**

Organization Name:

Primary Contact Name:

APPLICATION:

Excellence in GHG Management (Goal Setting)

*The Center for Climate and Energy Solutions (C2ES) and The Climate Registry have partnered to incentivize, recognize, and highlight actions that go beyond business-as-usual in the management and reduction of greenhouse gas (GHG) emissions both in internal operations and throughout the supply chain.*

Excellence in GHG Management: Goal Setting

Recognizes organizations that publicly report and verify organization-wide greenhouse gas inventories and publicly set aggressive greenhouse gas emissions reduction goals.

DEADLINE to submit application is **December 4, 2020.**

|  |
| --- |
| **Instructions & Guidance:** Please answer all questions and note that fields will expand to the designated maximum character limit. Once the form is completed, save it to your computer and submit a copy of the application and the required supporting documentation via the [online CLA SmarterSelect portal](https://app.smarterselect.com/programs/67711-Climate-Leadership-Conference--Awards) by COB on **December 4, 2020.**         **Supporting Documentation**: please ensure that all required supporting materials are included with your application submission  *Note: See Section 6 for a complete list of required documents.*   * **Eligibility Requirements:** for a detailed list of application requirements, please refer to the appendix of this application or the [Goal Setting criteria page.](https://climateleadershipconference.org/awards/excellence-in-greenhouse-gas-management-goal-setting-certificate/)          For further details on the Climate Leadership Awards program, criteria, or application and review process, please review the [Frequently Asked Questions](https://www.climateleadershipconference.org/awards-faq).   * Please direct any questions to [questions@climateleadershipawards.org](mailto:questions@climateleadershipawards.org). |

Section 1: Contact Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name | Title | Organization | Phone | Email |
| Primary Contact |  |  |  |  |  |
| Secondary Contact |  |  |  |  |  |
| Public Relations Contact |  |  |  |  |  |

Section 2: Applicant Information

1. Organization Name

1. Headquarters Address

1. Indicate below which category the applicant is most closely associated with, along with gross annual revenues or budget.

Corporate; Annual Revenues:

Government; Annual Budget:

Academia; Annual Budget:

1. Describe the applicant’s overall operations, including significant operations conducted in the U.S.

*Note: While U.S. operations must be significant, the majority of emissions reductions do not have to occur in the U.S.*

*Max character count: 1,000*

Section 3: GHG Inventory Information

**REMINDER: Please refer to application appendix for a list of detailed eligibility requirements.**

1. What GHG accounting standard(s), methodology(s), and/or program(s) does the applicant use to measure and track its GHG emissions inventory?
2. Describe where the applicant publicly reports its GHG emissions data (e.g., corporate sustainability report, GHG registry, or public disclosure survey)and **include a webpage link to a current publicly available inventory.** Please also provide the page number where GHG data is referenced if appropriate.
3. The GHG inventory must include all scope 1 and 2 sources, with the exception of small sources that are cumulatively equal to or less than 10% of total emissions. Do the applicant’s public base year and current year inventories meet this requirement?

YES  
 NO – Explain below any exclusions that exceed 10% of emissions, and provide the percentage of overall emissions that those exclusions represent.

1. The organization must report both location-based and market-based scope 2 emissions for the base year and current year. Indicate which method is reported in the public GHG inventories.

|  |  |  |
| --- | --- | --- |
| **Year** | **Location-based** | **Market-based** |
| Base |  |  |
| Current |  |  |

1. Applicants should conduct a Scope 3 emissions screening in line with the GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standards to identify relevant Scope 3 categories (criteria [outlined in this document, Table [6.1], pg. 61](https://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporing-Standard_041613_2.pdf)). After evaluating Scope 3 emissions, did the applicant include relevant and mandatory Scope 3 emissions in its public base year and current year inventories? Applicants may provide additional information about plans to address Scope 3 emissions in the future.

*Note: If Scope 3 emissions comprise over 40% of total entity-wide emissions, applicants should (but are not required to) measure and report those emissions, and include at least one third of relevant Scope 3 categories in their GHG reduction goal.*

1. Enter base year and current year emissions included in the GHG reduction goal boundary in the table below. The organization must report both location-based and market-based scope 2 emissions for both the base year and the current year. If scope 3 categories or direct or indirect biogenic emissions are not included in the goal boundary, leave these rows blank.

The total emissions at the bottom of the table should be the quantity used to track progress toward the goal. The total emissions should include emissions from either scope 2 location-based or scope 2 market-based (not both), depending on the method being used to track progress toward the goal. In the last column, report the absolute emissions reduced in the goal period for each scope.

If the GHG reduction goal boundary does not represent the company’s full inventory, in addition to completing the table you must also attach a summary of the full GHG inventory as supporting documentation. Note that the applicant must still publicly report a GHG inventory and provide link to that publicly available information in question 3.2 (above).

| **Scope** | **Base Year Emissions  YEAR:**       **(metric tons CO2e)** | **Current Year Emissions YEAR:**  **(metric tons CO2e)** | **Absolute Emissions Reduction**  **(metric tons CO2e)** |
| --- | --- | --- | --- |
| Scope 1 |  |  |  |
| Scope 2 (location-based) |  |  |  |
| Scope 2 (market-based) |  |  |  |
| Direct biogenic |  |  |  |
| Indirect biogenic |  |  |  |
| Scope 3: Purchased Goods and Services |  |  |  |
| Scope 3: Capital Goods |  |  |  |
| Scope 3: Fuel- and energy-related activities |  |  |  |
| Scope 3: Upstream transportation and distribution |  |  |  |
| Scope 3: Waste |  |  |  |
| Scope 3: Business Travel |  |  |  |
| Scope 3: Employee Commuting |  |  |  |
| Scope 3: Upstream leased assets |  |  |  |
| Scope 3: Downstream transportation and distribution |  |  |  |
| Scope 3: Processing of sold products |  |  |  |
| Scope 3: Use of sold products |  |  |  |
| Scope 3: End of life treatment of sold products |  |  |  |
| Scope 3: Downstream leased assets |  |  |  |
| Scope 3: Franchises |  |  |  |
| Scope 3: Investments |  |  |  |
| **Total Emissions for Goal** |  |  |  |

1. Does the applicant conduct an annual verification process for its emission inventories? Verification documentation is required for base year and current year inventories.

*Note: Please attach verification documentation alongside emissions inventory.*

NO  
 YES – What GHG accounting standard(s), methodology(s), and/or program(s) does the applicant use to verify its GHG emissions inventory?

1. Select which third party verification/assurance standard applies to applicant’s base year and current year inventories, including any Scope 3 emissions, RECs or offsets applied to the inventories.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Reasonable Level of Assurance** | **Limited Level of Assurance** | **Third Party Critical Review** |
| Base |  |  |  |
| Current |  |  |  |

**PLEASE NOTE:** Documentation of third-party verification, or a verification statement, MUST be submitted with your application as a supplemental attachment. The statement should include the reporting standard, verification standard, scope of review, inventory totals and materiality threshold applied.

Section 4: GHG Base Year and Reduction Goal Information

**REMINDER: Please refer to application appendix for a list of detailed eligibility requirements.**

1. What is the applicant’s public GHG reduction goal?

      % of Scope       emissions from       (base year) to       (achievement year).

*For example, 20% of Scope 1, 2, and 3 emissions from 2015 to 2025.*

Additional Information:

*Max character count: 1,000*

1. Is this the applicant’s first public GHG reduction goal?  
    YES  
    NO – Briefly describe previous GHG reduction goals set and/or achieved.

*Max character count: 750*

1. Identify what kind of GHG reduction goal the applicant set.

Absolute goal

Intensity goal – Please answer the associated questions below.

1. If an intensity goal, what is the unit of measurement (e.g., per widget, square foot), and how is that calculated?

1. If an intensity goal, did the goal result in an absolute reduction of GHG emissions? If so, disclose the absolute GHG reduction achieved.

1. Describe how the applicant determined its goal.

*Max character count: 1,000*

1. Is the applicant’s GHG reduction goal a science-based target?

NO

YES – Indicate which methodology was used to define the goal (check all that apply) \*:

SDA (Sectoral Decarbonization Approach)

3% Solution

BT – CSI (Carbon Stabilization Intensity)

C-FACT

CSO’S Context-Based Carbon Metric

GEVA (Greenhoue Gas Emissions Per Unit of Value Added)

MARS Method

Absolute Emissions Contraction (IPCC straight line)

Other:

Additional Information

*Max character count: 1,000*

*\*While many organizations are shifting to science-based targets, it is not a Climate Leadership Awards requirement. For more information, see, for example, the Science Based Targets Initiative’s website (*[*http://sciencebasedtargets.org*](http://sciencebasedtargets.org/)*) or the IPCC’s website (*[*https://www.ipcc.ch*](https://www.ipcc.ch)*).*

1. Select the geographic boundaries for the applicant’s goal (this boundary must be consistent throughout the goal period absent structural changes).

Global

North America

United States

1. Within these geographic boundaries, does the reduction goal include all Scope 1 and 2 operations and emissions sources that are included in the inventory?

1. Applicants should conduct a Scope 3 emissions screening in line with the GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standards to identify relevant Scope 3 categories (criteria [outlined in this document, Table [6.1], pg. 61](https://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporing-Standard_041613_2.pdf)). After evaluating Scope 3 emissions, did the applicant include relevant and mandatory Scope 3 emissions in its GHG reduction goals? Applicants may provide additional information about plans to address Scope 3 emissions in the future.

1. The organization must report both location-based and market-based scope 2 emissions for both the base year and the current year, and must select one of these methods to track progress toward goal achievement. Indicate below which method is used. **The organization should also indicate which method is used in its public communication of the goal.**

Location-based method

Market-based method

*Max character count: 1,500*

1. If purchases of renewable electricity (demonstrated by the ownership and retirement of renewable energy instruments, such as renewable energy certificates) and/or offsets have been accounted for in the applicant’s base year and current year inventories, please provide information about the (1) quantity (in units of MWh and/or CO2e, respectively), (2) description, (3) certification or standard (e.g., Green-e certified), and (4) product vintage.

Renewable Energy Instruments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Emissions Year** | **Quantity**  **(Units:**      **)** | **Description**  **(Project type(s))** | **Certification or Standard** | **Product Vintage** |
| **Base Year** |  |  |  |  |
| **Current Year** |  |  |  |  |

Offsets:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Emissions Year** | **Quantity**  **(Units:**      **)** | **Description**  **(Project type(s))** | **Certification or Standard** | **Product Vintage** |
| **Base Year** |  |  |  |  |
| **Current Year** |  |  |  |  |

Additional Information:

*Max character count: 1,500*

     

1. The following questions are related to the applicant’s timeline for adopting and then publicly communicating the GHG reduction goal:
   1. When was the goal adopted internally?

     /

(Month) (Year)

* 1. When was the goal publicly announced?

     /

(Month) (Year)

* 1. What channels were used to publicly announce the goal (e.g., CSR report, newsletter, third-party publication)?

     

1. If applicant is subject to any GHG-related regulations that impacted emission reductions during the goal period (such as carbon pricing, carbon caps, renewable energy mandates, and efficiency requirements), estimate and disclose the percentage of emission reductions that were achieved by complying with those mandates.

*Max character count: 2,000*

Section 5: Key Goal Period GHG Mitigation Activities

1. Describe at least 3 significant GHG mitigation activities implemented during the GHG reduction goal period. Provide applicant’s most impactful mitigation strategies and include a summary of the project, benefit or savings to the organization, and the funding source used. Additional details (e.g., lessons learned) are appreciated.

*Maximum 2,500 characters for each of the following mitigation strategies.*

* 1. Mitigation Strategy #1

* 1. Mitigation Strategy #2

* 1. Mitigation Strategy #3

1. The Climate Leadership Awards expects applicants to demonstrate leadership in climate resilience. Describe the applicant’s leadership in establishing a process to routinely assess vulnerabilities to climate change, integrating climate resilience activities into operations, and demonstrating action toward achieving resilience goals.

*Max character count: 4,000*

1. Describe the actions your organization has taken to ensure workplace inclusivity and diversity.

1. The Climate Leadership Awards recognizes organizations’ efforts in addressing issues concerning equity and justice. Describe the actions your organization has taken to mitigate potential social, economic, racial and/or climate justice impacts of your organization’s work within its operational control.

1. CLA applications and applicants may be reviewed and evaluated for environmental, civil rights, and/or financial improprieties.  An application may be denied if the applicant/organization is found to be in serious violation of environmental regulations, civil rights, or financial impropriety by the CLA Steering Committee. Where areas of concern are identified, additional follow up may be conducted. If there is any additional information that you want to provide in this regard, please state here:

*Max character count: 3,000*

Section 6: Supporting Materials

Please make sure that the following required materials are included in your submission, and provide us with any additional significant context for your efforts. Please do not attach full CSR reports as supporting materials, though relevant sections of reports are acceptable.

**REQUIRED Documentation\***

Files can be uploaded to [the online CLA SmarterSelect portal](https://app.smarterselect.com/programs/67711-Climate-Leadership-Conference--Awards) along with the application.

1. Verification documentationof the base year and current year inventories
   * Documentation should include details about the reporting standard, verification standard and scope of review, inventory total, base year adjustments, and materiality threshold for the base year and current year.
   * Inventory totals on the verification statement should match those provided in question 3.6 (unless reduction goal boundary differs from full inventory – see #2 below).
2. GHG Inventory, if the full inventory is not entered as part of question 3.6. Organizations must attach a summary showing its full GHG inventory, with a note indicating that the GHG reduction goal boundary is different than the full inventory.

**Optional Supporting Materials**

* Additional best practices
* Public attention garnered for climate leadership, particularly regarding the supply chain.

Appendix: Eligibility Requirements

For further details on the Climate Leadership Awards program, criteria, or application and review process, please review the [Frequently Asked Questions](https://www.climateleadershipconference.org/awards-faq). Please direct any questions to [questions@climateleadershipawards.org](mailto:questions@climateleadershipawards.org).

**General Eligibility Requirements**

* Applicants must have significant operations in the United States. Given the global nature of climate change, the majority of greenhouse gas emissions reductions do not have to occur in the United States.
* Meet one of the following descriptions:
  + Legally-recognized corporate organization with annual revenue over $100 million; or
  + Governmental entity or academic organization with annual budget over $100 million.
* CLA applications and applicants may be reviewed and evaluated for environmental, civil rights, and/or financial improprieties.  An application may be denied if the applicant/organization is found to be in serious violation of environmental regulations, civil rights, or financial impropriety by the CLA Steering Committee. Where areas of concern are identified, additional follow up may be conducted.
* Leadership activities (in this case, Goal Setting) must have taken place between January 1, 2018 and December 4, 2020.

**GHG Inventory & Verification Requirements**

* GHG inventory must be publicly reported and include both scope 1 and 2 emission. The organization must report both location-based and market-based scope 2 emissions for the base year and current year.
  + Organizations may track progress toward a goal using a single base year or a base period that reflects an average of annual emissions over several consecutive years.[[1]](#footnote-1)
* Applicants mustconduct a Scope 3 screening in line with the GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standards, and use the criteria for relevance (outlined [in this document, Table [6.1], pg. 61](https://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporing-Standard_041613_2.pdf)) to assess the relevance of Scope 3 categories. If Scope 3 emissions comprise over 40% of total entity-wide emissions, applicants shouldmeasure and publicly report those emissions.
* Inventories must be third-party verified to a limited level of assurance or have been through a third-party critical review. If scope 3 or direct or indirect biogenic emissions are included as part of the applicant's goal, these must also undergo third-party verification or critical review.
* Third-party verified GHG inventory statement is required for goal’s base year.
* If purchases of renewable electricity (demonstrated by the ownership and retirement of renewable energy instruments, such as renewable energy certificates) and/or offsets have been accounted for in the applicant’s base year or current year inventory, information about the (1) quantity (in units of MWh and/or CO2e, respectively), (2) description or project types, (3) certification/quality (e.g., Green-e certified), and (4) product vintage must be provided. If market mechanisms are purchased and applied, this information should be incorporated into the applicant’s verified GHG inventory and the third-party review documentation submitted alongside the application.
* An applicant’s annual GHG inventory must include all scope 1 and 2 sources, with the exception of small sources that are cumulatively equal to or less than 10% of total emissions.
  + Similarly, up to 10% of an inventory can be accounted for using simplified estimation methods.
  + For organizations that have determined certain sources are immaterial and do not include them in their inventory, those sources should be documented in their inventory management plan and verification statement.
* If base year emissions have changed by 5% or more as a result of structural change, a change in calculation methodologies, or because of a discovered error, applicants must adjust the base year inventory to reflect this correction or change. The organization must include both location-based and market-based scope 2 emissions in its reported GHG inventory for the base year, regardless of the magnitude of the change from previously reported scope 2 emissions.
* If adjustments of 5% or more are made to the base year emissions, a third-party verification body or critical reviewer must attest to the accuracy of the base year adjustment. This requirement also applies if the difference between newly reported base year location-based or market-based scope 2 emissions and previously reported base year scope 2 emissions is 5% or more.
* Base year reports accepted by EPA as part of the Climate Leaders program that were reviewed by an EPA-contracted reviewer, have had no further base year adjustments, and have been found to be consistent with the requirements of that program, are accepted as critical review, provided that the difference between newly reported base year location-based or market-based scope 2 emissions and previously reported base year scope 2 emissions is less than 5%.
* If an organization changes its reporting approach (e.g., from a calendar year to a fiscal year-basis) during the goal period it must provide emissions data for the period of time not reflected in the achievement year inventory so as to demonstrate that the organization would have still achieved the original goal had the reporting approach not changed. While verification of that data is recommended, it is not required. Alternately, organizations can elect to adjust the base year to conform to the reporting approach of the achievement year – in which case verification of the adjustment would be needed if the change in emissions is 5% or greater.

**GHG Reduction Goal Requirements**

* The goal must be publicly announced.
* The geographic boundaries of the goal and GHG inventory must include all U.S. operations, all North America operations, or all global operations. Within the chosen geographic boundaries, the reduction goal must include all scope 1 and 2 (either location-based or market-based) emissions sources that are included in the inventory. If Scope 3 emissions comprise over 40% of total entity-wide emissions (after conducting a Scope 3 screening in line with the GHG Protocol standards), applicants shouldinclude at least one third of relevant Scope 3 categories in their GHG reduction goal or justify their exclusion. Applicants may also provide information on plans for addressing relevant Scope 3 emissions categories in the future. [[2]](#footnote-2) The goal boundaries must remain consistent throughout the goal period.
* The goal must be an absolute reduction goal. Intensity goals will only be accepted if accompanied by a publicly announced absolute reduction goal.
* The base year for a first-generation goal may not be more than four years prior to the year the goal was publicly announced. For instance, for first generation goals set in 2017, 2013 would be the earliest base year accepted. Subsequent goals may use the same base year as a previous goal, provided that the new goal extends the goal period by three years at a minimum.
* The goal period (the time between the base year and achievement year) should be no less than three and no more than 15 years for a first-generation goal. Subsequent goals that use the same base year may extend the previous goal period by no fewer than 3 and no more than 15 years.
* Goals must represent an aggressive reduction, which is defined as follows[[3]](#footnote-3):
* An organization’s first goal must commit to at least a 2.5% reduction per year over the life of the goal. For example, a 5-year goal must commit to at least 12.5% total reduction. The 2.5% annual reduction requirement is intended to align with the Science Based Targets Initiative’s (SBTi) minimum ambition threshold for a ‘Well Below 2°C’ temperature goal. While organizations will be required to have goals that align with SBTi’s ambition threshold for a ‘Well Below 2°C’ temperature goal (2.5% linear annual reduction), applicants are encouraged to align with the SBTi threshold associated with a 1.5°C temperature goal (4.2% linear annual reduction.).
* A subsequent goal with a new base year must also commit to at least a 2.5% reduction per year over the life of the goal. For example, a 5-year goal must commit to at least 12.5% total reduction. An organization may substantiate their case for a subsequent goal that is below the required 2.5% threshold but that has ≥1.8% reduction per year, such as a goal considered aggressive in a specific sector. If an organization is setting a subsequent goal that is using the same base year as a previous goal, please see [Frequent Questions](https://www.climateleadershipconference.org/awards/climate-leadership-awards-frequent-questions/) for additional guidance.

**Disclosure of GHG Mitigation Activities**

Identify at least three GHG mitigation activities that are currently underway to demonstrate that planned reductions are not the result of organic growth or decline. The Climate Leadership Awards look to recognize leaders that undertake mitigation activities that go beyond short-term purchases of renewable electricity and offsets. Thus, the three mitigation activities provided in the application should be internal initiatives that an organization undertakes to manage and reduce its emissions, also known as decarbonization. These activities should reflect applicant’s most impactful strategies, and ideally be in addition to renewable electricity or offset purchases. Activities relating to supply chain management may be included if the goal incorporates scope 3 reductions.

For further details on the Climate Leadership Awards program, criteria, or application and review process, please review the [Frequently Asked Questions](https://www.climateleadershipconference.org/awards-faq). Please direct any questions to [questions@climateleadershipawards.org](mailto:questions@climateleadershipawards.org).

1. A single year could be defined as a calendar year or a fiscal year. A rolling base year, which involves shifting or rolling the base year forward by a certain number of years at regular intervals of time, may also acceptable if transparently documented. [↑](#footnote-ref-1)
2. GHG reduction goals publicly set by applicants whose Scope 3 emissions comprise over 40% of total entity-wide emissions (after conducting a Scope 3 screening in line with the GHG Protocol standards) after January 1, 2021 must address at least one third of relevant Scope 3 categories. This update will impact future applicants beginning in the 2022 Climate Leadership Award application cycle. [↑](#footnote-ref-2)
3. As of January 1 2025, all recognized goals (including those recognized in the Goal Setting category) must have achieved at least 2.5% average annual reductions. Goals achieved prior to January 1, 2025 must have achieved at least a 1.8% average annual reduction. [↑](#footnote-ref-3)