % by      /     /      from       base year.

1. Identify below what kind of GHG reduction goal the applicant has achieved:

[ ]  Absolute goal

[ ]  Intensity goal

1. If based on intensity, what is the unit of measurement (e.g., per widget, square foot) and how is that calculated?

1. If based on intensity, did the goal result in an absolute reduction of GHG emissions? If so, please describe.

1. Select the geographic boundaries for the applicant’s goal (this boundary must be consistent throughout the goal period absent structural changes).

[ ]  Global

[ ]  North America

[ ]  United States

Within these geographic boundaries, does the reduction goal include all scope 1 and 2 operations and emissions sources that are included in the inventory? If not, explain any exclusions.

1. If the organization has a GHG reduction goal with an achievement year of 2015 or later, the organization must report both location-based and market-based scope 2 emissions for both the base year and the achievement year, and must select one of these methods to track progress toward goal achievement. Please indicate below which method is used. The organization should also indicate this in its public communication of the goal.

[ ]  Location-based method

[ ]  Market-based method

1. If purchases of renewable electricity and/or offsets have been accounted for in the applicant’s base year inventory, please provide information about the (1) quantity (in units of MWh and/or CO2e, respectively), (2) quality, (3) certification, and (4) product vintage ([information about the use of quality renewable energy and offsets is described in Frequent Questions](https://www.epa.gov/climateleadership/climate-leadership-awards-frequent-questions)). *Max character count: 1,500*

1. If applicable, describe sources of scope 3 emissions included in applicant’s base year GHG inventory, and reduction goal. *Max character count: 1,500*

1. Select which third party verification/assurance standard applies to applicant’s base year and achievement year inventories ([definitions found in Frequent Questions](https://www.epa.gov/climateleadership/climate-leadership-awards-frequent-questions)):

Reasonable level of assurance [ ]  Base year [ ]  Achievement year

Limited level of assurance [ ]  Base year [ ]  Achievement year

Third party critical review [ ]  Base year [ ]  Achievement year

1. Is this the applicant’s first public GHG reduction goal?
[ ]  YES
[ ]  NO – Please briefly describe previous goals set and/or achieved. *Max character count: 750*
2. The following questions are related to timeline and process for adopting and communicating the reduction goal:
	1. When was the goal adopted internally?

     /

(Month) (Year)

* 1. When was the goal publicly announced?

     /

(Month) (Year)

* 1. What channels were used to publicly announce the goal (e.g., CSR report, newsletter, third-party publication)?

1. Describe how the applicant determined its goal. *Max character count: 1,000*

1. If applicant is subject to any GHG-related regulations that impacted emission reductions during the goal

period (such as carbon pricing, carbon caps, renewable energy mandates, and efficiency requirements), please estimate and disclose the percentage of emission reductions that were achieved by complying with those mandates. *Max character count: 2,000*

Section 5: GHG Goal Achievement Information

**REMINDER: Please refer to application appendix for a list of detailed eligibility requirements.**

1. For the emissions included in the goal boundary, what are the base year emissions in metric tons CO2e?

What are the achievement year emissions in metric tons CO2e?

What percentage reduction in absolute emissions was actually achieved during the goal period?      %

In what inventory year was the publicly stated goal actually achieved?

1. What are the total emissions by scope, in metric tons CO2e, reduced in the goal period?

Scope 1 =

Scope 2 =

Scope 3 =

1. During the goal period, describe any significant changes (cumulatively 5% or greater) to the base year inventory (e.g., acquisitions, divestitures, or mergers, quantification methodology changes, and significant errors discovered). *Max character count: 2,000*
2. If any business functions or services were outsourced during the goal period, describe how those emissions were accounted for. *Max character count: 2,000*
	1. If the outsourced business functions or services shifted significant emissions to a scope 3 source that is not included in the achievement year inventory, have the base year emissions been recalculated?

1. Were renewable electricity purchases used as part of the applicant’s goal achievement strategy?
[ ]  NO

[ ]  YES – Please describe and quantify (units of MWh) the renewable electricity purchased, including renewable energy certificates (RECs). *Max character count: 1,000*

1. Were offsets used as part of the applicant’s goal achievement strategy?

[ ]  NO

[ ]  YES – Please describe and quantify offsets purchased, and how they meet the criteria of being high quality, real, permanent, verified, and additional ([Frequent Questions provides definitions](https://www.epa.gov/climateleadership/climate-leadership-awards-frequent-questions)). *Max character count: 1,000*

Section 6: Key Goal Period GHG Mitigation Activities

Please describe at least 3 significant GHG mitigation activities implemented during the goal period. Provide applicant’s most impactful mitigation strategies and include a summary of the project, benefit or savings to the organization, and the funding source used. Additional details (e.g., lessons learned) are appreciated.

***Maximum 2,500 characters for each of the following mitigation strategies.***

Mitigation Strategy #1

Mitigation Strategy #2

Mitigation Strategy #3

Section 7: Supporting Materials

Please make sure that the following required materials are included in your submission, and provide us with any additional significant context for your efforts. Please do not attach full CSR or sustainability reports as supporting materials, though relevant sections of reports are acceptable. Files may be emailed to applications@ClimateLeadershipAwards.org with your application.

***Text box is 4,000 characters, spaces included.***

Examples for inclusion:

* Goal Period Emissions Inventories**\*(REQUIRED)** – at minimum, an entity-wide breakdown of all GHG emissions by scope (1, 2, 3) is needed for the **base year** as well as the **achievement year** inventories. If the achievement year inventory is not the most recent inventory completed, the most recent year’s inventory must also be provided. If the organization has a GHG reduction goal with an achievement year of 2015 or later, the organization must report both location-based and market-based scope 2 emissions for both the base year and the achievement year.
* Verification**\*(REQUIRED)** – documentation of both base year and achievement year verification should include details about the reporting standard, verification standard and scope of review, inventory total, base year adjustments, and materiality threshold for the base year and achievement year.
* Additional best practices.
* Public attention garnered for climate leadership.

Appendix: Eligibility Requirements

**Applicants for the Excellence in GHG Management (Goal Achievement Award) must meet the following eligibility requirements:**

## **Climate Leadership** **Awards General Eligibility Requirements**

* Applicants must have significant operations in the United States. Given the global nature of climate change, the majority of greenhouse gas emissions reductions do not have to occur in the United States.
* Meet one of the following descriptions:
	+ Legally-recognized corporate organization with annual revenue over $100 million; or
	+ Governmental entity or academic organization with annual budget over $100 million.
* Finalists will need to pass an EPA compliance screen in order to be selected.
* Leadership activities (in this case, goal achievement) must have taken place between January 1, 2013 and September 26, 2016.

### **GHG Inventory & Verification Requirements**

* GHG inventories for base year and achievement year must be publicly reported and include both scope 1 and 2 emissions. If the organization has a GHG reduction goal with an achievement year of 2015 or later, the organization must report both location-based and market-based scope 2 emissions for both the base year and the achievement year.
* Inventories must be third-party verified to at least a limited level of assurance or have been through a third-party critical review. If scope 3 emissions are included as part of the applicant's goal, these must also undergo third-party verification.
* Third-party verified GHG inventory statements are required for BOTH base year and achievement year.
* An organization’s GHG inventory must include all scope 1 and 2 sources, with the exception of small sources that are cumulatively equal to or less than 5% of total emissions.
	+ For organizations that include all GHG inventory sources, up to 5% of emissions of their inventory can be accounted for using simplified estimation methods.
	+ For organizations that have determined certain sources are immaterial and do not include them in their inventory, those sources should be documented in their inventory management plan and verification statement.
* If base year emissions have changed by 5% or more as a result of structural change, a change in calculation methodologies, or because of a discovered error, applicants must adjust the base year inventory to reflect this correction or change. If the organization has a GHG reduction goal with an achievement year of 2015 or later, the organization must include both location-based and market-based scope 2 emissions in its reported GHG inventory for the base year, regardless of the magnitude of the change from previously reported scope 2 emissions.
* If adjustments of 5% or more are made to the base year emissions, a third-party verification body or critical reviewer must attest to the accuracy of the base year adjustment. Base years for goals with achievement years of 2015 or later must be adjusted to meet the updated Scope 2 reporting requirements. Verification or third-party critical review of the adjustment is also required if the difference between newly reported base year location-based or market-based scope 2 emissions and previously reported base year scope 2 emissions is 5% or more.
* Base year reports accepted by EPA as part of the Climate Leaders program that were reviewed by an EPA-contracted reviewer, have had no further base year adjustments, and have been found to be consistent with the requirements of that program, are accepted as critical review, provided that the difference between newly reported base year location-based or market-based scope 2 emissions and previously reported base year scope 2 emissions is less than 5%.
* If an organization changes its reporting approach (e.g., from a calendar year to a fiscal year-basis) during the goal period it must provide emissions data for the period of time not reflected in the achievement year inventory so as to demonstrate that the organization would have still achieved the original goal had the reporting approach not changed. While verification of that data is recommended, it is not required. Alternately, organizations can elect to adjust the base year to conform to the reporting approach of the achievement year – in which case verification of the adjustment would be needed if the change in emissions is 5% or greater.

### **GHG Reduction Goal Requirements**

* The goal must be publicly announced.
* The geographic boundaries of the goal must include all U.S. operations, all North America operations, or all global operations. Within the chosen geographic boundaries, the reduction goal should include all scope 1 and 2 (either location-based or market-based) emissions sources that are included in the inventory. The goal boundaries must remain consistent throughout the goal period.
* The goal achieved must be an absolute reduction goal. Intensity goals will only be accepted if accompanied by a publicly announced absolute reduction goal (former EPA Climate Leaders intensity goals will only be recognized if an absolute reduction was also achieved).
* The base year for a first generation goal may not be more than four years prior to the year the goal was publicly announced. For instance, for first generation goals set in 2015, 2011 would be the earliest base year accepted. Subsequent goals may use the same base year as a previous goal, provided that the new goal extends the goal period by three years at a minimum.
* The goal period (the time between the base year and achievement year) should be no less than three and no more than 12 years for a first generation goal. Subsequent goals that use the same base year may extend the previous goal period by no fewer than three and no more than 12 years.
* The timeframe between the goal being set and achieved must be least three years.
* Goals must represent an aggressive reduction, which is defined as follows:
* An organization’s first goal must commit to at least a 1.8% reduction per year over the life of the goal. For example, a 5-year goal must commit to at least 9% total reduction.
* A subsequent goal with a new base year must also commit to at least a 1.8% reduction per year over the life of the goal. For example, a 5-year goal must commit to at least 9% total reduction. (*An organization may substantiate their case for a subsequent goal that is below the required 1.8% threshold but that has ≥1% reduction per year, such as a goal considered aggressive in a specific sector*.)
* If an organization has a subsequent goal that is using the same base year as a previous goal, please see [Frequent Questions](https://www.epa.gov/climateleadership/climate-leadership-awards-frequent-questions) for additional guidance.

**Disclosure of GHG Mitigation Activities**

Identify at least three GHG mitigation activities that contributed to the reduction of overall emissions in order to demonstrate that planned reductions were not the result of organic growth or decline. These activities should reflect the applicant’s most impactful strategies and should ideally be in addition to renewable electricity or offset purchases. Activities relating to supply chain management may be included if the goal incorporated scope 3 reductions.

**For more specific information on third party verification, reporting GHGs, or the use of RECs and offsets, please refer to** [**Frequent Questions**](https://www.epa.gov/climateleadership/climate-leadership-awards-frequent-questions)**.**