

# Carbon Reduction Challenge

## Final Report Template

### 1. Cover Sheet

- 1 page summary containing the main recommendations from your project, carbon reduction potential, and cost savings
- Include your contact info

### 2. Summary of proposed change

- 150-200 word summary of your recommendations

### 3. Motivation and background

- Describe your organization, and any sustainability initiatives
- Describe the Carbon Reduction Challenge
- Describe your carbon reduction project

### 4. Carbon reductions and cost savings

- Present and discuss carbon reductions. Illustrate the magnitude of carbon savings (e.g. equivalent to offsetting the annual emissions of 30 Americans)
- Present and discuss cost savings. Include net present value. For projects needing an upfront investment, include return on investment and payback period.

### 5. Co-benefits

- Describe co-benefits of adopting your recommendations

### 6. Anticipated obstacles

- Describe any potential roadblocks for implementing your recommendations
- Make suggestions for minimizing negative outcomes

### 7. Next steps

- Describe the current status of your project (eg, is your organization
- Include additional information needed to assess feasibility, etc

### 8. Summary

- 150-200 word summary

### 9. References and Appendices