AIA COTE Top Ten Award
Sample Application

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2024 COTE Top Ten Award
Sample Application

Submitter Information

First Name *	
Last Name *	
Company Name *	
Phone # *	
Email Address *	
Architectural Credits	Please list all architectural firms that should be credited for public display should this project receive recognition.
Demographic information	**All demographic information provided is confidential, and only used for statistical purposes.**
Firm Size*	Please indicate the size of the candidate firm: - 0-25 - 26-50 - 51-100 - 100-1000 - 1000+
Firm Demographics	If available, please provide gender demographic information pertaining to the nominated firm. (Ex. xx% Male; xx% Female)
Firm Demographics*	If available, please provide race and ethnicity demographic information pertaining to the nominated firm. - American Indian or Alaska Native - Asian - Black or African American - Hispanic/Latino - Native Hawaiian or Other Pacific Islander - White

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	- Other
	- Choose not to answer
Firm Demographics*	If available, for each of the racial and ethnic identifiers used above, please specify the percentage of each employed at the firm. (Ex. 5% Black or African American; 30% White; 2% American Indian)

Introduction, Judging Criteria, Jury List & Release From

General Information	The AIA Committee on the Environment (AIA COTE) Top Ten Awards recognize projects that exemplify the integration of design and performance.
	While it celebrates the holistic vision of good design as articulated by AIA's Framework for Design Excellence, the 2024 AIA COTE Top Ten program elevates narratives and expends reporting in the areas of equitable communities, energy, carbon, well-being, and water. Project teams should use the Framework for Design Excellence to assist with writing project narratives and the most recent version of the AIA COTE Super Spreadsheet (4.1) to ensure the accurate calculation of metrics.
	The goal of the program is to recognize performance over intentions. Projects must have performance and occupant satisfaction data available for 12 months or more with at least 75% occupancy, recognizing the challenges this has posed during the COVID-19 pandemic. There is no limit for submission after project completion, the more evidence of a project's contributions to real world solutions, the better.
	Finally, transparency is a fundamental element of sustainable design. The AIA COTE Top Ten exists so that architects can learn from the successes of the very best projects. To jointly improve our work and realize our shared vision of a healthy, sustainable, and equitable future, all submissions are expected to have honest and accurate metrics, narratives, an image, and all claims should

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	be substantiated with evidence. **Deadline and entry fees** • the deadline for submission is **October 26, 2023 prior to 5pm Eastern** • all deadlines are strictly observed • the **non-refundable** entry fee is $500 for members and $850 for non-members per submission.
Eligibility	All architects licensed in the U.S. can submit their completed built projects, regardless of project size, budget, style, building type, or location. Completed new buildings, renovations, restorations, interior architecture, and urban/regional plans are eligible. • Projects must be completed at least twelve months prior to the submission deadline. "Completion" is synonymous with "substantial completion" as defined in the standard AIA documents governing construction. • Projects may be located anywhere in the world but must have been designed by a U.S.-licensed architect. All project types and scales are eligible, including new construction, renovations, restorations. • Submitting firms are required to be signatories to the AIA 2030 Commitment. Firms that are not currently a signatory are required to join the 2030 Commitment to be considered for an award. • The submitting architect does not have to be the head of the design team but should be identified as a major contributor to the project. When one architect/firm is not the sole author, all other participating firms contributing substantially to the design of the project must be given credit as part of the submission, regardless of professional discipline. • Projects must credit every substantial contributor as part of their submission. Changes and updates to

	contributor(s) lists after awards announcements, press releases, and webpages are live are not guaranteed. • A project that credits any 2024 AIA COTE Top Ten Awards jury member or Technical Reviewer or his/her firm as an architect, associate architect, consultant, or client is ineligible and will be disqualified if submitted. • Submitting firms (and any included associated firms) must agree to the Unpaid Labor Declaration Policy
Project Name*	Please provide the full name of the project. This name will be used in all announcements and publications should your project be selected as a recipient.
Project Submission History*	Is this project a resubmission or has it been submitted in the prior five years to another AIA program? If yes, please indicate the year and program submitted, and any recognition received when applicable.
Judging Criteria	The AIA COTE Top Ten program was founded on the idea that sustainability is essential to design excellence, and vice versa. Therefore, a key criterion for judging projects is the integration of compelling design and exemplary performance. The jury evaluates entries based on how successfully projects have met their individual requirements. All projects must demonstrate design achievement, including a sense of place and purpose, of community and history, of performance, aesthetics, community connection and resilience, and stewardship of the natural environment. The Framework for Design Excellence, originally developed by the AIA Committee on the Environment, serves as a touchstone during jury deliberations. Submissions are reviewed by two groups: technical reviewers and jurors. Technical reviewers examine submitted narratives and metrics for completeness, accuracy, and level of achievement

along each Framework principle. Their evaluations are provided to jurors, who review submissions individually, then convene to collectively discuss submissions and prepare a shortlist for further deliberation. The jury reconvenes to discuss finalists and select the recipients of the award.

Entrants

- any U.S.-licensed architect may enter
- submitting architects do not have to be the head of the team
- projects must credit every substantial contributor (changes and updates to contributor(s) lists after awards announcements, press release, and webpages are live, are not guaranteed)

Projects

- new construction, renovations, and restorations are eligible

projects may be located anywhere in the world but must have been designed by a U.S.-licensed architect **20243 Jury**

TBD

Release Form

Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the Entrant. There may be no further communication with an entrant prior to the announcement of an award. Accuracy, therefore, is essential.

BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN ITS CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR

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	MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES THAT IT SHALL INDEMNIFY AND HOLD HARMLESS The American Institute of Architects ('AIA') AND Hanley Wood, FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT. The entrant further certifies that entrant has obtained all permissions necessary to permit AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as they deem appropriate in connection with this awards program, including publicizing the program itself.
Terms and Conditions*	By entering my name below, I acknowledge that I have read and agree to the above terms and conditions. I agree:
Submission Type*	–Member –Non-Member –Academic Institution
Submitting Architect's Name*	
Submitting	

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Architect's Email Address*	
Submitting Architect's Address*	
Is the submitting architect an AIA Member? *	
Member ID#	
Submission Requirements	AIA COTE originally developed the COTE Top Ten Measures for its awards program. In 2019, the Measures were rebranded as the Framework for Design Excellence and adopted by the AIA organization-wide as the defining principles of good design in the 21st century. However, the definition of "exemplary" is ever-evolving as both the market and our understanding changes. Accordingly, while the criteria for the AIA COTE Top Ten are organized by the Framework for Design Excellence, the AIA COTE Top Ten award pushes further by asking additional questions around design intent and requiring specific metrics that indicate the relative impact of the project._The AIA COTE Top Ten Award Criteria are a mixture of mandatory and encouraged metrics and narratives. Mandatory items are marked with a red asterisk (*)._**Super Spreadsheet** The submission of the Super Spreadsheet is a requirement for all qualifying entries. The following tabs and sections are mandatory and highlighted in green within the Super Spreadsheet:_ • Introduction (all sections)_ • 02 Community (section 2.1)_ • 03 Ecosystems (sections 3.1, 3.2 and 3.3)_ • 04 Water (all sections),_ • 06 Energy (sections 6.2 and 6.4)_ • 07 Well-being (sections 7.1, 7.2 and 7.3)_ • 08 Resources (sections 8.2, 8.3, 8.4 and 8.7)

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	- 09-Change (sections 9.1 and 9.2) - 10 Discovery (section 10.2). Mandatory metrics for input into the awards interface are handily summarized on the AIA COTE Top Ten Award Summary Tab within the Super Spreadsheet. Teams are encouraged to complete as much of the Super Spreadsheet as possible. Please review the data carefully prior to submitting a digital copy of the excel file. **Performance and Modeling Reports** Teams are encouraged to upload summary reports such as energy and carbon modeling reports, as well as any performance metrics. Summary reports should correspond to final design drawings and be provided in English. **Winner commitments** AIA COTE Top Ten Award winners are invited to participate in AIA Top Ten related publicity and education events including webinars, awards celebrations, and AIA conference sessions. **Questions** Any questions regarding the AIA COTE Top Ten Award Program should be sent via email to AIA Honors & Awards, honorsawards@aia.org.

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All Firms Approval Page *	• If you cannot answer **'Yes'** to the *Unpaid Labor Declaration Policy*, you are not eligible to submit for this award – please contact <u>HonorsAwards@aia.org</u> should you have any questions concerning our Unpaid Labor Declaration policy • If you cannot answer **'Yes'** to the *Submission Approval Statement,* please contact the Submitting Architect to agree on a suitable resolution for proper credit The Entrant and all **architecture** firms involved in the project agree that the information and/or materials being submitted are complete and accurate. Please list your **firm** name as the submitting architect associated with this project and respond to the statements below.
Unpaid Labor Declaration *	☐ I declare, acknowledge, and affirm that I do not utilize, employ or otherwise engage labor that is unpaid, including working students, and neither does any firm of which I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all person working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) or by the AIA Rules of the Board are exempt from this Policy. ☐ I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above: for a minimum of (5) years prior to the application deadline for all Institute Honor Awards if I am a candidate for such an award); and a minimum of (10) years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards (if I

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	am a candidate for any of those awards).
	□ I acknowledge adherence to the terms of this Policy.
Code of Ethics and Professional Conduct Continued *	In addition, the Rules of Conduct of the AIA Code of Ethics and Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council. *Rule 1.401 – Members* [and applicants to this award] *shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation.* *Rule 1.402 – Members* [and applicants to this award] *shall not engage in conduct involving wanton disregard of the rights of others.* *Rule 2.101 – Members* [and applicants to this award] *shall not, in the conduct of their professional practice, knowingly violate the law.* *Rule 2.104 – Members* [and applicants to this award] *shall not engage in conduct involving fraud.* □ I affirm that, throughout the course of my AIA membership [if you are not a member, this still applies for the sake of this application], I have consistently abided by the standards set by Rules 1.401, 1.402, 2.101 and 2.104 of the 2018 AIA Code of Ethics and have not engaged in conduct that may have violated the standards stated there. □ I understand and agree that the AIA may take any action it finds appropriate (including the withdrawal of any honor or award) if any affirmation I have made is false, misleading, or deceptive, or for any other reason the AIA may in its sole discretion determine is appropriate.

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Add additional architecture firm(s)? *	Any additional architectural firms involved with the project must complete the Unpaid Labor Declaration and approve of this submission.
	
	Please list any architecture firm name associated with the project and provide a contact within the firm to respond to the Unpaid Labor Declaration and approve of this submittal.
	
	    ☐ Yes *(opens additional space to provide additional firm details)*
	    ☐ No

Architecture Firm Name #2 *	
Contact Person #2 *	Full Name Email
Add another firm? *	☐ Yes *(opens additional space to provide additional firm details)* ☐ No
Background Checks*	The AIA reserves the right to conduct a background check of the recipients of AIA Honors and Awards: ☐ I understand any potential recipient of an AIA Honor or Award program may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.

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Collaborative Acknowledgements

	It is the policy of the American Institute of Architects to promote and recognize high levels of collaboration between all members of the design team. (It is the policy of the AIA to list <u>only firm names, not individuals</u>.) The submitting architect must accurately and completely list all other parties including, but not limited to, Engineers, Interior Designers, Landscape Architects, Planners, and Programmers who were part of the project team, as well as the developer and Client/Owner (which may be an individual).
Client/Owner Name *	
Confidential? *	Would the client/owner like to remain anonymous? ☐ No, the client/owner information may be used in accordance with AIA Policy. ☐ Yes, the client/owner information is CONFIDENTIAL – NOT FOR PUBLICATION
Client/Owner Phone # *	
Client/Owner E-mail* Client/Owner Address *	
	Street Address
	Line 2
	City

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	Country
	State / Province
	Zip / Postal Code
Client Authorization	Client authorization must be received by AIA to avoid disqualification. A separate email will be sent to your client in order to receive approval to enter this project into the AIA COTE Top Ten Award.
Project Team*	List all Engineers, Interior Designers, Landscape Architects, etc. who were part of the project team. Format as 'Type of Service: Firm Name' for example: Associate Architect: Firm Name Consultant: Firm Name; Firm Name Engineer – Civil: Firm Name Engineer – MEP: Firm Name Engineer – Structural: Firm Name; Firm Name General Contractor: Firm Name Landscape Architect: Firm Name

Copyright Information

Greater Rights*	For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American Institute of Architects ('AIA') a non-exclusive license to use my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other

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	copyrightable material, (the "Work") identified on this form and submitted in connection with this submission as follows.
	This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows:
	- in connection with the announcement of any awards under the awards program and the promotion of the awards program itself. - in connection with efforts to educate architects through the AIA's slide rental program and any similar programs in different media, in which AIA members, only, have access to view the Work; provided, however, that AIA shall implement reasonable technological measures to ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use requires additional permissions from me, and shall provide the written contact information supplied below so that the AIA member can contact me for permission for further use.
	This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.
	☐ Entrant has NOT secured greater rights to copyrighted material and understands that all work on this submission should cease until they have secured these rights. ☐ Entrant has secured greater rights to copyrighted material.

Copyright Information File *	Please provide a .PDF file showing the following information • For announcement images: o Thumbnail o Caption – under 200 characters o Copyright credit (name and contact information) – who took the photo o Copyright notice (name and contact information) – who owns the photo • For all images in the submission file: o Thumbnail o Page of the submission it appears on o Copyright credit (name and contact information) – who took the photo o Copyright notice (name and contact information) – who owns the photo • For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, books, or other copyrighted material): o Author/Creator o Copyright owner o Publication date Upload

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Permissions and Indemnifications *	By submitting this copyright permission form for textual and visual works, I, the Entrant, represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this form and that the use or reproduction of the Work by the AIA as permitted by this permission form shall not, to the best of my knowledge, information and belief, infringe or violate any other person's copyrights. I AGREE TO INDEMNIFY AND HOLD HARMLESS THE AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. THE AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK IN A MANNER INCONSISTENT WITH THE LICENSES AND PERMISSIONS GRANTED HEREIN. By entering your name below, you acknowledge all the information above is correct.
Photographer's Approval Form *	For any work in which you are not the copyright owner your photographer(s)'s signature is required on this form to be uploaded below as a .pdf file. If multiple photographers were used please provide all the executed forms in one PDF file. Upload
Announcement Images	Should your candidate be selected as the recipient please provide five images from your submission to be used for the announcement on AIA.org and upload below. Photos must be: • A .jpg file

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	• 3200 pixels wide by 1800 pixels tall – photos must be landscape • A minimum of 72 dpi • No white border **Photos that do not meet these requirements will not be displayed.**
Announcement Image #1*	Upload
Announcement Image #2*	Upload
Announcement Image #3*	Upload
Announcement Image #4*	Upload
Announcement Image #5*	Upload

Project Information

Project and Sustainable Design Information	Projects are strongly encouraged to meet the energy reduction goals of the AIA 2030 Commitment.
Project Name*	
Project Address*	Street Address
	Line 2

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	City
	Country
	State / Province
	Zip / Postal Code
Year of Substantial Project Completion*	
Year of Design Completion*	For the AIA 2030 Commitment purposes:
Total Cost of construction, excluding furnishing*	Please express as USD:
Total Building Area – Conditioned Floor Area*	Please express as sq. ft.:
Unconditioned Floor Area	Please express as sq. ft.:
Project Type	Select all that apply: • New Construction / Addition • Existing Building / Renovation • Interior Renovation Only
Number of stories the building has*	Please express as a number:
Building Program Type (s)*	Refer to CBECS for building type definitions. If mixed-use, select all that apply:

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	• Bank/Financial Institution
	• Courthouse
	• Data Center
	• Education – College/University (campus-level)
	• Education – General
	• Education – K-12 School
	• Food Sales – Convenience Store (w/ or w/out gas station)
	• Food Sales – General
	• Food Sales – Supermarket/Grocery
	• Food Service – Fast Food
	• Food Service – General
	• Food Service – Restaurant/Cafeteria
	• Health Care – Clinic
	• Health Care – Hospital Inpatient
	• Health Care – Medical Office
	• Health Care – Nursing/Assisted Living
	• Health Care – Outpatient – General
	• Laboratory – recommend use of Labs21
	• Lodging – General
	• Lodging – Hotel/Motel
	• Lodging – Residence Hall/Dormitory
	• Mixed-Use
	• Office – Small (< 10,000 sf)
	• Office – Medium (< 100,000 sf)
	• Office – Large
	• Other
	• Parking
	• Public Assembly – Entertainment/Culture
	• Public Assembly – General
	• Public Assembly – Library
	• Public Assembly – Recreation
	• Public Assembly – Social/Meeting
	• Public Safety – Fire/Police Station
	• Public Safety – General

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	• Religious Worship • Residential - Mobile Homes • Residential - Multi-Family, 2 to 4 units • Residential - Multi-Family, 5 or more units • Residential - Single-Family Attached • Residential - Single-Family Detached • Residential - Mid-Rise/HIgh-Rise • Retail – Mall • Retail - Non-mall, Vehicle Dealerships, misc. • Retail Store • Service (vehicle repair/service, postal service) • Storage - Distribution/Shipping Center • Storage – General • Storage - Non-refrigerated warehouse • Storage - Refrigerated warehouse • Warehouse - Self-storage • Other
Project Climate Zone*	Tools: International Climate Zone Conversion Chart U.S. Climate Zones – IECC Title 24 Map Please select a system: • ASHRAE • Title 24 • Other
Annual Days of Operation*	
Average Daily Hours of Operation*	

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Site Area*	Please express as square feet:
Project Site*	Select all that apply: • Greenfield (previously undeveloped land) • Previously developed land • Partially previously developed • Brownfield • Historic Structure or District
Project Site Context/Setting*	• Urban • Suburban • Rural
Total annual users *	Include all types (residents, occupants and visitors) to reflect the scale of the project.
* * Third Party Rating Systems	Did your project pursue LEED Certification? (Yes/ no) • If yes, under which version?v4/ v4.1 • v3 / v2009 • Earlier • We did not pursue LEED
	If yes, under what rating system? (NC, CI, Schools, etc) If yes, to what level of certification? • Platinum • Gold • Silver • Certified • Still in Process

*	Did your project pursue a certification from the International Living Future Institute? ? • Yes • No
	If yes, which one? • Full Living Building Challenge • Petal Certification • Living Community • Core Certification • Zero Carbon • Zero Energy
*	Did your project pursue a certification from the International WELL Building Institute? • Yes • No
	If so, which kind? • WELL Building Certification – Platinum • WELL Building Certification – Gold • WELL Building Certification – Silver • WELL Building Certification – Bronze • WELL Core Certification – Platinum • WELL Core Certification – Gold • WELL Core Certification – Silver • WELL Core Certification – Bronze • WELL Performance Rating • WELL Health and Safety Rating • WELL Equity Rating

*	Did your project pursue another rating system not listed?
	• Yes
	• No
	If yes, please explain.

Instructions:

| Metrics | AIA COTE originally developed the COTE Top Ten Measures for its awards program. In 2019, the Measures were rebranded as the Framework for Design Excellence and adopted by the AIA organization-wide as the defining principles of good design in the 21st century. However, the definition of "exemplary" is ever-evolving as both the market and our understanding changes. Accordingly, while the criteria for the AIA COTE Top Ten are organized by the Framework for Design Excellence, the AIA COTE Top Ten award pushes further by asking additional questions around design intent and requiring specific metrics that indicate the relative impact of the project.

Most measures have two types of metrics: **mandatory** and **encouraged**. Mandatory metrics provide a baseline to compare across years, while the encouraged metrics can evolve over time based on what is learned.

In each measure, **mandatory metrics will be identified by a red asterisk and this field must be completed before you submit**. If you are unable to provide a mandatory metric, you will need to give an explanation in the context field provided. This field can also be used to provide additional context about any metric. Teams can choose to provide encouraged metrics as appropriate. |
|---|---|

Design for Integration

*	Good design elevates any project, no matter how small, with a thoughtful process that delivers both beauty and function in balance. It is the element that binds all the principles together with a big idea. What was the concept or purpose behind this project, and how did the priorities within the nine other principles inform the unique approach to this project? How does the project engage the senses and connect people to place? What makes this a project that people will fight to preserve? What design strategies provide multiple benefits across the triple bottom line of social, economic, and environmental value? (500 words max)

Design for Equitable Communities

*	Design solutions affect more than the client and current occupants. Good design positively impacts future occupants and the larger community. What is the project's greater reach? How does this project contribute to creating a diverse, accessible, walkable, just, and human-scaled community? Who might this project be forgetting? How did the design process and outcome remove barriers and promote inclusion and social equity, particularly with respect to vulnerable communities? What opportunities exist in this project to include, engage, and promote human connection? How does the design support health and resilience for the community during times of need or during emergencies? (200 words max)
Design Intent	
	Good design enhances the experience of building users while providing for their individual and collective needs.

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*	• Describe the project's approach toward creating an environment that is accessible and welcoming to all and allows everyone to thrive. Strategies include but are not limited to:
	
	  • Universal and inclusive design principles to provide access that exceeds ADA requirements.
	  • Real-time display of IAQ data to empower users to make informed decisions to support their health.
	  • Site trees to promote tree equity and reduce heat island effect
	  • Acoustic design for the hard of hearing as well as ESL and neurodivergent learners.
	  • Choice and variation in furniture, light levels, temperature, or sound levels to accommodate a wide range of human preferences and sensory needs
	
	(100 words max)

	Good design does not limit impact to the project site, but positively influences the neighborhoods and local ecology.
*	• Did you engage stakeholders through workshops, meetings, surveys, or other means? If so, what did you learn and how does it show up in the design? (100 words max)
*	• Did you do a social site analysis (Climate and Economic Justice Screening Tool, EJ Tool, or similar)? If so, what did you learn and how does it show up in the design? (100 words max)
	Good design recognizes and provides support for everyone

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	connected to the design and construction process, including those impacted by the extraction, manufacturing, transportation, of building materials and fuels.
*	• What does the project do to avoid using materials/manufacturers that perpetuate exploitative labor practices like child and forced labor? (100 words max)
*	• What did the project do to avoid products that are harmful to the community where they were extracted or manufactured (such as vinyl, tropical hardwood or natural gas)? (100 words max)
	•
Metrics	Calculated from the required sections of the Super Spreadsheet; see the "AIA COTE Top Ten Award Summary" tab
	Good design considers the health of the planet by maximizing carbon reductions from both construction and operations.
*	• The social cost of carbon is the burden to humanity that results from carbon emissions. The EPA assumes a value of $190/ton CO2 eq. What is the 10-year Social Cost of Carbon Intensity ($/gsf)? (please express as a number)
	Teams are encouraged to complete the Equitable Communities tab of the Super Spreadsheet.
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

*	Good design mutually benefits human and non-human inhabitants. How does the design support the ecological health of its place over time? How does the design help users become more aware and connected with the projects' place and regional ecosystem? How does the design-build resilience while reducing maintenance? How is the project supporting regional habitat restoration? (200 words max)
*	How does the design minimize negative impacts on animals (e.g., dark skies, bird safety)? (100 words max)
*	How does the project support biodiversity and improve ecosystem services? (100 words max)
*	How does the project increase carbon sequestration through the landscape? (100 words max)
Metrics	Calculated from the required sections of the Super Spreadsheet; see the "AIA COTE Top Ten Award Summary" tab
*	Percentage of site area was vegetated (landscape or green roof) pre-development (please express as a number)
*	Percentage of the site area that is vegetated (landscape or green roof) post-development (please express as a number)
*	Increase in percent of vegetated area, post-development

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	(please express as a number)
*	Vegetation quality score, pre-development (From Super Spreadsheet) (please express as a number)
*	Vegetation quality score, post-development (From Super Spreadsheet) (please express as a number)
*	Was carbon balance (embodied carbon vs. stored/sequestered carbon) of the landscape modeled (using a tool like Carbon Conscience or Carbon Positive Design)? (yes/no)
*	If yes, what was the site's 10-year landscaping carbon intensity? (kg CO2e/sf)? (please express as a number)
	Teams are encouraged to complete the Ecosystems tab of the Super Spread sheet.
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

Design for Water

*	Good design conserves and improves the quality of water as a precious resource. How does the project use water wisely, addressing efficiency and consumption while matching water quality to appropriate use? How do the project's water systems maintain function during emergencies or disruptions? How does the project handle rainfall and stormwater responsibly? How does the project contribute to a healthy regional watershed? (200 words max)
*	Describe how the project's stormwater and potable water

	strategies contribute to site and community resilience. (100 words max)
	Describe the quality of the water that runs off the site. (100 words max)
	Describe how and where the project's black water is treated. (100 words max)
Metrics	Calculated from the required sections of the Super Spreadsheet; see the "AIA COTE Top Ten Award Summary" tab
*	Water Use Intensity (gal/sf/year), benchmark
*	Water Use Intensity (gal/sf/year), predicted
*	Percent reduction in potable water use from benchmark, predicted (express as a number)
*	Percentage of total annual water demand met using potable sources, predicted (express as a number)
*	Percentage of stormwater managed on-site (express as a number)
	Water Use Intensity (gal/sf/year), measured
	Percent reduction in potable water use from benchmark, measured (express as a number)

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	Percentage of total annual water demand met using potable sources, measured (express as a number)
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

Design for Economy

*	Good design adds value for owners, occupants, the community, and the planet, regardless of project size and budget. How does the project provide abundance while living within its means? How do the design choices balance first cost with long-term value? How was the performance of this project improved in ways that were cost and design-neutral? (200 words max)
*	How does this project contribute to local and/or disadvantaged economies? (100 words max)
	How did design choices reduce system sizes and minimize materials usage, allowing for lower cost and more efficiently designed systems/structure? (100 words max)
	How did lifecycle cost analysis influence the project's design? (100 words max)
Cost*	Construction cost per square foot:

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	(express as a number)
	Teams are encouraged to complete the Economy tab of the Super Spreadsheet
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

Design for Energy

*	Good design reduces energy use and eliminates dependence on fossil fuels while improving building performance, function comfort, and enjoyment. How do passive design strategies contribute to the project's performance and form? How does the project exceed building code efficiency standards to approve net-zero energy and net-zero carbon? Is the project powered by clean, renewable energy sources? How does the project provide for continuous performance improvements over its lifetime? (200 words max)
*	Describe any energy challenges associated with the building type, intensity of use, or hours of operation, and how the design responds to these challenges. (100 words max)
Metrics	Calculated from the required sections of the Super Spreadsheet; see the "AIA COTE Top Ten Award Summary" tab
*	Is the building all-electric? (yes/no)
*	Did the project achieve its 2030 Commitment reduction target

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	(70% reduction by 2015, 80% reduction by 2020)? (yes/no)
*	
*	Percent reduction (inclusive of renewables) of total energy from benchmark, measured (express as a number)
*	Percent of total energy from on-site renewable sources, measured (express as a number)
*	Percent of total energy from off-site renewable sources, measured (express as a number)
*	Percent reduction (inclusive of renewables) in operational carbon from benchmark, measured (express as a number)
	Project's total carbon (embodied + operational) over 10 years in kg CO2e/sf
	Teams are encouraged to complete the Energy tab of the Super Spreadsheet
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

Design for Well-being

*	Good design supports health and well-being for all people, considering physical, mental, and emotional effects on building occupants and the surrounding community. How does the design encourage a healthy lifestyle? How does the project provide for greater occupant comfort? How is the project welcoming and inclusive for all? How does the project connect people with place

	and nature? How does the material selection reduce hazards to occupants? (200 words max)
Design Intent	Was a chemicals of concern list or other third-party framework used to inform a material selection? If so, how? (100 words max)
	Was a chemicals of concern list or other third-party framework used to inform a material selection? If so, how? (100 words max)
*	How did the project advocate for greater transparency in building material supply chains? (100 words max)
Metrics	Calculated from the required sections of the Super Spreadsheet; see the "AIA COTE Top Ten Award Summary" tab ☐
*	Was daylight modeling performed? (Yes/No)
*	If yes, Percent of regularly occupied area that is daylit (sDA 300/50%) (Please express as a number)
*	If yes, Percent of regularly occupied area that experiences glare (ASE 1000, 250) (Please express as a number)
*	Percent of regularly occupied area with quality views (express as a number)
*	

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	Occupant Control Score (from Super Spreadsheet)
*	What is the design goal for maximum CO_2 in parts per million (ppm) when spaces are fully occupied? (express as a number)
*	Is the goal relative to outdoor CO_2 levels or an absolute value? • Relative • Absolute
	Teams are encouraged to complete the Well-being tab of the Super Spreadsheet.
	Please explain if a mandatory is unavailable or a metric requires additional interpretive information.
Daylight Modeling Report	Upload daylight modeling report.

Design for Resources

*	Good design depends on informed material selection, balancing priorities to achieve durable, safe, and healthy projects with an equitable, sustainable supply chain to minimize possible negative impacts to the planet. What factors or priorities were considered in making material selection decisions? How were materials and projects selected and designed to reduce embodied carbon and environmental impacts while enhancing building performance? How was material selection used to reduce hazards and support equitable labor practices in the supply chain? How does the project promote zero waste throughout its life cycle? How does

	the project celebrate local materials and craft? How long will the project last, and how does that affect which materials were chosen? (200 words max)
Design Intent	
*	Did embodied carbon considerations inform the design? How? (100 words max)
*	**Did the idea of circularity/circular economy inform the design? How?** (100 words max)
	Describe any special steps taken during design/construction to make disassembly, deconstructions, or reuse easier at the building's end of life. (100 words max)
Metrics	☐ **Calculated from the required sections of the Super Spreadsheet; see the "AIA COTE Top Ten Award Summary" tab**
*	Percentage of project floor area, if any, that was reused or adapted from existing buildings (express as a number)
*	What is the project's embodied carbon intensity in kg CO_2e/sf
*	Percentage of installed wood that is FSC certified (please express as a number) ☐
	Teams are encouraged to complete the Resources tab of the Super Spreadsheet

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	Upload the embodied carbon report from the modeling tool used
	For LEED projects, upload a copy of the BPDO calculator
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

Design for Change

*	Adaptability, resilience, and reuse are essential to good design, which seeks to enhance usability, functionality, and value over time. How does the project address future risks and vulnerabilities from social, economic, and environmental change? How is the project designed for adaptation to anticipate future uses or changing markets? How does the project address passive survivability and/or livability? (200 words max)
Design Intent	
*	In what ways does the design anticipate climate change over the life of the building? (100 words max)
*	How does the design anticipate restoring or adapting function in the face of stress or shock, such as natural disasters, blackouts, etc.? (100 words max)
Metrics	Calculated from the required sections of the Super Spreadsheet; see the "AIA COTE Top Ten Award Summary" tab

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*	Research Score
*	Resiliency Score
	Can the building be used as a safe harbor to support a community during a crisis? (Y/N)
	If so, explain. (100 words max)
	How many hours can the building function through passive survivability? (Please express as a number)
	Explain your calculations. (100 words max)
	Teams are encouraged to complete the Change tab of the Super Spreadsheet.
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

Design for Discovery

*	Every project presents a unique opportunity to apply lessons learned from previous projects and gather information to refine the design and construction process. How did the design process foster a long-term relationship between designers, users, and operators to ensure design intentions are realized and the building project performance can improve over time? How were performance data and experiential stories shared, even if the findings fall short of the vision? How were lessons learned through construction

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	administration shared to project teams? What strategies promoted a sense of discovery and delight? (200 words max)
Design Intent*	What lessons learned though this project have been used to improve subsequent projects? (100 words max)
*	If post-occupancy evaluation was performed, describe the process and outcomes. (100 words max)
*	If a post-occupancy performance testing was conducted (such as blower door, thermal imaging, etc.), describe the process and outcomes. (100 words max)
*	If energy and/or water modeling was performed, describe any differences between predicted and measured use. (100 words max)
Metrics	Calculated by the Super Spreadsheet; see the "10 Discovery" tab
*	Post Occupancy Evaluation Score
	Transparency Score
	Commissioning Score

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	Feedback Score
	Please explain if a mandatory metric is unavailable or a metric requires additional interpretive information.

Upload Materials for Jury Review

Upload Materials for Jury Review	Project images must be submitted in a single **.PDF file**, not to exceed **25 MB** and a maximum of **26 pages**. • **Pages must be 8.5 x 11. Any other size is subject to disqualification** • 5 additional photos without words or drawings must also be submitted to serve as announcement images • All images, photos, and copyrighted materials must be properly credited When possible, images should include the building in use and the following in any order to best tell the jury your project's story. Emphasis should also be placed on graphics that best inform the jury about the innovative sustainable design solutions that have been developed. • Projects that involve renovating, adapting, or preserving existing buildings may add an additional two pages (not to exceed 28 pages total for this upload) to provide the jury with sufficient information to differentiate between the original architects' work and the newly altered, preserved, or restored work • For a group of buildings, one image of the project is sufficient to illustrate the complete project, including its relationship to its environs • Conceptual diagrams, elevations, floor plans, sections, and site plan (including North arrow) **The submission process must be completed prior to 5:00 p.m.**

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	Eastern Time, October 26, 2023. Please allow time for uploading your submission materials - no exceptions to the deadline will be made. Upload your file using the 'Choose File' Button below:
Select File *	Upload
Super Spreadsheet*	Please upload the full Excel spreadsheet.
Ready to Submit *	☐ I have verified all of the information associated with this entry is accurate and ready to submit payment. ☐ I understand that by checking this box, that should this project be selected, all information has been provided will be published and printed on our website and other publications. Changes and additions after the official announcement to names, firms, associates, etc. on any digital and print media are not guaranteed. ☐ I understand once payment is made the submission will be completed and no further edits may be made. ☐ I understand that by checking this box all fees are non-refundable and all 3rd party forms such as the Client Authorization and Unpaid Labor/Code of Ethics form must be completed by the deadline and that there are no exceptions.

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