

## **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 Programs, is excited to host the 2022-2023 San Gabriel Valley 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 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. Prior to achieving Champion recognition, agencies must first achieve Silver, Gold, then Platinum. The Energy Education and Program Outreach categories are designed to keep agencies engaged throughout the years of 2022-2023, showcase programs offered by the SoCalREN, and spread best practices among agencies and residents. The Energy Efficiency in Action category is designed to encourage agencies to embark on projects that will lead to significant progress in energy efficiency. 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.

AWARD*	SILVER	GOLD	PLATINUM	CHAMPION
<b>Energy Education</b>	Attend** 2 total Energy Work Group meetings <b>AND</b> 1 total energy efficiency related webinar/seminar	Attend 4 total Energy Work Group meetings <b>AND</b> 2 total energy efficiency related webinars/seminars	Attend 6 total Energy Work Group meetings <b>AND</b> 3 total energy efficiency related webinars/seminars	Attend 7 total Energy Work Group meetings <b>AND</b> 4 total energy efficiency related webinars/seminars
<b>Program Outreach</b>	Promote 2022 SoCalREN Pilot Programs, Public Agency program, and/or Multifamily Program resources	Complete 2 Marketing Campaigns	Successfully refer another agency to the SGVCOG to discuss SoCalREN program opportunities and complete 2 Marketing Campaigns <b>OR</b> complete 3 Marketing Campaigns	Collaborate with the SGVCOG and SoCalREN to host an energy efficiency related event to the local community <b>AND</b> 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.

Ideally, agencies will have achieved Gold recognition within the first year. Additionally, agencies should be able to achieve Champion recognition within two years, but that achievement will require more planning and effort than that of achieving Gold recognition. 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 webinar/seminar. Energy Work Group meetings will be co-hosted by the SGVCOG and the SoCalREN. They will be 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](#)

Agencies may attend webinars/seminars hosted by entities not listed above, but the content must be related to energy efficiency. Agencies that attend webinars/seminars that are co-hosted by the SGVCOG will automatically be credited. Agencies that attend other energy efficiency related webinars/seminars must provide attending records in order to be credited toward the awards. Furthermore, the links above may include webinars/seminars unrelated to energy efficiency. Attending these events will not count toward the Energy Champion Awards, even though they may be listed on any of the above entities' websites.

As outlined in the structure, agencies will need to attend a specific number of Energy Work Group meetings and webinars/seminars to contribute to your progress toward a certain recognition level. The SGVCOG will make special exceptions for agencies who joined the awards competition relatively late on a case by case basis.

### **PROGRAM OUTREACH**

This category combines public agency and residential outreach regarding opportunities with the SoCalREN and energy efficiency best practices. Through marketing campaigns, agencies are encouraged to promote the SoCalREN Public Agency Program, 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 agencies to inform the local public of energy saving opportunities offered by the SoCalREN. This way, both agencies and residents within the SGV will be prompted to become more involved with energy efficiency efforts. 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, agencies must “promote 2022 SoCalREN Pilot Programs, Public Agency Program, and/or Multifamily Program resources.”

- Promoting resources may include posting to social media daily for 1 business week (using SoCalREN approved images and captions) OR including program information on agency newsletters, utility bills, agency website, etc.
- Completing the Silver recognition requirements in this category may also sound toward one action in one marketing campaign

- Shorter timeline than a marketing campaign with less requirements

The SGVCOG will provide agencies with digital materials on behalf of the SoCalREN Public Agency and Multifamily Programs.

### Gold & Platinum

In order to make progress toward Gold in the Program Outreach category, agencies must “Complete 2 Marketing Campaigns.” Once the Silver recognition tier is completed, agencies will already have taken one action toward one of those marketing campaigns. To complete a marketing campaign, agencies must complete any combination of 4 actions from the following list:

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

Campaign proposals must be pre-approved by SGVCOG staff and, once approved, campaigns should be completed within 1 month. Program information may consist of any SoCalREN program 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. Agencies who wish to provide alternative action items must submit ideas to SGVCOG staff for approval. Implementation of alternative actions without staff approval will not result in credit toward the category.

### Platinum

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

### Champion

In order to make progress toward Champion in the Program Outreach category, agencies must “collaborate with the SGVCOG and SoCalREN to host an energy efficiency related event to the local community AND complete Platinum requirements for Program Outreach.” The target audience for this recognition tier is the local community. Events can range from online to in-person. Some possible events may include:

- Hosting a booth on energy efficiency with SoCalREN program information at a pre-planned community event
- Hosting an energy efficiency webinar or seminar for community members

Special districts and school districts can co-host an event with their respective City, and both agencies will receive credit.

### **ENERGY EFFICIENCY IN ACTION**

In order to make progress toward Champion in the Energy Efficiency in Action category, agencies must complete 1-4 Energy Efficiency in Action items. 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 a Comparative Energy Analysis (CEA) meeting with the SoCalREN
- Benchmark all municipal facilities on Energy Star Portfolio Manager (ESPM)
- Undergo a municipal facility audit
- Collaborate with the SoCalREN to submit a grant application for energy efficiency project(s)
- Develop an Energy Action Plan
- Participate in the SoCalREN Facility Equipment Inventory Program
- Complete 1 energy efficiency project in 2022 or 2023

For jurisdictions who 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:

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