

2023 BOMA/Chicago Local TOBY Awards Application Process



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 early 2023.

For an opportunity to win a BOMA International TOBY Award, a property first must earn the BOMA 360 designation and win both local and regional competitions. Whether winning at the local, regional and/or international levels of the competition, you gain the opportunity to showcase your building's strengths and gain recognition for best-in-class operations and management. Judging is based on criteria that includes community impact, tenant and employee relations programs, energy management, accessibility, emergency evacuation procedures, building personnel training programs and overall excellence.

CHICAGO BUILDINGS HAVE A STRONG HISTORY OF WINNING THE INTERNATIONAL TOBY!

Since 2010, [19 Chicago buildings have won the International TOBY Award](#). Our Chicago buildings are truly the best of the best who continue to win at the International level and we encourage you to apply for the 2023 TOBY!

ARE YOU APPLYING FOR THE 2023 TOBY?

If you are applying for a 2023 TOBY, your first step is to contact Jaclyne Madden at jmadden@bomachicago.org. Please let Jaclyne know as soon as possible that your building will be applying so that she can tell you about important and brand-new changes for this TOBY season. You must also have the BOMA 360 designation in order to apply for TOBY and Jaclyne will walk you through these details. If you already have the BOMA 360 designation, please let Jaclyne know. She will ask BOMA International to transfer your 360 application over to the TOBY portal.

TOBY LOCAL CHICAGO DEADLINE

The deadline to submit your application is September 21, 2022 at 5PM (CST). This deadline will not be extended.

BOMA 360 REQUIREMENT FOR 2023 TOBY SEASON & BEYOND

For the 2023 TOBY season and beyond, all TOBY applicants must have the BOMA 360 designation. This is a brand-new criterion that has been implemented by BOMA International. For the 2023 TOBY season and beyond, your building will need to be a BOMA 360 designee before applying for the TOBY. If you plan to apply for a TOBY this year (the 2023 season), you will need to apply and/or maintain your BOMA 360 certification by July 31, 2022. You can learn more about BOMA 360 and access the 360 portal here: <https://recognition.boma.org/> Please contact recognition@boma.org for all questions about the BOMA 360 designation.

TOBY AND BOMA 360 PORTALS ARE TIED TOGETHER

The new BOMA 360 and TOBY portals are tied to each other and this will streamline the TOBY application process. In other words, if any uploads were required in the 360 application that are also required as part of the TOBY application, you will not need to upload those attachments again for the TOBY application. Applicants will mainly be inputting narrative descriptions in TOBY.

If you already have the BOMA 360 designation, please contact Jaclyne Madden at jmadden@bomachicago.org to let her know. She will ask BOMA International to transfer your 360 application over to the TOBY portal.

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 2023. Regional TOBY Award winners compete in the International TOBY Awards. International winners will be announced at BOMA International's annual conference in June 2023.

TOBY FEES

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.

If you proceed to the regional competition, you will pay another fee of \$450 (directly to BOMA International). This \$450 will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the international competition.

LOCAL ONLINE/WRITTEN APPLICATION PROCESS

All 2023 Local TOBY applications must be submitted electronically to BOMA/Chicago through the BOMA International TOBY application portal: <https://recognition.boma.org/>. This link will be open until September 21 at 5PM CST.

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 21 at 5PM 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. Once again, the TOBY portal link is: <https://recognition.boma.org/>

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.

TOBY ENTRY REQUIREMENTS

To view the questions, relevant attachments and requirements for the TOBY application, please carefully read through the 2023 Entry Requirements (listed below). The online application follows the exact questions, attachments and requirements for your category as written in the Entry Requirements.

Please Note: The Entry Requirements have been updated since 2022. Please carefully review the 2023 Entry Requirements (which can be downloaded by clicking the below links).

- [2023 Entry Requirements for All Office](#)
 - (Includes: Square Feet Categories, Historical Building, Corporate Facility, Medical Office & Suburban)
- [2023 Earth Entry Requirements](#)
- [2023 Renovated Entry Requirements](#)
- [2023 Mixed Used](#)
- [2023 Industrial Entry Requirements](#)

SCORING OF PORTAL/WRITTEN APPLICATION

Your assigned TOBY judges will sign onto the portal to review and grade your online/written application. After the January/February 2023 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.

BUILDING INSPECTION & INSPECTION GRADING SHEETS

Inspections will be held in-person at your building between October 10 through November 11. You will be assigned your inspection date in early October. Once you begin the application process, we will communicate more detailed information about the inspections. Please contact Jaclynne Madden at jmadden@bomachicago.org to get a copy of the inspection sheet for your specific category.

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. Please contact Jaclynne Madden at jmadden@bomachicago.org to get a copy of the inspection verification form for 2023.

- 2023 All Categories TOBY Inspection Verification Form
- 2023 Earth TOBY Inspection Verification Form

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. Applicants will also be asked to confirm that 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 21, 2022 at 5PM (CST).
<https://bomachicago.wufoo.com/forms/toby-application-disclosure-of-contributors/>

ENERGY STAR REQUIREMENTS

TOBY applicants are only required to benchmark their data and share it with BOMA International. Industrial and mixed-use buildings do not have to share their data.

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.

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. **We highly recommend that your entire team read through this document in the early phases of the application process.** If you do not have a copy of this document, please email Jaclyne Madden and she will send you a copy: jmadden@bomachicago.org.

WATCH PREVIOUS TOBY INFORMATIONAL & BEST PRACTICES WEBINARS

Please watch the below TOBY webinars to hear directly from the experts on how to submit a winning TOBY application and prepare for inspections:

- [5.12.2021 TOBY Webinar \(What It Takes to Be a TOBY Winner; 2022 Application Season\)](#)
- [8.26.2020 TOBY 2021 Season Webinar](#)
- [4.21.20 TOBY Best Practices Webinar](#)

WATCH VIDEOS FROM FORMER TOBY INTERNATIONAL WINNERS

150 North Riverside: Over 1 Million Square Feet

<https://vimeo.com/702203936/5379f5cfba>

AMA Plaza: Over 1 Million Square Feet

<https://www.youtube.com/watch?v=Fr1rdC08miU>

Renovated Building: 1 North Dearborn

<https://www.youtube.com/watch?v=k0G0ffWQcD4>

100,000 to 249,999 Square Feet: 1515 West Webster

<https://www.youtube.com/watch?v=F9t6xJGnv2I>

500,000 to 1 Million Square Feet: 401 North Michigan

<https://www.youtube.com/watch?v=Z1zEtOsJ6DQ>

HAVE QUESTIONS?

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

Good luck to all TOBY applicants and remember to contact BOMA/Chicago with any questions!