



Call for Entries Guidebook

2023 R2R CREST Awards

COMMERCIAL REAL ESTATE SUSTAINABILITY TRAILBLAZERS

Entry Deadline: August 31, 2023 at 6pm

Learn more at: race2reduce.bomatoronto.org



A BOMA Toronto Initiative



**race2
REDUCE**
A BOMA Toronto Initiative



Inspired **leadership** since 1917

It's Your Time To Shine

The 2023 race2reduce represents an exciting milestone as we embrace a new era of decarbonization. By focusing on greenhouse gas emission (GHG) reduction, we aim to support the commercial real estate sector's transition towards a sustainable and carbon-neutral future. We applaud all participants for their dedication and hard work, and we look forward to recognizing their achievements at the 2023 CREST awards ceremony. Together, we will create a lasting impact on our environment and pave the way for a greener, more sustainable future.

The 2023 CREST Awards will honour participants from the race2reduce program who have demonstrated commitment to continuously improve the management and operation of their buildings and drive down emissions in alignment with the program's new decarbonization focus. As we introduce the next iteration of the race, we are dedicated to enhancing the value for our participants.

Properties and tenants will be recognized across four categories:

Emission Reduction Leadership, Innovative Excellence, Collaborative Excellence, and Climate Champion.



Recipients who have either initiated building performance improvement programs or emission reduction programs in 2022, or have taken steps to enhance existing programs and initiatives and can measure results from 2022 should apply for the race.



We look forward to celebrating with you at this year's R2R CREST AWARDS Reception.

Thank you for your commitment to the race2reduce and good luck!

FOR ASSISTANCE & ENTRY PROCESS INQUIRIES, CONTACT

IRFAAN HASHAM

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Requirement: 2023 CREST Award Summary of Entry (Categories 2-4)

By entering the **race2reduce** competition, you thereby give BOMA Toronto and [race2reduce](#) partners and affiliates permission to publish content from your submission. A race2reduce case study provides an opportunity for race participants who have shown exemplary effort in any of the 2023 CREST Award categories (Innovative Excellence, Collaborative Excellence or Climate Champion) to help others learn from your success.

Winners will be given the opportunity to highlight key efforts and metrics through a 1-page R2R summary that will be shared with industry peers. You will be required to provide the following:

- Visual assets for the case study (1-2 high resolution images related to the CREST Submission)
- A 25-50 word caption that can be used in our e-news to introduce the summary
- A 200-300 word description of your 2022 R2R CREST Award submission

The suggested content format:

- About the property (max. 100 words)
- What was implemented? (max. 100 words)
- What were the results? (max. 100 words)

PLEASE PROVIDE THE INFORMATION ABOVE WITH YOUR SUBMISSION.

Should you win, this will be used to share information about your program or building's performance.

Completing this summary is a mandatory component of your submission.

BOMA Toronto reserves the right to edit the content and publish.

By way of entry, participants provide BOMA Toronto with consent to publish information contained in the entry in any form including but not limited to news releases, books, periodicals, galleries, case studies and R2R collateral to promote and advance the race.

CREST Awards Submission Criteria

Please include the required information for each award submission. All entries that are not accompanied by this form along with the mandatory submission requirements will be DISQUALIFIED.

Team Photo

Pictures of winners and participants from **race2reduce** events may be published for the purpose of advancing the objectives of the race. By entering this competition, you hereby give BOMA Toronto and race2reduce partners and affiliates permission to publish your photo for this purpose. If you would not like your photo published, please indicate below.

- Yes, you can publish all photos in our submission.
- No, our images are rights managed and can not be published.

Award Classifications

NEW THIS YEAR: AWARDS CLASSIFICATIONS HAVE CHANGED!

The awards for each award category will no longer be categorized like previous years. This year, the Collaborative Excellence, Innovative Excellence and Climate Champion awards will each have only one award recipient.

AWARD CATEGORIES

- Emission Reduction Leadership
- Innovative Excellence
- Collaborative Excellence
- Climate Champion

Important Eligibility Deadlines and Details

The R2R CREST Awards are designed to exemplify the objectives of the race, provide an arena to showcase industry leaders, and ultimately provide the platform to share successes and best practices.

To be eligible for the 2023 CREST Awards you must meet the following criteria:

- Buildings (or tenants) must be registered participants in race2reduce before July 31, 2023
- Participants' Energy Star Portfolio Manager account for registered buildings (or tenant space) must be linked to the corresponding race2reduce account before July 31, 2023
- Candidates entering the **Emission Reduction Leadership, Innovative Excellence, Collaborative Excellence, and Climate Champion** categories must submit their entry/entries via email to race2reduce@bomatoronto.org

Entries in these categories must be tied to an existing participant building. All information for the building must be complete for eligibility.

General Considerations

The race2reduce Awards Committee and race2reduce program management team reserves the right to re-classify, re-categorize or disqualify entries, and remove any ineligible materials.

Assessment of entries under the **EMISSION REDUCTION LEADERSHIP** category is based on relevant metrics obtained from Energy Star Portfolio Manager.

Entries in the **INNOVATIVE EXCELLENCE, COLLABORATIVE EXCELLENCE** and **CLIMATE CHAMPION** categories will be judged by the race2reduce Awards Committee and must submit all mandatory entry forms and documentation.

Tenants in a non-participant building are only eligible if they are separately metered and if they have completed the required information in Energy Star Portfolio Manager.

Judges will score submissions based on pre-approved criteria that align with the race2reduce objectives. Entry requirements and assessment criteria for each category are detailed in the full entry package below.

Award Category Descriptions

1. EMISSION REDUCTION LEADERSHIP AWARD

The Emission Reduction Leadership Award recognizes those that have demonstrated commitment to implementing measures to improve the performance through GHG emission reduction.

Participants in this category will be assessed solely on performance data entered into Energy Star Portfolio Manager. The sub-categories for this award will be broken down as indicated below. **Read entry requirements on page 8 & 9 of this document. No other documentation is required to enter this category.**

Categories: **Office, Retail – Open Air/Strip, Retail – Enclosed, Light Industrial, Medical Facility, Tenant, Public Assembly Building, Mixed-Use and Universal Facility.** Eligible R2R participants will have their building data automatically imported from Energy Star Portfolio Manager in order to assess the respective year-over-year GHG emission reductions. **Important:** Participants must link the Energy Star Portfolio Manager account for the building to the corresponding race2reduce account for participants to submit their entries.

Success is measured by percentage GHG emission reduction from the 2022 calendar year compared to the 2021 calendar baseline year. GHG intensity reduction is the metric used for this award.

Energy Star Portfolio Manager information can be found [HERE](#)

2. INNOVATIVE EXCELLENCE

The Innovative Excellence Award recognizes those who have deployed creative and effective approaches, strategies, technologies, etc. to achieve their emission reduction and sustainability objectives. Recipients will have demonstrated how they approached existing or new problems in creative and novel ways, and report a measured level of success, creating new best practices and paving the way for others in the industry follow. **Read entry requirements on page 10 & 11 of this document.**

3. COLLABORATIVE EXCELLENCE

The Collaborative Excellence Award honours the spirit of the race, fostering collaboration between landlords and tenants to achieve mutually beneficial outcomes (verifiable success). By working together both landlords and tenants can achieve more than if either group worked alone. Winners in this category will have demonstrated collaborative efforts that bring together and engage one or more stakeholders central to issues pertinent to emission reduction and sustainability. Leaders will prove to the industry that engaging and collaborating with stakeholders and creating new conversations can drive genuine improvements in building performance. **Read entry requirements on page 12 & 13 of this document.**

4. CLIMATE CHAMPION AWARD

The Climate Champion Award recognizes a building or a tenant that has demonstrated exemplary effort to reduce emission or maintain low emission buildings through business operation. Eligible candidates are assessed on emission intensity, commitment to climate action (policies, programs, and business practices), tenant & employee engagement, and community action as they relate to sustainability. **Read entry requirements on pages 14 - 16 of this document.**



Call for Entries Guidebook

Categories Submission & Scoring Criteria

EMISSION REDUCTION LEADERSHIP
INNOVATIVE EXCELLENCE
COLLABORATIVE EXCELLENCE
CLIMATE CHAMPION



1. Emission Reduction Leadership

The emission reduction leadership awards will be categorized as shown in the table below. Participant buildings/spaces will be automatically categorized based on information gathered from Energy Star Portfolio Manager. The table below provides a concise overview of the categories and their corresponding square footages. Following the table, you will find a detailed description of each category, outlining its specific characteristics and criteria. This comprehensive breakdown aims to provide a clear understanding of the different categories and assist in selecting the most suitable option.

Square Footage	Office	Open Air Retail	Enclosed Retail	Light Industrial	MURB	Tenant	Mixed Use	Universal Facility
<100K	✓							
≥ 100 > 500K	✓							
≥ 500K	✓							
Single Award (Any Size)		✓		✓	✓	✓		✓
Two Awards (< 500K & ≥ 500K)			✓✓				✓✓	

OFFICE BUILDING

All office buildings must have at least 50% office area to be eligible.

OPEN AIR RETAIL

An open-air retail property that is managed by one company with a minimum of 50% occupancy. The entry may be made up of individual retail units, with either one or multiple levels in height, but must be managed as a single property. The configurations are where there is no indoor common space, and stores may be unconnected or attached in a strip or row type of fashion. This type of property may also be called a Strip Mall.

RETAIL - ENCLOSED

A group of enclosed retail commercial establishments under 1 million square feet, managed by one company. The entry must be managed as a single property and may be one or multiple levels in height with a minimum of 50% occupancy.

LIGHT INDUSTRIAL

All buildings, comprising a total project, to include any single building industrial properties, one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding rear door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

MULTI-UNIT RESIDENTIAL BUILDING (MURB)

Buildings comprised of a common entrance and separate units that are also known as apartments constructed for dwelling purposes. Must have one primary exterior door access, with each of the apartments connected by an interior door. All of the units must connect to each other (or a central corridor) by some interior door.

TENANTS

The tenant category aims to promote sustainable practices and environmental responsibility among tenants. This category encourages office and retail occupants to actively engage in initiatives that reduce their environmental footprint and enhance workplace sustainability. To qualify for this category, tenants must either be tenants in an office building or in a retail space.

MIXED USE

All properties will have minimum of 10% office in a planned integration of at least three components that are a mix of retail, entertainment, residential, hotel, recreation or other functions. Each component will be at a minimum of 10% of the total property. The property can be one or more buildings managed by the same company. It is pedestrian-oriented and contains elements of a live-work-play environment. It maximizes space usage, has amenities and architectural features that tends to mitigate traffic and sprawl.

UNIVERSAL FACILITY (ANY FACILITY THAT DOES NOT FIT INTO THE OTHER CATEGORIES)

There are no use restrictions or size restrictions applicable to the selection of the Universal Module.

A Universal Building may be any one (or a combination of) the following building types: Adult Education, Aquarium, Automobile Dealership, Bank Branch, Bar/Nightclub, Barracks, Bowling Alley, Casino, College/University, Convenience Store with (or without) Gas Station, Convention Center, Courthouse, Data Center, Drinking Water Treatment & Distribution, Energy/Power Station, Fast Food Restaurant, Fire Station, Fitness Center/Health Club/Gym, Food Sales, Food Service, Hotel, Ice/Curling Rink, Indoor Arena, K-12 School, Laboratory, Library, Lifestyle Center, Mailing Center/Post Office, Mixed Use Property, Movie Theater, Museum, Utility, Other Stadium, Other - Education, Other - Entertainment/Public Assembly, Other - Lodging/Residential, Other - Mall, Other - Public Services, Other - Recreation, Other - Restaurant/Bar, Other - Services, Other - Technology/Science, Other - Utility, Parking, Performing Arts, Personal Services (Health/Beauty, Dry Cleaning, etc.), Police Station, Pre-school/Daycare, Prison/Incarceration, Race Track, Repair Services (Vehicle, Shoe, Locksmith, etc., Residence Hall/Dormitory, Restaurant, Retail Store, Roller Rink, Self-Storage Facility, Senior Care Community, Single Family Home, Social/Meeting Hall, Stadium (Closed), Stadium (Open), Supermarket/Grocery Store, Swimming Pool, Transportation Terminal/Station, Veterinary Office, Vocational School, Wastewater Treatment Plant, Wholesale Club/Supercenter, Worship Facility.

INNOVATIVE EXCELLENCE, COLLABORATIVE EXCELLENCE AND CLIMATE CHAMPION

This year, we continue to celebrate the exceptional accomplishments of your buildings. Each of these awards holds great significance and represents the highest level of achievement in their respective categories. Unlike other categories, there are no specific square footage or building type requirements for these awards. Entrants will be judged solely on the evaluation criteria provided on pages 10-15. This ensures a fair and impartial assessment of their outstanding contributions and remarkable efforts in driving innovation, fostering collaboration, and leading the way in climate action.

2. Innovative Excellence Award

Possible Score: 40 points

Entrants will answer questions related to four criteria sections: CREATIVITY & INNOVATION, BUILDING PERFORMANCE, POSITIVE IMPACT & SCALABILITY (maximum 350 words per section).

ENTRIES ARE SCORED BASED ON THE FOLLOWING CRITERIA:

A) CREATIVITY AND INNOVATION (UP TO 10 POINTS)

Fundamental to the concept of innovation, judges consider how novel the concept is or how an innovative approach was applied to the reduction of building emissions and sustainability efforts. Innovations are not limited to technological solutions but rather, acting on an opportunity or determining a new solution to a problem and can include but are not limited to unique communication approaches, inventive management systems and collaborative approaches to driving best practices and reduce emissions.

In 350 words or less, summarize your creativity and innovation tactics, consider:

- What makes your program new, innovative or unique?
- What innovative tactics or solutions did you use to solve a problem or enhance an opportunity?
- How does your solution advance emission reduction efforts and how does it compare to efforts employed by others in Canada, North America or globally?
- How can you demonstrate results against your investment? (i.e., operational savings, time savings, engagement outcome and effectiveness, etc.)

Specific, quantifiable results that can be measured should be reported here to substantiate your answer and will increase your chances to shine (i.e. reduction in emissions, reduced operations costs, reduction in tenant complaint etc.).

B) BUILDING PERFORMANCE: (UP TO 10 POINTS)

This measures the degree to which the program supported its original objectives and improve building performance by reducing emissions.

Submit information related to energy savings of the project, provide documents to support savings and illustrate how your efforts are directly related to your success (provide supporting documentation where necessary).

In 350 words or less, summarize your emission reduction tactics and results, considering:

- What steps were taken to reduce emissions?
- Is there strong evidence of emission reductions as direct result of the project?
- How material are the emission reductions compared to annual building emissions?
- How can you link emissions reduction success to your efforts?

Include any relevant case studies in support of your answer.

C) OTHER POSITIVE IMPACTS (UP TO 10 POINTS)

This section explores other positive impacts that resulted from your efforts. Provide metrics used to gauge success and supporting background detailing quantifiable results to support your case. Explain how your innovation can have a broader positive societal impact. Examples can reach beyond the scope of the commercial real estate industry and can impact other sectors as well.

In 350 words or less, summarize positive impacts, considering:

- How did your innovative approach positively impact outputs?
- What other environmental benefits were accrued through the project? (ex. Water savings, human health benefits, mental health and other benefits, sustainable transportation)
- What evidence exists of a positive impact on building occupants because of the project?
- How were occupants of the building impacted and what evidence do you have to support this claim? (i.e. tenant survey)
- If you invested in new technology explain why (i.e. if you are part of a pilot). Put the scale in context, both within your own operation and in comparison to the number of new projects like this being undertaken in your peer group (i.e., other industry members, neighboring properties, etc.)

D) SCALABILITY AND SUCCESS (UP TO 10 POINTS)

The race to reduce is not only about collaboration between landlords and their tenants but advancing practices between competitors themselves. Innovative and leading organizations raise the bar for everyone when they pioneer environmentally and socially beneficial ideas can be replicated by the industry as a whole.

In 350 words or less, summarize program success & scalability potential, considering:

- Was internal scalability considered by management when developing this the project?
- Support this with payback calculations, internal memos, business cases or plans for expanding the actual program.
- How can your ideas be adopted by others in the industry to replicate positive impacts?
- Does your organization plan on rolling out these efforts at other properties?
- Is broader application in the commercial real estate industry feasible? (why?)

3. Collaborative Excellence Award

POSSIBLE SCORE: 40 POINTS

Entrants will answer questions related to four criteria sections: COLLABORATIVE PRACTICES, ENGAGEMENT, POSITIVE IMPACT & SCALABILITY (maximum 350 words per section).

A) DEMONSTRATION OF COLLABORATIVE PRACTICES (UP TO 10 POINTS)

Collaboration between landlords and tenants is central to the spirit of the race. The demonstration of collaborative practices will be a key aspect when scoring these entries. Judges will look for efforts that embody this collaborative spirit, not only with landlords and tenants, but with other potential stakeholders, vendors, non-profit, or government organizations.

In 350 words or less, summarize your collaborative tactics, considering:

- What incentives or tactics have been created to drive employee participation?
- How many different groups were engaged? Are there clear indications of collaborative efforts that go beyond typical landlord – tenant relations?
- Did both parties demonstrate genuine effort through time and/or resources?
- What type of consultancy and stakeholder engagement was undertaken as part of the collaboration process?
- How did the project align with the participating organizations' overarching goals and objectives?
- Were occupants of the building impacted? If so, how? Why?

B) ENGAGEMENT (UP TO 10 POINTS)

Provide a description of existing engagement programs and how these efforts integrated or built on that (if metrics would be used to measure success).

In 350 words or less, summarize methods of engagement, considering:

- How have regular employees been impacted by the project?
- What incentives or tactics have been created to drive employee participation?
- Has the collaborative effort integrated well with other employee engagement efforts?
- What was the direct impact of your efforts? Can you report any long-term benefits?
- How did you communicate with your targets? (i.e., memos, newsletters, advertising, business cases).

Provide examples in your entry document along with any relevant metrics and KPIs.

C) OTHER POSITIVE IMPACT (UP TO 10 POINTS)

This section explores other positive impacts that were realized as a result of your efforts. Provide metrics used to gauge success and supporting background detailing quantifiable results to support your case. Explain how your method to foster collaboration can have a broader positive societal impact. Examples can reach beyond the scope of the commercial real estate industry and can impact other sectors as well.

In 350 words or less, summarize other positive impacts, considering:

- Describe how your strategies can be directly related to collaborative excellence.
- Outline specific positive impacts achieved as a result of your effort. (How have regular employees been impacted by the project?)

- Provide supporting evidence detailing how your initiative would have a positive impact and assist others if presented as a case study. Can you support your program results with payback calculations? What lessons have been learned through your efforts? How can others gain from this?
- Can you provide testimonials or feedback from key stakeholders addressing positive aspects of the program and their thoughts on continuing with it and building on existing efforts.

D) SCALABILITY AND SUCCESS (UP TO 10 POINTS)

Initiating a collaborative effort can be a big investment both in time and resources. One of the underlying goals for race2reduce is to see sustained results and commitment. In this section you will demonstrate how your approach can have a broader positive societal impact.

In 350 words or less, provide evidence of program success and scalability considering:

- Will lessons learned be integrated into other collaborative programs? Does the organization plan on rolling out these efforts at other properties? When and where? Why/why not?
- Demonstrate how your approach can have a broader positive societal impacts.
- Will current engagement efforts be maintained and/or grow? How? Does your organization plan to roll out efforts identified in this entry at other properties? If so, why? (or why not?), when and where?

4. Climate Champion Award

POSSIBLE SCORE: 100 POINTS

The Climate Champion Award recognizes building or a tenant that has demonstrated exemplary efforts to reduce emission from the building or business operation. Entrants will answer questions related to four criteria sections: **EMISSION REDUCTION, COMMITMENT TO CLIMATE ACTION, TENANT & EMPLOYEE ENGAGEMENT, COMMUNITY ACTION, AND SCALABILITY** (maximum 350 words per section).

A) EMISSION REDUCTION OR LOWEST EMISSIONS (UP TO 40 POINTS)

The primary determinant for this category is the percentage (%) Emission Intensity (EI) reduction during the assessment year or the Emission Intensity amongst peers competing for the same award. Emission intensity is the measure of total GHG equivalent per square feet. The % EI reduction is the percentage improvements of EI in the assessment year compared to the emission intensity of the baseline year. The total GHG equivalent is obtained from the Energy Star Portfolio Manager (ESPM). **Therefore, it is a requirement that any building being considered for this award must link their ESPM account to the corresponding race2reduce account.**

Points for this section are determined in one of two ways. The higher of the two will be used for scoring each facility entering this category.

1) Based on the highest % reduction among the competing entries within this award category according to the following scale:

Criteria	Points
Greatest % Reduction, A	40
$0.75 A \leq \% < A$	30
$0.5 A \leq \% < 0.75 A$	20
$0.25 A \leq \% < 0.5 A$	10
$\% < 0.25 A$	5

Note: This is a quantitative section and % EI reduction is calculated by race2reduce management using the total GHG equivalent across the gross floor area (GFA) from the ESPM. Therefore, no need to provide any qualitative explanation.

2) Based on the lowest GHG Emission Intensity compared to each participant entering for this award.

Criteria	Points
Lowest Emission Intensity A	40
$1.25 A \leq \% < A$	30
$1.5 A \leq \% < 1.25 A$	20
$1.75 A \leq \% < 1.5 A$	10
$\% < 1.75 A$	5

Note: There is no need to provide any qualitative explanation. This is a quantitative section and EI is calculated by race2reduce management using the total GHG equivalent across the gross floor area (GFA) from the ESPM.

B) COMMITMENT TO CLIMATE ACTION (UP TO 15 POINTS)

Climate Action speaks broadly to a company's commitment to reduce its corporate greenhouse gas footprint and climate resilience.

In 350 words or less, summarize your collaborative tactics, considering:

- Does your company track corporate Greenhouse Gas Emissions? Scope 1, 2 and 3?
- Do you have a corporate greenhouse gas reduction goal?
- Is your company evaluating climate risk and resilience?
- How are you communicating your climate action efforts - Corporate reporting, Climate disclosures, Newsletters, Web?
- What specific policies and programs are you implementing to reduce corporate greenhouse gas emissions (related to purchasing, transportation, training, HR, etc.)?

Provide examples in your entry document along with any relevant metrics and KPIs.

C) TENANT & EMPLOYEE ENGAGEMENT (UP TO 15 POINTS)

The success or the overall impact of the Climate Action is dependent on the extent to which employees and tenants are engaged to communicate these policies and called to action. This section explores positive impacts that were realized as a result of your engagement efforts. Provide metrics used to gauge success and supporting background detailing quantifiable results to support your case. Explain how your method to foster collaboration can have a broader positive societal impact. Examples can reach beyond the scope of the commercial real estate industry and can impact other sectors as well.

In 350 words or less, summarize your collaborative tactics, considering:

- Describe how your company's engagement strategies helped advance the climate action goals?
- Are you provide greenhouse gas emission information to your tenants?
- List specific activities/initiatives/programs that your company has launched to engage its employees.
- List specific activities/initiatives/programs that your comoany has launched to engage its tenants.
- Outline specific positive impacts achieved as a result of your effort. (How have the employees and tenants been impacted by the project?)

D) COMMUNITY ACTION (UP TO 15 POINTS)

A building is not an island. It exists and functions as part of the community in which it is located. Explain how you support broader climate action in your community.

In 350 words or less, summarize your collaborative tactics, considering:

- Does your company have a community engagement strategy?
- Describe how your company's community engagement strategy helped advance the Climate Action goals?
- List specific activities/initiatives/programs that your company has launched to engage and to benefit the community?
- Outline specific positive impacts achieved as a result of your effort. (How has the community benefited?)
- Describe how the community's involvement/feedback helped your company's helped or helping with advancing the company's climate goals?

E) SCALABILITY AND SUCCESS (UP TO 15 POINTS)

Depending on the size of your organization, undertaking efforts to tackle climate action etc. could become a daunting exercise that requires time and resources. One of the underlying goals for race2reduce is to see sustained results and long-term commitment. In this section you will demonstrate how your company's commitment to CSR and its approach to sustainability and climate action can have a broader positive societal impact, including impact/influence on competitors and other stakeholders in the CRE industry.

In 350 words or less, summarize your collaborative tactics, considering:

- Will lessons learned be integrated into other collaborative programs?
- Does the organization plan on rolling out these efforts at other properties? When and where? Why/why not??
- Demonstrate how your approach can have a broader positive societal and industry impacts.
- Will current engagement strategies and tactics (for tenant, employee, and community) be maintained and /or grow?

Entry Submission Criteria

Your entry should be organized as one digital file that identifies the different assessment areas in each category (i.e., Innovation, Collaboration and Climate Champion). Attach the appropriate entry form, located at the end of this document as the first page of the entry.

If submitting for multiple awards, a separate file should be included for each award category to which you are submitting (i.e., Innovation, Collaboration or Climate Champion Award categories). Attached the appropriate entry form, located at the end of this document as the first page to each entry.

Any relevant proof of performance (i.e., supporting materials, case studies, graphs, charts, photographs, collateral materials, etc.) produced within the eligibility period that document your efforts and its results may be included.

We recommend concise and condensed submission content to support your claims, however to accommodate executive summaries, reports and imagery and support materials, a maximum of 20 pages is allowed.

MANDATORY: ENTRY REQUIREMENTS & CHECKLIST (CATEGORIES 2-4*)

Please include the information below for each award that you submit for. All entries that do not include this form along with the mandatory submission requirements listed below will be DISQUALIFIED.

Submissions of the items will be required by August 31st, 2023.

All entrants in these categories must include:

- Entrant or Team Photo (.JPG or .PNG)
- Building Photo (if applicable)
- A short video* “thank you” message that may be played if you are a finalist or winner.
- Completed Entry Form
- Summary of Entry (300 words max.)

***Video & Photo formats:**

Your video message can be recorded from your computer (from your home or office) or phone!

Video file formats:

- MP4, MPEG4, MOV or WMV
- Suggested length: 5 - 10 seconds

Please record “landscape”, or horizontal so that your message fits the screen nicely (position your phone horizontally)

Entry Document for Categories 2-4: Word document or PDF

Maximum 20 pages, including supporting documents

Maximum file size: 20MB

Email the completed entry to: race2reduce@bomatoronto.org

Deadline to submit award candidate photos & videos: August 31, 2023.

*Finalists in Category 1 (Emission Reduction Leadership) may be asked to submit checklist items for presentation purposes.

How to Submit your Entry

- #1. Eligible candidates must link their Energy Star Portfolio Manager account to the corresponding race2reduce accounts.
- #2. For the **Collaboration, Innovation** and/or **Climate Champion** categories (in the final section of this document), complete the application form. For the **Emission Reduction** category, there is no need to submit an entry form.
- #3. Include your entry form as the first page to your entry
- #4. Upload a team photo, photo(s) of your property or examples of program in its application and your acceptance video when you submit your entry.

All entries will be vetted to ensure they meet the entry requirements and criteria. Failure to include any or all entry criteria items (including images and video and the one page overview) may see their entry removed from the competition.

NOTE: Every building or tenant space that links their Energy Star Portfolio Manager account to their race2reduce account will automatically be considered for the Emission Reduction Leadership Award. Those candidates that do not complete all of the required information and data entry through Energy Star Portfolio Manager (as applicable for the category requirements) will be eliminated from the CREST Award competition.

For Categories 2-4, please email the completed entry to: race2reduce@bomatoronto.org

File format: Word document or PDF

Maximum 20 pages, including supporting documents

MAXIMUM FILE SIZE: 20 MB

Multiple Entries

Participants are both permitted and encouraged to apply under more than one category (i.e., Collaboration and Innovation award categories). A separate entry form must be completed for each entry.



Good luck to all participants!

Entry Form – Innovative Excellence Award

Please include the information set out in this form as the first page of your Innovative Excellence Awards Package.

BUILDING ID NUMBER:

This is the number that is assigned to your building or space when you register for the race. You can find the number by logging into your account at race2reduce.bomatoronto.org and looking in the column labeled “ID” in our registration system.

Your Organization Name:

Building Owner Company Name:

Property Management Company Name:

Tenant Organizations Involved:

Other Partner Organizations Involved:

Year The Project Initiated:

Current Project Status (check the option that applies):

Completed

In Progress

Year The Project Ended (if completed):

Key Contact for the Submission:

Name:

Email:

Phone Number:

Assets Submitted:

Address for Trophy Delivery:

Signature:

Entry Form – Collaborative Excellence Award

Please include the information set out in this form as the first page of your Innovative Excellence Awards Package.

BUILDING ID NUMBER:

This is the number that is assigned to your building or space when you register for the race. You can find the number by logging into your account at race2reduce.bomatoronto.org and looking in the column labeled “ID” in our registration system.

Your Organization Name:

Building Owner Company Name:

Property Management Company Name:

Tenant Organizations Involved:

Other Partner Organizations Involved:

Year The Project Initiated:

Current Project Status (check the option that applies):

Completed

In Progress

Year The Project Ended (if completed):

Key Contact for the Submission:

Name:

Email:

Phone Number:

Assets Submitted:

Address for Trophy Delivery:

Signature:

Entry Form – Climate Champion Award

Please include the information set out in this form as the first page of your Innovative Excellence Awards Package.

BUILDING ID NUMBER:

This is the number that is assigned to your building or space when you register for the race. You can find the number by logging into your account at race2reduce.bomatoronto.org and looking in the column labeled “ID” in our registration system.

Your Organization Name:

Building Owner Company Name:

Property Management Company Name:

Tenant Organizations Involved:

Other Partner Organizations Involved:

Year The Project Initiated:

Current Project Status (check the option that applies):

Completed

In Progress

Year The Project Ended (if completed):

Key Contact for the Submission:

Name:

Email:

Phone Number:

Assets Submitted:

Address for Trophy Delivery:

Signature:



Call for Entries Guidebook

Deadline:
August 31, 2023
6pm



Winners will be recognized at the CREST Awards Reception.

DATE - November 16, 2023

Submit your entry to race2reduce@bomatoronto.org

For assistance & entry process inquiries, contact:

Irfaan Hasham

race2reduce Program Lead

E: ihasham@bomatoronto.org

T: (416) 596-8065 ext 223