

APPLICATION:

Organizational Leadership Award

*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.*

Organizational Leadership Award

Recognizes organizations that not only have their own comprehensive greenhouse gas inventories and aggressive emissions reduction goals, but also exemplify extraordinary leadership in their internal response to climate change, and engagement of their peers, partners, and supply chain.

DEADLINE to submit all application materials 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 6 for a checklist.* **Eligibility Requirements:** for a detailed list of applicant requirements, please refer to the appendix of this application or [EPA’s Organizational Leadership criteria page](https://www.epa.gov/climateleadership/climate-leadership-award-organizational-leadership).
* 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?

1. 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.

1. 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 Reduction Goal Information

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

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

     % by      /     /      from       base year.

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

[ ]  Absolute goal

[ ]  Intensity goal (must be accompanied by a publicly announced absolute reduction 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, what is the accompanying absolute reduction goal?

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

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

[ ]  Reasonable level of assurance

**PLEASE NOTE:** Documentation of third party verification, or verification statement letter, MUST be included as a supplemental attachment. The letter should include reporting standard, verification standard and scope of review, inventory total and materiality threshold.

[ ]  Limited level of assurance

[ ]  Third party critical review

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*

1. 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 the applicant is subject to any GHG-related regulations that impact its goal year emissions (such as carbon pricing, carbon caps, renewable energy mandates, and efficiency requirements), please estimate the percentage of goal emissions that will be achieved by complying with those mandates. *Max character count: 2,000*

Section 5: Organizational Leadership Activities

Please provide comprehensive, detailed responses to all of the following questions as they pertain to the applicant’s efforts between January 1, 2014 and September 26, 2016. It is recommended that specific examples be included. Please refer to [evaluation criteria here](https://www.epa.gov/climateleadership/climate-leadership-award-organizational-leadership).

# Describe 5 key ways the applicant has addressed climate change in its corporate strategy and thought leadership. *Max character count: 4,000*

1. Describe up to 5 new climate initiatives (e.g., goals, plans, requirements, and actions) that the applicant launched or established between January 1, 2014 and September 26, 2016 (that are not included in Q1 above). *Max character count: 4,000*

1. Describe how the implementation of climate initiatives are governed and measured within the organization. *Max character count: 2,500*

1. Please provide 3-5 external relationships or collaborations that exemplify how the applicant has demonstrated leadership in engaging with stakeholders, peer organizations, member organizations, etc. *Max character count: 3,000*

**SAMPLE ANSWER:**

*The Port has a highly successful energy efficiency partnership with the local utility, which began in Jan 2010. The Partnership with this utility supports efforts to maximize energy efficiency within the Port's jurisdiction and provides tenants, staff, and the public with tools to reduce energy use and GHG emissions. The Port’s Partnership includes education and outreach, upgrades to Port operations, and education and technical outreach to businesses within the Port’s jurisdiction through the Green Business Network.*

1. Describe how the applicant has engaged employees, customers, and its supply chain in climate-related education, mitigation, and adaptation. *Max character count: 3,000*

1. Describe the applicant’s leadership in publicly disclosing and taking action on addressing climate-related risks and opportunities. *Max character count: 4,000*

1. List any climate-related awards/recognition the applicant has received since January 1, 2014.

1. Are there other specific actions taken by the applicant that have not been covered in the questions above, but that should be considered along with the other information submitted in this application? If so, please describe. *Max character count: 3,000*

Section 6: 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. Organizational Leadership applicants require third party references (forms downloaded on [EPA’s Application page](https://www.epa.gov/climateleadership/climate-leadership-award-organizational-leadership)). Please do not attach full CSR 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 limited to 4,000 characters.***

Examples for inclusion:

* Base Year Emissions Inventory**\*(REQUIRED)** – an entity-wide breakdown of all GHG emissions by scope (1, 2, 3) is required for base year inventory. 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 the base year.
* Verification Statement**\*(REQUIRED)** – documentation should include details about the reporting standard, verification standard and scope of review, inventory total, base year adjustments, and materiality threshold.
* Third-Party Reference Forms**\*(REQUIRED)** – Minimum of one required; up to three (3) third-party reference forms may be submitted.

Appendix: Eligibility Requirements

**Applicants for the Organizational Leadership 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.
* Exemplary climate leadership activities must have taken place between January 1, 2014 and September 26, 2016. However, applications may also refer to actions that commenced before that time and continued into the application period and the length of time an action has been in practice, or which explains how that prior activity served as a foundation for ongoing and more current activities.

### GHG Inventory & Verification Requirements

* GHG inventory 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 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 or critical review.
* Third-party verified GHG inventory statement is required for goal’s base year.
* Reporting all scope 1 and 2 sources of an organization’s GHG inventory, 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. This requirement also applies 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.

### 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 must be an absolute reduction goal. Intensity goals will only be accepted if accompanied by a publicly announced absolute reduction goal.
* 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.
* 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.

**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)**.**

**Additional Considerations for Evaluation:**

* Innovation and thought leadership in developing operational strategies to address climate change.
* Disclosure of climate-related material risks and opportunities.
* Strategic integration of climate mitigation, adaptation, and resilience activities into applicant's operations, including establishing management structures, verifying performance, allocating budget, engaging the supply chain, and demonstrating a track record of establishing and achieving GHG reduction and climate risk mitigation goals.
* Key climate initiatives and subsequent goals, benchmarks, and plans for measuring success.
* Quality of engagement with external stakeholders -- non-profit partners, governmental organizations, and/or other non-advocacy collaborations in which the applicant is an active participant.
* Education and training of internal staff and management, as well as external stakeholders, partners, suppliers, competitors, and/or others.
* Activities that are deemed to exceed business-as-usual.