



## 2021 BOMA/Chicago Local TOBY Awards Online Application Process Using BOMA International's Portal

**THE OUTSTANDING BUILDING OF THE YEAR (TOBY) AWARD** is the most prestigious and comprehensive program of its kind in the commercial real estate industry. The TOBY awards recognize excellence in building management, operational efficiency, tenant retention, emergency planning and community impact. The competition begins with the local BOMA/Chicago awards. Local winners will be announced at the TOBY/Gold Circle Awards Gala in January 2021.

### LEVELS OF COMPETITION

The TOBY competition consists of three levels. The first level is held locally by local BOMA associations (BOMA/Chicago). Buildings that win at the local level advance to the regional level. When (and if) a building wins at the regional level, that winner advances to the international level. The Chicago winners will go on to compete in the North Central Region TOBY Awards in March/April 2021. Regional TOBY Award winners compete in the International TOBY Awards. International winners will be announced at BOMA International's annual conference in June 2021.

### TOBY ENTRY DEADLINE & FEES (TOTAL OF \$350)

To enter the local TOBY awards competition, you must first pay the \$300 entry fee directly to BOMA/Chicago. To pay this fee (via credit card or invoice), [please log into the BOMA/Chicago website and then click here](#). You must pay the \$300 fee to BOMA/Chicago before you submit your application.

Then, when you log onto the BOMA International portal, you will be asked to pay \$50. This is paid directly to BOMA International for using the portal. This is a separate fee and paying system from BOMA/Chicago's \$300 fee.

**The deadline to submit your online applications is  
September 23, 2020 at 5PM (CST) – no exceptions.**

If you proceed to the regional competition, you will pay another fee of \$325 (directly to BOMA International). If you proceed to international competition, there will not be any more fees.

### LOCAL ONLINE/WRITTEN APPLICATION PROCESS

All 2021 Local TOBY applications must be submitted electronically to BOMA/Chicago through the BOMA International TOBY application portal: <https://toby.boma.org/Default.aspx?index=0>. This link will be open from July 13 to September 23.

Please do not wait until the last second to log onto the TOBY application portal. [Register your building on this portal immediately](#) and review the website so that you have time to ask BOMA/Chicago any questions or find any glitches. The system will close on September 23 at 5 p.m. CST and we highly recommend that you submit your application at least one day in advance of the deadline in order to identify any potential issues. [Click here for directions](#) on how to register your building on the portal. Once again, the TOBY portal link is: <https://toby.boma.org/Default.aspx?index=0>

To view the questions, relevant attachments and requirements for the TOBY application, please carefully read through the 2021 Entry Requirements (listed below). The online application follows the exact questions, attachments and requirements for your category as written in this document.

- [2021 Entry Requirements for All Office](#) (Includes: Square Feet Categories, Historical Building, Corporate Facility, Medical Office & Suburban)
- [2021 Earth Entry Requirements](#)
- [2021 Renovated Entry Requirements](#)
- [2021 Mixed Used & Public Assembly Entry Requirements](#)
- [2021 Retail Entry Requirements](#)
- [2021 Industrial Entry Requirements](#)

Your assigned TOBY judges will sign onto the portal to review and grade your online/written application. After the January 2021 Gala, you will be able to see the comments from your judges. The same judges who review your online application will come to your building inspection. Judges will not grade your inspection online. Judges will complete hard copies of the inspection sheets.

#### **DISCLOSURE OF CONTRIBUTORS**

All TOBY applicants will be required to disclose, as part of the local application, the name and employer of each person who contributed content, photographs or graphics to the application. In addition, each applicant will be asked to confirm that all contributors have granted permission for their contributions to be included as part of the application process and that the contributions do not infringe on the intellectual property rights of any other person.

Failure to provide full disclosure of contributors or any infringement of application material on the intellectual property rights of others may result in sanctions imposed by the Association, including disqualification of the application.

Your building must complete this online form by September 23, 2020 at 5PM (CST).

<https://bomachicago.wufoo.com/forms/toby-application-disclosure-of-contributors/>

#### **BUILDING INSPECTION & INSPECTION GRADING SHEETS**

**Due to COVID, only two judges will come to your building for the on-site inspection. We ask that you limit two of your own staff to meeting with the judges at any given time. Inspections will be held live, but in smaller groups.**

On-site judging/inspections will take place between October 12 through November 13, 2020. Jaclyne Madden will email all applicants in early October with the specific date/time of their building inspection. All buildings will be notified on the same day of when their inspection is scheduled. All buildings will have at least one week to prepare for the inspection. BOMA/Chicago suggests that you be prepared for an inspection from the moment you submit your local TOBY application.

Judges will not grade your inspection online. Judges will complete hard copies of the inspection sheets below. After the January 2021 Gala, BOMA/Chicago will send you the grades and comments from each judge. Click on your category to open your respective inspection sheet:

- [2021 All Office Inspection Form](#)
- [2021 Earth Building Inspection Form](#)
- [2021 Mixed Use Building Inspection Form](#)
- [2021 Public Assembly Building Inspection Form](#)
- [2021 Retail Building Inspection Form](#)
- [2021 Industrial Building Inspection Form](#)

These are the forms that will be used by the judges when they visit your building in October/November 2020. We ask that you prepare your on-site inspection to encompass all aspects of the judging/inspection forms.

**NOTE:** Another form, besides the inspection and judging forms, will also be used this year – the TOBY Inspection Verification Form (listed below). Please review all of these forms before your inspection. You will only need to submit the Inspection Verification Form if you proceed to the regional/international competition. If you proceed to these levels, BOMA/Chicago will provide you with a signed Inspection Verification Form to attach to your regional/international application.

- [2021 All Categories TOBY Inspection Verification Form](#)
- [2021 Earth TOBY Inspection Verification Form](#)

#### **ENERGY STAR REQUIREMENTS**

All US entrants at the local, regional and international level (with the exception of industrial and retail buildings) are required to be ENERGY STAR® benchmarked. Please have a copy of the current year Statement of Energy Performance printed from ENERGY STAR® and stamped by a Certifying Professional during the on-site judging. This is a mandatory requirement on the local level.

#### **CHICAGO ENERGY BENCHMARKING ORDINANCE COMPLIANCE DOCUMENTATION**

All local entrants are required to show documentation of their building's compliance with the Chicago Energy Benchmarking Ordinance during the on-site inspection. All entrants must show judges their "Data Request Response Receipt" that they received via email from the City of Chicago. This receipt is emailed when your building shares data through the ENERGY STAR Portfolio Manager. For entrants whose buildings are exempt from the Ordinance, please have a copy of both the (1) Exemption Form you submitted to the City along with the (2) official email confirmation of your exemption from the City. As a reminder, buildings 250,000 square feet and over were required to begin benchmarking by June 1, 2014. Buildings between 50,000 to 250,000 square feet are required to submit their data to the City of Chicago by August 1, 2015.

#### **REGISTER YOUR BUILDING ON THE TOBY PORTAL ASAP**

Please do not wait until the last second to log onto the BOMA International TOBY application portal. Register your building on this portal immediately and review the website so that you have time to ask BOMA/Chicago any questions or find any glitches. The system will close on September 23 at 5PM (CST) and we highly recommend that you submit your application at least once day in advance of the deadline in order to identify any potential issues. The September 23 deadline will NOT be extended.

#### **SAVE YOUR APPLICATION IN A WORD DOCUMENT**

We highly recommend that you save your application within a Word document before you submit your application. Thoroughly review and edit the Word document application before you finalize it. Once the application is finalized, visit the online portal and copy and paste in your answers. Also, have all of your attachments organized and ready before you fill out the online application form.

#### **WORD LIMITS (NO LONGER CHARACTER LIMIT)**

The TOBY application now has word limits for all sections. The application no longer has character limits.

#### **TOBY FAQs & BEST PRACTICES**

BOMA/Chicago has created a comprehensive document where we answer your frequently asked questions regarding the TOBY Awards, online application portal, the application process and much more. This document also has best practices for each step of the application process. If you do not have a copy of this document, please email Jaclynne Madden and she will send you a copy: [jmadden@bomachicago.org](mailto:jmadden@bomachicago.org).

**STEPS TO START YOUR ONLINE TOBY APPLICATION**

- Review the “TOBY Awards Portal - Registering Your Building” PDF
- Visit <https://toby.boma.org/Default.aspx?index=0>
- Sign in or create a login (we recommend that you
- log on using your Property Manager’s information)
- The online application/portal follows the same layout as the Entry Requirements

**HAVE QUESTIONS?**

If you have any questions regarding the TOBY Awards and the application process, please contact Jaclyne Madden at [jmadden@bomachicago.org](mailto:jmadden@bomachicago.org) or by calling (312) 870-9608.