



Submission Checklist

Please carefully review each item in this checklist to ensure that you have provided all required information for the Net Zero Challenge. The checklist is also included at the end of each section in the Online Portal.

Property Details

- The submission includes a high-resolution building picture (used in all Awards promotional materials)
- The submission includes a high-resolution management team picture (used in all Awards promotional materials)

Criterion 1: BOMA BEST Energy Score

- The BOMA BEST Energy section score is provided
- The BOMA BEST Scoring Summary (Level 4) is attached

The building has a valid, current BOMA BEST Certification

True

False

(If False) Because the building does **not** have a current BOMA BEST certification, supporting documentation is uploaded in the BOMA BEST Online Portal for each question earning points or answered with N/A (to be remotely reviewed by a verifier).

Criterion 2 & 3: Energy Use Intensity & Absolute Energy Impact

- The uploaded **ENERGY STAR excel summary** contains energy data for all meters for the most recent 12 months (the “current performance” data), including renewable energy generated on-site (if applicable)
- No data within the 12 months of “current performance” data is any older than 24 months
- No data within the 12 months of “current performance” data is modeled, it is all actual data
- All sections of the uploaded **Data Verification Checklist** PDF have been completed, except for the Indoor Environmental Standards section which can be left blank
- The **Data Verification Checklist** contains all “current performance” data and renewable energy generated on-site during that period (if applicable)
- The gross floor area listed in the **Data Verification Checklist** is consistent with floor measurement requirements provided by ENERGY STAR Portfolio Manager
- The uploaded **Data Verification Checklist** is signed by a Licensed Professional, with a recent date

Criterion 4: Carbon Emission Intensity

RECs have been purchased to displace emissions during the “current performance” period

True

False

(If False) No additional information is needed

(If True) RECs are certified under the EcoLogo or Green-e National Energy Standard

(If True) RECs are purchased during the 12-month period identified as the “current performance” period

(If True) Documentation is uploaded to support the claims

Carbon offsets have been purchased to displace emissions during the “current performance” period

True

False

(If False) No additional information is needed

(If True) Purchased carbon offsets are from high-quality, made-in-Canada projects that meet a credible industry standard (such as, but not limited to, Clean Development Mechanism and Gold Standard)

(If True) Purchased carbon offsets have been validated and verified to meet the above standard by a third-party accredited by the [Standard Council of Canada’s Accreditation Program for Greenhouse Gas Validation/Verification Bodies](#)

(If True) Carbon offsets are purchased during the 12-month period identified as the “current performance” period

(If True) Documentation is uploaded to support the claims

Criterion 5: Operations and Systems

A description is provided on 3 to 5 separate day-to-day strategies that specifically have an impact on the building’s energy or carbon performance

Each strategy includes a description of the framework put in place to ensure its ongoing success

Documentation is uploaded to support the claims

Criterion 6: Replicability

A description is provided for 1 to 3 initiatives associated with improving energy or carbon performance in the building that have taught the management team some valuable lessons

The description includes information that answers questions about the learning experiences such as:

- What were some of the roadblocks encountered along the way?
- What might you have done differently to get a different outcome?
- Are there additional considerations you wish you had reviewed before starting?

Criterion 7: Innovation

I am applying to the Innovation Award

True

False

(If False) No additional information is needed

(If True) The strategy has been clearly described

(If True) The date of implementation is provided

(If True) The description includes a compelling case for why the strategy can be considered “new and pushing the boundaries of what already exists”

(If True) The description includes the real impacts of the strategy on energy or carbon at the building

(If True) The description includes the steps put in place to ensure ongoing energy/carbon performance

(If True) Documentation is uploaded to support the claims

Criterion 8: Improvement Against Baseline

I am applying to the Most Improved Award

True

False

(If False) No additional information is needed

(If True) The uploaded **ENERGY STAR excel summary** contains energy data for all meters for the 12-months representing the “baseline performance” period AND the energy consumed between the baseline and current performance periods

(If True) The “baseline performance” period (Criterion 8) is older than the “current performance” period (Criterion 2)

(If True) No data included in the “baseline performance” period is older than 60 months from the current date

(If True) The start of the “baseline performance” period to the end of the “current performance” period represents at least 36 months of data

(If True) All sections of the uploaded **Data Verification Checklist** PDF have been completed, except for the Indoor Environmental Standards section which can be left blank

The **Data Verification Checklist** contains all “baseline performance” data AND data between the baseline and current performance periods

(If True) The uploaded **Data Verification Checklist** is signed by a Licensed Professional