

**2015 Federal Energy and Water Management Awards
Frequently Asked Questions**

Nomination Criteria and Guidelines Questions

Q. What is the difference between the Project and Program award categories?

A. A Project nomination may include one or more activities implemented at a facility or campus such as energy retrofits, process improvements, or installation of renewable energy systems. A Program nomination should focus on an innovative management approach, including the institutionalization of policies and strategies that contributed to meeting or exceeding one or more sustainable energy, water, and/or fleet management goals across an organization, region, or campus. If you are unsure which category to select after reviewing the Criteria and Guidelines, please contact FEMP_Communications@ee.doe.gov.

Q. I would like to submit a nomination under the Project category (or Attorney and Contracting Support category) for an effort that was completed before FY 2014 but did not win an award. Can I submit the nomination for the current competition?

A. No, unfortunately we cannot accept nominations for Projects that were completed and/or began to accrue savings prior to October 1, 2013. However a project completed prior to FY 2014 may be referenced in support of an eligible Program nomination. Please review the Criteria and Guidelines for more information about the Program category.

Q. Are projects that save the most energy and/or water more likely to win awards?

A. Nominations that achieve the highest average scores from evaluators based on ALL the nomination criteria are most likely to win awards. Energy and water savings is only one of several criteria considered. Exemplary projects considered for award should not only save a lot of energy/water while enhancing operations, but also raise the bar and go well beyond “business as usual” types of strategies. Projects should take an integrated approach to sustainable energy management, provide other non-energy environmental and organizational benefits, and be replicable and transferable. Please see Section 6 of the Criteria and Guidelines for more information.

Q. I'd like to submit a nomination I recently developed for my agency's internal awards program. Will my nomination be rejected if the narrative does not follow the format outlined in FEMP's criteria?

A. While other green/sustainability awards programs may be similar, the Federal Awards criteria may be different from your internal agency award criteria. Although it is not *required* that a nomination write-up use the format outlined in the Criteria and Guidelines, it is strongly encouraged that applicants organize narratives according to the applicable criteria so that all required information is clearly addressed. Leaving information out of the narrative that is requested in Section 6 likely will result in a lower score from the evaluators.

Q. How do I nominate a single individual for FY 2014 achievements? Do I use the Career Exceptional Service category?

A. No, the Career Exceptional Service category is restricted to recognition of individuals for exemplary career-long terms of service (e.g. 10 or more years). If the individual is not to be recognized for career-long accomplishments, please select one of the other categories as applicable based on the eligibility requirements and evaluation criteria.

Q. How do I differentiate an individual nomination from a team nomination?

Both teams and individuals are eligible to be nominated for Project, Program, and Attorney and Contracting Support categories. When entering the nominee(s) into the on line system, simply include contact information for either one nominee (for individuals nominations) or up to five individuals (for team efforts). You will also need to select the correct check box to confirm that the award documentation should include the name of the nominated individual, the team's organization, or each separate team member directly responsible for the nominated effort(s).

When responding to the questions outlined in the criteria, for individual efforts it is recommended that the written narrative include references to the attributes and contributions of the nominated individual.

On-line Nomination System Questions

Q. I submitted a nomination using the on-line system last year, but I cannot remember my user name (or my old password is not working).

A. If you created a user name and password during a past Awards cycle, your password has since expired. To avoid duplication in the system and to be able to access your past award nominations, please do not create a new user name! Contact FEMP_Communications@ee.doe.gov for your old account user name and a temporary password.

Q. I have logged into the system. How do I begin creating a nomination?

A. First click on the "Awards" box in the upper left hand corner. Next, in the left navigation bar, select "Create" under the Nominations heading to begin a new nomination.

Q. I created a test nomination (or I no longer wish to submit my nomination). How do I delete it?

A. It is not necessary to delete a "test" nomination, as the entry may be edited to include the final information you would like to submit for evaluation. However, if you no longer wish to submit a nomination for evaluation (or if you already created a new nomination), you may delete a nomination by going to the nomination's summary page. In the left navigation bar under the Nominations heading, select "View." Your nomination(s) will appear in a list. Click on the ID number for the nomination you wish to delete. At the bottom of the summary page select the "Delete Nomination" button.

Q. I began developing an award nomination and saved my changes. How do I find/edit my nomination when I return to my account?

A. In the left navigation bar, under the Nominations heading, select “View.” Your nomination(s) will appear in a list. Click on the ID number for the nomination you wish to edit. At the bottom of the summary page select the “Edit Nomination” button. You now can go back to each page of the nomination using the directional links at the bottom of the page, or use the “Current Step” links in the left navigation bar to jump from section to section.

Q. What savings data is required to be entered into the table for my nomination? Do I need to provide data for every field?

A. Due to the large number of data fields available, the data savings table is now broken into “Required” and “Optional” sections. All Project and Program, nominations must include data for **at least one** “Required” field for the nomination to be accepted by the system [the amount of energy, water, and/or petroleum (or costs) saved by the nominated efforts in FY 2014 *from the prior fiscal year*]. However, Section 6 of the criteria and guidelines outlines the complete savings data requested for each category; it is strongly recommended that the nomination provide all available and applicable savings data, as evaluators score nominations based directly on the information requested by the criteria.

Q. I am submitting a nomination under the Career Exceptional Service category that covers 15 years of service. Do I need to enter FY 2014 savings data directly into the table?

A. There is no requirement to enter data into the savings table for the Career Exceptional Service category. These nominations will not be penalized for not providing savings data.

The Attorney and Contracting Support category also does not require FY 2014 savings data to be entered into the table, but it is requested that nomination narratives include applicable savings/estimates for the nominated contract/procurement effort, as available.

Q. There is a mistake in a nomination that I already submitted. When I click on the ID number, I no longer see an option to edit the nomination. How can I make the correction?

A. Once you submit a nomination for Agency review, the nomination is locked to you for editing. You may ask your Agency Coordinator to make the correction, or request that they “decline” the nomination back to you for editing. Visit <http://energy.gov/eere/femp/agency-energy-coordinators-award-nominations> to find the Agency Coordinator for your agency. You must hit “Submit” again after making any corrections to return the nomination to your Coordinator. If you think your Coordinator has already approved the nomination for FEMP review, or if you are unable to reach your Coordinator and the submission deadline is approaching, please contact FEMP_Communications@ee.doe.gov.

Q. FEMP’s submission deadline is approaching and I have not talked to my Agency Coordinator about my nomination. Will my nomination be evaluated as long as I make FEMP’s deadline?

A. No, FEMP requires that all claims made in an award nomination are reviewed and approved by the respective Agency Coordinator before a nomination can be submitted to FEMP for evaluation. Each Agency Coordinator is also limited to submitting no more than 15 nominations for FEMP evaluation.

Agency Coordinators will be provided a limited extension past FEMP's nomination deadline of April 30, 2015 for final review and selection of nominations to submit to FEMP for evaluation. However, some agencies set internal processes and deadlines far ahead of FEMP's deadline to provide adequate time to review nominations and limit their selections to 15. Coordinators also may request edits prior to approving for FEMP review. Therefore, it is strongly recommended that you contact your Coordinator as soon as possible to find out if your agency has an earlier deadline and/or to make sure your Coordinator has ample time to review your nomination. To find your Agency Coordinator visit <http://energy.gov/eere/femp/agency-energy-coordinators-award-nominations>.

Q. What if I complete a nomination in my account but forget to click the "Submit" link. Will my nomination be lost?

A. Several days prior to FEMP's nomination deadline, the system (or system administrator) will send you an e-mail notification reminding you to complete and submit the outstanding nomination(s) in your account. FEMP will work with your Coordinator separately and make every attempt to get your nomination approved by the final deadline.

For more information, please contact FEMP_Communications@ee.doe.gov.