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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460



**OFFICE OF AIR AND
RADIATION**

Hello ENERGY STAR energy efficiency program partners and implementers,

The 2022 ENERGY STAR Awards portal is now open through your My ENERGY STAR Account. To aid partners in preparing their award applications, ENERGY STAR prepared the following tips on how to properly fill out the application.

1. The “Organization Award Name” is the name that will appear on the crystal and online. ENERGY STAR cannot make changes afterward. Please confirm within your organization that the name is correct before submitting your application.
 - a. If you are part of a larger organization that will be applying for multiple awards across different service territories, consider adding the state/territory represented in the organization name.
2. The “Organization Award Name” should be affiliated with an ENERGY STAR partnership (i.e., not an implementation support contractor, or the name of a program).
3. You can save and come back to your application. Take the time to provide the information requested and read the examples.
4. There should only be one executive summary per application and one application per organization or utility service territory rather than one application per program.
5. Log in to your MESA early to ensure you can log in or to troubleshoot technical difficulties.
6. Apply early! Do not wait until the deadline, December 7, to submit your application.

ENERGY STAR also developed tips on the content that partners should focus on providing in the application itself. Please remember that the EPA is interested in program growth and increased engagement with ENERGY STAR programs.

1. Your application should provide information on how your program has advanced in the last calendar year.
2. Context matters. Don’t assume reviewers know the service territory or local conditions that affect programs. Provide the necessary background information that explains why your program achievements using ENERGY STAR should be awarded.
3. Provide both qualitative and numerical data to support your application, especially when discussing market effects.
 - a. Data, such as incremental energy savings with specifications as gross or net, can go a long way for reviewers.
 - b. Specify time horizon: energy savings and accomplishment need to largely have occurred in calendar year 2021.
4. Answer each question fully and connected your responses to how you leverage ENERGY STAR.
5. Provide examples of how ENERGY STAR is utilized in your programs.

If you have any questions, please reach out to your account manager or email the eeaccountmanager@energystar.gov account.

For more information, visit: www.energystar.gov

This message was sent to you on behalf of ENERGY STAR. Each ENERGY STAR partner organization must have at least one primary contact receiving e-mail to maintain partnership. If you are no longer working on ENERGY STAR, and wish to be removed as a contact, please inactivate your contact role status in your [MESA](#) account. If you are not a partner organization and wish to opt out of receiving e-mails, please contact EnergyStarProducts@energystar.gov.