



2012 Criteria & Guidelines

For the Federal Energy and Water
Management Awards

January 2012

1. OVERVIEW

FEMP provides the services, tools, and expertise to Federal agencies to help them achieve their legislated and executive ordered energy, greenhouse gas, and water goals.

FEMP, in conjunction with the Federal Interagency Energy Management Task Force, will present the 2012 Federal Energy and Water Management Awards (Federal Awards). The purpose of these awards is to recognize outstanding achievements in energy and water efficiency, renewable energy, and fleet management from within the Federal government. FEMP will give awards in six categories. The categories are:

- A. **Project Awards** for teams that are exemplary in their implementation of energy efficiency, water efficiency, renewable energy, and/or vehicle fleet management projects
- B. **Program Awards** for teams that implement and institutionalize effective management, policy, and strategy for energy, water, and/or fleet management
- C. **Individual Awards** in recognition of extraordinary service to their agencies in fiscal year (FY) 2011 or over their career (e.g. 10 or more years).
- D. **Contracting Awards** for individuals who provided exemplary contracting support to their agencies
- E. **FEMP Program Manager's Award** for a team or individual with exceptional achievements from the other categories. This award is given at the discretion of the Program Manager
- F. ^{NEW} **Better Buildings Award** for one building that is exemplary in its energy use reductions, with agency demonstration of leadership.

2. AWARD CATEGORY DEFINITIONS

- A. **Project Award (team):** A project nomination must describe either a discreet activity or set of activities that directly resulted in measured energy or water savings, renewable energy production, or fleet efficiencies at a facility or campus in FY 2011. Nominations should describe projects that are particularly exceptional or innovative and go beyond "business as usual" measures. Examples include, but are not limited to, construction of a net-zero energy building or significant process improvements that save energy and water. Agencies also are strongly encouraged to nominate projects that include multiple types of sustainable energy and water management (energy efficiency, renewable energy, water efficiency, and/or vehicle fleet management), large scale projects, projects where replication is planned, projects using innovative technologies, or projects that show results due to non-traditional actions.
- B. **Program Award (team):** Program nominations must describe an effective *management* approach that has led to successful institutionalization of energy and water efficiency, renewable energy, and/or fleet management efforts across an organization, region, or campus in FY 2011. Nominations should focus on the institutionalization of policies and strategies that clearly contributed to meeting/exceeding the goals of E.O. 13514, E.O.

13423, the Energy Independence and Security Act of 2007, and/or other energy and water regulations. While nominations should focus on results achieved in (or through) FY2011, sustained savings over time should also be included in program nominations if applicable. Programs may have been instituted prior to FY2011. Examples include, but are not limited to: development and institutionalization of a top-down renewable energy strategy that resulted in an extraordinary production of renewable energy; institutionalization of a new set of fleet management practices that drastically decreased petroleum fuel use across an entire campus and were transferred to other locations; or implementation of a new comprehensive set of sustainable energy management policies that resulted in a region exceeding a number of its requirements.

- C. Individual Award:** Nominees should be extraordinary individuals who have been directly responsible for creating and instituting innovative and effective programs, projects, or technologies and/or have otherwise significantly helped the agency meet its energy goals, including reducing greenhouse gas emissions in FY 2011 or over their career (e.g. 10 or more years).¹
- D. Contracting Award (individual):** Nominees should be exceptional individuals who used innovative contracting methods and excellence in procuring services to implement energy projects for an agency/organization. Examples include using a mix of contracting methods, institutionalizing new default standards or incentives, innovating streamlined contracting procedures that shorten the time-line to signing, or using integrated purchasing. FEMP strongly encourages agencies to include contracting staff in nominations for the Project and Program categories, as applicable.
- E. 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. The Program Manager's award will be given to one of the winners from the other four categories and will be announced at the ceremony in October. No separate nomination is required.
- F. ^{NEW} Better Buildings Award:** Each agency is invited to submit **one** nomination describing its best performing stand-alone building in FY 2011. To qualify for this category, a building must have achieved at least a 20 percent reduction in energy consumption from a baseline year of your choosing. Be sure to include supporting data in each narrative. *The building's energy use data also must be entered in EPA's Portfolio Manager*². Nominations will be evaluated based on energy savings in FY 2011 compared to FY 2010 (realized from projects completed in FY 2011). Additional criteria used in the evaluation include environmental/non-energy benefits, institutionalization (specifically the ongoing plan to maintain the energy reductions), transferability, and innovative new technologies or unique operations and processes implemented at the building. A qualifying nomination may be

¹ The old Exceptional Service category was expanded to include project or program efforts directly attributable to one outstanding Federal employee, and is no longer restricted to one nomination per agency.

² EISA 2007 requires the designated agency energy managers to enter energy use data for each metered building that is (or is a part of) a covered facility into a building energy use benchmarking system, such as the ENERGY STAR Portfolio Manager tool (see 42 U.S.C. 8253(f)(8)).

submitted once under both the Project and Building categories; the Agency Coordinator will determine the Agency's one final Building nomination from the nominations that indicated interest in the Building Award.

3. ELIGIBILITY

- A. Nominations under the Project and Building categories should be submitted for projects that were completed or realized first savings in FY 2011. ***If you have not completed installation and measured savings from the project, please defer your nomination until next year.*** Nominations under the Program, Individual (career-long service), or Contracting categories should focus on FY 2011 achievements, but may also consider past accomplishments as applicable.
- B. Federal personnel or contractor operators of Federal organizations, facilities, fleets, or mobility vehicles (ships or aircraft) may be nominated for any award category. Non-Federal contributors may be nominated only as part of a team effort at a Federal facility under the Project or Program categories.

Project or Program: Nominees under these categories are limited to teams of no more than five (5) individuals who each made significant and direct contributions to the achievements reflected in the nominated project or program *or* who are representing the achievements of a larger team or organization.

Individual or Contracting: These categories are restricted to individual nominations. Nominees must be directly responsible for the achievement(s) reflected in the nomination.

Buildings: **This nomination is restricted to a high-performing, individual stand-alone building. A group of buildings, campus, or base is not eligible.** This nomination also will be evaluated as a Project nomination. Nominees are limited to teams of no more than five (5) individuals who each made significant and direct contributions to the achievements reflected in the nominated project *or* who are representing the achievements of a larger team or organization.

- C. FEMP is looking for new innovative efforts that have the potential to be the first of many, not those that already have been recognized in past years. An individual or team who won a Federal Energy and Water Management award in the past is not eligible to win an award in 2012 ***for the same achievement at the same location.*** However, that individual or team is eligible to win an award for a new effort/category, provided the nomination meets all other eligibility requirements.

4. INSTRUCTIONS FOR SUBMISSIONS

Each civilian agency and each major service within the Department of Defense (Defense Logistics Agency, Army, Navy, Air Force, Marine Corps, and other Defense Agencies collectively) may submit up to 15 nominations for Federal Awards, and **one** nomination in the

Buildings category. The Buildings category nomination does not count against the agency limit of 15 nominations in the other categories.

A. Nomination Components: Each nomination must include the following information entered directly into the on-line system:

Basic Information	Nomination name, agency, and the state where the building or nominee is located or where the project or program was implemented
Award Category	Choose a category: Project (check the Better Buildings category box if you would like your Agency to consider a stand-alone building nomination as the agency's top performing building; by checking this box you are confirming the building is entered into Portfolio Manager), Program, Individual, or Contracting
Contact Information	Provide the name, title, mailing address, e-mail address, and telephone numbers for the nominee(s).
Savings Data	Include ALL savings data as appropriate to support the nomination category and aid the evaluation process. One or more of the following is required for Project, Buildings, Program, and Individual (for FY 2011 projects or programs) nominations: total energy/water/fuel costs and Btu and/or gallons saved or amount of renewable energy produced in FY 2011 as compared to the previous year. As applicable, please also include energy, water, fuel, and cost savings as compared to the relevant mandate baseline years. As available, please also include projected life cycle cost savings, life cycle energy savings, and/or life cycle renewable energy, and an estimate of annual avoided greenhouse gas emissions that resulted from the project in FY 2011. The online nomination system will not allow applicable nominations to be submitted if required data is not entered into the data table. This data is not required for Individual career-long service or Contracting nominations, however it is strongly recommended to include FY 2011 data when available to assist in evaluation.
Summary	Type a summary of the nomination directly into the on-line form. In no more than 200 words, highlight the significance of the achievement, investment costs, energy/water/fuel saved as a result of the achievement, renewable energy produced, avoided greenhouse gas emissions, impact (reduction) on the facility's consumption, use of innovative methods, institutionalization, and future potential for savings or scale-up. Note: the summary should NOT be considered a substitute for the written narrative.
Best Practices	Identify 3-5 best practices demonstrated in the nomination. Categorize each identified best practice (e.g. water, commissioning, renewable energy) and describe why this action should be recognized as a best practice. Best practices identified could describe use of specific technologies or process steps that lead to the program or project's success.
Written Narrative	Upload a written narrative of the accomplishment and up to 5 additional 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 6 for the criteria required for each award category.

B. Instructions for the Written 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 team or individual during fiscal year 2011. It should address all criteria relevant to the nomination category, including quantifiable data on costs and savings, progress towards goals, barriers overcome, evidence of changed processes and behaviors, new and synergistic paths toward sustainability, and other relevant implementation and management successes.

See Section 6 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.**

Supplemental materials such as photographs, data, or other relevant documentation should be appended if they directly illustrate the impact of the project. Rather than inserting photos into the nomination narrative Word or PDF document, it is more useful to attach native photo files separately. Photos may be used in the awards ceremony program or in other FEMP publications; photos embedded in Word or PDF files cannot be used. *Supplemental materials do not count toward the four page limit.*

5. SELECTION PROCESS

A panel of evaluators will review and score nominations. As part of the narrative, please include detailed information for **each** applicable award criterion. In scoring the nominations, the evaluators will score the nominations on all applicable criteria listed in Section 6. Each criterion will be scored between 0 (no information or explanation provided) and 10 (maximum score).

6. SELECTION CRITERIA DEFINITIONS AND NARRATIVE GUIDANCE

Project and Program Award (Buildings nominations should include the same information as a Project Award submission)

A. Details: Provide a clear summary of the nominated effort(s).

Project/ Buildings Nominations: include the steps taken, technologies/best management practices employed, and methods used to reduce energy and/or water consumption, increase renewable energy use, and/or reduce fleet petroleum use for all applicable projects implemented in FY 2011. Nominations should focus on projects that are exceptional and innovative, going beyond “business as usual” measures. Discuss if/how the nominated project(s) uses multiple strategies for sustainable energy management and reducing greenhouse gases; if future projects of the same type are planned; and/or potential for scale-up.

Program Nominations: include descriptions of pertinent policies, strategies, best practices, and management approaches developed/implemented, as well as any related projects and practices implemented in FY 2011 as part of the overall program effort.

- B. Savings:** *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.***

Note, this criterion carries a scoring weight of 2x. If data on savings estimates are not available, the nomination should provide a thorough explanation.

Project/ Buildings Nominations: Nominations are required to include all data showing applicable savings achieved by project(s) completed in FY 2011³ while enhancing facilities and operations or business practices.

- a. Energy Efficiency and/or Water Efficiency: Include the **investment cost of the project, cost savings** (or potential cost savings) resulting from the project, and the amount of **energy and/or water saved** as a result of the project. For energy or water savings, please include the absolute quantity, percentage when compared to the previous fiscal year, percentage when compared to the respective baseline, and lifecycle savings. (Evaluators measure cost effectiveness of the investment by the ratio of savings to investment. The measured savings from FY 2011 will be used to verify the estimates of lifecycle savings.) *Buildings nominations **only** must also show at least a 20 percent reduction in energy consumption from a baseline year of your choosing in order to be considered for the Buildings category.*
- b. Renewable Energy: Include total Btu generated by renewable energy (displacing Btu generated by fossil fuels) and estimated lifecycle renewable energy production. Also include renewable energy use as a percentage of facility or site electricity use.
- c. Vehicle Fleet Management: Include 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).

Program Nominations: Please include savings of the overall effort(s) toward achieving any applicable quantifiable goals of Executive Orders 13514 and 13423 and/or other energy and water regulations, especially savings from innovative, integrated measures. Please include FY 2011 savings from baseline years as well as the previous fiscal year, noting sustained savings over time as applicable. Evidence, such as survey evidence or evidence of changed attitudes and behavior, may also be submitted.

- C. Environmental/Non-Energy Benefits:** Discuss and provide data demonstrating how the nominated project, building, or program contributes to improved outdoor air quality and reduced greenhouse gas emissions. Describe any other environmental benefits, which may include strategies/technologies employed to reduce stormwater runoff and discharges of

³ Only projects that were completed or first accrued savings in FY 2011 are eligible. Savings that began prior to FY 2011 (or projects that did not yet accrue savings in FY 2011) are not eligible.

polluted water offsite, enhance indoor air quality, and reduce environmental impact of materials. Also include descriptions of ancillary benefits such as increased comfort, convenience, team-building, or workflow. Describe if/how the project makes it easier to accomplish the organizational mission, enhances the functioning of the organization, and improves work processes.

- D. Institutionalization:** Show how the team has institutionalized the project/program by describing how energy or resource savings are built into the way work is conducted (e.g. have become standards of practice) and thus sustained over time. Buildings nominations will be evaluated on the ongoing plan to maintain the energy reductions at the building level. For Buildings nominations, the ongoing efforts should describe institutional changes, process and procedures as well as roles and responsibilities in the effort to maintain energy reductions. Discuss efforts to ensure the building/project/program is designed to have a lasting impact on the organization, demonstrate leadership in fostering the promotion of energy, water, and fleet management, and to expand the savings to other facilities/fleets or elsewhere in your agency. Discuss whether any steps must be taken to maintain the building/project/program's achievements. If so, discuss whether these steps are being implemented and institutionalized. If available, include documentation of individual or organizational behavior change. Evidence may include describing who changed, what they changed, and how they achieved the change. Also describe any reinforcements provided to encourage and maintain the changes in behavior.

E. Transferability:

Note, this criterion carries a scoring weight of 2x.

Discuss if a project/program of this type (or lessons from a building), has already been duplicated or adopted elsewhere, e.g. to other government agencies or the private sector. If not, describe any efforts currently underway to transfer knowledge to another building, project, or program, or the potential to transfer best practices to other sites within your agencies or at another agency.

F. Innovative New Technologies/Unique Operations and Processes:

Note, this criterion carries a scoring weight of 2x.

Discuss the extent to which the building/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. Include descriptions of innovations in operations and processes, success using non-traditional actions, as well as any unique or interesting aspects of the project or program that make it exemplary. These aspects may include a varied combination of strategies or tools that helped the project come to fruition or achieve more effective results.

Individual Award

Demonstrate that the individual proactively created and institutionalized 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 or exceed its energy management goals. *Nominations may focus either on projects or programs that were implemented and realized first savings in FY 2011 or on efforts over a significant period of service to the agency (e.g. 10 or more years).*

- A. Please summarize accomplishments and describe the **extent to which the nominee**:
- a. Demonstrated leadership and commitment to set the standard followed by staff in working towards sustainability;
 - b. Enabled the implementation and institutionalization of projects at the facility/agency;
 - c. Used innovative tools and strategies to meet the agency's energy, water, and/or fleet management goals;
 - d. Institutionalized or facilitated activities such as education, training, and other outreach designed to promote new workplace behaviors (institutional or individual).
- B. For individual projects/programs implemented in FY 2011, please also provide the following data as applicable (*not required for career-long exceptional service nominations*):

Individual Projects:

- a. Energy Efficiency and/or Water Efficiency: Include the **investment cost of the project, cost savings** (or potential cost savings) resulting from the project, and the amount of **energy and or/water saved** as a result of the project. For energy or water savings, please include the absolute quantity, percentage when compared to the previous fiscal year, percentage when compared to the respective baseline, and lifecycle savings. (Evaluators measure cost effectiveness of the investment by the ratio of savings to investment. The measured savings from FY 2011 will be used to verify the estimates of lifecycle savings.)
- b. Renewable Energy: Include total Btu generated by renewable energy (displacing Btu generated by fossil fuels) and estimated lifecycle renewable energy production. Also include renewable energy use as a percentage of facility or site electricity use.
- c. Vehicle Fleet Management: Include 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).

Individual Programs: Please include savings of the overall effort(s) toward achieving any applicable quantifiable goals of Executive Orders 13514 and 13423 and/or other energy and water regulations, especially savings from innovative, integrated measures. Please include FY 2011 savings from baseline years as well as the previous fiscal year, noting sustained savings over time as applicable. Evidence, such as survey evidence or evidence of changed attitudes and behavior, may also be submitted.

Contracting Award

Demonstrate that the contracting staff institutionalized innovative contracting methods and achieved excellence in procuring services to implement energy projects for an agency/organization. Examples include using a mix of contracting methods, institutionalizing new default standards or incentives, innovating streamlined contracting procedures that shorten the time-line to signing, or using integrated purchasing. Accomplishments should focus on a contribution to one or more major projects completed in FY 2011 and/or recent years. (For a longer term of service, please submit nomination as an Individual Award).

Please summarize accomplishments and describe how the nominee:

- A. Enabled the implementation of the project(s) at the facility/agency;
- B. Used innovative procurement tools and strategies such as a mix of contracting methods, new default standards or incentives, innovating streamlined contracting procedures that shorten the time-line to signing, or integrated purchasing to meet the agency's energy, water, and/or fleet management goals; and
- C. 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, a special citation(s) may be given to a winning team or individual from the other award categories. The Program Manager's Award will be given to a team or individual that made the largest contributions to Federal energy management, water efficiency, greenhouse gas management, or use of renewable energy or that has enhanced an agency's efforts to achieve substantial savings through special circumstances. The FEMP Program Manager will announce the winner of this award at the Awards Ceremony in October. **No separate nomination is needed.**

7. 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 nominate a Federal team or Federal employee (see Section 3B for eligibility).

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. Click the "Awards" box in the top left corner to get started.

PLEASE NOTE: the on-line nomination system will be available to enter and submit nominations beginning on or about February 15, 2012. Prior to February 15 users can

create or update account information and will have access to archived information, but will not be able to enter new nominations. Please visit the system after February 15 to submit nominations for the current competition.

B. Required Approvals and Due Dates

The deadline for all nominations is **May 2, 2012**. The nomination Web site will be closed after this date and late entries will not be considered for 2012 awards.

All nominations must be approved by the [agency 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 coordinator *using the on-line system* by the deadline of May 2, 2012 or they will not be considered for award. It is likely your agency has established earlier internal deadlines. Please contact your [agency coordinator](#) in advance to confirm internal agency deadlines. To find your agency coordinator visit http://www.femp.energy.gov/services/awards_contacts.html.

Please note that FEMP plans to highlight award winners in various DOE, EERE, and FEMP outreach activities. Examples of outreach may include, but are not limited, to posters, website features, blog posts, newsletter articles, case studies, or technical journal articles. FEMP may contact award winners directly for additional information for these outreach activities.

8. AWARDS CEREMONY

Federal Award winners will be invited to attend the Awards Ceremony in Washington D.C. to be scheduled during Energy Action 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 2012 award must involve activities that took place in fiscal year 2011, which began on October 1, 2010 and ended on September 30, 2011.

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.

EERE Information Center
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