

## **2022-2023 San Gabriel Valley Energy Champion Awards Guidebook**

The San Gabriel Valley Council of Governments (SGVCOG), in partnership with the Southern California Regional Energy Network (SoCalREN) Public Agency Program, is excited to host the 2022-2023 San Gabriel Valley Energy Champion Awards (Energy Champion Awards). Similar to years prior, the awards involve completing a variety of actions, from attending seminars to completing projects, in order to achieve a certain level of recognition. Each action is designed to promote energy efficiency, whether through education or implementation. The goal of the Energy Champion Awards is to motivate cities, school districts, and special districts to take further actions toward energy efficiency. This guidebook will provide a detailed overview of the new awards structure, as well as provide instructions on how to achieve each level of recognition. Actions for the awards may be completed from now until November 9, 2023.

The new structure is designed to help public agencies (for example, cities, school districts, special districts, etc.) execute and receive credit for projects that may surpass a one year timeline. It follows a progression toward becoming a “champion” in energy efficiency, which is the title of the final recognition tier. There are three categories within the structure, including Energy Education, Program Outreach, and Energy Efficiency in Action. The Energy Education and Program Outreach categories are designed to keep public agencies engaged throughout the years of 2022-2023, showcase programs and initiatives offered by the SoCalREN, and spread best practices among public agencies and residents. The Energy Efficiency in Action category is designed to encourage public agencies to embark on projects that will lead to significant progress in energy efficiency. Public agencies will have until November 9, 2023 to submit proof of completion for their desired recognition level.

Please review the awards structure on the following page.

| <b>AWARD*</b>                      | <b>SILVER</b>  | <b>GOLD</b>  | <b>PLATINUM</b>  | <b>CHAMPION</b>   |
|------------------------------------|--|--|--|---|
| <b>Energy Education</b>            | Attend** 2 total Energy Work Group meetings<br><b>AND</b><br>1 total energy efficiency related webinar/seminar | Attend 4 total Energy Work Group meetings<br><b>AND</b><br>2 total energy efficiency related webinars/seminars | Attend 5 total Energy Work Group meetings<br><b>AND</b><br>3 total energy efficiency related webinars/seminars   | Attend 6 total Energy Work Group meetings<br><b>AND</b><br>4 total energy efficiency related webinars/seminars                            |
| <b>Program Outreach</b>            | Complete 1 out of 3 items on an Outreach Campaign  | Complete 1 Outreach Campaign   | Successfully refer another agency to the SGVCOG to discuss SoCalREN program opportunities and complete 1 Outreach Campaign <b>OR</b> complete 2 Outreach Campaigns | Host SGVCOG at community event to promote energy efficiency programs<br><b>AND</b><br>Complete Platinum requirements for Program Outreach |
| <b>Energy Efficiency in Action</b> | Complete 1 Energy Efficiency Action Item   | Complete 2 Energy Efficiency Action Items  | Complete 3 Energy Efficiency Action Items  | Complete 4 Energy Efficiency Action Items   |

*\*In order to achieve a recognition level, jurisdictions must complete the actions outlined in the level's respective column.*

*\*\*Jurisdictions who enroll into the SoCalREN Public Agency program after the beginning of the year must coordinate with SGVCOG staff about possible adjustments immediately after enrollment.*

The following sections will describe in greater detail the requirements for each category and recognition level.

**ENERGY EDUCATION**

The two main components of this category are attending periodic Energy Work Group meetings and attending any energy efficiency related webinars/seminars. Energy Work Group meetings are co-hosted by the SGVCOG and the SoCalREN. They are spaces to provide project updates and share best practices.

Energy efficiency webinars/seminars may be hosted by the SGVCOG and/or SoCalREN or any other entity, as long as the event content is related to energy efficiency.

Entities that may offer energy efficiency related webinars:

- [SoCalREN Public Agency and/or Multifamily Programs](#)
- [United States Department of Energy](#)

- [Environmental Protection Agency](#)
- [California Climate & Energy Collaborative](#)
- [Emerging Technologies Coordinating Council](#)
- [SoCalGas](#)

Public agencies can attend webinars/seminars hosted by entities not listed above, but the content must be related to energy efficiency. Public agencies that attend webinars/seminars that are co-hosted by the SGVCOG will automatically be credited. Public agencies that attend other energy efficiency related webinars/seminars must provide attendance records, such as a screenshot of the webinar or proof of event registration, in order to be credited toward the awards.

As outlined in the structure, public agencies will need to attend a specific number of SGVCOG Energy Work Group meetings and webinars/seminars to contribute to their progress toward a certain recognition level. The SGVCOG will make special exceptions for public agencies who joined the awards competition relatively late on a case by case basis. If you would like to join the Energy Work Group mailing list, please contact SGVCOG Senior Management Analyst, Alexander Fung, at [afung@sgvcog.org](mailto:afung@sgvcog.org).

### **PROGRAM OUTREACH**

This category combines public agency and residential outreach regarding opportunities offered by the SoCalREN and energy efficiency best practices. Through Outreach Campaigns, public agencies are encouraged to promote the SoCalREN Public Agency Program, Multifamily Program, and any SoCalREN initiatives, as well as refer other eligible public agencies to engage in energy efficiency efforts hosted by both the SGVCOG and the SoCalREN. The Champion recognition level requires public agencies to host the SGVCOG at a community event, informing the local public of energy saving opportunities offered by the SoCalREN. This way, both public agencies and residents within the SGV will be prompted to become more involved with energy efficiency efforts.

#### Outreach Campaigns

To complete an Outreach Campaign, public agencies must complete any combination of 3 actions from the following list:

- Post to social media daily for 1 business week
- Include program/initiative information in newsletter
- Include program/initiative information in utility bill (if applicable)
- Include program/initiative information on jurisdiction website
- Include program/initiative information in a city council, board, commission, or committee presentation
- Post energy efficiency signage throughout relevant jurisdiction facilities

- Participate in energy efficiency Twitter Chat or podcast

The SGVCOG will provide public agencies with the materials necessary to complete an Outreach Campaign upon request, including pre-made social media posts and captions, flyers, newsletter excerpts, language for websites, and more.

Program information may consist of any SoCalREN program/initiative with the option of including jurisdiction's own energy efficiency programs.

The SGVCOG welcomes ideas that may not be mentioned in the list above, but still have the potential to reach a similar audience. Public agencies who wish to provide alternative action items must submit ideas to SGVCOG staff for approval. The following headings detail the requirements for this category at each recognition level.

### Silver

In order to make progress toward Silver in the Program Outreach category, public agencies must "begin an Outreach Campaign". Once public agencies complete at least one of the above actions, they have officially begun an Outreach Campaign.

### Gold

In order to make progress toward Gold in the Program Outreach category, public agencies must "Complete 1 Outreach Campaign." Once the Silver recognition tier is completed, agencies will already have taken one action toward an Outreach Campaign. They'll have two additional actions to take before officially achieving the Gold requirement for the Program Outreach Category.

### Platinum

Progress toward Platinum recognition in the Program Outreach category gives public agencies the option to either complete one Outreach Campaign and complete an agency referral OR complete two Outreach Campaigns. Successful referrals must result in a meeting between the referred agency and SGVCOG staff. A list of public agencies eligible for referral will be provided upon request.

### Champion

In order to make progress toward Champion in the Program Outreach category, agencies must "Host SGVCOG at a community event to promote Energy Efficiency programs AND complete Platinum requirements for Program Outreach." The target audience for this recognition tier is the local community. These community events can include Earth Day festivities, farmer's markets, concerts in the park, and more. Ideally, the event will provide the SGVCOG an opportunity to table/outreach to the community regarding any SoCalREN program/initiative. Special districts and school districts can co-host the SGVCOG at events that take place within their respective city, and both the special/school district and city will receive credit.

## **ENERGY EFFICIENCY IN ACTION**

In order to make progress toward Champion in the Energy Efficiency in Action category, public agencies must complete Energy Efficiency Action items. Public agencies may choose any combination of Action Items from the following list:

- Submit Project Commitment Form to SoCalREN and receive approval for a project, may include approval by:
  - City council
  - City manager
  - Department
- Complete 1 energy efficiency project in 2022 or 2023
- Host 3 Efficient San Gabriel Valley (eSGV; SoCalREN Initiative) assessments within your jurisdiction (can only submit this once)
- Submit an interest form for participation in Public Power-Up (SoCalREN Initiative)
- Host an energy efficiency related event to the local community
- Attend 7 Energy Work Group meetings (perfect attendance)
- Get started on an Energy/Climate Action Plan (or similar strategic plan/document)
- Apply for additional energy efficiency related recognition awards (for ex: Beacon)
- Receive recognition in other energy efficiency related recognition awards (for ex: Beacon)
- Present at a conference on an energy efficiency related topic (for ex: CCEC forum)
- Benchmark all municipal facilities on Energy Star Portfolio Manager (ESPM)
- Work with SoCalREN to identify additional funding opportunities for energy efficiency projects
- Meet with SoCalREN to discuss facility energy consumption and areas of improvement

For public agencies that wish to submit special projects (ex. energy savings) please submit projects to SGVCOG staff for approval. The SGVCOG will approve special projects on a case-by-case basis in collaboration with the SoCalREN.

## **CONTACT US**

If you have any questions or concerns, please contact any of the following:

Alexander Fung, SGVCOG Senior Management Analyst  
[afung@sgvcog.org](mailto:afung@sgvcog.org)

Sophia Sousa, SGVCOG Management Aide, ***Point of Contact for cities***

[ssousa@sgvcog.org](mailto:ssousa@sgvcog.org)

Vanessa Guerra, SGVCOG Management Aide, ***Point of Contact for all other public agencies***

[vguerra@sgvcog.org](mailto:vguerra@sgvcog.org)

### **Frequently Asked Questions**

Q: How do I achieve a recognition tier?

A: To achieve a recognition tier (Silver, Gold, Platinum, or Champion), public agencies will need to complete the actions outlined in the column of that respective tier. The tiers are designed in such a way that, as you make progress toward your desired tier, you'll achieve the lower tiers as well. For example, to achieve Champion, your agency will need to complete everything outlined in the Champion column. You'll notice that as you complete the Champion tier requirements, you'll achieve Silver, Gold, and Platinum along the way.

Q: Do I have to complete actions in the same order as the recognition tiers?

A: Nope! You can complete the actions in any order that works for your public agency.

Q: How do I submit my completed actions?

A: To submit completed actions, please send proof of completion to your designated point of contact. Proof of completion can include but is not limited to, a screenshot of event registration, pictures of an event, written documentation related to the action completed, staff reports referring to or outlining project details, etc.

Q: Is it possible to include additional energy efficiency actions that are not listed in the structure?

A: Absolutely! We recognize our list of Energy Efficiency in Action items may not reflect the entirety of our participating agencies' efforts toward energy efficiency. Please reach out to your designated point of contact regarding actions that are not listed in the structure.

Q: When do actions have to be completed in order for them to count toward the 2022-2023 Energy Champion Awards?

A: All actions must be completed within January 1, 2022 and November 9, 2023 in order for them to count toward the 2022-2023 Energy Champion Awards.

Q: How does the SGVCOG plan on recognizing cities and agencies for achieving recognition tiers?

A: We will host an awards ceremony recognizing each city and agency for their energy efficiency related efforts. Cities and agencies will receive physical awards and/or certificates to display in their offices.

Q: My agency uses a consultant for social media content. How else can I promote SoCalREN programs and initiatives in order to complete an Outreach Campaign?

A: There are several other ways in which public agencies can promote SoCalREN programs and initiatives, including via newsletter, flyers in utility bills, including information on your website, email blasts, and more! Public agencies are not limited to posting social media contents in order to complete an Outreach Campaign.

Q: Can you provide an example of the tasks needed to achieve Silver recognition?

A: One way for an agency to achieve Silver recognition is by completing the following actions:

- Attended two Energy Work Group meetings (fulfills Energy Education requirement)
- Attended an energy efficiency related webinar administered by the SoCalREN (fulfills Energy Education requirement)
- Distributed information on Efficient San Gabriel Valley (eSGV), one of SoCalREN and SGVCOG's initiatives, in their monthly newsletter (fulfills Program Outreach requirement)
- Retrofitted stadium lights with LED light bulbs at public park (fulfills Energy Efficiency in Action requirement)

Q: How can I check my agency's progress in the Energy Champion Awards?

A: Progress reports are posted and regularly updated on our website at <https://www.sgvcoq.org/energy-champion-awards>.

Q: Who can I contact if I have questions about fulfilling the requirements for different tiers or if I'd like to learn more about the Energy Champion Awards?

A: We have two points of contact for the Energy Champion Awards: one for cities and one for agencies/special districts. For cities, please contact Sophia Sousa at [ssousa@sgvcoq.org](mailto:ssousa@sgvcoq.org). For all other public agencies, please contact Vanessa Guerra at [vguerra@sgvcoq.org](mailto:vguerra@sgvcoq.org).