

FEMP First Thursday Update

Course: FTU 02

Duration: 1 hour

Learning Units: N/A

Prerequisites: N/A

IACET CEUs: N/A

FTU 02

2016 Federal Energy and Water Management Awards Criteria Briefing

This First Thursday Update will provide current information on the 2016 Federal Energy and Water Management Awards, which recognize individuals and organizations for significantly improving energy and water efficiency in Government operations. Join this update to learn how to apply for this prestigious honor in 2016, including information on submission criteria and deadlines.

Learning Objectives

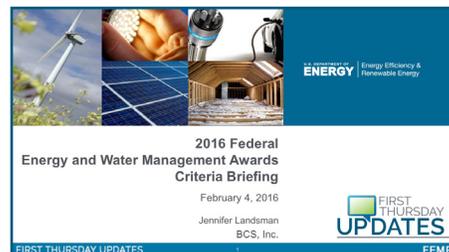
Participants will learn to:

- Understand the purpose and history of FEMP's award program, the application criteria and guidelines, and timeline
- Understand eligibility requirements, including the need to coordinate with individual agency coordinators to finalize and submit nominations, and nomination best practices
- Learn how to access application resources and the FEMP Central nomination submission portal

Instructor Biography

Jennifer Landsman

Jennifer Landsman is an Assistant Manager for BCS Incorporated supporting the Federal Energy Management Program, where she supports the Federal Energy and Water Management Awards, as well as outreach and strategic communications. She holds a Master's of Public Affairs from Indiana University.



Instructor:



Jennifer Landsman
Assistant Manager
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Related Resources

Federal Energy and Water Management Awards

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U.S. DEPARTMENT OF
ENERGY | Energy Efficiency & Renewable Energy

**2016 Federal
Energy and Water Management Awards
Criteria Briefing**

February 4, 2016

Jennifer Landsman
BCS, Inc.

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- Welcome to FEMP's 2016 Federal Energy and Water Management Awards Update. My name is Jennifer Landsman. I work for BCS Incorporated supporting the Department of Energy's Federal Energy Management Program.
- Today's update will provide an overview of the 2016 Federal Awards criteria and eligibility requirements. I'll provide some important tips on how to prepare nomination narratives that may help to achieve better scores.
- I'll also give a brief introduction to the nomination system.

2016 Awards Criteria and Guidelines

<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

FEMP Central Awards Nomination website

<https://fempcentral.energy.gov/Awards/welcome.aspx>

Federal Energy and Water Management Awards website

<http://www.energy.gov/eere/femp/federal-energy-and-water-management-awards>

Federal Agency Energy Coordinators for Award Nominations

<http://www.energy.gov/eere/femp/federal-agency-energy-coordinators-award-nominations>

Awards Overview



- Created in 1981 by the Department of Energy and the Federal Interagency Energy Policy Committee
- Recognize outstanding achievements of federal employees in energy and water efficiency, renewable energy, and vehicle fleet management at federal facilities
- Encourage innovation and replication of best practices

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<http://energy.gov/eere/femp/federal-energy-and-water-management-awards>

- To begin with a little background, the Federal Energy and Water Management Awards were developed in 1981 by the Department of Energy and the Federal Interagency Energy Policy Committee. That committee's responsibilities have since been taken over by the Chief Sustainability Officers. FEMP continues to work closely with members of the Federal Interagency Energy Management Task Force, who were selected by the Chief Sustainability Officers as the energy management representatives for their agencies.
- These Awards recognize outstanding achievements of **federal employees** in energy and water efficiency, renewable energy, and vehicle fleet management at federal facilities.
- While I want to make it clear that these awards are strictly intended to recognize federal efforts and service, federal staff may elect to include representatives of private sector partners as part of team nominations, and I'll explain this in a few minutes in a little more detail.
- FEMP attempts to encourage innovation and replication of the best practices demonstrated by the winning projects through our website and by featuring winner project photos within our presentations and communications efforts throughout the year.

Eligibility – Types of Efforts

Nominated efforts must be related to:

- Energy efficiency
- Water efficiency
- Fleet Management
- Renewable Energy
- Sustainable Design

Other inherently environmental efforts such as recycling and waste management are not covered by this award



<http://energy.gov/eere/femp/federal-energy-and-water-management-awards>

- Nominated efforts should save energy, water, and/or petroleum and increase the use of renewable energy and alternative fuels. You may also nominate new sustainable buildings that include energy and water saving features.
- For sustainable efforts that fall outside of these areas, please check to see if your agency has its own internal sustainability awards program, or consider nominating the effort for the Presidential GreenGov Awards.

Eligibility – Categories

Category	Description
Project	One or more discreet activities that directly resulted in measured energy or water savings, renewable energy production, or fleet efficiencies at a facility or campus in FY 2015.
Program	Effective management approach(es) that led to the successful institutionalization of energy, water, renewable energy, and/or fleet management efforts across an organization, region, or campus and contributed to meeting/exceeding mandated goals in FY 2015.
Contracting	Efforts of key attorney, contracting staff, and/or other staff who, during FY 2015, were instrumental in supporting the award of energy performance contracts and/or making notable efforts to enhance procurement practices.
Career Exceptional Service	Individual career-long efforts (e.g. 10 or more years) to develop and/or institute innovative and effective programs, projects, or technologies that significantly helped the agency meet its energy, water, renewable energy, and fleet management goals.
Director	Team or individual with exceptional contributions to energy, water, and/or fleet management. This award is given at the discretion of the Director.

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<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

- There are five nomination categories, which are the same categories as last year.
- Project category nominations still should focus on one or more activities at a facility or campus that directly resulted in measured energy or water savings, renewable energy production, or fleet efficiencies. Projects must have been implemented or achieved first savings in FY 2015.
- Program nominations should focus more on management approaches or institutionalization of policies across a building, campus, region, or organization. They may discuss efforts prior to FY 2015, but should highlight important FY 2015 program achievements or results.
- The Contracting category should highlight efforts of key federal agency attorneys, contracting officers, or other federal staff who, during FY 2015, were instrumental in the award of multiple energy performance contracts, implemented advanced solutions to overcoming performance contract barriers, or implemented notable procurement techniques for the purchase of green energy.
- The Career Exceptional Service category should be used to recognize

individual career-long achievements only. The nominations should focus on individuals whose efforts cover at least 10 years of service to their agency in energy, water, or fleet management.

- The Career Exceptional Service category is intended only for career-long efforts. Any individual agency nominations that are not for career-long achievements should use the Project, Program, or the Contracting categories, as applicable.
- Please note that each one of these four categories has completely separate evaluation criteria that you will find in Section 6 of the criteria and guidelines. So please review the definitions and the criteria, and if you are still unsure of which category to select, please feel free to contact me for advice.
- The Director's Award category does not require a separate nomination. FEMP's Program Director may choose to select an individual or team to recognize for energy, water, or fleet management excellence. This may be from *inside or outside* of the nominations already being submitted for the competition.

Eligibility – Nominees

Category	Nominees
Project	Individual <i>Must be a federal employee or contractor operator of federal facility</i>
Program	OR
Contracting	Team (up to 5 nominees) <i>May include private sector staff, but at least one nominee must be a federal employee or contractor operator of a federal facility</i>
Career Exceptional Service	Individual only <i>Must be a federal employee or contractor operator of federal facility</i>
Director	Given at the discretion of the Director. No nomination is required.

<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

- Nominees for Project, Program, and Contracting categories may be either individuals or teams of up to five individuals.
- Individual nominees must be federal employees or contractor operators of federal facilities. Contractor operators include O&M contractors like DOE laboratory staff. Other types of government contractors or private sector staff, myself included, are not eligible for the individual categories.
- Teams may include private sector partners, but at least one federal employee must be part of the team. If the team is larger than five individuals, you may include as nominees one or a few individuals to represent the larger organization or team.
- For the Career Exceptional Service category, the individual nominee must be a federal employee or a contractor operator of a federal facility like a DOE lab. Again, other types of contractors or private sector partners are not eligible for this category.

Eligibility – Timeframe

Category	Timeframe
Project	Project(s) must have been completed and realized first savings during FY 2015 (October 2014 through September 2015). <i>Projects that were completed and accrued savings prior to FY 2015 are no longer eligible.</i>
Program	Programs may consider past accomplishments but must focus on FY 2015 achievements and results.
Contracting	All work on contracting/procurement efforts must have been completed during FY 2015, such as finalizing the contract agreement(s). Include information on additional FY 2015 achievements as applicable.
Career Exceptional Service	Must discuss individual accomplishments over career (e.g. 10 or more years), with a focus on FY 2015 achievements and results as applicable.
Director	Given at the discretion of the Director. No nomination is required.

Efforts completed after 9/30/15 are ineligible for a 2016 award – no exceptions.

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<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

- The timeframe of a nominated project is very important. The majority of nominations declined by FEMP are due to timing issues, and every year we receive several nominations that we are forced to decline. Please ensure that all Project and Contracting efforts were completed during FY 2015. For Contracting efforts, we are defining this as the award or signing of the contracts, and not necessary the completion of the project itself, whereas for Projects we are talking about completion of the project where it has started to accrue savings.
- Program nominations should be focused on FY 2015 results, which would include savings and other benefits of the comprehensive program efforts. In other words, the nomination should feature one or more new, major features of the program that reached a particularly notable, high point of success during FY 2015.
- To be fair to all agencies, FEMP generally cannot accept nominations for projects that were completed prior to FY 2015, but were never nominated before. From our perspective, allowing these nominations to go through is unfair to competitors adhering to the eligibility criteria.

- A common question relates to installed equipment that came on line late in FY15 or new buildings that became operational at the end of the fiscal year and may only have a month or two of data. These project nominations are eligible as long as you are able to include at least some data or modeling estimates to support the nomination, and we do strongly encourage you to nominate them.
- FEMP definitely cannot accept any nominations that cover efforts completed **after** September 30, 2015. Even though nominations are not due until April, please **do not** submit nominations for projects that were completed late in calendar year 2015 or this year in 2016. Please hold FY 2016 nominations for next year.
- If you have any questions about the timing of your project, I encourage you to contact me to discuss it before you spend time preparing the nomination. All projects have unique circumstances and sometimes exceptions can be made.

Eligibility – Other Factors

- DO** nominate efforts that are unique and innovative (for the agency, sub-agency, region, facility type).
- DO** nominate efforts that encompass best practices transferable to other facilities, regions, or agencies.
- DO NOT** nominate efforts that are “standard practice.”
- DO NOT** nominate teams or individuals that have won for similar efforts at the same locations in past years.

- A few additional eligibility tips:
- Nominations should discuss efforts that are unique, innovative, or have resulted in improved operations for your facility, base, or agency. An effort may be standard practice for some agencies or locations, but a new and improved practice for others. If the nominated effort is common practice for a portion of the federal government but groundbreaking for the nominated individual or team, this should be stated clearly in the narrative so the judges understand the importance of the effort to your agency or organization.
- FEMP is looking for efforts that encompass best practices that transferable to other facilities, regions, or agencies.
- We are not looking for efforts that are “standard practice,” or the types of efforts that buildings across the federal government have been implementing for 10 or 20 years. Again, if it is new or innovative for you, you should clearly explain why so evaluators won’t immediately dismiss your effort without understanding why it is important or special to your agency or organization.
- FEMP is also looking to recognize new ideas. So try not to nominate teams or individuals that have already won this award for the same or similar efforts in the past.
- We see examples every year where the nomination actually cites that the individual or team won the award from FEMP in the past for the same or

similar effort, and generally this means the nomination is not a good candidate for this award, since FEMP has previously recognized the accomplishment.

Agency Coordinators

Discuss nominations with your Agency Coordinator *early and prior to developing your nomination.*

(<http://energy.gov/eere/femp/agency-energy-coordinators-award-nominations>)

- The Agency Coordinator is responsible for vetting the agency’s own nominations, and should help to ensure eligibility and quality.
- Agency Coordinators may provide valuable advice on preparing the nomination to give it the best chance of winning.
- Each agency is limited to 15 nominations, so your agency likely has set an internal deadline and process for review and selection.
- Even if your agency has no internal deadline, build in ample time for Agency Coordinator review and potential revisions.

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<http://energy.gov/eere/femp/agency-energy-coordinators-award-nominations>

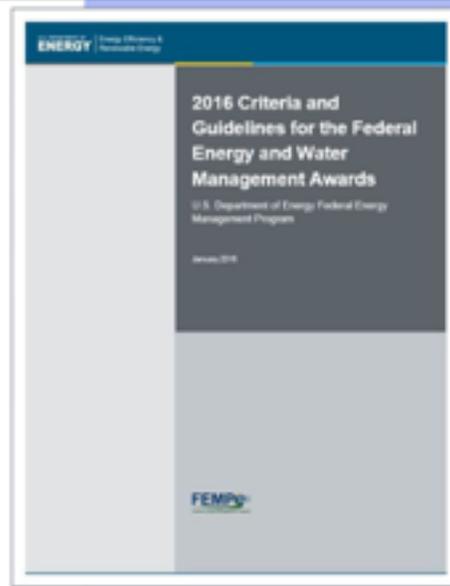
- Each participating federal agency has a Headquarters level Coordinator with a number of responsibilities. Agency Coordinators are responsible for vetting its agency’s own nominations to help to ensure eligibility and quality. They review and approve all of its agency nominations in the online system prior to submitting them for FEMP evaluation.
- Agency Coordinators may also offer assistance such as detecting ineligible nominations and/or providing you with advice to improve nominations.
- Several Agency Coordinators have been involved in the evaluation process and have insight into how nominations are scored and selected.
- This link goes to an online list that includes the Agency Coordinator’s names and contact information for each participating agency.
- We strongly encourage you to discuss your nominations with your Agency Coordinator in advance, if you have not done so already. Because each agency is limited to 15 nominations, your agency may have an internal deadline and process for review and selection well in advance of FEMP’s April 21 deadline.
- To clarify, when I say each agency has a limit of 15, I am talking about your parent agency, so for example the Department of the Interior has a limit of 15

nominations, and nominations coming in from the individual Bureaus will make up this limit of 15.

- At this time the only exception is for six major Department of Defense services, and you will find those Coordinators in the list. The overarching Department of Defense Coordinator oversees nominations from smaller DOD organizations that do not have their own Coordinators.
- Even if your agency has no internal deadline, you should assume your Agency Coordinator will receive more than 15 nominations and may need some extra time to review them all to decide which 15 will move forward for evaluation.
- Even if you are among the top nominations submitted for your agency, your Agency Coordinator still may want you to add data or revise the narrative prior to his or her approval to give it a better chance of winning, so leave some time for potential back and forth.

Nomination Tips: Use FEMP's Current Criteria

- Adhere to eligibility requirements per **2016 Criteria & Guidelines**
- Address all criteria for selected category in written narrative
- Organize narrative based on applicable criteria
- Tailor nomination for FEMP's program



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<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

- Please carefully read the 2016 Criteria and Guidelines, and contact me if you have any questions about the eligibility requirements.
- Evaluators will reference the exact scoring criteria defined in Section 6 to review and score nominations. Narratives that do not specifically address each of the criteria for the selected category often do not score as well unless the write-up or effort is particularly compelling despite not addressing the criteria.
- While the criteria are updated each year, this year the updates to the categories and evaluation criteria were fairly minor. However, please still note:
 - Each of the four categories has completely separate evaluation criteria, so you need to review Section 6 and make sure to use the criteria under the proper subheading.
 - This is true regardless of whether you are nominating an individual or team.
 - Please be careful to use the criteria for the same category you select. A relatively common mistake is to select the Program category but use

the Project criteria or vice versa. Some of the questions overlap but not all of them.

- I strongly recommend that you organize your nomination based on the current criteria for your category. This will ensure that you have included all the required information. It makes it easier for evaluators to review and score your nomination, and sets you up to potentially receive a higher score. It can really hurt a nomination to use the wrong set of criteria, or to prepare a nomination without carefully reading and understanding the definitions of the criteria to which you are responding.
- I have also seen instances of nominations submitted to FEMP that used criteria not just from the prior year, but from several years ago. If you do this and your Coordinator doesn't catch your mistake, this will almost definitely result in confusion and important information missing from the narrative. Please make sure to compare your final draft to the current criteria.
- Next, please resist the temptation to attach a nomination written for an internal or other energy or sustainability award program without revising it. If you wish to nominate the same effort, take the time to make sure the write up addresses FEMP's unique criteria. Evaluators are forced to give low scores where the criteria are not addressed.
- Also, previously-developed presentations, news articles, or brochures cannot be substituted for the narrative and will be rejected. Of course you can include them as additional attachments as supporting documentation, but I discourage you from copying and pasting the text from a an article or case study as your narrative for the same reason – it likely will not directly address the evaluation criteria and will result in a lower score.

Nomination Tips: Prepare a Strong Narrative

Provide adequate information and data for **all** criteria

Be mindful of the Project criteria with 2x the weight

- Savings
- Innovation/Improvement
- Transferability



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<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

- Again, the written narrative is the most important part of the award nomination and should include all pertinent information.
- Judges need to understand the project/program and its benefits to score it properly. There is only so much they can “infer” without having adequate information and data.
- The majority of nominations we receive are for Projects, and several of the criteria for Project nominations are weighted (savings, innovation, and transferability). Even if nominations are scoring high in other areas, scoring low in one or more of these double-weight areas can lead to a loss, so make sure to address each of the sections thoroughly.
- It is also critical to include ample supporting data to back up your results. Judges often comment that the narratives do not provide enough information. Evaluators want to see the savings to investment ratio of projects – very often not provided. Percentage savings from baseline years is extremely helpful for Program nominations.
- FEMP is most interested in projects that are new and at least somewhat groundbreaking, while still being replicable and transferable. Again, remember

that innovation is relative, and evaluators do take site- and organization-specific factors into consideration. So be mindful of these sections and make sure to provide solid discussions.

Nomination Tips: Prepare a Strong Narrative (cont.)

Clearly express why the effort is special and award-worthy

- Was the effort critical to meeting site goals and/or did it have a significant impact on agency goals?
- Did the nominee(s) develop a new process or use advanced technology?
- Has the effort set a new standard or best management practice for the agency or organization?

Make sure the narrative is well-written before submitting it

- Use spell/grammar check
- Have a colleague proof-read
- *Do not* depend on your Agency Coordinator to fix your nomination

<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

- Throughout the narrative, highlight what is special and exciting about the effort that makes it exemplary and worthy of an award. Again, state the importance of the effort to the site, agency, and Government. Do not make evaluators guess how important the project really is. Spell it out for them.
- Also, make sure the narrative is presented well and makes a good impression. Some evaluators will attempt to look past poor grammar and sloppy organization, but some will not and they should not have to! Do not give them this reason to lower the score. Have at least one other person review and comment on your nomination before you submit it to the Agency Coordinator.
- And please do not depend on your Agency Coordinator to re-write your narrative and make it presentable. They are busy and have other nominations to review. They may suggest improvements back to you, but please don't give them poorly-written nominations to deal with.
- I can honestly say that evaluators feel terrible when they read nominations for teams and individuals that they agree probably really deserve the recognition, but the nominations are poorly written and lacking details about the accomplishments. The judges can't recommend an award when they don't

have enough information to support it.

- If you are already putting in the time to submit a nomination for your own team or for someone else, please take a little extra time to make a good showing. This tells the evaluators that you stand behind the project and the individuals you are nominating.
- Having said all this, FEMP receives questions and comments every year pertaining to your agencies' internal review processes. Please note that each headquarters level Agency Coordinator is responsible for reviewing each nomination in FEMP's system before it is submitted to FEMP for evaluation. Some agencies do use FEMP's system as part of their own multi-tiered review process, and they have internal criteria they ask their nominators to meet. It is possible your agency will request that you strengthen or add to the narrative after you have submitted it into FEMP's system for internal review.
- I want to stress that FEMP does not involve itself in any agency's internal review process or schedule, and FEMP does not review nominations until they are approved by the Agency Coordinators to move into FEMP evaluation. While I'm providing you advice today in advance, FEMP has to remain neutral to the final product. We won't return or decline any nomination based on the strength of the narrative or the format you choose to use to write your narrative, as this would be unfair to other competitors. Only after a nomination is submitted officially by the Agency Coordinator, FEMP will check to make sure the nomination meets the eligibility criteria (such as project timing) before approving it for review and passing it along to evaluators to read and score.

Nomination Tips: Award-Worthy Examples

- Individual who implemented projects now considered agency “best practices” in his/her region
- Benchmark cultural change program that increased aircraft fuel management efficiency through improved processes and training
- Bundling facilities and projects into a region-wide contract to take advantage of economies of scale, developing a template for the agency
- One of largest xeriscaping projects on record that became the agency’s model for similar projects
- Combining financing mechanisms to install the largest PV project in agency history



<http://energy.gov/eere/femp/federal-energy-and-water-management-award-winners>

- These are just some examples of efforts that have won awards in the past. I tried to select varied examples that really exemplify innovative, groundbreaking projects that set a new standard for the winning agency and/or federal government. These examples may help when considering the types of Projects or Programs to nominate. For more specific examples you can visit FEMP’s Awards website to view past winners using the link shown below.

Submission Deadline

- Criteria and Guidelines are currently posted on FEMP's website
- Nominations due by "end of day" **April 21, 2016.**
- All nominations must be submitted for approval by Agency Coordinator *in the FEMP Central system.*
- **Do not wait until the last minute!** Consult with your Agency Coordinator and provide adequate time for review.



<https://fempcentral.energy.gov/Awards/welcome.aspx>

<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

- The Criteria and Guidelines are currently posted on our Web site.
- Thursday April 21 is FEMP's nomination deadline for submissions to the on-line system by nominators. Any new nominations submitted into the system after the April 21 deadline will not be accepted by FEMP. The end of day deadline means your end of day, which can technically be in the middle of the night, as long as they are in the system and submitted to your Coordinator before I get to work on Friday April 22.
- Again, I will stress that for those agencies such as Air Force, Army, Navy, and any others that handle nominations on different internal schedules, please consult with your headquarters level Agency Coordinator as soon as possible about your agency's schedule, as FEMP's April 21 deadline may or may not be a relevant date for you. If you're getting confused by the separate instructions from FEMP and your agency and not sure what to do, please feel free to contact me and I'll help in any way I can.
- And even if you are with an agency that does not have a separate schedule or

process, just please double-check to make sure you are on the same page as the Agency Coordinator responsible for vetting the nominations and getting them approved for FEMP review.

- I will quickly remind any Agency Coordinators on the phone that FEMP has provided separate guidance for you that builds in a little extra review time at the end. To prevent confusion for the majority of participants, I will not get into details here, but I strongly encourage Agency Coordinators to please read the e-mail and documentation you received from me about the review deadline, and contact me directly with any questions.

password that can be frustrating. You just need to make sure to use a mix of letters, numbers, upper and lower case, and one of the special characters listed in the instructions.

- If you have already created an account in the past, the system will not allow you to create an account with an identical e-mail address.
- Your account gives you access to your past nomination data. Using a different e-mail address for a new user account will create a duplicate contact record in our larger database, and accounts containing separate nomination data cannot be merged easily.
- If you cannot remember your old account information, please contact me and I'll assist you. I will try to respond as quickly as possible to your request.

How to Submit: Begin Nomination

From left navigation, select
"Nominate!"

Enter basic nomination information

- Project Name
- Parent Agency*
- Organization (optional)
- State
(location of project/program)



The screenshot shows the 'Create a Nomination' page on the FEMP Central website. The page has a green header with 'ENERGY' and 'FEMP CENTRAL' logos. Below the header, there are navigation tabs for 'Home' and 'Awards'. The main content area is titled 'Create a Nomination' and contains a list of instructions: 1. Enter Project Title, Agency, and State; 2. Provide a 200-Character Summary of the Nomination Opportunity; 3. Select the Category; 4. Enter Nomination Contact Information; 5. Upload Nomination Materials (Cover Letter and General Materials) under the 'Add to File' (200 KB) Limit and Guidelines for Nomination Materials; 6. Enter Start Practices, and enter Starting Date. Below the instructions, there are several form fields: 'Project Name', 'Parent Agency' (with a dropdown menu), 'Organization', and 'State'. A dropdown menu is open under 'Parent Agency', showing a list of agencies: Army, Army Corps of Engineers, Defense Logistics Agency, Department of Agriculture, Department of Commerce, Department of Defense, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of Justice, Department of Labor, Department of State, Department of the Interior, Department of the Treasury, Department of Transportation, Department of Veterans Affairs, Environmental Protection Agency, General Services Administration, Marine Corps, National Aeronautics and Space Administration, National Archives and Records Administration, Navy, Smithsonian Institution, Social Security Administration, Tennessee Valley Authority, and United States Postal Service.

**For DOD only, select Army, Army Corps of Engineers, Navy, Air Force, Marine Corps, or Defense Logistics Agency, if applicable.*

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<https://fempcentral.energy.gov/Awards/welcome.aspx>

- I'll now log in with a test account to create a nomination.
- Select "Nominate" from the left navigation bar.
- On this first page, you'll enter a title for the nomination and then select your parent agency from the drop down list. The nominations are linked back to the headquarters level Agency Coordinator's accounts based on the agency selected from this list, which is why this list is limited. This selection is important so that the correct Agency Coordinator is able to view and approve your nominations when you submit them.
- As I mentioned earlier, for the Department of Defense, you should select the specific service for which the nomination was completed, if you are with the Army; Army Corps of Engineers; Navy; Air Force; Marine Corps; or Defense Logistics Agency.
- Only select the general "Department of Defense" if the project was completed for a DOD agency outside of these six services – otherwise the Agency Coordinator responsible for your nomination won't be able to see it in his or her account. I am able to change the agency later if a mistake is made, and I do make a point of looking out for nominations where DOD is selected.
- The "Organization" field is not required, but it allows you to provide more

detail such as a sub-agency, bureau, or base if you wish.

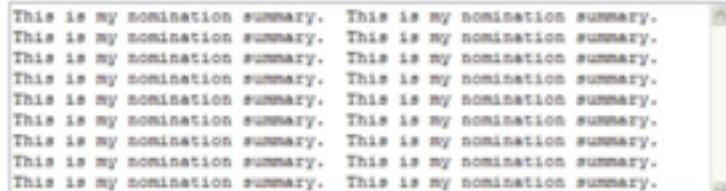
- When entering the state, please enter the location where the project or program was implemented, not your personal location.

How to Submit: Summary (and FEMP Role)

Enter a brief summary of the nomination.

Summarize Nomination (approximately 200 words)

Below, please summarize your nomination, highlighting the significance of the achievement. Please refer to Criteria and Guidelines for additional information on developing your nomination narrative and summary.

A screenshot of a text input field with a vertical scrollbar on the right side. The field contains ten lines of placeholder text, each consisting of two identical sentences: "This is my nomination summary. This is my nomination summary." The text is arranged in two columns of five lines each.

This is my nomination summary. This is my nomination summary.
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Also let us know if FEMP played any role in the nominated effort, such as through technical assistance, advice, information resources, training, funding.

- Include a brief summary that highlights the most interesting details of the nomination. This summary may be similar to the details portion of the narrative you prepare, but please note that this brief summary may not be substituted for the complete narrative. The 200 word limit is a guideline only; you may submit a summary shorter or longer than 200 words.
- We are also interested in knowing if FEMP played any role in the project, even something as small as getting initial advice or information from FEMP staff. This information is strictly for our internal office use. This response will not be used or seen as part of the evaluation. If FEMP did not assist in any way, just leave this blank.
- After completing this section, hit "Create."
- The page will pop up again with the information you just entered. You can come back and change any of this information later if you need to.

How to Submit: Data Validation

The Data Validation Messages appear on every page and highlight the information you are still required to include before you can submit the nomination.

The screenshot shows a 'Data Validation Messages' box with a grey header and a white body. The header contains the text 'Data Validation Messages' and 'Please address the issues below prior to submitting the nomination.' The body contains a bulleted list of four items: 'Summary is required.', 'Savings data is required. At least one of the savings must belong to the required category list.', 'This nomination has no nominees.', and 'This nomination has no attachments.' Below the list is the text 'Best practices are required.' To the right of the validation box is a 'Current Step' navigation bar with a white background and a grey border. It lists four steps: 'Project Information', 'Award Category', 'Nominees', and 'Attachments'. The 'Award Category' step is highlighted in blue.

You can navigate through the site using the buttons on the bottom of the pages (Previous, Next), or by clicking on any of the "Current Steps" in the left navigation bar.

- Please note the Data Validation Message box that appears on each page once you create a nomination. This box does not indicate an error. These messages highlight the information that is still required before you can successfully submit the nomination. The items disappear as you fill in the information.
- Also note you will be able to navigate the site using "Previous" and "Next" buttons that appear on the bottom of each page. You can also move around in the nomination by clicking on any of the "Current Steps" in the left navigation bar.
- I recommend following through the steps in order using the Next button, at least initially, as some of the data you need to enter is dependent on the selected category.
- Also note that at any point you can save your nomination and return to it at a later time.

How to Submit: Select Category

Select the Award Category



The screenshot shows a web browser window with the URL <https://www.femp.gov/energy/energy-efficiency/submit-nomination.aspx?step=3&doc=201502>. The page is titled "Award Category" and contains the following text:

Please specify the Award category for the nomination. For complete descriptions of the categories and evaluation criteria, please carefully review the [2015 Criteria and Guidelines](#).

Project

Nominations must describe exceptional activities that encompass energy efficiency, water efficiency, renewable energy, and/or vehicle fleet management, directly resulting in measured savings of energy, water, or petroleum at a facility or campus in fiscal year (FY) 2015.

Program

Nominations must describe innovative management approaches that led to successful implementation of energy, and water efficiency, renewable energy, and/or fleet management efforts across an organization, region, or campus. Nominations should focus on the implementation of policies and strategies that directly contributed to reducing greenhouse gases as well as implementing other mandated federal energy and water management goals.

Contracting

Nominations should describe the efforts of key federal agency officers, contracting officers, and other federal staff who, during FY 2015, were instrumental in the award of multiple performance contracts, established additional vehicles to consuming performance contracts, and/or implemented other mandated federal energy and water management goals.

Career Exceptional Service Award

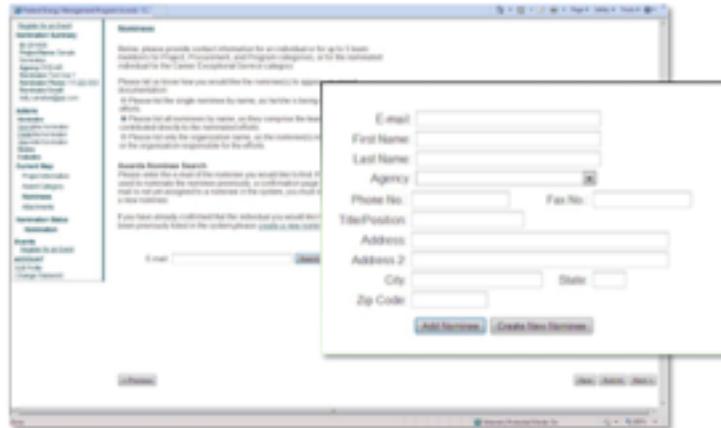
Nominations should describe extraordinary individuals who have been directly responsible for creating and sustaining innovation and efficiency programs, projects, or technologies under otherwise significantly below the agency merit for energy, water, and/or fleet management goals over their career (i.e. five more years).

Buttons for "Previous" and "Next" are visible at the bottom of the form.

- The next step is to select your category. Project, Program, Contracting or Career Exceptional Service.
- Select the category that is most appropriate to the efforts being described in the nomination – if they relate to one or several energy, water, or petroleum-saving projects; an overall program focusing on management, policies and operations; or contract awards and green procurement efforts.
- Remember that individuals can be nominated for any category, but again Career Exceptional Service is strictly reserved for individual accomplishments over a career of 10 or more years.

How to Submit: Enter Nominees

Search the database *first* to find nominees based on e-mail address. If the nominee is not in the system, click "create new nominee" and enter complete contact information.

The image shows a screenshot of a web application interface. On the left, there is a sidebar with a tree view of categories. The main content area is titled "Nominees" and contains instructions for adding nominees. A modal window is open in the foreground, titled "Add Nominee". This window contains a form with the following fields: "Email", "First Name", "Last Name", "Agency" (with a dropdown arrow), "Phone No.", "Fax No.", "Title/Position", "Address", "Address 2", "City", "State" (with a dropdown arrow), and "Zip Code". At the bottom of the modal, there are two buttons: "Add Nominee" and "Create New Nominee".

- Depending on the category selected, you will then enter contact information for one individual or up to five nominees.
- For Project, Program, and Contracting nominations, you must choose how you would like the names to appear on award documentation – either as an individual winner, to include the names of each team member, or to include only the name of the organization for a larger team.
- This distinction is particularly important if you are entering one nominee who is representing the entire organization, for example, rather than the recognition going only to the single individual.
- When entering nominees, you must use the search function FIRST to find nominees already in our database. You may only search by e-mail address for an exact one to one match. If your contact is in the system, the name, agency, and e-mail will appear for confirmation. If this information is correct, you will hit “add nominee.”
- If there is no match to your nominee’s e-mail address, the individual either is not in our system or our system does not have a record using that e-mail address. If you do not have an alternate e-mail to try, click the link to create a new nominee and provide the required contact information.
- If the e-mail address is in the system but for some reason the other information is incorrect, it is best to send an e-mail to me or to the femphelp

address letting us know about the error, rather than creating a duplicate for that e-mail address. We should be able to get the contact's information updated for you very quickly, and the update will be reflected in the nomination. You won't have to redo any work.

- Please note that the system should not allow you to enter more nominees than a category allows, and five team members is the limit. If you have more than five team members, please select the radio button for organization and enter up to five representatives of the larger team. If you still want to list everyone in the large group as part of the nomination, you can include a list as an appendix to the narrative. This list won't count against the page limit.

How to Submit: Attach Documents

Upload nomination narrative and up to five optional attachments (photos, brochures, presentations)

[Register for an Event](#)

Nomination Summary

ID: 2015018
Project Name: Jeri's test 2016
Agency: USACE
Nominator: Test User 1
Nominator Phone: 111-222-3333
Nominator Email:
femp@p@ee.doe.gov

Actions

Nomination
[Submit the Nomination](#)

Attachments and Data

Please upload your nomination narrative for this nomination, as well as up to five additional optional attachments (data spread sheets, photographs, etc.). Individual files must be less than 30MB or they will not upload successfully.

Attachments

- The next step is where you attach your narrative. Nominations are currently limited to six attachments so that you may include limited supporting documentation in addition to your narrative, as needed.
- We do encourage photographs, and we request that you include photos as attachments in their native format rather than embedding them in the narrative Word or PDF file. FEMP may wish to use photos as part of other FEMP outreach materials, and if the embedded photos are too small they cannot be used.
- Please note that DOE's system has a limitation on file size of about 30 MB for each file. If you are trying to attach a file larger than 30 MB, this will result in an error message. You'll need to break up the file or remove graphics or just rethink whether or not the evaluators really need to review a document of that size to understand your effort.

How to Submit: Enter Best Practices

Enter brief descriptions of transferable best practices.

Best Practices
One at a time, please identify 3-5 best practices demonstrated in this nomination. Best practices identified could describe use of specific technologies or process steps that led to the project or program's success.

Please select a category for the best practice (Technology, Process, or Procurement):

Select Best Practice Category
Process
Procurement
Technology

should be recognized as a best practice.

Add Best Practice

Best Practice Category	Best Practice Description	
Technology	Technology best practice description	Delete
Process	Process best practice description	Delete
Procurement	Procurement best practice description	Delete

- For the required best practices categories and descriptions, please select from the drop down list to indicate if the best practice is a technology, process, or procurement. For the description, we are just looking for a few sentences each. The nomination requires that at least one best practice is entered into this form in order to submit the nomination.

How to Submit: Enter Savings Data

- At least one FY 2015 savings data category is required for most nominations
- Enter both absolute value and percentage change from the prior FY or baseline years
- Include as much applicable data as possible for all nominations

Project Savings

Savings data is critical for evaluation. Savings of nominations, for Project, Procurement, and Program nominations, are in most "Required" savings categories must be entered based on project/program implemented in FY 2015. For all nominations, please include data for as many savings categories as possible, as applicable to these projects/programs implemented in FY 2015.

Please report savings as both an absolute quantity and percentage for FY 2015 from the prior fiscal year end, where applicable, savings are compared to relevant baseline years. Savings must result directly from the nominated project(s) or program(s) only.

When entering data, please use numbers only (commas allowed, but no letters or symbols).

Select Savings Category:

Enter Value:

Percentage Change from:

[Dropdown]

If your nomination is completed in your nomination, you fill Submit, your name:

[Dropdown]

Select Savings Category

---Required---

- Total Energy Cost Saved in 2015 from the prior FY (\$)
- Total Energy Savings in 2015 from the prior FY (MMBtu)
- Total Water Cost Saved in 2015 from the prior FY (\$)
- Total Water Savings in 2015 from the prior FY (Kgal)
- Total Use of Renewable Energy in FY 2015 from the prior FY (MWh)
- Total Use of Renewable Energy in FY 2015 from the prior FY (MMBtu)
- Total Fuel Cost Saved in 2015 from the prior FY (\$)
- Total Fuel Gallons Saved in 2015 from the prior FY (Gal)

---Optional---

- Estimated Annual Greenhouse Gas Emissions Avoided (Metric Tons CO2)
- Estimated Lifecycle Cost Savings (\$)
- Estimated Lifecycle Energy Savings (MMBtu)
- Estimated Lifecycle Renewable Energy Production (MWh)
- Estimated Lifecycle Renewable Energy Production (MMBtu)
- Total Energy Savings from FY 2007 Baseline (MMBtu)
- Total Water Savings from FY 2007 Baseline (KGal)
- Total Fuel Savings from FY 2007 Baseline (MMBtu)
- Total Energy Cost Saved from FY 2007 Baseline (\$)
- Total Water Cost Saved from FY 2007 Baseline (\$)
- Total Fuel Cost Saved from FY 2007 Baseline (\$)
- Project Investment Cost (\$)
- Payback (Years)

- The last step in the nomination form is to enter the savings data. At least some savings data is required for most nominations as part of the written narrative, and some data is also required to be entered into this online nomination form. There are many data fields but not all of them need to be filled in. The list is separated into “required” and “optional” data. Savings must be entered for at least one item in the required list—energy, water, renewable energy, or fuel savings in FY 2015 from prior year.
- The table also asks for both absolute value and percent change for savings from FY and baseline years to assist in evaluation.
- The Contracting and Career Exceptional Service categories do not require any data to be entered online. However, we do encourage you to fill in any data in both the required and optional lists as the data is available and applicable.
- Any data you provide helps to set up a stronger nomination for evaluation.

How to Submit: Save, Edit, Complete

You may save a nomination and return to it later.

Login, click Awards navigation box; click "View All Nominations;"
click nomination ID number from list; select "Edit Nomination."



- Select "Submit" when the nomination is ready for review.
- If you decide not to submit, you may delete a nomination.

- Now I'm going to save the nomination rather than submit it.
- You are able to return to any saved nomination later by logging back in and going to "View All" nominations in the left navigation. Here you can see your list of nominations. Click on the ID number to open the nomination you wish to edit.
- You can then hit the "Edit" link either at the bottom of the page here or in the left navigation bar. Once again you can move to the next section using the "next" buttons or the links in the left navigation bar.
- Once you have completed your nomination you will hit "Submit." Note that once you hit Submit, the nomination will be submitted to your Agency Coordinator for review and will be locked to you for editing.
- If you realize you need to make a change to any data or text after you have submitted it for review, please contact your Agency Coordinator first, as they may be in the middle of their review. Your Coordinator can "decline" the nomination back to you for you to revise and resubmit. You will be notified via e-mail when a nomination is declined.
- If you cannot reach them and a change needs to be made urgently, please contact me for assistance and I can make the change for you.
- An Agency Coordinator may also decline nominations back to you if they feel they require further revisions, based on his or her own standards and criteria.

The possible decline of nominations is part of the process I explained earlier. When an Agency Coordinator declines a nomination for any reason, please keep in mind that this decision is being made by your own agency as part of its internal review process. Your agency may be using FEMP's system as part of its review, but FEMP is not making that decision.

- FEMP will not review any nomination until after it is approved and submitted officially by the Agency Coordinator. And again, to be fair to all competitors, FEMP is neutral and will not decline a nomination based on the strength of the narrative or the format you choose to use to write your narrative. It is strictly up to each agency to determine and approve the strength of their own nominations prior to judging. FEMP will only decline a nomination if it does not meet FEMP's eligibility criteria – and most often this will be related to the timing of project completion being outside of FY 2015.

For More Information

2016 Awards Criteria and Guidelines

<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

Nomination Checklist/Quick Reference Guide

<http://energy.gov/eere/femp/downloads/federal-energy-and-water-management-awards-nomination-quick-reference>

Frequently Asked Questions <http://energy.gov/eere/femp/downloads/federal-energy-and-water-management-awards-frequently-asked-questions>

FEMP Central Awards Nomination Site (click login - top right corner)

<https://fempcentral.energy.gov/Awards/welcome.aspx>

<http://energy.gov/eere/femp/downloads/criteria-and-guidelines-federal-energy-and-water-management-awards>

<http://energy.gov/eere/femp/downloads/federal-energy-and-water-management-awards-nomination-quick-reference>

<http://energy.gov/eere/femp/downloads/federal-energy-and-water-management-awards-frequently-asked-questions>

<https://fempcentral.energy.gov/Awards/welcome.aspx>

This concludes the basic demonstration of the Awards Nomination System, but you should feel free to contact me directly for assistance or with issues you encounter using the system.

- I encourage you to visit FEMP's Awards website for more information, particularly to download the Criteria and Guidelines if you haven't received them.
- I recommend reading the criteria thoroughly, but there is also a quick reference guide that provides a one-pager of the most important items

regarding eligibility and submitting nominations.

- A frequently asked questions document provides more detailed answers to questions we often receive about the nomination criteria and using the FEMP Central system.
- The URL for the nomination portal changed since last year's nomination period, so if you have bookmarked an old URL from a prior year, please delete that and use the URL you see here to access the online nomination system in FEMP Central.
- Also, we need to make some updates to the system each year, and I apologize in advance if you experience any glitches that we didn't catch during testing. If you do find a problem, please bring it to my attention and we'll take a look and try to get it resolved as soon as possible. I promise that I will assist you in every way I can and make sure everything is good with your nomination.

Contact Information

For questions on the 2016 Criteria and Guidelines, nomination eligibility, FEMP Central awards nomination system, and user accounts, please contact:

Jennifer Landsman
BCS, Incorporated
jennifer.landsman@ee.doe.gov
202-586-2214

Or: FEMP_Communications@ee.doe.gov

- If you have additional questions regarding eligibility after reading the 2016 Criteria and FAQs, please feel free to contact me directly with questions about using the online nomination system or with questions about the criteria and eligibility. You can also send your questions to FEMP_Communications@ee.doe.gov if that is easier to remember.
- This concludes today's Awards presentation. I hope you have found it informative, and I look forward to receiving your nominations.