

2020 Criteria and Guidelines for the Federal Energy and Water Management Awards

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

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(Updated April 13, 2020 to include revised nomination deadline)

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 2020 Federal Energy and Water Management Awards (Federal Awards) to recognize outstanding achievements in energy and water efficiency, resilience, and technology achievements; distributed energy (including renewable energy, energy storage, and combined heat and power); cyber security; and fleet management from within the federal government. FEMP intends to distinguish federal employees who developed and implemented exemplary, cost-effective projects and programs that cut energy waste, reduce costs, optimize performance, and advance America’s progress toward energy independence, resilience, and security, while also enabling more effective accomplishments of federal agencies’ missions. FEMP will give awards in five 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; cyber security; 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, cyber security 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. This award is given at the discretion of the Director.

Please note that beginning in 2020 there is no longer a Laboratory and Data Center Award category. Please use the Project and/or Program categories to nominate efforts that demonstrate significant energy and/or water efficiency results in a federal laboratory or data center.

Nominations are due to FEMP on May 29, 2020. Please refer to Section 8 for more information.¹

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, or fleet efficiencies at a federal facility or campus in FY 2019. 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,

¹ FEMP will issue additional guidance should it become necessary to make further changes to the 2020 Awards cycle.

energy storage, process improvements, deep energy retrofits, new high performance buildings, metering, and cyber security. 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; cyber security; and/or fleet management efforts across a federal organization, region, or campus in FY 2019. Nominations should focus on the institutionalization of policies and strategies that clearly contributed to meeting/exceeding established goals of key federal and agency-specific energy and water mandates and regulations². Programs may have been instituted prior to FY 2019, but nominations must focus on particularly significant results achieved in (or through) FY 2019, 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 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 who during FY 2019: were instrumental in the award of multiple or particularly challenging energy performance contracts; implemented advanced solutions to overcoming performance contract barriers; or implemented notable procurement techniques for the purchase or hosting of energy generation. Examples include support of multiple energy savings performance contract awards or the award of innovative distributed and/or renewable energy purchase agreements.
- 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 2019.
- E. FEMP Director's Award:** The FEMP Director, at his/her 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. No nominations are required or accepted for this category.

3. Eligibility

- A. Nominee 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.
 - a. For Project, Program, or 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 the organization. For team nominations, at least one (1) nominee must be a federal employee.

² Please refer to FEMP's [website](#) for current federal energy management laws and requirements.

- b. 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.

B. Timing of the Efforts

- a. Nominations under the Project and Contracting categories should be submitted for efforts that were completed and/or achieved first savings in FY 2019. *Efforts that were/will be completed in FY 2020 are not eligible; please defer your nomination until next year.*
 - i. For the Project category, any project completed in FY 2019 with partial measured savings (or projected savings for newly constructed facilities) is eligible to compete.
 - ii. For the Contracting category, the nominated contract must have been awarded in FY 2019.
- b. Nominations under the Program and Career Exceptional Service categories should focus on FY 2019 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 pilot 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: Collectively, each participating civilian agency³ 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 Agencies⁴, 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 7 for Roles and Responsibilities of Agency Coordinators.

4. Instructions for Submissions

A. Nomination Components: Each nomination must include the following information entered directly into the online system at <https://fempcentral.energy.gov> by the revised **May 29, 2020** deadline:

Basic Nomination Information	Nomination name, agency, and the state where the where the nominated project or program was implemented.
Summary	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,

³ The federal civilian agency selection is restricted to the parent/reporting agency where the project or program was implemented.

⁴ 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.

	investment costs, savings data, use of innovative methods or new processes, institutionalization, enhancements to resilience, contributions to mission, and future potential for savings or scale-up. Note: the summary may not be substituted for the written narrative.
Award Category	Choose a category: Project, Program, Contracting, or Career Exceptional Service.
Classification and Nominee Contact Information	<p>Choose a Classification: Individual, Small Group, or Organization (Career Exceptional Service must select Individual)</p> <ul style="list-style-type: none"> • Individual: Directly responsible for the achievement reflected in the nomination. • Small Group: No more than five (5) individuals directly involved in the nominated effort). Individual team members will each receive an individual award plaque. • Organization: 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. <p>Provide the name, title, mailing address, e-mail address, and telephone numbers for all nominee(s) listed.</p>
Savings Information	<p>Include savings data as appropriate to support the nomination category and aid the evaluation process. One or more of the following is required for Project and Program nominations: total energy/water/fuel costs, Btu and/or gallons saved or amount of distributed energy generation in FY 2019 as compared to the previous year.</p> <p>This data is not required for Contracting or Career Exceptional Service nominations, however it is strongly recommended to include FY 2019 data when available to assist in evaluation.</p>
Written Narrative and Supporting Attachments	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. 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.

- The narrative should describe the activities and accomplishments of the team or individual during FY 2019. It should address all criteria relevant to the selected nomination category per Section 6, including quantifiable data on costs and savings achieved during FY 2019 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.

- It is required that applicants organize narratives according to the applicable criteria so that all requested information is addressed. See Section 6 for more detail on specific criteria that apply to your nomination. Nominations that are not organized according to the applicable criteria in Section 6 will be declined.
- Limited supplemental materials (up to five additional optional attachments) such as short videos showcasing the project, photographs, data, or other relevant documentation may be appended if they directly illustrate the impact of the project. Photos and videos 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.*

5. 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 6; the evaluators will score the nominations based on this criteria. Each criterion will be scored between 0 (no information or explanation provided) and 10 (maximum score). These scores will be averaged for each 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 6.

6. Selection Criteria Definitions and Narrative Guidance

Project Award

- A. Details:** Describe the nominated project(s), including the steps taken and methods used to reduce energy and/or water consumption, increase use of distributed energy, and/or improve fleet efficiencies for all applicable efforts completed during FY 2019. 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, enhancing the resilience of federal infrastructure and operations, and enabling more effective accomplishment of agency missions. Discuss if/how the nominated project(s) uses multiple strategies for managing energy and water resources; if future projects of the same type are planned; and/or potential for scale-up. *For Individual and Small Group nominations, also describe the specific role/contributions of the nominated individual or team members.*
- B. Savings:** *Note this criterion carries a scoring weight of 2x. If data on savings estimates are not available, the nomination should provide a thorough explanation.*

Nominations are required to include all comparable and quantifiable data showing applicable savings achieved by project(s) completed in FY 2019⁵ while enhancing facilities and operations or business practices.

- a. 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

⁵ Only projects that were completed or first generated savings in FY 2019 are eligible. Projects that began generating savings prior to FY 2019 (or projects that did not yet generated savings in FY 2019) are not eligible.

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.).

- b. **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.
 - c. **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.
 - d. **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 demonstrating how the nominated effort contributes to other benefits such as improved system reliability, provided back-up power for critical loads or peak shaving. You may also highlight how the project helps to improve the economy, for example through job creation and/or advancing American business enterprises. Also discuss if the project had 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 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 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 this 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. This may include the use of new and underutilized technologies and/or practices. 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.

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 2019 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, enhancing the resilience of federal infrastructure and operations, and enabling more effective accomplishment of agency missions. Include information about how the program connects to the agency mission and how the nominee(s) achieved “buy-in” from leadership to realize success. *For Individual and Small Group nominations, also describe the specific role/contributions of the nominated individual or team members.*
- B. Savings/Results:** Describe how the program effort culminated in significant results during FY 2019 (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 regulations⁶, especially savings from innovative, integrated measures, including FY 2018 energy, water, and/or petroleum reductions. Also discuss 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.
- 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, 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 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.

⁶ Please refer to FEMP’s [website](#) for current federal energy management laws and requirements.

Contracting Award

Explain how the nominated individual or team demonstrated excellence in 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) and/or implementation of innovative approaches to energy procurement during FY 2019. Please include:

- A. Details of the nominated contracting/procurement accomplishment. Include an overview of how the nominee(s) enabled the implementation of contract awards/energy procurement at the facility/agency, as well as details about the contract/procurement itself. Please note any available quantifiable cost and energy savings achieved by the accomplishments in FY 2019. If savings did not yet accrue in FY 2019 for contract/procurement efforts completed in FY 2019, nominations should include any cost and energy savings estimates and/or progress of the overall effort toward achieving other applicable quantifiable goals of relevant energy and water regulations. *For Individual and Small Group nominations, also describe the specific role/contributions of the nominated individual or team members.*
- B. Discussion of 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. Descriptions of any new/innovative tools, strategies, and/or processes demonstrated by the nominee(s) in support of the contract award/energy procurement. Clearly identify at least one best practice employed by the effort and describe why this action should be recognized as a best practice.

Career Exceptional Service Award

Explain 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 2019.*

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 exceptional energy, water, and/or fleet management;
- B. Enabled the implementation of projects at one or more facilities/agencies;
- C. Used innovative tools and strategies to meet energy, water, and/or fleet management goals;
- D. Facilitated activities such as education, training, and other outreach designed to promote new workplace behaviors (institutional or individual).

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. **No nominations are required or accepted for this category.**

7. 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. Major responsibilities of the Agency Coordinators include:

- Distributing the Awards Criteria and Guidelines and related information to their agency sites;
- 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;
- [Contacting FEMP](#) if the [Agency Coordinator](#) has changed or if the agency needs to add additional reviewers with agency-wide access;
- Monitoring, reviewing, verifying all claims, and approving or declining the agency's nominations that are submitted through FEMP's on-line [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 award. **NEW:** FEMP now requires for each approved nomination the upload of a [Leadership Nomination Approval Form](#) that is signed and dated by the agency's headquarters director for energy programs;⁷
- 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;
- Informing their own agency leadership upon receiving a winner notification from FEMP, and contacting FEMP with any questions in a timely manner⁸; and
- 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 from a winning facility or site; such requests must be accommodated through the agency's VIP allotment.

8. 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 3.B for eligibility).

⁷ 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.

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

A. Submitting Nominations Online

All nominations must be submitted via FEMP's online nomination system at <https://fempcentral.energy.gov> to be accepted for evaluation. The system was updated in 2019, and users require a Google account using their federal or organization email address to log into FEMP Central. Please [click here](#) for a step-by-step log-in guide. 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@ee.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 **May 29, 2020**. Any new nominations received into the system after this date will not be accepted.⁹

Review and Approval

- Once submitted in the system, all nominations must be approved by the [Headquarters Level Agency Coordinator](#) before they are officially submitted to FEMP for evaluation. See Section 7 above for Roles and Responsibilities of Agency Coordinators.
- **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. To find your Agency Coordinator visit <https://www.energy.gov/eere/femp/federal-agency-energy-coordinators-award-nominations>.
- 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@ee.doe.gov.
- 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.
- 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.¹⁰ A template for the certification form is available for download [here](#). Signed forms are to be uploaded in the nomination portal prior to submitting, as per the instructions provided in the system.

9. Winner Announcement and Presentation

⁹ Limited exceptions will be made for [Agency Coordinators](#) only. Agency Coordinators should contact FEMP_Communications@ee.doe.gov for guidance.

¹⁰ Contractors working directly in support of an [Agency Coordinator](#) as part of the Headquarters Level review and submission process are not subject to this requirement. For questions contact FEMP_Communications@ee.doe.gov.

FEMP plans to announce the Federal Award winners in July 2020. 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 in Washington D.C., anticipated for October to early November timeframe. 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 videos/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@ee.doe.gov.

Appendix: Glossary

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.

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

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 2020 must involve activities that took place in fiscal year 2019, which began on October 1, 2018 and ended on September 30, 2019 (see Section 3.A for more information).

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.

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.



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RENEWABLE ENERGY**