

Criteria & Guidelines 2004 Presidential Awards for Leadership in Federal Energy Management

I. OVERVIEW

Executive Order 13123 requires federal agencies to improve energy efficiency and management. Section 306(2) of Executive Order 13123 states, “The Deputy Director for Management of OMB shall also select outstanding agency energy management team(s), from among candidates nominated by DOE, for a new annual Presidential award for Energy efficiency.” The Administration will grant the Presidential Award for Leadership in Federal Energy Management to agency team(s) that have excelled in the use of the energy efficiency and management tools specified in the Order. Nominations will be evaluated on the following criteria: implementation, institutionalization, outreach, and results. (See Section VIII for more detail.) **Presidential Award winners will only be selected from the nominations submitted to the Department of Energy’s (DOE’s) Federal Energy Management Program (FEMP).**

II. IMPORTANT CHANGES

Beginning in 2004, the Presidential Awards ceremony has been combined with another Presidential-level federal awards program, the Closing the Circle Awards, to provide a higher level of recognition to the awardees. The Closing the Circle Awards recognize employees and their facilities for environmental achievements, focusing on waste prevention, recycling, bio-based products, sustainable design, and affirmative procurement activities under Executive Order 13101 and environmental management under Executive Order 13148.

The combined ceremony, the Presidential Energy and Environmental Awards, is tentatively scheduled for July 15, 2004 instead of late October, as in previous years. Therefore, the Presidential Awards nomination process has been separated from the Federal Energy and Water Management Awards (a.k.a. Federal Awards) nomination process.

The Federal Energy and Water Management Awards Criteria and Guidelines will still be released in February 2004 with nominations due in May 2004. The Federal Awards ceremony will be held on October 20, 2004.

Please note that a nomination for a Presidential Award can be resubmitted for consideration for a Federal Award in the Effective Program Implementation and Management category. The Federal Award nomination must be submitted in accordance with the Federal Energy and Water Management Awards Criteria and Guidelines.

III. PERIOD OF ELIGIBILITY

The 2004 awards will recognize achievements accomplished in fiscal year 2003 where installation has been completed and *savings have begun to accrue*. Future or expected results will generally not be considered (see Section VI for more detail).

IV. ELIGIBILITY

Awards are restricted to a cohesive group of federal employees and, as appropriate, contractor operators of federal facilities.

V. NOMINATING PROCEDURES

Any civilian or military employee may nominate any team of federal employees, contractor operators of a federal facility, or contributors for an award. **The nomination must be approved by the agency's Senior Energy Official and submitted to FEMP through the nominating agency's energy coordinator.** The cover sheet shows where signatures of approval must occur. Supervisors are responsible for vetting and verifying claims made in the nominations.

Nominations may also come from the DOE Regional Offices, using the same nomination form. If the Regional Office chooses to nominate a team from another agency, the nomination must be approved by the nominee's Senior Energy Official before being submitted to the FEMP office.

All nominations submitted from private sector organizations, such as utilities, energy services companies, and industrial companies and associations must be submitted through the nominee's agency energy coordinator.

VI. INSTRUCTIONS FOR SUBMISSIONS

A. Nomination Components

Each nomination **MUST** be accompanied by a completed cover sheet. This form is available on the FEMP Web site at <http://www.eren.doe.gov/femp/prodtech/awards/awardsprog.html>.

Nominations must also include:

- A complete list of team members and their contact information. *Please double and triple-check the list to make sure it is complete before you submit your nomination.* This will be the final list submitted to the White House for approval and **cannot** be altered once it is submitted.
- A summary of the nomination, no more than 200 words, highlighting the significance of the achievement, **suitable for use in an awards presentation.**
- Narrative of the accomplishment: This is the most important part of the nomination package and should **CLEARLY** address the evaluation criteria in Section VIII.

B. Instructions for the Narrative

In order for the judges to adequately evaluate the nominations, the narratives must focus on the **results** of the project, with measurable, verifiable information for all applicable criteria (See Section VIII for more detail).

The narrative should **not exceed four single-spaced pages**. It should describe the activities and accomplishments of the nominee during the 12 months of fiscal year 2003; the cost or investments for the project or activities; the energy, water, and cost savings that have and will result from the project or activities; and any program implementation and management successes. If you have only completed planning or just started the project, please defer until next year for consideration.

Supplemental materials such as photographs or relevant documentation should be included if they directly illustrate the impact of the project. These materials will not be returned. Supplemental materials may be directly considered in cases where the award is for measurement or tracking of costs or investments, or for agency awards where the product is a plan, procedure, or guidelines.

C. Other

The focus of the Presidential Awards is on comprehensive, crosscutting teams within an agency that effectively implement Executive Order 13123 in accordance with the selection criteria (see Section VIII). Therefore, the number of nominations from any agency should be small. Each civilian agency or service within DOD (i.e., Army, Navy, Air Force, Marine Corps, etc.) may submit no more than five nominations.

VII. DEVIATION FROM FORMAT

To avoid delay in the selection and notification process of the Awards program, deviations from the format will not be permitted. FEMP may exclude any non-conforming nomination from the selection process.

VIII. SELECTION CRITERIA AND EVALUATION OF NOMINATIONS

A panel of judges will evaluate award nominations. Nominations should only be submitted for projects that were completed, or realized first savings, in fiscal year 2003. The judgment of the evaluators shall be solely based on the narrative provided with the nomination.

The President will recognize those groups that show excellence in all or at least one of the following categories; preference will be given to groups that show excellence in all four categories. As part of your narrative, you should address the questions pertaining to each of the four categories:

Implementation: Use of the energy efficiency tools identified in Executive Order 13123, such as use of alternative financing, purchasing energy-efficient products, using sustainable building design, developing model leasing, and procuring renewable energy.¹

How has your organization used a variety of the E.O. 13123 tools to accomplish its energy management goals? Which tools have you used, and how have they been used to realize energy and water savings? Describe the projects and the results in terms of energy, water, and cost savings in FY 2003.

Institutionalization: Extent to which Executive Order 13123 tools have been incorporated into the agency's policies and practices.

How have you incorporated the E.O. 13123 tools into your agency's policies and practices? How have your energy management activities been replicated and/or applied elsewhere within your organization? In what way do your policies and practices demonstrate leadership in energy and/or water conservation above and beyond what has already been accomplished?

Outreach: How an agency communicates its use of the tools identified in E.O. 13123 so as to best affect energy efficiency policies, practices, or perceptions of the agency, other agencies, state and local governments, the private sector, or the general public.

What outreach methods does your organization employ to communicate the E.O. tools and the importance of energy and water management? Describe the methods. Were activities directed toward management? Facility staff? The public? How have your activities affected the energy efficiency policies, practices, or perceptions of the agency, other agencies, state and local governments, the private sector, and the general public? What training or education has been offered highlighting successful energy and water projects? Has there been any publicity locally or nationally for your projects?

Results: Net effect toward achieving the main goals of the Executive Order: improving energy efficiency to save taxpayer dollars and reduce harmful emissions.

What are the quantifiable energy and cost savings achieved by your organization in FY 2003 relative to the E.O. 13123 baseline years? What types of projects did you implement to achieve these results? How much has your agency saved in energy and costs by

¹ The tools identified in E.O. 13123 include: using life cycle cost analysis in making decisions about investments in products, services, and construction; conducting facility energy audits; using alternative financing contract mechanisms; selecting ENERGY STAR[®] retrofit products; incorporation of the ENERGY STAR[®] building rating tool into facility audits; using sustainable building design principles; encouraging energy and water provisions in new or renegotiated lease agreements; exploring energy efficiency opportunities in industrial facilities; implementing district energy systems, and other highly efficient systems, into new construction or retrofit projects; using off-grid energy generation systems; developing employee incentive programs to reward exceptional performance in implementing the order; incorporating successful implementation of the order into employee position descriptions and performance evaluations; and training personnel to implement provisions of the order.

implementing alternative financing tools? Describe all projects in detail. What have been the other non-energy environmental benefits that resulted from your projects?

RESULTS ARE EXTREMELY IMPORTANT! Please be sure to discuss quantifiable and tangible benefits resulting from your projects – tell us your story.

Results that could be highlighted in the award nomination include actual energy and cost savings; solutions to project obstacles; barriers overcome in the project process; and non-energy environmental benefits in terms of dollars saved, tons of emissions avoided, quality of life improvements, increased conservation awareness, new procedures, etc. Other important aspects to highlight include sustainable features and integrated whole building design efforts.

To best quantify your results, start with total energy consumed by the facility per year, then give the amount of savings in absolute and percentage terms as a result your team's efforts, and estimates for future years on an annual basis. Also, qualitatively describe activities and accomplishments versus the baseline, if applicable. Remember, you should be able to support any data you use in your nomination.

XII. PRESENTATION OF AWARDS

Presidential Award winners will be invited to a White House ceremony to receive special recognition from the President and the Vice President. The ceremony is tentatively scheduled for July 15th, 2004.

XIII. DEADLINE FOR SUBMISSIONS

To be included in this Program, **six copies** of each nomination with the cover sheet must be received in the FEMP office by **March 15, 2004**. Nominations received after the deadline cannot be considered for the 2004 Awards. Agency energy coordinators should direct all nominations to:

Office of Federal Energy Management Program, EE-2L
Presidential Awards for Leadership in Federal Energy Management
U.S. Department of Energy
1000 Independence Avenue, SW
Mail Code: EE-2L
Washington, DC 20585-0121
POC: Annie Haskins
Phone: 202/586-4536

Due to sanitization of first class mail being delivered to the Department of Energy Headquarters, we recommend that you use Express Mail or Fed Ex to mail your nominations.