

2012 Federal Energy and Water Management Awards

Nomination Check-List

- For team nominations, choose the Project category for discreet activities at an installation or facility. Choose the Program category for overall management approaches that effectively instituted new strategies or policies across a facility, campus, or organization.
- For all individual nominations, choose either Exceptional Service or the Contracting category, as appropriate.
- Choose the Better Buildings category (sub-category of Project nominations) **only** for a single metered building that is exemplary in its FY 2011 energy reduction. For this category, the building must have reduced its energy use by at least 20 percent from a baseline of your choosing and be entered into EPA's Portfolio Manager.
- For the Project or Buildings category, the project(s) must have been completed and realized first savings during FY 2011. If the project was not complete by September 30, 2011 you must defer the nomination until next year. Program and the individual categories may consider past efforts, but should focus on FY 2011 results. Awards will not be given based on future efforts or savings.
- For an individual nomination the nominee must be a Federal employee or contractor operator of a Federal facility. A team nomination (of up to 5 nominees) must highlight a Federal project or program, and at least one nominee must be a Federal employee or contractor operator of a Federal facility.
- Before writing or submitting a nomination, confirm that the team/individual has not previously won a Federal Energy and Water Management Award for the same or similar efforts at the same location.
- Prior to writing the narrative consider what transferable best practice(s) were encompassed by the nomination/nominee(s), if any new and emerging technologies were implemented, and what else is particularly unique or innovative about the nomination that makes it exemplary and deserving of recognition. A statement including this information will be *required* in order to submit the nomination in the on-line system.
- Prepare a separate narrative (up to 4 pages) providing all required data and information outlined in Section 6 of the criteria and guidelines, based on the nomination category selected. It is *strongly encouraged* that applicants organize narratives according to the applicable criteria to ensure all required/adequate information is included.
- For Project or Program nominations, have readily available all the required data discussed in Section 6B of the criteria and guidelines. The nomination cannot be submitted as complete without this data entered directly into the data table in the on-line nomination system. Data entered incorrectly may result in rejection of the nomination.
- Enter nominations on-line at www.fempcentral.com/awards, including all components requested in Section 4A of the criteria and guidelines. If you submitted nominations in the past but cannot remember your user name or password, contact Jennifer Landsman at jennifer_landsman@sra.com or 202-554-8480 ext. 2602.
- Agencies are limited to 15 nominations. If an agency receives more than 15 nominations for review, it is at the discretion of the [agency coordinator](#) to select the top 15 to submit to FEMP for evaluation. An agency's Buildings nomination does not count toward this limit.
- Nominations must be approved by the [agency coordinators](#) in the system by May 2, 2012. Contact your coordinator in advance for any internal deadlines; leave appropriate time for their review and requested revisions.
- For more information contact Hayes Jones, FEMP, at hayes.jones@ee.doe.gov or 202-586-8873.