**This is just a working document that may be submitted to ILG staff for comment and assistance through March 31st. On April 1st, ILG will post an online Request for Award Consideration. Only online requests completed by July 1st will be reviewed for award consideration. There will be no additional edits or supporting documentation once the online application is submitted.**

**All qualifying agencies will receive confirmation of award designation by September 1st.**

Participating Agency: Click here to enter text.

Contact Person & Title: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

The Beacon Program focuses on five areas of accomplishment:

(Please check the box next to the awards for which your agency seeks to be considered in 2016)

[ ]  Beacon Spotlight Award: Community Greenhouse Gas Emission Reduction

[ ]  Beacon Spotlight Award: Agency Greenhouse Gas Emission Reduction

[ ]  Beacon Spotlight Award: Agency Energy Savings

[ ]  Beacon Spotlight Award: Agency Natural Gas Savings

[ ]  Beacon Spotlight Award: Sustainability Best Practices Activities

[ ]  2016 Beacon Award

Within each area, a participant can earn Beacon Spotlight Awards-silver, gold or platinum- based on its level of achievement. Participants that achieve milestones in one or more of the five categories are honored with spotlight awards. To win a full Beacon Award, participating agencies are required to demonstrate achievements in all five areas.

**Community Greenhouse Gas Reductions:**

Base year: Click here to enter text.

Base year community greenhouse gas emissions: Click here to enter text.

Re-inventory year: Click here to enter text.

Re-inventory community greenhouse gas savings: Click here to enter text.

Upload supporting documentation

**Agency Greenhouse Gas Reductions:**

Base year: Click here to enter text.

Base year agency greenhouse gas emissions: Click here to enter text.

Re-inventory year: Click here to enter text.

Re-inventory agency greenhouse gas reduction: Click here to enter text.

Total percentage reduced: Click here to enter text.

Upload supporting documentation

**Agency Electricity Savings:**

Base year: Click here to enter text.

Base year greenhouse gas emissions: Click here to enter text.

Re-inventory year: Click here to enter text.

Re-inventory greenhouse gas savings: Click here to enter text.

Total percentage saved: Click here to enter text.

Upload supporting documentation

**Agency Natural Gas Savings:**

Base year: Click here to enter text.

Base year natural gas use: Click here to enter text.

Re-inventory year: Click here to enter text.

Re-inventory natural gas use: Click here to enter text.

Total percentage saved: Click here to enter text.

Upload supporting documentation

**ILG and the SEEC Collaborative strive to turn this information into a visually pleasing document that can be used for a variety of purposes, so giving the most complete information in a format that is easy to read is important. Here are some things to consider:**

* Provide as much details as possible in the descriptions of completed activities that your agency has implemented in each of the ten sustainability best practice areas.
* Be sure to always include the year in which the activity was completed.
* Include links and pictures that might provide additional detail.
* Include an activity only once. We realize that some activities can be counted in several best practice areas. However, activities will only be counted once, so please place the activity in the category best fits.
* Use active voice, one in which the subject of sentence performs the action.
* Do not capitalize “city” when referring to the agency unless is it is followed by the city’s proper name. Example, The City of Sacramento vs. The city implemented a recycling program.
* If you have submitted best practice activities in the past, please list only the NEW activities to be included. They will be added to your agency’s existing Best Practice Document.

**Please record activities in each of the Institute’s ten Sustainability Best Practice Areas:**

****

**Energy Efficiency & Conservation**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Water & Wastewater Systems**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Green Building Activity**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Waste Reduction and Recycling**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Climate-Friendly Purchasing**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Renewable Energy and Low-Carbon Fuels**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Efficient Transportation**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Land Use and Community Design**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Open Space and Offsetting Carbon Emissions**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

****

**Community and Individual Action**

Silver:

1. Click here to enter text.

Gold:

1. Click here to enter text.
2. Click here to enter text.

Platinum:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.