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Description automatically generated with medium confidence

Organization Name: Click or tap here to enter text.

Primary Contact Name: Click or tap here to enter text.

APPLICATION:

Organizational Leadership Award

*The Climate Registry has worked 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 value chain.*

**Organizational Leadership Award**

Recognizes organizations that not only have their own comprehensive greenhouse gas inventories and aggressive emissions reduction goals, but also exemplify extraordinary leadership in their internal response to climate change, and engagement of their internal stakeholders (employees, executive leadership, Board of Directors, etc.), peers, and partners. The Organizational Leadership Award highlights exceptional commitment, initiatives, performance, and outcomes focused on scopes 1 and 2. *Please see the Minimum eligibility requirements in the Appendix.*

**DEADLINE to submit all application materials is January 12, 2024**

|  |
| --- |
| **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/90500-Climate-Leadership-Conference--Awards) by COB on **January 12 2024.**   * **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 [Organizational Leadership criteria page](https://climateleadershipconference.org/awards/organizational-leadership-award/). * For further details on the Climate Leadership Awards program, criteria, or application and review process, please review the [Frequently Asked Questions](https://climateleadershipconference.org/wp-content/uploads/2023/09/2024_CLA_FAQs.docx.pdf). * 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 which category the applicant is most closely associated with, along with gross annual revenues or budget.

☐ Corporate; Annual Revenues:

☐ Government; Annual Budget:

☐ Non-profit; Annual Budget:

☐ Academia; Annual Budget:

1. Indicate the applicant’s number of employees at the time of applying.

*Note: Organizational Leadership Award (Midsize) applicants with budget or revenue of $5 million or more must have at least 25 employees to qualify for this award.*

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 the 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 inventory data is referenced if appropriate.
3. The GHG inventory must include all scope 1 and 2 sources. Up to 10% total emissions can be accounted for using simplified estimation methods (SEMs). SEMs are rough, upper-bound methods for estimating emissions. For organizations that have determined certain sources to be immaterial and that do not include them in their inventory, those sources should be documented in their inventory management plan and the audit record(s). Do the applicant’s inventories from every year meet this requirement?

YES  
 NO – Explain SEMs exceeding 10% and sources determined to be immaterial.

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

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

*\*Applicants should only enter information for achievement year in the table if the organization has achieved*  *its emissions reduction goal.*

1. Applicants should conduct a scope 3 emissions screening in line with the *GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard* to identify relevant scope 3 categories ([see criteria outlined in the *GHG Protocol Corporate Value Chain Accounting and Reporting Standard,* 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 scope 3 emissions in its public base year, current year, and achievement year (if applicable) 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 two thirds of relevant scope 3 categories in their GHG reduction goal.*

1. Enter base year, current year, and achievement year (if applicable) 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 the base year, current year, and achievement year (if applicable). 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 a link to that publicly available information in question 3.2 (above).

*Note: If the applicant has achieved its GHG reduction goal, information about the base year, achievement year, and current year (if it differs from the achievement year) inventories and audit records (e.g., verification, attestation, quality assurance, third-party critical review, etc.) must be provided with this application. If the GHG reduction goal has not been achieved yet, applicants need only provide information about the base year and current year inventories.*

| Scope | **Base Year Emissions**  YEAR:       (metric tons CO2e) | **Current Year Emissions** YEAR:  (metric tons CO2e) | **Achievement 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** |  |  |  |  |

*\*Applicant should only enter achievement year emissions in the table if the organization has achieved its emissions reduction goal.*

1. Does the applicant undergo a regular audit process for its emission inventories? Audit records (e.g., verification, attestation, quality assurance, third-party critical review, etc.) must be provided with the application.

*Note: Please submit audit records alongside emissions inventories for relevant years.*

NO  
 YES – What GHG auditing standard(s), methodology(s), and/or program(s) does the applicant use to ensure the integrity of its GHG emissions inventories?:

Verification

Attestation

Quality Assurance

Third-party critical review

Other (Please specify):

**PLEASE NOTE:** Audit records (e.g., verification, attestation, quality assurance, third-party critical review, etc.) MUST be submitted with your application as supplemental attachments.

Section 4: GHG Base Year and Reduction Goal Information

REMINDER: Please refer to the 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)*
2. 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, please 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 (Greenhouse 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 Standard* to identify relevant scope 3 categories ([see criteria outlined in the *GHG Protocol Corporate Value Chain Accounting and Reporting Standard*, 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 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 the base year, current year, and achievement year (if applicable), 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, current year, and achievement year (if applicable) 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** |  |  |  |  |
| **Achievement Year\*** |  |  |  |  |

**Offsets:**

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

*\*Applicant should only enter information for achievement year in the tables if the organization has achieved its emissions reduction goal.*

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)
   2. When was the goal publicly announced? (Month/Year)
   3. What channels were used to publicly announce the goal (e.g., CSR report, newsletter, third-party publication)? Provide the relevant link.

1. If the 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: Organizational Leadership Activities

Please provide comprehensive, detailed responses to all of the following questions as they pertain to the applicant’s efforts between January 1, 2020 and December 31, 2023. The application may also refer to actions that have taken place before that period, and the length of time an action has been in practice. It is recommended that specific examples be included.

1. Describe at least 3 significant GHG mitigation activities implemented during the GHG reduction goal period. Provide the 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. Describe the actions the organization has taken to ensure workplace inclusivity and diversity.

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

1. Describe 3 - 5 key ways the applicant has addressed climate change in its organizational strategy and thought leadership.

*Max character count: 4,000*

1. Describe up to 5 new climate initiatives (e.g., goals, plans, requirements, and actions) that the applicant launched or established between January 1, 2020 and December 31, 2023 (that are not included in Q1 above).

*Max character count: 4,000*

1. Describe how the implementation of climate initiatives are governed and measured within the organization.

*Max character count: 2,500*

1. Provide 3 - 5 external relationships or collaborations that exemplify how the applicant has demonstrated leadership in engaging with stakeholders, peer organizations, member organizations, etc.

*Max character count: 3,000*

**SAMPLE ANSWER:**

*The Port has a highly successful energy efficiency partnership with the local utility, which began in Jan 20xx. The Partnership with this utility supports efforts to maximize energy efficiency within the Port's jurisdiction and provides tenants, staff, and the public with tools to reduce energy use and GHG emissions. The Port’s Partnership includes education and outreach, upgrades to Port operations, and education and technical outreach to businesses within the Port’s jurisdiction through the Green Business Network.*

1. Describe how the applicant has engaged employees, customers, and its supply chain in climate-related education, mitigation, and adaptation.

*Max character count: 3,000*

1. Describe the applicant’s leadership in publicly disclosing and addressing climate-related risks and opportunities.

*Max character count: 4,000*

1. Applicants are expected 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. List any climate-related awards/recognition the applicant has received since January 1, 2020.

1. Are there other specific actions taken by the applicant that have not been covered in the questions above, but that should be considered along with the other information submitted in this application? If so, please describe.

*Max character count: 3,000*

1. CLA applications and applicants may be reviewed and evaluated for environmental, civil rights, and/or financial improprieties. An application may be disqualified 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 and/or context that you want to provide in this regard, please state here:

*Max character count: 3,000*

Section 6: Supporting Materials

Please ensure that the following required materials are included in your submission and provide us with any additional significant context for your efforts. **Organizational Leadership applicants require third-party references** (forms downloaded on [the CLA page](https://climateleadershipconference.org/awards/organizational-leadership-award/)). Please do not attach full CSR or sustainability 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/90500-Climate-Leadership-Conference--Awards) along with the application.

1. **Audit records** (e.g., verification, attestation, quality assurance, third-party critical review, etc.) for relevant years. Inventory totals on the audit records must match those provided in question 3.6 (unless reduction goal boundary differs from full inventory – see #3 below).
2. **Third-Party Reference Forms** – minimum of one is required, however up to 3 may be submitted. Reference providers can submit third-party reference forms directly to [applications@climateleadershipawards.org](mailto:applications@climateleadershipawards.org).
3. **GHG Inventories**, if the full inventory is not entered as part of question 3.6. Organizations must attach a summary showing their 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.

Appendix: Organizational Leadership Award Eligibility Requirements & Evaluation Criteria

For further details on the Climate Leadership Awards program, criteria, or application and review process, please review the [Frequently Asked Questions](https://climateleadershipconference.org/wp-content/uploads/2023/09/2024_CLA_FAQs.docx.pdf). Please direct any questions to [questions@climateleadershipawards.org](mailto:questions@climateleadershipawards.org).

**Minimum 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 originate in the United States.
* Applicant must qualify as one of the following:
  + Legally recognized corporate organization with annual revenue over $50 million,   
    or with annual revenue over $5 million ***and*** at least 25 employees - or -
  + Governmental entity, non-profit, or academic organization with annual budget over $50 million,  
     or with annual budget over $5 million ***and*** at least 25 employees.
* Applicant must not have received an Organizational Leadership award from The Climate Registry in the previous three (3) years.

**GHG Inventory & Verification Requirements**

* GHG inventory must be publicly reported and include both scope 1 and 2 emissions. The organization must report both location-based and market-based scope 2 emissions for all years.
  + 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)
* Inventories must undergo a regular audit process (e.g., verification, attestation, quality control, third-party critical review, etc.) to ensure their integrity.
* Audit records must be submitted for relevant years.
* If scope 3 or direct or indirect biogenic emissions are included as part of the applicant's goal, these must also undergo an audit process.
* If purchases of renewable energy (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 in section 4.10. These purchases must also undergo an audit process.
* An applicant’s annual GHG inventory must include all scope 1 and 2 sources.
  + Up to 10% total emissions can be accounted for using simplified estimation methods (SEMs). SEMs are rough, upper-bound methods for estimating emissions.
  + For organizations that have determined certain sources to be immaterial and that do not include them in their inventory, those sources should be documented in their inventory management plan and the audit records.
* If base year emissions have changed by 5% or more because 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, an audit process 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.
* If an organization changes its reporting approach (e.g., from a calendar year to a fiscal year-basis) during the goal period, the reporting approach must be consistent between the base year and the achievement year. If the base year must be adjusted to conform to the reporting approach of the achievement year, then an audit process of the adjustment is required if the change in emissions is 5% or greater.

**GHG Reduction Goal Requirements**

* The goal must be publicly announced and available.
* The geographic boundaries of the goal and GHG inventory must include all U.S. operations, all North American operations, or all global operations. The goal boundaries must remain consistent throughout the goal period.
* The goal must be an absolute reduction goal. Intensity goals will be considered, but the award will be evaluated based on absolute reductions.
* The applicant must disclose which scope 2 method (location-based or market-based) it is using to track progress towards meeting its goal. The scope 2 method in the achievement year must be consistent with the scope 2 method in the base year.
* The base year for a first-generation goal must not be more than five years prior to the year the goal was publicly announced. For instance, for first generation goals set in 2021, 2017 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) must 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 three and no more than 15 years.
* The timeframe between the goal being set and achieved must be at least three years to demonstrate ambitious and aggressive action.

**Evaluation Criteria**

* **Time frame:**
  + Identify exemplary outcomes occurring between January 1, 2020 and December 31, 2023 related to leadership, emission reductions, and engagement with diverse internal and external stakeholders; and
  + Describe near- and long-term activities with a focus on actions contributing to the outcomes, including those taken in the 5-year period ending on December 31, 2023.

* **Comprehensive and aggressive goal:** Comprehensive greenhouse gas inventories and aggressive emissions reduction goals. Percentage of offsets relative to total emissions.
* **Equity:** Integration of applicant’s climate activities with equity considerations, strategies, and targets.
* **Boundaries:** Within the chosen geographic boundaries, the reduction goal should include all scope 1 and 2 (either location-based or market-based) emissions sources that are included in the inventory.
* **Scope 3:** 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 two thirds 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.

* **Exemplary:** Activities and outcomes that are deemed to exceed business-as-usual.
  + Evidence of stronger achievement and performance relative to peer organizations within the same industry.
  + Extent to which the applicant leverages its revenue/budget to achieve (dis)proportionate outcomes.
* **Quality of data:** Degree to which the applicant demonstrates that:
  + Inventory auditing regime/process is credible, robust, and widely recognized; and
  + Inventory audit records are complete, comprehensive, and exhaustive.
* **Innovation** and thought leadership in developing operational strategies to address climate change.
* **Commitment:** Level of commitment demonstrated by the applicant. Establishment and ambition of net zero commitment.

* **Transparency:** Disclosure of climate-related material risks and opportunities.
* **Strategic integration**: Integration of climate mitigation, adaptation, and resilience activities into applicant's operations, including establishment of management structures, performance evaluation, budget allocation, supply chain engagement, and accountability for implementation across the organization. Demonstrating a track record of setting goals, working to achieve them, measuring progress, and increasing ambition. Use of relevant benchmarks and metrics.
* Key climate initiatives and subsequent goals, benchmarks, and plans for measuring success.
* **Sustained, effective internal engagement:** Strategic engagement of internal staff and management including but not limited to education and training, opportunities to contribute to emissions reductions and climate solutions.
* **Sustained, effective external engagement:** Active engagement with external stakeholders, including partners, suppliers, peers, non-profit partners, governmental organizations, and communities. Special consideration for populations and communities disproportionately burdened by environmental harm and risks, such as minority, low-income, tribal communities, and communities historically supported by fossil fuels.
* **Leadership and alignment:** Leadership in developing organizational plans to address climate change and align business with goals.

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 be acceptable if transparently documented. [↑](#footnote-ref-1)