

**2013 Federal Energy and Water Management Awards
Frequently Asked Questions**

Nomination Criteria and Guidelines Questions

Q. What is the difference between the Project and Program award categories?

A. A Project nomination may include one or more activities implemented at a facility or campus such as energy retrofits, process improvements, or installation of renewable energy systems. A Program nomination should focus on an innovative management approach, including the institutionalization of policies and strategies that contributed to meeting or exceeding one or more sustainable energy, water, and/or fleet management goals across an organization, region, or campus. If you are unsure which category to select for a team effort after reviewing the Criteria and Guidelines, please contact FEMP_Communications@ee.doe.gov.

Q. I would like to submit a nomination under the Project category for an effort that was completed before FY 2012 but did not win an award. Can I submit the nomination for the current competition?

A. No, unfortunately we cannot accept nominations for Projects that were completed and/or began to accrue savings prior to October 1, 2011. However a project completed prior to FY 2012 may be referenced in support of an eligible Program nomination. Please review the Criteria and Guidelines for more information about the Program category.

Q. Are projects that save the most energy and/or water more likely to win awards?

A. Nominations that achieve the highest average scores from evaluators based on ALL the nomination criteria are most likely to win awards. Energy and water savings is only one of six criteria considered. Exemplary projects considered for award should not only save a lot of energy/water while enhancing operations, but also raise the bar and go well beyond “business as usual” types of strategies. Projects should take an integrated approach to sustainable energy management, provide other non-energy environmental and organizational benefits, and be replicable, transferable, and innovative. Please see Section 6 of the Criteria and Guidelines for more information.

Q. I'd like to submit a nomination I recently developed for my agency's internal awards program. Will my nomination be rejected if the narrative does not follow the format outlined in FEMP's criteria?

A. While other green/sustainability awards programs may be similar, the Federal Awards criteria are unique. Leaving information out of the narrative that is requested in Section 6 will result in a lower score. Therefore, although it is not *required* that a nomination write-up use the format outlined in the Criteria and Guidelines, it is strongly encouraged that applicants organize narratives according to the applicable criteria so that all required information is clearly addressed.

Q. I have submitted Federal Energy and Water nominations in the past; I was able to select one or more Project sub-categories (energy efficiency, water efficiency, renewable energy, vehicle fleet management). Do I still need to specify the sub-category?

A. The “Project” category is relevant for any exemplary energy efficiency, water efficiency, renewable energy, and/or vehicle fleet management project(s). Upon submitting a nomination in the system, a nominator no longer needs to check off specific project sub-categories. However the nomination narrative should thoroughly describe the project(s) and explain the types of energy management strategies used when providing project details (see Section 6.A of the Criteria and Guidelines).

Q. In past years I could submit a nomination for an “Organization,” but I don’t see that option in the criteria. Can I still nominate my organization?

A. Yes. When entering nominee(s) into the on line system, simply include contact information for up to five individuals who best represent the team effort and select the check box to confirm that the nominees represent a large group or your organization. Similarly, if you are nominating a small team of two to five members, include contact information for the individuals who were directly responsible for the nominated project/program and select the appropriate check box.

Q. In past years there was a chart in the Criteria and Guidelines that outlined which criteria must be addressed in the narrative for Project and Program categories. Why can’t I find this chart?

A. To streamline and simplify the nominations process, the list of criteria to be addressed for all Project and Program categories is now the same (listed in Section 6 of the Criteria and Guidelines). Please read each of the criteria descriptions carefully and be sure to include all the information requested, as for some criteria the type of data/information requested is slightly different for a Project or Program nomination.

Q. In past years I could submit an Individual nomination under the Project or Program categories, but now I cannot. Why? Can I still recognize an individual effort?

A. Yes, strong individual efforts for both projects and programs may be submitted under the Individual Award category; the eligibility for this category has been expanded to include exemplary efforts implemented by individuals in FY 2012 as well as longer terms of service (e.g. 10 or more years). The Individual Award criteria require write-ups to focus specifically on the attributes and contributions of the nominated individual, rather than on the project or program details and the results achieved by the site/organization. The Contracting Award also recognizes individual efforts of those in the contracting community.

Q. I am submitting an Individual Award nomination for a project/program implemented by an individual in FY 2012. Do I need to address each of the Project and Program criteria listed in Section 6 of the Criteria and Guidelines?

A. While project and program details are important, individual nominations must focus on the specific contributions and championship qualities of the individual. You are welcome to use the Project and Program criteria listed in Section 6 as a guide for the kind of information to include, but responses to the Project and Program criteria are not required. Instead, please refer to the questions in listed under the Individual Award subheading in Section 6 to ensure that your nomination highlights individual efforts. Nominators are also asked to provide all applicable savings (energy, water, and/or fuel and respective cost savings) associated with the individual project or program.

On-line Nomination System Questions

Q. I submitted a nomination using the on-line system last year, but I cannot remember my user name (or my old password is not working).

A. If you created a user name and password during a past Awards cycle, your password has since expired. To avoid duplication in the system and to be able to access your past award nominations, please do not create a new user name! Contact Jennifer.Landsman@sra.com for your old account user name and a temporary password.

Q. I have logged into the system. How do I begin creating a nomination?

A. First click on the “Awards” box in the upper left hand corner. Next, in the left navigation bar, select “Create” under the Nominations heading to begin a new nomination.

Q. I created a test nomination. How do I delete it?

A. It is not necessary to delete a “test” nomination, as the entry may be edited to include the information you would like to submit for evaluation. However, if you no longer wish to submit a nomination for evaluation (or if you already created a new nomination), you may delete a nomination by going to the nomination’s summary page. In the left navigation bar under the Nominations heading, select “View.” Your nomination(s) will appear in a list. Click on the ID number for the nomination you wish to delete. At the bottom of the summary page select the “Delete Nomination” button.

Q. I began developing an award nomination and saved my changes. How do I find/edit my nomination when I return to my account?

A. In the left navigation bar, under the Nominations heading, select “View.” Your nomination(s) will appear in a list. Click on the ID number for the nomination you wish to edit. At the bottom of the summary page select the “Edit Nomination” button. You now can go back to each page of the nomination using the directional links at the bottom of the page, or use the “Current Step” links in the left navigation bar to jump from section to section.

Q. What savings data is required to be entered into the table for my nomination? Do I need to provide data for every field?

A. Due to the large number of data fields available, the data savings table is now broken into “Required” and “Optional” sections. At a minimum, all Project, Program, and Individual (FY 2012) nominations must provide the amount of energy, water, and/or petroleum (or costs) saved by the nominated efforts in FY 2012 *from the prior fiscal year* for the nomination to be accepted by the system. However, Section 6.B. of the criteria and guidelines (for both Team and Individual Awards) outlines the complete savings data requested; it is strongly recommended that the nomination provide all available and applicable savings data, as evaluators score nominations based directly on the information requested by the criteria.

Q. I am submitting a nomination under the Individual Award category that covers 15 years of service. Do I need to enter FY 2012 savings data directly into the table?

A. For exceptional, career-long terms of service under the Individual Award category there is no requirement to enter data into the savings table. Where the nomination does focus on FY 2012 achievements, please provide savings data that resulted directly from those efforts.

Q. There is a mistake in a nomination that I already submitted. When I click on the ID number, I no longer see an option to edit the nomination. How can I make the correction?

A. Once you submit a nomination for Agency review the nomination is locked to you for editing. You may ask your Agency Coordinator to make the correction, or request that they “reject” the nomination back to you for editing. Visit http://www.femp.energy.gov/services/awards_contacts.html to find the Agency Coordinator for your agency. You must hit “Submit” again after making any corrections to return the nomination to your Coordinator. If you think your Coordinator has already approved the nomination for FEMP review, or if you are unable to reach your Coordinator and the nomination deadline is approaching, please contact Jennifer_Landsman@sra.com.

Q. FEMP’s submission deadline is approaching and I have not talked to my Agency Coordinator about my nomination. Will my nomination be evaluated as long as I make FEMP’s deadline?

A. Not necessarily. FEMP requires that all claims made in an award nomination are reviewed and approved by the respective Agency Coordinator before a nomination can be submitted to FEMP for evaluation. Please contact your Coordinator as soon as possible to find out your agency’s internal submission deadline, and/or to make sure your Coordinator has time to review and approve your nomination prior to FEMP’s deadline. To find the Agency Coordinator for your agency visit http://www.femp.energy.gov/services/awards_contacts.html.

Q. What if I complete a nomination in my account but forget to click the “Submit” link. Will my nomination be lost?

A. Several days prior to FEMP’s deadline, the system will send you an automated e-mail notification reminding you to complete and submit the outstanding nomination(s) in your account as soon as possible to leave time for Agency Coordinator review. FEMP will work with your Coordinator separately and make every attempt to get your nomination approved by the deadline.