



# 2023 Criteria and Guidelines for the Federal Energy and Water Management Awards

U.S. Department of Energy, Federal Energy Management  
Program

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## Table of Contents

1	Overview.....	1
2	Award Category Definitions.....	2
3	Narrative Guidance and Criteria.....	3
3.1	Project Award.....	3
3.2	Program Award.....	5
3.3	Contracting Award.....	6
3.4	Career Exceptional Service Award.....	6
3.5	FEMP Director’s Award.....	7
4	Eligibility.....	8
5	Instructions for Submission.....	9
6	FEMP Central Submission Instructions and Deadlines.....	11
7	Selection Process.....	12
8	Roles and Responsibilities of Agency Coordinators.....	13
9	Winner Announcement and Presentation.....	14
	Appendix: Key Terms.....	15

## List of Tables

Table 1: Nomination Components ..... 9

# 1 Overview

The U.S. Department of Energy's (DOE) Federal Energy Management Program (FEMP) works with its stakeholders to enable federal agencies to meet energy-related goals, identify affordable solutions, facilitate public-private partnerships, and provide energy leadership to the country by identifying and leveraging government best practices. FEMP, in conjunction with federal agency stakeholders, will present the 2023 Federal Energy and Water Management Awards (Federal Awards) to recognize outstanding contributions from within the federal government.

FEMP intends to distinguish federal employees who developed and implemented exemplary, cost-effective projects and programs in one or more of the following focus areas: cut energy waste, decrease costs, reduce greenhouse gases, optimize performance, advance America's progress toward energy independence, resilience, and security, decarbonization, reducing carbon footprints of existing buildings, and providing valuable solution sets for replication across the U.S. Government. All nominations should focus on efforts that clearly contribute to meeting/exceeding established goals of key federal and agency-specific energy and water mandates and regulations<sup>1</sup>.

FEMP will give awards in 5 categories. The categories are:

- A. **Project Awards** for individuals or teams that are exemplary in their implementation of energy and water efficiency, resilience, and technology achievements; distributed energy, cybersecurity, and/or vehicle fleet management projects.
- B. **Program Awards** for individuals or teams that implement and institutionalize effective management, policy, and strategy in areas including energy and water efficient technology and/or process improvements, resilience, distributed energy, cybersecurity and/or fleet management.
- C. **Contracting Awards** for individuals or teams instrumental in supporting the award of energy performance contracts and/or making notable efforts to enhance procurement practices.
- D. **Career Exceptional Service Awards** to individuals in recognition of extraordinary service to the federal government over their careers (e.g., 15 or more years).
- E. **FEMP Director's Award** to an individual, organization, or team for leadership, benefits through collaboration with FEMP, and/or a replicable model for success that can be transferred across the federal government, with special attention to progress/advancement in administration priority areas. This award is given at the discretion of the Director.

Nominations are due to FEMP by **August 31, 2023**. Please refer to **Section 4. B** for more information.

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<sup>1</sup> Please refer to FEMP's [website](#) for current federal energy management laws and requirements.

## 2 Award Category Definitions

- A. **Project Award:** A project nomination must describe either a discreet activity or set of activities that directly resulted in measured energy or water savings, distributed energy generation, fleet efficiencies and electrification, or improved security and/or resilience at a federal facility or campus in FY 2022. Nominations should describe projects that are particularly exceptional or innovative and go beyond "business as usual" measures. Projects may encompass, but are not limited to, energy and water resilience, technology achievements, distributed energy generation, energy storage, process improvements, deep energy retrofits, new high-performance buildings, metering, cybersecurity, and reducing carbon footprints of existing federal buildings and fleets. Agencies are encouraged to nominate comprehensive facility or campus-wide efforts that encompass multiple project types, large scale projects, projects where replication is planned, projects using innovative technologies, and/or projects that show results due to non-traditional actions.
- B. **Program Award:** A program nomination must describe an effective management approach that has led to successful institutionalization of energy and water efficiency technology and/or process improvements; resilience; distributed energy; cybersecurity; and/or fleet management efforts across a federal organization, region, or campus in FY 2022. Programs may have been instituted prior to FY 2022, but nominations must focus on particularly significant results achieved in (or through) FY 2022, as well as sustained savings over time as applicable. Examples include, but are not limited to, implementation of a new comprehensive set of energy and water resilience and/or security practices that achieved significant results, development of an energy strategy that resulted in extraordinary production from distributed energy resources and/or cost savings or transition to carbon pollution-free electricity, net zero fleet and building emissions or institutionalization of a new set of fleet management practices that drastically increased the use of alternative fuel across an entire campus.
- C. **Contracting Award:** This category will recognize key federal agency attorneys, contracting officers, and/or other federal staff for contract-related achievements that took place in the timeframe leading up to and including one or more contract awards during FY 2022. Examples include the award of multiple or particularly challenging energy performance contracts; implementing advanced solutions to overcoming performance contract barriers; or awarding innovative distributed and/or renewable energy purchase agreements or incorporation of net zero procurement strategies.
- D. **Career Exceptional Service Award:** Nominees should be extraordinary individuals who have been directly responsible for creating and instituting innovative and effective federal agency programs, projects, or technologies and/or have otherwise significantly helped one or more federal government agencies meet energy, water, and/or fleet management goals over their careers (e.g., 15 or more years), culminating in significant achievements and/or results leading up to and/or during FY 2022.
- E. **FEMP Director's Award:** The FEMP Director, at their discretion, may award special citation(s) to any individual, organization, and/or team that provided leadership, benefits through collaboration with FEMP, and/or a replicable model for success that can be

transferred across the federal government. The FEMP Director will pay special attention to progress/advancement in one or more of several administration priority areas, including energy justice, workforce development, and diversity in STEM, that were particularly exceptional and went beyond "business as usual." No nominations are required or accepted for this category.

## 3 Narrative Guidance and Criteria

### 3.1 Project Award

- A. **Details:** Describe the nominated project(s), including the steps taken and methods used to meet or exceed established goals of key federal and agency-specific energy and water mandates and regulations for all applicable efforts completed during FY 2022. This summary should clearly identify at least one best practice employed by the project effort and describe why this action should be recognized as a best practice. Please include information on how the project contributed to optimizing performance, eliminating unnecessary use of resources, protecting the environment, reducing waste, cutting costs, moving toward a net zero vehicle and building emissions, achieving carbon pollution free electricity, enhancing the resilience of federal infrastructure and operations, and enabling more effective accomplishment of agency missions. Include a discussion of if/how the nominated project(s) uses multiple strategies for managing energy and water resources.
- B. **Savings/Results:** Note this criterion carries a scoring weight of 2x. Nominations are required to include all comparable and quantifiable data showing applicable savings achieved by project(s) completed in FY 2022<sup>2</sup> while enhancing facilities and operations or business practices. *If the project effort did not result in any direct savings or new distributed energy use, discuss other results achieved through the project effort that directly contribute to federal or agency-specific energy and water management goals, such as improved energy resilience, security, and system reliability.*
- i. Energy Efficiency and/or Water Efficiency: Include the investment cost of the project, 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, and percentage when compared to the respective baseline. (Evaluators measure cost effectiveness of the investment by the ratio of savings to investment).
  - ii. Distributed Energy: Include total BTU or MWH generated by distributed and/or renewable energy resources (displacing BTU generated by fossil fuels) and estimated lifecycle distributed and/or renewable energy generation. Also include energy usage from distributed and/or renewable energy resources as a percentage of facility or site electricity use.

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<sup>2</sup> Only projects that were completed or first generated savings in FY 2022 are eligible. Projects that began generating savings prior to FY 2022 (or projects that did not yet generate savings in FY 2022) are not eligible. FEMP will not give awards based strictly on anticipated savings or results that were not achieved during FY 2022.

- iii. Vehicle Fleet Management: Include decreased use of petroleum and/or increased use of alternative fuels in fleet vehicles as a percentage when compared to the previous fiscal year.
  - iv. Related Savings: For a, b, and c as applicable, include reduced operations and maintenance, repair and replacement, and/or other related project cost savings compared to the prior fiscal year.
- C. **Other Benefits**: Discuss (and provide data, as applicable) how the nominated effort contributes to additional benefits not already covered by Savings/Results. Other benefits may include greenhouse gas reductions, improved system reliability, back-up power for critical loads, or peak shaving. You may also highlight how the project helps to improve the economy through job creation and/or advancing American business enterprises. Also discuss if the project provides other environmental benefits such as improved outdoor water and/or air quality, reduced stormwater runoff and discharges of polluted water offsite, enhanced indoor air quality, and/or reduced 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 or organization has institutionalized or will institutionalize the effort 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. Discuss efforts to ensure the effort 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 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 how the effort can be replicated easily and/or in a cost-effective manner, and if the effort of this type 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 or best practices to another building, project, or program, or the potential to transfer knowledge or best practices to other sites within your agency 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 effort incorporated innovative or improved strategies and tools to meet energy management goals including the use of new and underutilized technologies and/or practices and/or efforts to advance environmental and energy justice and equity. Also include descriptions of innovations in

operations and processes, success using non-traditional actions, interagency coordination, 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.

## 3.2 Program Award

- A. **Details:** Describe the nominated program, including pertinent policies, strategies, and management approaches put in place, as well as any related projects and practices implemented in FY 2022 as part of the overall program effort. This section should clearly identify at least one best practice employed by the program effort and describe why this action should be recognized as a best practice. Please include information on how the program contributed to optimizing performance, eliminating unnecessary use of resources, protecting the environment, reducing waste, cutting costs, moving toward a net zero vehicle and building emissions, achieving carbon pollution free electricity, enhancing the resilience of federal infrastructure and operations, enabling more effective accomplishment of agency missions, and advancing energy and environmental justice and equity. Include information about how the program connects to the agency mission and how the nominee(s) achieved "buy-in" from leadership to realize success.
- B. **Savings/Results:** Describe how the program effort culminated in significant results during FY 2022 (explain why the program is being nominated this year). Discuss the program's success in terms of progress toward achieving any applicable quantifiable goals of applicable federal and agency-specific energy and water regulations<sup>3</sup>, including FY 2022 energy, water, and/or petroleum reductions, as well as any increases in use of distributed energy resources and/or alternative fuels. Include costs savings from baseline years as well as the previous fiscal year, noting sustained savings over time as applicable. Also discuss other results achieved through the nominated program effort, such as improved energy resilience and security.
- C. **Organization and Management:** Discuss how the program has affected the organization's structure, plans, processes, resources, etc. to achieve the savings/results above. Describe 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. Discuss efforts to ensure the program is designed to have a lasting impact on the organization, to 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 achievements. If so, discuss whether these steps are being implemented and institutionalized. Also describe how the organization's leadership provides support to help the program succeed and provide examples of strong commitment from all levels of the organization.
- D. **Technical Expertise and Knowledge:** Describe the technical capabilities demonstrated by the program, which may include the program's access to expertise, opportunities, and

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<sup>3</sup> Please [refer to FEMP's website](#) for current federal energy management laws and requirements.



resources; team diversity; and/or sound analytical processes. Describe how the program helps to promote continuous learning.

- E. **Employee Engagement:** Discuss examples of the program's communications strategies, and how they help to keep employees aware and engaged in the overall program efforts. How does the program incentivize or recognize significant achievements of team members toward meeting important energy/water management milestones? If available, include documentation of individual or organizational behavior change.
- F. **Can-Do Savvy:** Discuss how the nominated program has helped to overcome any barriers/challenges to achieving the organization's energy/water management goals, including formulating new partnerships, changing business models, applying new strategies, or using innovative technologies or new processes.

### 3.3 Contracting Award

- A. **Details:** Describe the nominated contracting/procurement accomplishment achieved during the timeframe up to and including contract award. Include details about the contract/procurement and an overview of how the nominee(s) enabled its implementation at the facility/agency. Examples may include supporting the award of multiple or particularly challenging performance contracts (e.g., energy savings performance contracts, utility energy service contracts, energy sales agreements, power purchase agreements, enhanced use lease agreements, privatization, other), implementing advanced solutions to overcoming performance contract barriers, or applying innovative techniques or approaches to energy procurement during FY 2022, including or incorporation of net zero procurement strategies. Clearly identify at least one best practice employed by the effort and describe why this action should be recognized as a best practice.
- B. **Institutionalization:** Discuss how the nominee(s) has institutionalized (or will institutionalize) the accomplishments to become standards of practice for the organization. Also discuss how the accomplishments have been duplicated or adopted elsewhere or, if not, any efforts currently underway to transfer knowledge or best practices to another building, project, or program, or the potential to transfer knowledge or best practices to other sites within your agency or at another agency.
- C. **Innovation:** Describe any new/innovative tools, strategies, and/or processes demonstrated by the nominee(s) in support of the contract award/energy procurement.

### 3.4 Career Exceptional Service Award

Summarize the nominee's accomplishments under each of the four sections listed below explaining how the individual over his or her career with one or more federal agencies proactively created and institutionalized innovative and effective energy efficiency, water conservation, or fleet management programs, projects, or technologies; increased the use of distributed energy; promoted energy and water resilience and security; or in other ways played a major role in helping the federal government meet or exceed its energy management goals. *Nominations must focus on career-long efforts over a significant period of service to the federal*

*government (e.g., 15 or more years), and how these efforts culminated in significant achievements and/or results leading up to and/or during FY 2022.*

- A. **Leadership:** Discuss how the nominee demonstrated leadership and commitment to set the standard followed by staff in working towards exceptional energy, water, and/or fleet management.
- B. **Implementation:** Discuss how the nominee enabled the implementation of projects at one or more facilities/agencies.
- C. **Innovation:** Discuss how the nominee used innovative tools and strategies to meet energy, water, and/or fleet management goals.
- D. **Institutionalization and Behavior Change:** Discuss how the nominee facilitated activities such as education and training to promote new workplace behaviors (institutional or individual) and outreach designed to advance environmental and energy justice and equity.

### 3.5 FEMP Director's Award

At the discretion of the FEMP Director, a special citation(s) may be given to any individual, organization, and/or team that provided leadership, benefits through collaboration with FEMP, and/or a replicable model for success that can be transferred across the federal government. The FEMP Director will pay special attention to progress/advancement in one or more of several administration priority areas, including those described below. Awards will be given to nominees that are particularly exceptional in their advancement of the priority and go beyond “business as usual.” **No nominations are required or accepted for this category.**

- A. **Energy Justice:** Work may include any effort toward the administration goal of advancing environmental and energy justice. Examples include work emphasizing and expanding measurably effective programs for underserved populations, researching implementation that benefits underserved communities, and advancing energy democracy, reducing energy burden, and alleviating energy insecurity and poverty in a fair and equitable manner.
- B. **Workforce Development:** Work may include any effort towards the administration goal of building a climate- and sustainability-focused workforce. Examples include research into career opportunities in decarbonization, jobs and infrastructure initiatives, identifying opportunities across technologies and industry sectors, and working with labor unions, trade associations, and educational institutions to enable the training programs and career pathways.
- C. **Diversity in STEM:** Work may include any effort towards the administration goal of advancing equity. Examples include promotion of career opportunities at minority-serving institutions and minority professional organizations and ensuring that organizations promote diversity and equity through their own work.

## 4 Eligibility

- A. **Award Eligibility:** Federal personnel 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, Program, and Contracting categories.
- i. For Project, Program and Contracting categories: Nominees under these categories may be individuals or teams of no more than five (5) individuals who each made significant and direct contributions to the achievements reflected in the nomination or who are representing the achievements of a larger team or their organization. For team nominations, at least one (1) nominee must be a federal employee.
  - ii. For the Career Exceptional Service category: This category is restricted to individuals for career-long contributions to one or more federal agencies (e.g., 15 or more years). Nominees may be only federal employees and must be directly responsible for the achievement(s) reflected in the nomination.
  - iii. For the FEMP Director's Award: The FEMP Director, at their discretion, may award special citation(s) to any individual, organization, and/or team that provided leadership, benefits through collaboration with FEMP, and/or a replicable model for success that can be transferred across the federal government. The FEMP Director will pay special attention to submissions which were particularly exceptional and went beyond "business as usual" in their progress/advancement towards one or more of several administration priority areas, including energy justice, workforce development and diversity in STEM. **No nominations are required or accepted for this category.**
- B. **Timing of the Efforts**
- i. Nominations under the Project and Contracting categories should be submitted for efforts that were completed during FY 2022. *Efforts that were/will be completed in FY 2023 are not eligible; please defer your nomination until next year.*
    - o For the Project category, any project that was completed and first went online in FY 2022 with partial measured savings (or projected savings for newly constructed facilities) is eligible to compete. Projects that were still under construction at the end of FY 2022 are not eligible; awards will not be given based strictly on anticipated savings or results that were not achieved during FY 2022.
    - o For the Contracting category, nominated contract-related efforts must have occurred in the timeframe leading up to and including the award of one or more contracts during FY 2022. This category does not cover project phases that occur after the contract award.
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ii. Nominations under the Program and Career Exceptional Service categories should focus on FY 2022 achievements and results (explain why the nomination is being submitted this year) but may also consider past accomplishments as applicable.

C. **Previously Awarded Efforts:** FEMP is looking to recognize new 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 another award *for the same achievement at the same location or for a project or program that was based on a previously winning effort*. However, that individual or team is eligible to win an award for a new effort/category, provided the nomination meets all other eligibility requirements.

D. **Number of Nominations per Agency:** Each participating civilian agency<sup>4</sup> and the following components within the Department of Defense, including Air Force, Army, Marines Corps, Navy, Army Corps of Engineers, Defense Logistics Agency, and Other Defense Agencies<sup>5</sup>, may submit a total of up to 15 nominations for evaluation. The [Headquarters-Level Agency Coordinator](#) is responsible for the selection and approval of the final 15 nominations submitted to FEMP for evaluation, from those submitted by agency sites into the portal for review. Please see **Section 8** for Roles and Responsibilities of Agency Coordinators.

## 5 Instructions for Submission

A. **Nomination Components:** Each nomination must include the following information entered directly into the online system at <https://fempcentral.energy.gov> by the **August 31, 2023**, deadline:

Table 1: Nomination Components

<b>Basic Nomination Information</b>	Nomination name, agency, and the state or territory where the where the nominated project or program was implemented.
<b>Summary</b>	Type a summary of the nomination directly into the online form. In <i>approximately</i> 200 words, highlight the significance of the achievement. This may include cost savings, investment costs, savings data, use of innovative methods or new processes, institutionalization, enhancements to resilience, and contributions to mission. <b>Note: the summary may not be substituted for the written narrative.</b>
<b>Award Category</b>	Choose a category: Project, Program, Contracting, or Career Exceptional Service.
<b>Classification and Nominee</b>	<b>Choose a Classification:</b> Individual, Small Group, or Organization (Career Exceptional Service must select Individual)

<sup>4</sup> The federal civilian agency is considered to be the parent/reporting agency; nominations by all offices, subagencies, and bureaus fall under the parent agency, where nominations are limited to 15 collectively across the agency.

<sup>5</sup> Other Defense Agencies, aside from the Defense components listed, may submit nominations under “Department of Defense.” The Department of Defense is limited to submitting a total of 15 nominations from the Other Defense Agencies collectively.

<p><b>Contact Information</b></p>	<ul style="list-style-type: none"> <li>• <u>Individual</u>: Directly responsible for the achievement reflected in the nomination.</li> <li>• <u>Small Group</u>: No more than five (5) individuals directly involved in the nominated effort. Individual team members will each receive an individual award plaque.</li> <li>• <u>Organization</u>: Larger group (more than five) that demonstrated a well-managed, comprehensive program and/or achieved significant project results. Nominators may include up to five (5) representatives in the nomination who may attend the ceremony if the nomination is selected to win an award. However, only one (1) award plaque will be printed to represent the organization.</li> </ul> <p>Provide the name, title, mailing address, e-mail address, and telephone numbers for all nominee(s) listed.</p>
<p><b>Savings Information</b></p>	<p>As applicable, enter savings data as appropriate to support your Project or Program nomination and aid the evaluation process: total energy/water/fuel costs, BTU and/or gallons saved or amount of distributed energy generation in FY 2022 as compared to the previous year.</p> <p><u>If the Project or Program effort does not directly result in any savings data applicable to this table, you may skip this step; no separate action is required.</u> However, all nominations still require an explanation of results as part of the nomination narrative per the category Criteria in <b>Section 3</b>.</p> <p>Savings data is not required for Contracting or Career Exceptional Service nominations. However, it is strongly recommended to include FY 2022 data when available to assist in evaluation.</p>
<p><b>Written Narrative and Supporting Attachments</b></p>	<p>Upload a written narrative of the accomplishment as a Word or PDF document (required), as well as up to five (5) additional optional attachments. The written narrative is the most important part of the nomination package and should clearly address all the evaluation criteria for the respective award category. Please see <b>Section 5.B</b> for instructions and <b>Section 3</b> for the criteria required for each award category.</p>

## B. Instructions for the Written Narrative

All nominations **must** contain written narratives **not to exceed five (5) single-spaced pages** using a **minimum** of 11-point font.

- i. The narrative should describe the activities and accomplishments of the team or individual during FY 2022. It should address all criteria relevant to the selected nomination category per **Section 3**, including quantifiable data on costs and savings achieved during FY 2022 from the prior year, progress toward established goals, best practices employed, barriers overcome, evidence of changed processes and behaviors, and other relevant implementation and management successes.
- ii. It is required that applicants organize narratives according to the applicable criteria so that all requested information is addressed, using the new category-

specific nomination narrative formats developed by FEMP. The formats list each of the sections that apply to your nomination and must be addressed in the narrative, as detailed in **Section 3** above. Nominations that do not use the category-specific narrative formats will be returned or declined.

- iii. For Individual and Small Group nominations, narratives should be written to provide some information or context about how the nominated individuals directly contributed to the efforts discussed in the nomination. This information helps evaluators better understand the role nominees played in the success of the achievement.
- iv. Limited supplemental materials (up to five additional optional attachments) such as photographs, data, or other relevant documentation may be appended if they directly illustrate the impact of the project. Photos may be used as part of FEMP's outreach to highlight the winners or in other FEMP publications. *Supplemental materials do not count toward the page limit; however, the attachments should not contain written descriptions that directly respond to the criteria and thus belong in the narrative.*

## 6 FEMP Central Submission Instructions and Deadlines

Any civilian or military employee, or employees of private sector organizations, such as federal government support contractors, utilities, energy service companies, and industrial companies and associations, may nominate a federal team or federal employee (see **Section 4** for eligibility).

### A. Submitting Nominations Online

- i. All nominations must be submitted via FEMP's online nomination system at [fempcentral.energy.gov](http://fempcentral.energy.gov) to be accepted for evaluation. The system was updated in 2019, and users require a Google account to log into FEMP Central using their federal or organization email address. A [step-by-step log in guide](#) is also available. If for any reason your agency or organization is restricted from logging into the system using Google, please contact [FEMP\\_Communications@hq.doe.gov](mailto:FEMP_Communications@hq.doe.gov) to discuss a workaround.
- ii. Please note, if you are a prior FEMP Central user, to have access to historical data you should set up (or use) your Google account with the same email address that was used to create your previous FEMP Central account. If you submitted nominations in the past but cannot remember your associated email address or have a new email address, please contact [FEMP\\_Communications@hq.doe.gov](mailto:FEMP_Communications@hq.doe.gov).

### B. Due Dates and Required Approvals

#### *Nomination Deadlines*



All nominators must complete and submit final nominations into the system for review by close of business **August 31, 2023**. Any new nominations received into the system after this date will not be accepted<sup>6</sup>.

### *Review and Approval*

- i. Once submitted in the system, all nominations must be reviewed and approved by the [Headquarters-Level Agency Coordinator](#) before they are officially submitted to FEMP for evaluation. See **Section 8** below for Roles and Responsibilities of Agency Coordinators.
- ii. **Some agencies establish earlier internal processes and deadlines to review and select their final nominations to FEMP.** FEMP strongly recommends you contact your [Agency Coordinator](#) in advance to confirm your internal agency process and deadlines. [Find your Agency Coordinator](#).
- iii. Once a nomination is submitted for [Agency Coordinator](#) review, it is locked to the nominator for editing. If you need to make further changes after submitting a nomination, please contact your Agency Coordinator first, and then [FEMP\\_Communications@hq.doe.gov](mailto:FEMP_Communications@hq.doe.gov).
- iv. Aside from the Agency Coordinator(s), only the account holder who created a nomination has online access to the data for that nomination. Therefore, it is strongly recommended that internal reviews required by sub-agencies and bureaus of the listed agencies or services are completed offline and prior to entering nomination data into FEMP's system. FEMP's system cannot accommodate online review at the sub-agency or bureau level.
- v. Any nomination submitted by a non-federal employee or entity on behalf of a federal agency must include a form signed by the federal lead who is/was responsible for the management of that project or program, certifying that the federal lead has reviewed and approves all nomination details as submitted in the online system. A [template for the certification form](#) is available for download. Signed forms are to be uploaded in the nomination portal prior to submitting, as per the instructions provided in the system. Note, contractors working directly in support of the Agency Coordinator as part of the Headquarters-Level review and submission process are not subject to this requirement. For questions contact [FEMP\\_Communications@hq.doe.gov](mailto:FEMP_Communications@hq.doe.gov).

## 7 Selection Process

A panel of evaluators will review and score nominations. The narrative must include detailed information for **each** applicable award criterion listed in **Section 3**; the evaluators will score the nominations based on these criteria. Each criterion will be scored between 0 (no information or explanation provided) and 10 (maximum score). These scores will be averaged for each

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<sup>6</sup> Limited exceptions will be made for [Agency Coordinators](#) only. Agency Coordinators should contact [FEMP\\_Communications@hq.doe.gov](mailto:FEMP_Communications@hq.doe.gov) for guidance.

nomination, and then across all nominations. Winners are selected based on the highest total scores in each category. It is therefore important to adequately address all scoring criteria for the selected category, as listed in **Section 3**.

## 8 Roles and Responsibilities of Agency Coordinators

Each federal agency that participates in the Federal Awards competition has a Headquarters-level [Agency Coordinator](#). Each Agency Coordinator manages their agency's participation in FEMP's Awards competition throughout the entire process, from the nomination period up through the recognition event. Primary responsibilities of the Agency Coordinators include:

- A. Distributing the Awards Criteria and Guidelines and related information to their agency sites
- B. Acting as the agency's point of contact for questions about any internal agency requirements, such as the agency's internal review schedules and deadlines
- C. [Contacting FEMP](#) if the [Agency Coordinator](#) has changed or if the agency needs to add additional reviewers with agency-wide access.
- D. Monitoring, reviewing, verifying all claims, and approving or declining the agency's nominations that are submitted through FEMP's online [nomination system](#). The system will notify Agency Coordinators by email when a final nomination is submitted in the system and is awaiting review. Every nomination must be approved in FEMP's online nomination system by the Agency Coordinator by FEMP's approval deadline, or it will not be considered for an award<sup>7</sup>.
- E. Down-selecting to no more than 15 nominations to be submitted to FEMP for evaluation, if the agency receives more than 15 nominations from its sites, sub-agencies, or bureaus for review.
- F. Uploading a [Leadership Nomination Approval Form](#) that is signed and dated by the agency's headquarters director for energy programs for each nomination. The purpose of this requirement is for senior leadership awareness, therefore if the Agency Coordinator for the Awards is also the headquarters director for energy programs, the next highest level of signature is required.
- G. Informing their own agency leadership upon receiving a winner notification from FEMP and contacting FEMP with any questions in a timely manner<sup>8</sup>.
- H. Providing a list of VIPs for invitation to the Awards Ceremony upon request from FEMP logistics staff, and tracking/managing the registration of their agency VIPs once invitations are sent. This responsibility includes assisting with any VIP guest requests

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<sup>7</sup> FEMP will provide separate guidance to Agency Coordinators on reviewing and approving submitted nominations, including the Agency Coordinator approval deadline. The submission and approval deadlines are also displayed in the nomination portal.

<sup>8</sup> FEMP will provide first notification of winners to Agency Coordinators at least one week before its planned announcement to winners and the public.



from a winning facility or site; such requests must be accommodated through the agency's VIP allotment.

## 9 Winner Announcement and Presentation

FEMP plans to announce the Federal Award winners in November 2023. All winners will be notified via email. The notification email will include award recognition text (winner names/organizations as applicable). Any necessary revisions to this text must be received by the deadline provided in the email message. Award plaque reprints will be at the expense of the winning organization if corrections were not received prior to printing.

Awards will be presented to winners at a ceremony during [Energy Exchange 2024](#) that will be held from March 26–28 in Pittsburgh, Pennsylvania. Please check the [FEMP website](#) for updates.

FEMP will ask Award selectees to provide photos that highlight the individuals, technologies, project/program benefits, and coordination required to complete the efforts. FEMP plans to use these photos as part of the awards ceremony presentation. In preparation for the ceremony, FEMP may contact nominators and/or winners directly to discuss additional project details.

Additionally, FEMP may use the information provided to us as part of the nomination package or gathered through the annual Award-Winning Champions Shared Lessons Learned Forum to highlight award winners in various DOE and FEMP promotional activities. By submitting a nomination, you are giving FEMP permission to use the information as part of these outreach activities, which may include, but are not limited to, posters, website features, social media, blog posts, newsletter articles, and case studies.

*For more information, please contact [FEMP\\_Communications@hq.doe.gov](mailto:FEMP_Communications@hq.doe.gov).*

## Appendix: Key Terms

**Carbon Footprint** refers to the measurement of carbon dioxide emissions from a certain process or industry.

**Cybersecurity** is the prevention of damage to, unauthorized use of, exploitation of, and—if needed—the restoration of electronic information and communications systems, and the information they contain, to strengthen the confidentiality, integrity, and availability of these systems.

**Decarbonization** refers to reducing carbon emissions by utilizing carbon pollution-free electricity in the transportation, industrial and agricultural sectors.

**Distributed Energy** refers to renewable energy (see definition below), battery storage, and combined-heat-and-power projects sited on federal land for on-site use. While battery storage doesn't inherently generate energy, for the purposes of this initiative, it is included in the definition.

**Electrification** involves any effort to increase electrification of various industries. Examples include vehicle electrification, energy and water electrification, solar technology, electrification of farm equipment, electrification methods in manufacturing, energy-efficiency electrification, and grid-interactivity.

**Energy Efficiency** involves the reduction in facility energy use and/or costs based on identifying and implementing innovative energy conservation measures.

**Energy Justice** recognizes that marginalized and low-income communities have long borne the brunt of pollution to the air, water, and soil within these communities. Work in energy justice emphasizes and expands programs serving underserved populations and establishing new programs specifically identifying and addressing economic, racial, and environmental inequalities. The goal of environmental/energy justice and equity work is to advance energy democracy, reduce energy burden, and alleviate energy insecurity and poverty for all Americans in a fair and equitable manner.

**Fiscal Year** represents the government fiscal year, which begins on October 1 and ends on September 30 of the following year. Most nominations being submitted for award in 2023 must involve activities that took place in fiscal year 2022, which began on October 1, 2021, and ended on September 30, 2022 (see Section 4.B for more information).

**Greenhouse Gases** are byproducts of industry in the form of carbon emissions which contribute to climate change, such as carbon dioxide and methane.

**Innovative Technologies** are new and underutilized technologies used in lieu of a conventional energy technology to reduce 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** is energy produced by solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, geothermal heat pumps, gas from municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric facility.

**Resilience** is the ability to prepare for and adapt to changing conditions and withstand and recover rapidly from disruptions that impact mission assurance. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.

**STEM** stands for Science, Technology, Engineering and Mathematics, and often is used to refer to education and training programs in those fields.

**Transferability** involves ease of replication and the extent to which the technologies, best practices, applications, or strategies used at one facility cost-effectively 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 percentage of 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.

**Workforce Development** refers to building a climate and sustainability focused workforce. This includes funding for jobs and infrastructure initiatives, identifying opportunities across technologies and industry sectors, and working with labor unions, trade associations, and educational institutions to enable the training programs and career pathways needed to prepare the American workforce for energy efficiency jobs.

