**2018 Green Power Leadership Awards**

**U.S. EPA Partner Award Application**

**Instructions**

1. **Ensure Eligibility**

An applicant (or organization nominated for an award by a third party) is eligible if the following requirements are met:

Applicants are either currently or will become an EPA Green Power Partner by April 6, 2018.

Applicants will maintain their EPA Green Power Partner status through 2018.

Only U.S.-based operations and facilities are eligible.

Only eligible green power generated from U.S.-based renewable energy resources will be considered. Please review the [Partnership Requirements](https://www.epa.gov/greenpower/green-power-partnership-requirements) for more information.

Applicants must have completed a green power purchase or have an operational on-site green power generator by April 6, 2018. The green power purchase is considered complete when delivery is executed or commercial operation has commenced.

Previous winners are eligible and are evaluated on their green power use and activities since their last award.

Applicants will be evaluated on the green power use they have reported to the Green Power Partnership as of April 6, 2018.

**Please note:** Eligibility will be verified during the review process, and finalists will need to pass an EPA compliance screen to be selected.

1. **Complete Application and Data Forms**

Organizations should submit only one application form, even if they are applying for multiple award categories.[[1]](#footnote-2) Third parties may nominate more than one organization for an award, but they must use a separate application for each nominee.

**Organizations are encouraged to apply directly for an award. If you are a third party nominating an organization for an award, the organization you are nominating MUST be copied on the email submittal. We also strongly advise you to consult with nominees to accurately capture their full contribution to the green power marketplace, not solely your experience with them.** Please complete all sections of the form:

**Review EPA Partner Award Categories**

**Contact Information**

**Green Power Use Data Form\***

**Green Power Use Essay Questions**

**Communications and Stakeholder Activities**

**Green Power Leadership Award Applicant Profile**

1. **Submit Materials to** [**GPLA@erg.com**](mailto:GPLA@erg.com)

**Required**

A completed GPLA application

Green Power Use Data Form\*

* Please email [GPLA@erg.com](mailto:GPLA@erg.com) to obtain a Green Power Use Data form to submit in conjunction with your application. Review the *Green Power Use Data Form* section in this application for more information.

**Optional**

Supplemental materials (see instructions under *Communications Activities*).

After the award application and green power use forms are submitted, EPA will confirm receipt and follow up with questions, if necessary.

1. **Questions?** Email [GPLA@erg.com](mailto:GPLA@erg.com) or contact Christopher Kent at 202-343-9046 or [kent.christopher@epa.gov](file:///C:\Users\AAmato.LEX-AAMATO\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\W6VFELPD\klein.melissa@epa.gov).

\*Please see page 5 for more information about the Green Power Use Data form. Current Green Power Partners should request a pre-populated form from an account manager or email gpla@erg.com.

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| **Deadline** |
| **Friday, April 6, 2018 (11:59 p.m. Eastern Time)**  Applications will be accepted beginning February 5, 2018. |

Application Form

**EPA Partner Award Categories**

Please check the award category for which the organization is applying (can be more than one category).

**Excellence in Green Power Use Award:** Recognizes Partners that distinguish themselves by using green power in amounts that exceed the [minimum benchmark requirements](https://www.epa.gov/greenpower/partnership-green-power-use-requirements), or where the applicant can demonstrate a distinct market impact through innovation, communications, and stakeholder engagement. Winning applicants in this category perform better than what is minimally required and offer a compelling example to their sector peers.

**Green Power Partner of the Year Award:** Recognizes Partners that distinguish themselves through their green power use, leadership, overall strategy, and impact on the green power market. Winning applicants should represent a beacon for other organizations to follow, represent best in class in terms of market impact, and have a compelling story that is both unique and replicable to a wider set of market participants. This category is the highest organizational honor in EPA’s Green Power Leadership Awards and the applicant’s activities should be commensurate with this level of recognition.

**Sustained Excellence in Green Power Award:** Recognizes continual leadership in advancing green power development. This award category recognizes a combination of both “sustained” green power use coupled with “excellence” in procurement size and diversity of supply. Successful applicants shall also demonstrate a similar level of sustained excellence as it relates to communications and market engagement related to their use of green power. To qualify, applicants must have won at least three (3) previous Green Power Leadership Awards—including one “Direct Project Engagement” (previously known as On-site Generation) award and one “Partner of the Year” award. Applicants shall demonstrate excellence by using at least 100 percent green power for their organization-wide purchased electricity use. Partners must also demonstrate sustained 100 percent green power use for no fewer than 3 years prior to their first award in this category. **Organizations can only receive a Sustained Excellence award once every three years, over which time applicants must maintain continued sustained excellence activities.**

**Direct Project Engagement Award:** Recognizes Partners that distinguish themselves through direct project engagement with on- and off-site projects using a variety of financing structures to access renewable energy certificate (REC)-based green power. Eligible direct project engagements include on- and off-site self-generation and physical power purchase agreements (PPAs) as well as direct investments and synthetic/virtual PPAs with off-site projects. Please note that, in general, EPA gives preference to Direct Project Engagement that results in new projects. EPA’s intent, in part, is to recognize direct long-term commitments with eligible projects. An applicant’s contractual relationship to the project shall be for no fewer than five (5) years. Self-generation shall be considered a 20-year contract term.

**Applicant Contact Information**

*Note: Please fill out the fields below with contact information for the organization applying for or being nominated for an EPA Green Power Leadership Award*

|  |  |  |
| --- | --- | --- |
| **Organization** | | |
| **Contact Name** | | |
| **Title** | | |
| **Address (Street 1)** | | |
| **Address (Street 2)** | | |
| **City** | **State** | **Zip** |
| **Phone** |  | |
| **Email** | | |
|  | | |

**Submitter Contact Information**

*Note: Please fill out the contact information below if you are a third party submitting an*

*application for another organization*

If same as contact information above, check here and skip:

|  |  |  |
| --- | --- | --- |
| **Organization** | | |
| **Contact Name** | | |
| **Title** | | |
| **Address (Street 1)** | | |
| **Address (Street 2)** | | |
| **City** | **State** | **Zip** |
| **Phone** |  | |
| **Email** | | |
| **Relationship to Applicant** | | |

**Applicant’s Communications/Public Relations Contact**

If same as applicant contact information, check here and skip:

|  |  |
| --- | --- |
| **Contact Name** | |
| **Title** | |
| **Phone** |  |
| **Email** | |

Green Power Use Data Form

Please contact [GPLA@erg.com](mailto:GPLA@erg.com) to obtain a Green Power Use Data Form to submit with the application and other award materials. The written application and data form should be submitted together. Additional details and instructions are included in the form. *Note: if applicant is already an EPA Green Power Partner, please request a pre-populated Green Power Use Data Form*.

Green Power Use Essay Questions

Applicants’ answers to the essay questions below MUST focus on the green power use reported to EPA in the GPLA Green Power Use Data Form. The green power projects and usage included in these essays must align with the information included in the data form. EPA strongly encourages Partners to complete the GPLA Green Power Use Data form prior to developing their answers to the essay questions.

Essays focusing on green power activities that occurred outside of the reporting period listed in the Green Power Use Data Form or green power activities that do not meet the program’s requirements will not be considered for an award.

Applicants should contact [GPLA@erg.com](mailto:GPLA@erg.com) (or their assigned account manager, if known) prior to developing answers to the essay questions if they are unsure of the eligibility OR relevance of their green power use.

Please note: if the applicant is selected as an award winner, EPA will use the content of these essay answers to write the applicant’s award winner profile. Please make sure all of the information provided is as accurate as possible and the description of green power activities coincide with the green power activities during the applicant’s 12-month reporting period as denoted in the GPLA Green Power Use Data form.

1. Why is the applicant worthy of national recognition for its green power usage? How has the applicant demonstrated leadership within its industry by using green power? For example, discuss how the applicant’s procurement supports new supply or represents a leading long-term commitment, or how the applicant’s green power use has increased. Please be sure the information provided below reflects the information included in the data form. (300-word maximum)

1. Please discuss any innovative strategies the applicant used to procure green power. For example, discuss the unique structure of the applicant’s green power product, or how the applicant used a creative financing structure to complete the procurement. (300-word maximum)

**Please refer to the awards category descriptions on page 3 to better align your essay/response.**

Communications and Stakeholder Activities

On the next page, please elaborate on communications activities that have a direct connection to the applicant’s green power use. All selected activities should have occurred during the 12-month reporting period indicated in the applicant’s GPLA Green Power Use Data Form. Activities could include, but are not limited to, the following:

* Press releases and other media outreach
* Social media outreach
* Press conferences, announcements, dedication events
* Promotion of ranking on EPA Top Partner list, or previous GPLA win, if applicable
* Promotion of green power use and partnership on website (supply details, including web analytics if available)
* Paid print, radio, television advertising, or public service announcements
* Marketing collateral (brochures, catalogs, flyers)

**Submit supplemental materials (encouraged but not required)**. If possible, please provide supplemental materials supporting your communication and outreach activities in one (1) PDF file. Please be sure to label all supplemental materials with the applicant’s name in the file name. The supplemental materials should relate to your ***communications and stakeholder activities***, as detailed below. Please also include links to press releases, mentions of the Green Power Partnership and the Partner Mark, sustainability reports, and other relevant promotional activities as appropriate. *Note that materials may be emailed to* [*GPLA@erg.com*](mailto:gpla@erg.com) *if less than 20 MB in size. If larger, please contact Christopher Kent at* [*kent.christopher@epa.gov*](mailto:klein.melissa@epa.gov) *or 202-343-9046.*

Please continue to the next page to review questions and provide answers.

How has the applicant communicated its green power use for the activities detailed in this application? What has been the market impact of these activities? Please detail communications and outreach activities that your organization has engaged in to promote your green power use.

In addition, how does the applicant build awareness about green power and its participation in the Green Power Partnership in general? What steps, if any, does the applicant take to encourage stakeholders to use green power? Please include details about your activities, including quantifiable impacts if known.

Please be sure these communications activities are tied to the information included in the Green Power Use Data form.

(350-word maximum. Please note: EPA strongly encourages each award winner to attend the ceremony in person, issue a press release, promote its status as an award winner on social media and other relevant channels, and post notice of the award on its website.)

**Green Power Leadership Award**

**Applicant Profile**

The Green Power Partnership’s website features profiles of all Green Power Leadership Award winners going back to 2001. Please write a profile describing the applicant’s green power use activities during the 12-month reporting period. This profile will be featured on the Partnership’s website if the applicant is selected as a 2018 Green Power Leadership awardee. The green power use information described in this profile should reflect the green power activities detailed in the applicant’s Green Power Use Data form.

[Please refer to previous award winner profiles on the Green Power Partnership website to get a feel for length and tone.](https://www.epa.gov/greenpower/green-power-leadership-awards#current-winners) The profile should focus directly on accomplishments that align with these specific awards criteria: the applicant’s green power leadership, detailing green power use and its impact on the market; any innovative and creative procurement methods and communications activities; and other information deemed relevant. Please do not include information on sustainability activities not related to green power use (e.g., recycling). If you are applying for a specific award, please tailor your profile to that award category. (300-word maximum)

1. Organizations may submit a Green Power Leadership Award application on their own behalf, OR third parties may nominate an organization for an award. Use this application in either instance. The term “applicant” is used in both instances. [↑](#footnote-ref-2)