



**The Outstanding Building of the Year**

**2023 ENTRY REQUIREMENTS**

**RENOVATED**



The Outstanding Building of the Year (TOBY) awards are part of a tiered awards program spanning three levels of competition – Local, National/Regional and International. Criteria for all levels of competition are established by BOMA International and in some cases modified at the Local/National/Regional level. (Please check with your local association for more details)



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## STARTING THE PROCESS



### NEW FOR 2023

Now it's even easier to ensure your building achieves the ultimate success. **\*This year, TOBY Awards are only given to properties carrying a BOMA 360 distinction**—the most comprehensive and holistic evaluation of operational and management practices. Now you have two opportunities to highlight overall excellence for community impact, emergency preparedness, sustainability, health and wellness and additional performance metrics for both commercial and industrial buildings.

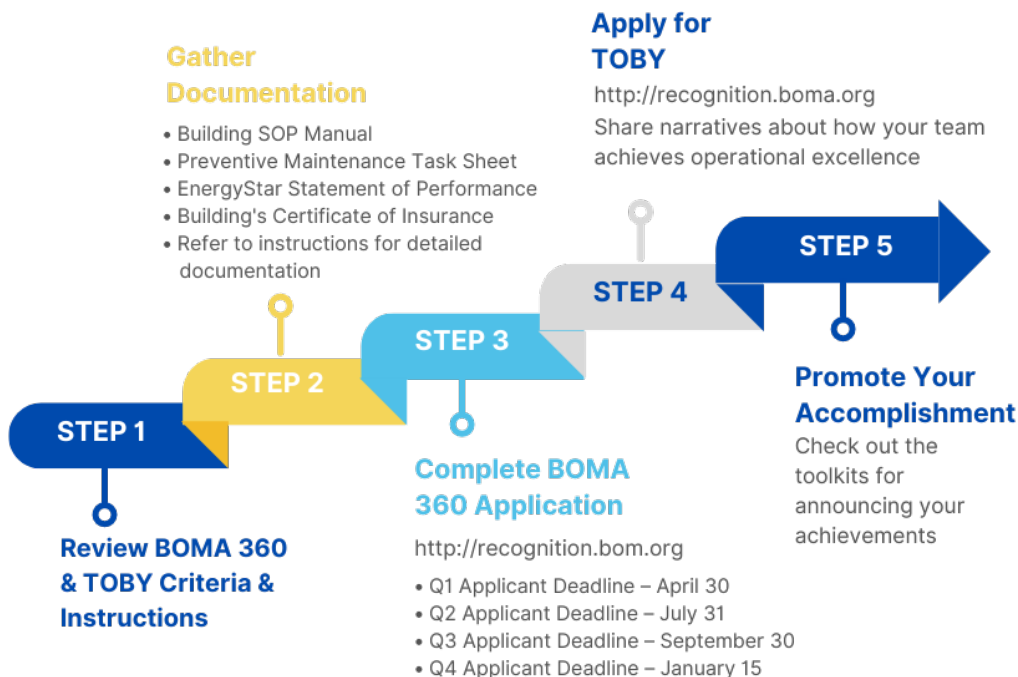
Before entering the TOBY competition, applying for the BOMA 360 designation serves as the first step in ensuring your building has achieved the minimum level of operational best practices. A new universal recognition platform has been created to simplify the process to help shape high performance buildings by providing an opportunity to educate property management professionals, reinforce team building relationships, and increase asset value and tenant retention on a global basis.

The BOMA 360 and TOBY applications have been consolidated into BOMA International's new 360/TOBY portal where applicants will have access to both applications all in one place. Applicants will have an opportunity to see areas where they can improve before entering the TOBY competition and have a stronger application, as well as work on both applications at the same time.

For more information on BOMA 360 visit the BOMA Recognition platform <https://recognition.boma.org/>

\* Does not apply to Retail and Public Assembly categories currently

## Achieve the Recognition Your Building Deserves



## CATEGORY DESCRIPTION

### Renovated Buildings

All Building(s) must be at least 15 years old, have maintained a minimum of 50% occupancy (physical occupancy) during the renovation process for all building(s) and 3 or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of 5 projects are necessary. Renovation can encompass: (1) Rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure); (2) Modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions); and (3) Remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies).

In order to be eligible, a minimum of five of the following work projects must be completed **prior to the local TOBY Awards entry deadline** and the building must enter the TOBY program within 5 years following substantial completion of the last renovation projects to be eligible for this category.

1. New roof, re-roof or green roof
2. New boilers/HVAC /Central Plant
3. Cleaning/Painting/New design of existing building envelope
4. New electrical system: HVAC, Lighting, mechanical room upgrades/updates, etc.
5. New fire panel/sprinkler system
6. Modernization of elevators which can include mechanicals, ADA compliance and interior cabs refurbishment
7. New security systems can include card access, cameras, console, fire panel etc.
8. Renovation of main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk etc.
9. Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flushometers, stale partitions etc.
10. Installation of new windows

## ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.

**NOTE:** At-Large entries, entries that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using BOMA International's 360/TOBY Recognition Portal at <https://recognition.boma.org> for regional judging and must notify their regional awards chair of their intention to compete.

2. All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete. Each entrant must upload the completed and signed TOBY Building Inspection Verification form to be eligible to compete at the Regional and International level (this form is provided by your local BOMA association or International Affiliate organization).

3. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

4. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).

5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by **June 15, 2022** with a minimum of 12 months of building operations.

6. At least 50% of a building's space must be used as office space to be considered.

7. All renovated buildings must be at least 50% percent occupied during time of renovation (leased occupancy).

8. Each building may enter in only one category.

9. **All Entrants are required to provide the following:**

- Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievements received within the past 24 months.
- Share data with BOMA International in ENERGY STAR® Portfolio Manager.

**Any entry that does not include both a and b will not be eligible to compete at the International level.**

To share your data with BOMA International, go to the Facility Summary page in ENERGY STAR® Portfolio Manager by clicking on the facility name on the My Portfolio page. Select "Add user to share this facility" under the Sharing Data section (on the right-hand side of the page) and follow the instructions.

**STATEMENT OF ENERGY PERFORMANCE**  
**1310 L Test**  
 Building ID: 1216272  
 For 12-month Period Ending: April 30, 2012  
 Date SEP Issuance Available: N/A  
 Date SEP Generated: July 12, 2012

Facility	Facility Owner	Primary Contact for this Facility
1310 L Test 1310 L Street, NW Washington, DC 20005	N/A	N/A

Year Built: 2002  
 Gross Floor Area (GFA): 153,800

Energy Performance Rating: (1-100) 73

Site Energy Use Summary†	
Electricity - Grid Purchases (kBtu)	11,186,218
Natural Gas (kBtu)*	1,222,545
Total Energy (kBtu)	12,378,762

Energy Intensity*	
Site (kBtu/sqft)	80
Source (kBtu/sqft)	281

Emissions (Based on site energy use)  
 Greenhouse Gas Emissions (MTCO<sub>2</sub>e/year): 1,642

Electric Distribution Utility  
 Potomac Electric Power Co (Pepco Holdings Inc)

National Median Comparison	
National Median Site EUI	104
National Median Source EUI	324
% Difference from National Median Source EUI	-23%
Building Type	Office

Meets Industry Standard for Indoor Environmental Conditions:  
 Verification for Acceptable Indoor Air Quality: N/A  
 Adequate Thermal Environmental Conditions: N/A  
 Adequate Illumination: N/A

Certifying Professional: N/A

†Based on the conditions observed at the time of my visit to this building. I certify that the information contained within this statement is accurate.

Notes:  
 \*Based on the ENERGY STAR and EPA eQuest software. EPA uses a number of input variables, such as the ENERGY STAR and eQuest software, to estimate the building's energy use. The accuracy of the results depends on the quality of the input data. The accuracy of the results is also dependent on the quality of the input data. The accuracy of the results is also dependent on the quality of the input data. The accuracy of the results is also dependent on the quality of the input data.

The government publishes the energy use intensity (EUI) and the building's energy use intensity (EUI) for buildings that are certified as ENERGY STAR buildings. The EUI is the energy use intensity (EUI) for buildings that are certified as ENERGY STAR buildings. The EUI is the energy use intensity (EUI) for buildings that are certified as ENERGY STAR buildings. The EUI is the energy use intensity (EUI) for buildings that are certified as ENERGY STAR buildings.

SEP Form 1310-18

10. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Standards section.

11. For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.

12. All buildings competing at the regional level must be BOMA 360-designated.

#### **Additional Requirements for Non-U.S. entries:**

**Canadian Entrants** are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

**Other International Entrants** should contact BOMA International regarding any questions on energy performance benchmarking requirements.

### **MANDATORY ON-SITE BUILDING INSPECTION**

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

TOBY judges have been given the option to conduct on-site or virtual inspections at the discretion of the BOMA local association.

For more information, please refer to the TOBY Awards Virtual Site Inspection document – [https://toby.boma.org/Documentation/2020\\_06\\_16\\_TOBY\\_Inspections%20COVID\\_19\\_FINAL.docx](https://toby.boma.org/Documentation/2020_06_16_TOBY_Inspections%20COVID_19_FINAL.docx)

- The following items may be inspected during the building inspection:
  1. Entrance/Mail Lobby
  2. Security/Life Safety
  3. Management Office
  4. Elevators
  5. Multi-Tenant Corridors
  6. Restrooms
  7. Stairwells
  8. Typical Tenant
  9. Central Plant/Engineering Office
  10. Equipment Rooms/Service Areas
  11. Parking facilities (only if Owner/Agent Operated)
  12. Landscaping/Grounds
  13. Refuse Removal and Loading Docks
  14. Roof
  15. Tenant Amenities
- The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:
  1. Evidence of Evacuation Drills conducted within past 24 months. NOTE: Drills can be silent if applicable.
  2. Preventative Maintenance Manual
  3. SOP Manual/Documentation of Standard Operating Procedures
  4. Regular Financial Reports/Accounting Software Used

5. Purchase Policies
  6. BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)
- Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization.

## ENTRY FEES

### TOBY LOCAL ENTRY FEES

A local competition fee may be applicable. Each Entrant should check with their local association concerning fees.

### BOMA 360 PROGRAM FEE

\$850 USD (office & industrial)

### REGIONAL AND INTERNATIONAL TOBY ENTRY FEES

Entry fees will be paid to BOMA International and BOMA Canada for each submission entering the Regional (National) competition. Fees are broken down as follows:

1. A Regional (National) fee of \$895 CA is payable to BOMA Canada at the time of registration.
2. An additional \$450 USD fee will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the international competition.

**NOTE:** All entries must be submitted, and fees received prior to your region's submission deadline in order to compete. Fees are non-refundable. All deadlines at close of business (5:00 pm Eastern).

## JUDGING / DATA / DEADLINES

1. Judging will occur at local, regional and international levels.
2. EnergyStar data must be shared with BOMA International no later than **March 31, 2023** to be eligible to compete on the International level. Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievement received within the past 24 months must be included with the submission in the appropriate section. This is a requirement for entries in all countries. Canadian Entrants must include the BOMA BEST certificate or letter from BOMA Canada attesting certification in addition to the ENERGY STAR® requirement above. Omission of the ENERGY STAR® requirement and, for Canadian Entrants, the BOMA BEST certificate or letter **AND** data sharing through the online ENERGY STAR® Portfolio Manager will automatically disqualify an entry. Fees are non-refundable due an entry that is disqualified for non-compliance.

Country	ENERGY STAR® Statement of Energy Performance or Official Letter from EPA or ENERGY STAR® Certificate of Achievement	Data sharing through ENERGY STAR® Portfolio Manager	BOMA BEST Certificate or Official Letter
All Entrants	✓	✓	
US Entrants	✓	✓	
Canadian Entrants	✓	✓	✓
European Entrants	✓	✓	

3. **Winter/Spring 2022/2023** - Canadian local associations hold their respective awards programs/galas. Building inspections take place at this level of competition. Each Canadian local association may submit only one building in each category to the national competition. (Winners at the local level will receive an invitation to enter into the BOMA Canada National Awards along with a Registration Form, directly from BOMA Canada.)

**REMINDER – BOMA 360 designations must be received prior to official TOBY entry. Please refer to quarterly deadlines posted on <https://recognition.boma.org/>. Entrants can work on BOMA 360 and TOBY entries at the same time on the new platform.**

**July 15, 2023** – registration, entry fees and formal entry to be received.

**August 2023**- Judging at the national level will occur.

**September 28, 2023** - Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, AB (September 26-28, 2022).

**January 2023** - Winners of BOMA Canada 2023 National TOBY Awards may be eligible to advance to the 2024 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.

April 2024- Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)

April/May 2024 - Judging at the International level will be arranged by BOMA International in Washington, D.C.

June 2024 - Competition results and awards for the International winners will be presented at the International Awards Gala during the 2024 BOMA International Conference & Expo®.

4. BOMA International's 360/TOBY Recognition Portal (<https://recongition.boma.org>) will begin accepting entries for each new season following the BOMA International Conference. Check website for specific dates.

## UNIVERSAL PORTFOLIO REQUIREMENTS

### Photograph Requirements

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2MB



- Do not use photograph collages (Only single images)

### **Supporting Document Requirements**

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5MB

### **Descriptive/Summary Text Requirements**

- Maximum word count is specified for each section

#### **NOTE:**

- Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

#### **RECOMMENDATION**

Text should be created in Word, or other similar program, and then copied and pasted into the text box. Please spell check prior to pasting into the text box. Also confirm that the copied text can be fully viewed on-line. If not, reduce the characters to fit the requirements.

## **PORTFOLIO SPECIFICATIONS**

The following information must be provided electronically using BOMA International's 360/TOBY Portal at <https://recognition.boma.org> to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed herein is **required**.

Local entries must check with your BOMA local association for local submission requirements.

**NOTE:** Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.

### **BUILDING INFORMATION**

#### **Building Description**

Provide a summary of the physical description of the building(s), property and location.

***Maximum of 350 words***

#### **Competition Photographs**

Photographs must display building features "before and after" rehabilitation, modernization and/or remodeling. There must be one "before" photo for every "after" photo of the exact same location.

Provide the following photographs of your building(s):

- 2 exteriors
- 1 interior (lobby and hallways)
- 1 standard tenant area
- 1 central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 additional photographs, the subject matter of which is the entrant's choice

An additional 12 photographs displaying building features "before and after" renovation is permitted. One "before" photo for every "after" photo of the exact same location is necessary.

#### **Awards Ceremony Photograph**

In addition to the competition photos, all entrants must upload one high resolution (minimum 300 dpi, 1,500 pixels wide or larger) color JPEG (JPG) of the **building's exterior** for display at the awards ceremonies. Also, a photograph (JPEG) of the **management team (minimum 300 dpi, 750 pixels wide or larger)** responsible for daily management of the building(s) is required.

**Total of 9 attachments required (up to 21 photographs allowed)**

## **SECTION 1: BUILDING OPERATIONS & MANAGEMENT – UP TO 5 POINTS**

This section is designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international levels does not include a physical inspection of the building(s) and property.

Describe the following:

Start with a summary explaining the renovation work completed. It must include a description of each project, the date of completion of each project and which of the three renovation types were utilized (rehabilitation, modernization and/or remodeling).

1. Any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM
2. Occupancy during time of renovations

Provide the following:

1. Floor plan for your building showing your main lobby as well as two additional typical floor plans
2. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
3. Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM

**Note:** Please combine multiple documents into a single attachment if necessary.

**Maximum of 2,000 words**

**Total of 4 attachments required (Up to 5 attachments allowed)**

## **SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT – UP TO 15 POINTS**

**NOTE:** Due to the impact of the COVID-19 pandemic in 2020, entrants can use data up to 24 months prior to application deadline.

For more information about emergency evacuations, please refer to BOMA International's document *Preparing for Emergency Evacuations* –

<https://boma.informz.net/BOMA/data/images/COVID%2019%20Preparing%20for%20Emergency%20Evacuations.pdf>

Describe the following:

- Procedures and programs for life safety, fire, disaster and security standards.

- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Explain how the building monitors activities in common areas.
- Explain how the building controls entry into the building, especially during non-business/non-peak hour.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

**Maximum of 1,800 words**

### **SECTION 3: TRAINING AND EDUCATION – UP TO 15 POINTS**

**NOTE:** Training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

Describe the following:

- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 12 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

**Maximum of 1,800 words**

### **ENERGY – UP TO 20 POINTS**

#### **ENERGY STAR® or BOMA BEST® Performance Rating – 3-6 of 20 Points**

**IMPORTANT: All Entrants from all countries are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievement. Canadian Entrants must also provide the BOMA BEST certification or letter.**

All buildings must benchmark their energy and water performance using ENERGY STAR® Portfolio Manager. As such, all entrants must upload a copy of the Statement of Energy Performance with data from the past calendar year.

Additionally, all entrants must share their data with BOMA International. To do this, have your ENERGY STAR® portfolio administrator go to “*Contacts*” (in the upper right-hand corner), click the “*Add Contact*” button, search for “*BOMA International*”, and click “*Connect*”. Once the connection request has been accepted, click on the “*Sharing*” tab and click on “*Share (or Edit Access to) a Property*” and follow the instructions. For additional guidance on sharing data, please click [here](#). **Any entry that does not share their data with BOMA International will not be eligible to compete at the International level.**

Entrants will be scored based on their ENERGY STAR score as follows:

- Score < 65: 3 points
- Score 65-74: 4 points

- Score 75-84: 5 points
- Score >84 : 6 points

*\*For multiple buildings, use weighted average by square footage*

- Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for energy conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs. **(4 of 20 points)**
- Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed **(3 of 20 points)**:
  - Preventative maintenance programs
  - System documentation
  - Equipment and system performance monitoring
  - Sensor and control calibration
- Describe the steps taken to improve the energy performance of your building over the last three years. **(2 of 20 Points)**.
- Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building's energy consumption. Provide measurable results demonstrating reduction in energy and improved performance. **(5 of 20 points)**

**Maximum of 1,750 words**

## **SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS – UP TO 15 POINTS**

Describe the following:

### **Environmental & Regulatory – 4 of 15 Points**

- Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.
- Describe buildings waste management plan, recycling policies and building's exterior maintenance plan, including re-caulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.
- Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

### **Sustainability – 3 of 15 Points**

- Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.
- When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

### **Waste – 4 of 15 Points**

- Describe your building’s waste reduction work plan and source separation program.
- Where applicable include:
  - Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
  - Facilities diversion rate
  - Educational training for occupants, custodians and general public
  - Organizational statement for continuous improvement in reduction and diversion of waste streams
  - Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
  - Future plans to increase recycling levels and reduce the waste generated

### **Health & Wellness – 4 of 15 Points**

- a. Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.
- b. Describe at least three wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- c. Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- d. Describe programs implemented since the outbreak of COVID-19 which you will keep in place to reduce contagious disease transmissions. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

***Maximum of 3,000 words***

## **SECTION 6: TENANT/OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT – UP TO 30 POINTS**

NOTE: Tenant relations/communications examples that occurred within the past 24 months can be referenced in this section.

### **Tenant and Occupant Relations (15 of 30 points)**

Describe the following:

- Tenant Relations efforts and/or programs sponsored by building management within the last 24 months.
- The building's work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
- Tenant amenities available such as health facilities, childcare and food service.
- A description of how the building's management team communicated with its tenants during COVID-19.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained.

Attach the following:

1. 3 samples appreciation letters from the tenant or public
2. 2 newsletters
3. 1 copy of tenant/occupant survey (if applicable)
4. 3 photos on how you fitted your building for COVID-19
5. 1 tenant communications piece from the property management team
6. 3 photographs reflecting the events being described
7. 1 table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)

**NOTE: Corporate Facility** – Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

### **Community Involvement (15 of 30 points)**

**NOTE:** Community impact examples and data that occurred within the past 24 months can be referenced in this section.

Describe the following:

- The building management's impact on the community. For example: jobs provided (as a direct result of the building's existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year's events, please note programs and how long they have been in place.
- Describe how the building management's efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated or how it affected the property.
- Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within past 12 months. Include date of activity.
- Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as police department, fire department, special improvement districts, and public works. Include date of activity.

**NOTE:** Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

Attach the following (Optional):

Entrants may also include a maximum of three attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters.

**Maximum of 4,000 words | Total of 13 attachments required -- 4 optional – TOTAL 17 attachments**

**\*\*\*\*\* END OF APPLICATION \*\*\*\*\***

## **SUBMITTED CONTENT**

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