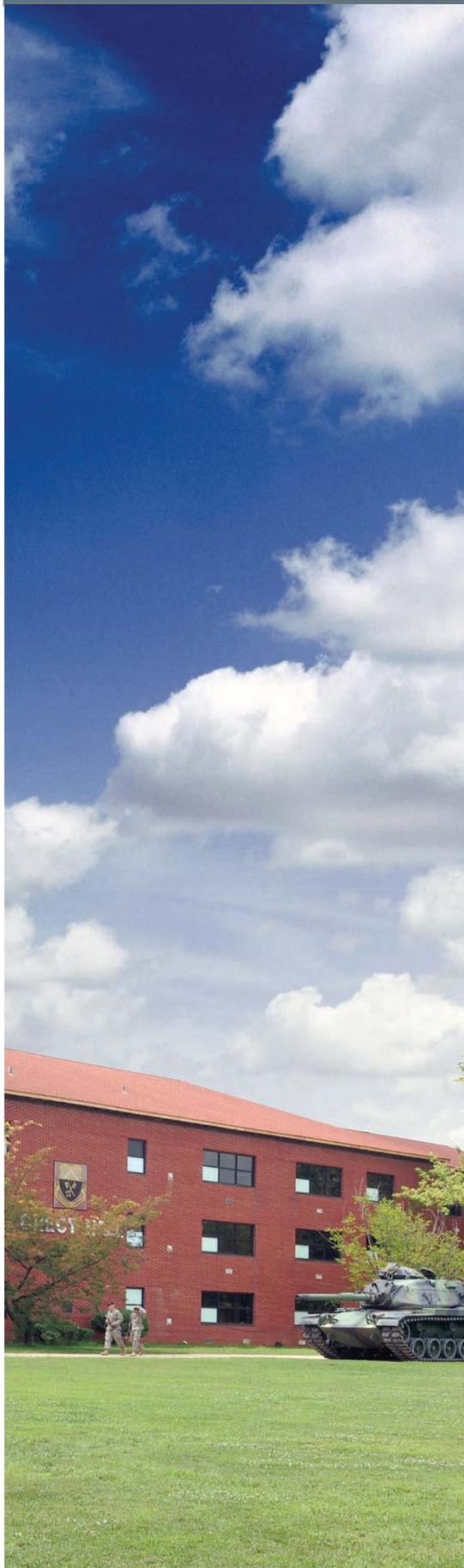


2010 Criteria & Guidelines

For the Federal Energy and Water
Management Awards

March 2010



1. OVERVIEW

The U.S. Department of Energy's (DOE) Federal Energy Management Program (FEMP) facilitates the Federal Government's implementation of sound, cost-effective energy management and investment practices to enhance the nation's energy security and environmental stewardship.

FEMP, in conjunction with the Federal Interagency Energy Management Task Force, will present the 2010 Federal Energy and Water Management Awards (Federal Awards). To encourage a sustainable approach to Federal energy management and a reduction in greenhouse gas emissions, as directed by E.O. 13514, the Federal Awards will recognize outstanding achievements in the following areas:

- **Projects** that employ:
 - Energy Efficiency
 - Renewable Energy
 - Water Efficiency
 - Vehicle Fleet Management
 - Multiple Types of Energy Management
- **Programs** that Implement Effective Energy, Water and/or Fleet Management
- **Special Categories**
 - Exceptional Service Award
 - Contracting Officer Award
 - FEMP Program Manager's Award

2. AWARD CATEGORIES

Federal Awards will be presented to outstanding nominations in project, program, and three special categories, described below. Project and Program nominations should be tailored for consideration in **one** of three sub-categories: individual, small group, or organization (see Section 3 for eligibility). Exceptional Service and Contracting Officer nominations may only be submitted for individuals. No separate nomination is required for the FEMP Program Manager's Award.

A. **Project:** Agencies are strongly encouraged to nominate projects that qualify for *multiple types of energy management*. Project nominations submitted under *multiple types of energy management* will be evaluated under a separate set of criteria,¹ as outlined in Section 5.

- Energy Efficiency
- Renewable Energy
- Water Efficiency
- Vehicle Fleet Management
- Multiple Types of Energy Management

B. **Programs that Implement Effective Energy, Water, and/or Fleet Management:** Program nominations must describe a *comprehensive management approach to successful implementation* of energy and water efficiency, renewable energy, and/or fleet management programs. Programs may be at the organizational, regional, or campus-wide level, and should include cross-cutting strategies implemented to achieve the goals of E.O. 13423 and other energy and water regulations.

¹This category replaces prior years' "Sustainable Design" category.

C. Special Categories:

a. Exceptional Service Award - Each agency may nominate a single individual. The nominee should be an extraordinary individual who, over a significant period of time, has been responsible for creating and instituting innovative and effective programs, projects, or technologies and/or has otherwise significantly helped the agency meet its energy goals, including reducing greenhouse gas emissions.

b. Contracting Officer Award: Nominees should be exceptional individuals who used innovative contracting methods and excellence in procuring services to implement energy projects for an agency/organization. These services might include but are not limited to: utility energy service contracts, energy savings performance contracts, resource energy manager service contracts, power purchase agreements, renewable energy credits, or energy audits that have saved their agency money and resources and helped their agency meet its energy management goals. FEMP strongly encourages agencies to also include contracting officers in Project and Program nominations, as applicable.

c. FEMP Program Manager's Award - The FEMP Program Manager, at his/her discretion may award special citation(s) for unique contributions to Federal energy management, water efficiency, fleet management, sustainable design, and/or use of renewable energy. No separate nomination is required.

3. ELIGIBILITY

Federal personnel or contractor operators of Federal facilities or fleets may be nominated for any award category or sub-category. Non-Federal contributors may be nominated only as part of a Small Group or Organization.

Individual - persons who were directly responsible for the achievement reflected in the nomination. Any Federal employee or contractor operator of a Federal facility or fleet may be nominated for these awards.

Small Group – groups of no more than five (5) individuals who participated significantly in the nomination project or program.

Organization - larger groups that demonstrated a well-managed, comprehensive program and/or achieved significant project results. Award winners may be allowed to send up to five (5) representatives to the Awards Ceremony.

4. INSTRUCTIONS FOR SUBMISSIONS

Each civilian agency and each service within the Department of Defense (Army, Navy, Air Force, Marine Corps, and Defense Agencies) may submit up to 15 nominations for Federal Awards.

A. Nomination Components

Each nomination must include the following information that will be entered directly into the on-line system:

| | |
|---------------------|---|
| Basic Information | Project name, agency, and the state where the project was implemented |
| Savings Data | ALL savings data as appropriate to support the nomination category and aid the evaluation process. At minimum: total energy/water/fuel costs and Btu and/or gallons saved in FY 2009 as compared to the previous year. Additionally, nominations should provide an estimate for annual avoided greenhouse gas emissions that resulted from the project in FY 2009, as available. <i>If there is no data available, please provide an explanation as part of the narrative.</i> |
| Award Category | Choose category: <ul style="list-style-type: none"> • Project (submissions with multiple types of energy management are encouraged), • Program, • Exceptional Service (individuals only), or • Contracting Officer (individuals only) Choose Sub-Category: <ul style="list-style-type: none"> • Individual, • Small Group, • Organization |
| Contact Information | Provide the name, title, mailing address, e-mail address, and telephone numbers for the nominated individual, each member of the small group (up to 5 nominees), or the primary nominee/contact at the organization. |
| Summary | Type directly into the on-line form a summary of the nomination. In no more than 200 words, highlight the significance of the achievement, investment costs, energy/water/fuel saved as a result of the achievement, avoided greenhouse gas emissions, and impact (reduction) of achievement on the facility's consumption. <i>Note: the summary should NOT be considered a substitute for the written narrative.</i> |
| Written Narrative | Upload a written narrative of the accomplishment and optional attachments. This is the most important part of the nomination package and should clearly address all the evaluation criteria for the respective award. Please see 4.B. for instructions and Section 5 for the criteria required for each award category. |

B. Instructions for the Narrative

All nominations **must** contain written narratives **not to exceed four single-spaced pages** using a minimum of 11 point font. Additional pages will be discarded prior to panel evaluation.

The narrative should describe the activities and accomplishments of the nominee during fiscal year 2009. It should address all criteria relevant to the nomination category and type, including: quantifiable data on costs and savings, progress towards goals, barriers overcome, increased awareness, procedural changes, and other relevant implementation and management successes.

See Section 5 for more detail on specific criteria that apply to your nomination. **It is strongly encouraged that applicants organize narratives according to the applicable criteria so that all required information is addressed.** A criteria/category checklist is included as Appendix II that indicates the criteria that a nomination category must address.

Supplemental materials such as photographs or relevant documentation should be appended if they directly illustrate the impact of the project. Supplemental materials may be directly considered in cases where the award is for measurement or tracking of costs or investments, or for agency awards where the product is a plan, procedure, or guidelines. *Supplemental materials do not count toward the four page limit.*

5. SELECTION CRITERIA AND NOMINATION EVALUATIONS

A panel of evaluators will review and score nominations. Nominations should only be submitted for projects that were completed, or realized first savings, in fiscal year 2009. ***If you have only completed planning or just started the program or project, please defer your nomination until next year.***

As part of your narrative, please include detailed information for **each** applicable award criterion. In scoring the nominations, the evaluators will score the nominations on all applicable criteria (see below table for applicability and definitions section for additional detail). Each criterion will be scored between 0 (no information or explanation provided) and 5 (maximum score). To encourage a holistic, sustainable approach to energy management, project nominations submitted under multiple categories ***that meet the selection criteria*** will be awarded additional points that will be added to the average score.

SELECTION CRITERIA FOR PROJECT AND PROGRAM NOMINATIONS

Use this table to determine the selection criteria that apply to the award nomination category and type.
Definitions of the selection criteria are provided on the next page.

| AWARD CATEGORY | | Employ Integrated Design and/or Management Principles | Optimize Energy Efficiency | Implement Renewable Energy | Protect and Conserve Water | Reduce Petroleum and Use Alternative Fuels | Reduce Environmental Impacts/Non Energy Benefits | Institutionalization and Transferability | Outreach | Innovative Technologies/ Unique Approaches | Program Achievements | Champion Qualities* (for "individual" nominations only) |
|----------------|--|---|--|---|---|---|--|--|----------|--|----------------------|---|
| Project | Multiple Types (+5 points for two categories, +10 for three, +15 for four)** | ✓ x2* | ✓ <i>If Energy Efficiency is selected</i> | ✓ <i>If Renewable Energy is selected</i> | ✓ <i>If Water Efficiency is selected</i> | ✓ <i>If Vehicle Fleet Mgmt is selected</i> | ✓ x2* | ✓ | ✓ | ✓ | | ✓ |
| | Energy Efficiency | | ✓ x2* | | | | ✓ | | | | | |
| | Renewable Energy | | | ✓ x2* | | | ✓ | | | | | |
| | Water Efficiency | | | | ✓ x2* | | ✓ | | | | | |
| | Vehicle Fleet Management | | | | | ✓ x2* | ✓ | | | | | |
| Program | Implementing Effective Energy/ Water/ Fleet Management | ✓ | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |

Nominations submitted under any Project or Program category may be an Individual, Small Group, or Organization award type. *For all Individual nominations, please also address Champion Qualities, defined below.

*x2 indicates that the score for this criterion will be doubled prior to calculating the average score

**Additional points awarded for multiple category nominations will be added to the nomination's average score.

6. SELECTION CRITERIA DEFINITIONS / NARRATIVE GUIDANCE

Adequacy of Information: *Nomination success depends in large part on the extent to which the narrative provides **comparable and quantifiable data that demonstrates change resulting from the activity** (see specific criteria below to determine what types of data your nomination should include).*

Several selection criteria are based on *Guiding Principles* from the *High Performance and Sustainable Buildings Guidance*. To access this guidance and other sustainable design resources, visit the Whole Building Design Guide at http://www.wbdg.org/references/sustainable_eo.php.

1. **Employ Integrated Design/Management Principles:**

For new construction and major renovations, describe how the project established and met (or is meeting) performance goals for siting, energy, water, materials, and indoor environmental quality. Also discuss commissioning practices employed.

For existing buildings, discuss establishment/incorporation of sustainable operations and maintenance policy, practices, and performance goals. Also discuss recommissioning practices employed.

For Program submissions, discuss at a higher level how integrated planning and design processes are being incorporated into plans to move the agency, organization, region, base toward a more holistic, sustainable strategy.

2. **Optimize Energy Efficiency:**

1) Clearly describe the steps taken, technologies employed, and methods used to measure and optimize energy performance; 2) provide the investment **cost of the project** and **cost savings** (or potential cost savings) resulting from the project (cost effectiveness of the investment judged by the ratio of savings to investment); and 3) include the amount of **energy savings** as a result of the project, in terms of both the absolute quantity and percentage when compared to the previous fiscal year.

For multiple category nominations covering new sustainable facilities completed in FY 2009 energy savings may be reported by comparing estimated savings to that of comparable, conventionally-constructed buildings. ***If an estimate is not possible, please provide a thorough explanation.***

3. **Implement Renewable Energy:**

1) Clearly describe the installations completed and technologies employed and 2) include total Btu generated by renewable energy (displacing Btu generated by fossil fuels).

4. **Protect and Conserve Water:**

1) Clearly describe the best management practices employed to maximize the efficient use of water and minimize the environmental impact of water use both inside and outside the facility or facilities. Where applicable, include strategies to reduce stormwater runoff and discharges of polluted water offsite; 2) include the investment **cost of the project** and **cost savings** (or potential cost savings) resulting from the project (include cost per gallon consumed before and after the project); 3) include the amount of **water savings** as a result of the project, in terms of both the absolute gallons,

gallons per gross square foot, and percentage when compared to the previous fiscal year and the baseline year; and 4) include the **water use intensity** for FY 2009 and the FY 2007 baseline.

For multiple category nominations covering new sustainable facilities completed in FY 2009, water use intensity may be reported by comparing estimated savings to that of comparable, conventionally-constructed buildings. ***If an estimate is not possible, please provide a thorough explanation.***

5. **Reduce Petroleum and Use Alternative Fuels:** Clearly describe the strategies/technologies employed to reduce petroleum consumption by a facility or campus vehicle fleet. Provide data on the decreased use of petroleum and increased use of alternative fuels in fleet vehicles as a percentage when compared to the previous fiscal year and compared to FY 2005 (baseline).
6. **Reduce Environmental Impacts/Non-Energy Benefits:** Include discussion/data on how the nominated project improves outdoor air quality and reduces greenhouse gas emissions. Describe strategies/technologies employed to enhance indoor air quality and reduce environmental impact of materials.
7. **Institutionalization and Transferability:** Discuss efforts to ensure the project/program has a lasting impact on the organization and to demonstrate leadership in fostering the promotion of energy, water, and fleet management, and to expand the savings to other facilities/fleets, government agencies, or the private sector. Discuss whether any steps must be taken to maintain the project/program's achievements. If so, discuss whether these steps are being implemented and institutionalized. Also discuss characteristics required to successfully implement a project/program of this type elsewhere and the project/program's general transferability.
8. **Outreach Activities:** Discuss the extent to which education, training, and other outreach activities increased the awareness of this project/program and/or of general conservation efforts at the facility or agency, and the extent to which positive publicity was generated either locally or nationally. Also discuss the role of these activities in the project/program's successful implementation and institutionalization.
9. **Innovative New Technologies/Unique Approaches:** Discuss the extent to which the project/program incorporated innovative strategies and tools to meet energy management goals. This includes the use of new and emerging energy efficient and renewable energy technologies and/or practices in lieu of commercially available technologies and/or standard practices. If new technologies were not employed, describe any unique or interesting aspects of the project or program, such as a varied combination of strategies or tools that helped the project come to fruition or achieve more effective results.
10. **Program Achievements:** Describe all relevant projects in detail and discuss net effect toward achieving the main goals of Executive Order 13423, including types of projects implemented as part of the program, quantifiable savings, and other results achieved by your organization from baseline years. Describe how and to what extent the projects reduced greenhouse gas emissions and describe other non-energy, environmental benefits.
11. **Champion Qualities:** For individual nominations *only*. Describe the extent to which the nominee's efforts enabled the project/program to move forward (i.e. but for the individual, would the project have been completed? Been completed in a significantly longer timeframe? Been smaller in scope? Etc.)

7. CRITERIA FOR SPECIAL AWARD CATEGORIES

Exceptional Service Award

A winning nomination will demonstrate that the individual proactively created and instituted innovative and effective energy efficiency, water conservation, or fleet management programs, projects, or technologies; increased the use of renewable energy; promoted sustainable, whole building/campus design; or in other ways played a major role in helping the agency meet its energy management goals over a significant timeframe of service to the agency.

Please summarize accomplishments and describe **the extent to which the nominee**:

- Enabled the implementation of projects at the facility/agency;
- Used innovative tools and strategies to meet the agency's energy, water, and/or fleet management goals;
- Demonstrated leadership and ensured a lasting impact on a program; and
- Implemented or facilitated awareness activities such as education, training, and other outreach.

Contracting Officer Award

Winning nominations will demonstrate that the contracting officer achieved excellence in implementing procurement strategies for effective energy or water conservation programs, projects, or technologies, increasing the use of renewable energy, or in other ways played a major role in helping the agency meet its energy management goals. Accomplishments may include a long term of service or contribution to one or more major projects completed in FY 2009 and/or recent years.

Please summarize accomplishments and describe how the nominee:

- Enabled the implementation of the project(s) at the facility/agency;
- Used innovative procurement tools and strategies to meet the agency's energy, water, and/or fleet management goals; and
- Demonstrated leadership and a proactive nature during the project(s) by ensuring a timely cycle to award and maintaining strong communications with their internal team and the contractor team to ensure projects success.

FEMP Program Manager's Award

At the discretion of the FEMP Program Manager, special citations(s) may be awarded to individuals, groups, or organizations that made unique contributions to Federal energy management, water efficiency, greenhouse gas management, or use of renewable energy that have enhanced an agency's efforts to achieve substantial savings through special circumstances. **No separate nomination is needed.**

8. SUBMISSION INSTRUCTIONS AND DEADLINES

Any civilian or military employee, or employees of private sector organizations, such as utilities, energy service companies, and industrial companies and associations, may submit nominations.

A. Submitting Nominations On-Line

Nominations must be submitted via FEMP's on-line nomination system at www.fempcentral.com/awards; only nominations submitted using FEMP's on-line system will be accepted for evaluation.

B. Required Approvals and Due Dates

The deadline for all nominations is **May 31, 2010**. The nomination Web site will be closed after this date and late entries will not be considered for 2010 awards.

All nominations must be approved by the [agency's energy coordinator](#), who will be responsible for vetting and verifying claims made in the nominations as well as for reviewing and approving or rejecting each nomination. Nominations must be submitted by the nominator **and** approved by the agency energy coordinator *using the on-line system* by the deadline of May 31, 2010 or will not be considered for award.

Your agency may establish earlier internal deadlines. Please contact your [agency's energy coordinator](#) in advance to confirm internal agency deadlines. To find your agency's energy coordinator, please visit http://www.femp.energy.gov/services/awards_contacts.html.

9. AWARDS CEREMONY

Federal Award winners will be invited to attend the Awards Ceremony in Washington D.C. to be scheduled during Energy Awareness Month (October). Dates and locations for the ceremony have not yet been determined. For updates, please check the FEMP Web site at http://www.femp.energy.gov/services/awards_fewm.html.

APPENDIX 1: GLOSSARY

Contributor: Private source of support that significantly assists or enables an individual, small group, or organization in executing an energy savings performance contract or utility energy services contract at a Federal facility. **Energy Efficiency** involves the reduction in facility energy use and/or costs based on identifying and implementing innovative energy conservation techniques.

Fiscal Year represents the government fiscal year, which begins on October 1 and ends on September 30 of the following year. All nominations being submitted for a 2010 award must involve activities that took place in fiscal year 2009, which began on October 1, 2008 and ended on September 30, 2009.

Green Purchasing (or the purchase or supply of energy-efficient or water-conserving products) involves specifying, acquiring, or supplying to other agencies products that are energy-efficient, water-conserving, or associated with green power purchases.

Innovative Technologies are new and emerging energy technologies used in lieu of a conventional energy technology to reduce conventional energy or water costs, and are defined as technologies that have been commercially available for fewer than three years or those technologies that have not significantly penetrated the Federal market.

Renewable Energy: Defined by the Energy Policy Act of 2005 as "electric energy generated from solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project." It involves the implementation of renewable energy technologies or design concepts (such as principles of solar design) to substitute for or minimize the use of nonrenewable energy sources.

Sustainable Design: Facility or campus-wide projects that apply the five *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings*: employing integrated design, optimizing energy performance, protecting and conserving water, enhancing indoor environmental quality, and reducing the environmental impact of materials.

Transferability involves the extent to which the technologies, best practices, applications or strategies used at one facility can be used at other facilities.

Vehicle Fleet Management involves reducing a Federal fleet's total consumption of petroleum fuel and increasing the fleet's total non-petroleum-based fuel consumption. This could include increasing the use of alternative fuel, increasing fleet efficiency, or other management options.

Water Efficiency involves the reduction in water use intensity or cost at Federal facilities by initiating water projects and effective best management practices including, but not limited to, plumbing fixture retrofits, water reuse, and recycling programs, and awareness programs. This also includes landscape practices that utilize techniques that complement and enhance the local environment.

APPENDIX 2: NOMINATION CHECKLIST

Applicants are strongly encouraged to organize narratives according to the applicable criteria. This checklist shows the categories that must address each of the 11 criteria for project and program nominations. Refer to Section 6 of the solicitation for criteria definitions.

1. Projects

The following criteria apply to all projects.

- Reduce environmental impacts/non-energy benefits Institutionalization
- Institutionalization and transferability
- Outreach
- Innovative technologies/unique approaches
- Champion qualities (if an individual-type nomination)

Additionally, please address all criteria are listed below under the pertinent project category.

1a. Projects that employ Multiple Types of Energy Management

- Employ integrated design and/or management principles (x2)
 - Reduce environmental impacts/non-energy benefits (x2)
- Other criterion specific to categories chosen:*
- Optimize energy efficiency (if energy efficiency is selected)
 - Implement renewable energy (if renewable energy is selected)
 - Protect and conserve water (if water efficiency is selected)
 - Reduce petroleum and use alternative fuels (if vehicle fleet management is chosen)

1b. Energy Efficiency Project

- Optimize energy efficiency (x2)

1c. Renewable Energy Project

- Implement renewable energy (x2)

1d. Water Efficiency Project

- Protect and conserve water

2. Program

- Employ integrated design and/or management principles
- Institutionalization and transferability
- Outreach
- Innovative technologies/unique approaches
- Program achievements
- Champion qualities (if an individual-type nomination)

3. Exceptional Service

Please see Section 7 for criteria.

4. Contracting Officer

Please see Section 7 for criteria.

EERE Information Center
1-877-EERE-INF (1-877-337-3463)
www.eere.energy.gov/informationcenter

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