



UNITED STATES DEPARTMENT OF COMMERCE  
Chief Financial Officer  
Assistant Secretary for Administration  
Washington, D.C. 20230

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MEMORANDUM FOR Administrative Officers

FROM: Frederick Stephens   
Deputy Assistant Secretary for Administration and  
Senior Sustainability Officer

SUBJECT: 2011 Annual Energy and Environmental Stewardship Awards

The Department of Commerce's Office of Sustainable Energy and Environmental Programs (OSEEP) is requesting nominations for the fourth annual Department of Commerce Energy and Environmental Stewardship Awards Program. In December 2006, the Department of Commerce established the Energy and Environmental Stewardship Awards Program to recognize the outstanding achievements of Department employees for efforts that significantly contribute to or promote environmental stewardship within the environmental, energy, or transportation programs under Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*. These awards mirror the White House GreenGov and U.S. Department of Energy's Federal Energy and Water Management Awards Programs and Department-level winners may compete in these awards programs in 2011.

The 2011 Department of Commerce Energy and Environmental Stewardship Awards will be presented in the following categories:

- Recycling
- Renewable Energy
- Green Purchasing
- Sustainability Hero
- Good Neighbor
- Green Innovation
- Electronic Stewardship
- Alternative Fuel and Fuel Conservation in Transportation
- Green Dream Team
- Energy and Water Management

The program will consider nominations for programs or activities conducted in FY 2010, from either an individual employee or teams/groups of employees (including teams of Department and contract employees). All nominations should follow the Department of Commerce Annual Energy and Environmental Stewardship Award Guide located at [www.osec.doc.gov/oas/environmental/Annual\\_Awards\\_SOP\\_final.pdf](http://www.osec.doc.gov/oas/environmental/Annual_Awards_SOP_final.pdf).

All nominations must be submitted electronically to [rhill9@doc.gov](mailto:rhill9@doc.gov) by February 15, 2010, to be considered. For questions, contact Rosaline Hill at (202) 482-5949.

Attachment

## Department of Commerce Annual Energy and Environmental Stewardship Awards

### Purpose

The purpose of this awards program is to recognize the outstanding achievements of Department employees for efforts that significantly contribute to or promote environmental stewardship within the environmental, energy or transportation programs under Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, or Executive Order 13514 *Federal Leadership in Environmental, Energy, and Economic Performance*. These awards mirror both the White House GreenGov Awards program (<http://www.fedcenter.gov/opportunities/awards/greengovpresidentialawards/>) managed by the Office of the Federal Environmental Executive (OFEE) and Council on Environmental Quality (CEQ) and the U.S. Department of Energy's (DOE's) Federal Energy and Water Management Awards Program ([http://www1.eere.energy.gov/femp/services/awards\\_fewm.html](http://www1.eere.energy.gov/femp/services/awards_fewm.html)). Department-level winners will be eligible to compete in the annual White House GreenGov or DOE Federal Energy and Water Management Awards programs.

### Eligibility

All Department employees are eligible. Nominations may be submitted as an individual or a group.

### Frequency of Award

The environmental awards will be given annually.

### Award Categories

Awards may be given to individuals or teams for outstanding performance in any of the following environmental stewardship categories or new categories established under the White House GreenGov Awards program or DOE Federal Energy and Water Management Awards Program:

The **Recycling Award** category recognizes outstanding activities, including the collection, separation and processing by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion). Preference will be given for recycling programs that have an internal education component or a public outreach component designed to promote recycling at the site, facility or operation or to promote partnerships with the surrounding community.

The **Renewable Energy Award** category recognizes outstanding organizational achievement in building renewable energy development and deployment. The winning project or program will demonstrate a combination of measurable results in energy efficiency (reduced energy consumption), increased use of renewable energy, and reduced greenhouse gas pollution.

The **Green Purchasing Award** category recognizes the most effective and innovative programs for the purchase and use of biobased products. Preference will be given for programs that have

an internal and external education component or outreach program designed to promote the green purchasing objectives of EO 13423 and EO 13514.

The **Sustainability Hero Award** category recognizes an individual who is a sustainability champion and agent of change within his or her agency. The selected individual will demonstrate a history of outstanding performance in leading implementation of sustainable practices while reflecting a comprehensive approach to energy and environmental management through innovative strategies, practices, and outreach.

The **Good Neighbor Award** category recognizes a Federal agency team or facility for its exemplary application of the Partnership for Sustainable Communities, Livability Principles and/or engagement with local or regional communities to promote one or more of the goals of EO 13514. Awards in this category will focus on local Federal agency representatives who are actively involved in community planning and sustainability initiatives, have established and are pursuing collaborative sustainability goals, and demonstrate success in aligning policies and practices with community partners to achieve those goals. Nominations for this category must include at least one letter of support from a non-Federal local or regional community partner in order to be considered.

The **Green Innovation Award** category recognizes an innovation or idea with clear potential to transform the Federal community's overall energy and environmental performance, in keeping with the goals defined by EO 13514. This award will be presented to an individual or team for the development and execution of a novel new product, project, program, design, or revolutionary idea that facilitates sustainability in the Federal Government. Award winners will ideally represent efforts in the implementation stage; however, innovation that demonstrates near-term feasibility may also be recognized. Innovative programs for environmental management system (EMS) implementation, sustainable design and green building projects, and innovative grant programs are included in this category. For sustainable design and green building projects, nominations are limited to projects that have been completed, are under construction, or have completed the planning process and have been awarded. Nominations should address all facets of the project and highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction and operation of the facility.

The **Electronic Stewardship Award** category recognizes facilities that promote sustainable environmental stewardship of their electronic assets in all three lifecycle phases: acquisition and procurement, operation and maintenance, and end-of-life management practices in accordance with the Federal Electronics Challenge guidance for Gold Level partners.

The **Alternative Fuel and Fuel Conservation in Transportation Award** category recognizes outstanding organizational achievement in fleet energy efficiency. This includes establishment of new alternative fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle acquisition and use; or any other methods used to decrease petroleum consumption. The winning project or program will demonstrate a measurable decrease in petroleum fuel consumption and associated greenhouse gas pollution.

The **Green Dream Team Award** recognizes exceptional leadership by an interagency green team to effectively place a Federal sustainability idea into action. The selected team will have clearly demonstrated that its collaboration efforts were integral to the successful implementation and institutionalization of the idea within its office, agency, or agencies and will highlight collaboration through Regional Councils, Federal Executive Boards, workgroups or other interagency organizations.

The **Energy and Water Management Award** category recognizes project or program achievements in energy efficiency, renewable energy, water efficiency, sustainable buildings, vehicle fleet management, and multiple types of energy management. This award category is geared towards nomination for the DOE's Federal Energy and Water Management Award program and has a separate nomination procedure detailed below. Programs may be at the organizational, regional, or campus-wide level, and should include cross-cutting strategies implemented to achieve the goals of E.O. 13423, E.O. 13514, and other energy and water regulations. Nominations must describe a *comprehensive management approach to successful implementation* of energy and water efficiency, renewable energy, and/or fleet management programs. Nominations from projects or programs that qualify for multiple types of energy management are strongly encouraged. Nominations should only be submitted for projects or programs that were completed, or realized first savings, in the previous fiscal year.

## Nominating Procedure

In January of each year, the Department's Senior Sustainability Officer will issue a memorandum calling for environmental stewardship award nominations. This memorandum will contain specific submission requirements. Award nominations are due on February 15 of each year.

Nominations must be signed at the SES level. Submit nominations via e-mail to:

Rosaline Hill  
Office of Sustainable Energy and Environmental Programs (OSEEP)  
Room 1036  
Herbert C. Hoover Building  
1401 Constitution Ave. NW  
Washington, D.C. 20230  
Tel: 202-482-5949  
[rhill9@doc.gov](mailto:rhill9@doc.gov)

Nominations should:

- a. **Describe the project**, including how the project was conceived and implemented, what strategies and technologies were deployed, who was involved and an approximate project timeline. (max 750 words)
- b. **Describe project results and achievements to-date**, focusing not only on outputs but also on intermediate and long-term outcomes, and anticipated future outcomes. Quantify energy, fuel, or water savings when possible and calculate avoided greenhouse gas emissions, if applicable. (max 500 words)
- c. **Explain how the project has been replicated or has a high potential to be replicated within the Federal government** and has been shared with colleagues in other organizations/agencies. (max 250 words)

## Nomination Procedure for Energy and Water Management Award:

The Energy and Water Management Award is geared towards nomination for DOE's Federal Energy and Water Management Awards, therefore the following nomination requirements, which mirror the DOE award requirements, apply:

- a. Provide ALL **savings data** as appropriate to support the nomination category and aid the evaluation process. At minimum: total energy/water/fuel costs and Btu and/or gallons saved in the previous fiscal year as compared to the previous year. Additionally, nominations should provide an estimate for annual avoided greenhouse gas emissions that resulted from the project in the previous fiscal year, as available. If there is no data available, please provide an explanation as part of the narrative.
- b. **Summary**-- In no more than 200 words, highlight the significance of the achievement, investment costs, energy/water/fuel saved as a result of the achievement, avoided greenhouse gas emissions, and impact (reduction) of achievement on the facility's consumption.
- c. Submit a **written narrative** not to exceed four single-spaced pages using a minimum of 11 point font. The narrative should describe the activities and accomplishments of the nominee during the previous fiscal year. It should address all criteria relevant to the nomination category and type, including: quantifiable data on costs and savings, progress towards goals, barriers overcome, increased awareness, procedural changes, and other relevant implementation and management successes. In addition, the narrative should address criteria from the following applicable categories:

### Employ Integrated Design/Management Principles:

**For new construction and major renovations**, describe how the project established and met (or is meeting) performance goals for siting, energy, water, materials, and indoor environmental quality. Also discuss commissioning practices employed.

**For existing buildings**, discuss establishment/incorporation of sustainable operations and maintenance policy, practices, and performance goals. Also discuss recommissioning practices employed.

**For Program** submissions, discuss at a higher level how integrated planning and design processes are being incorporated into plans to move the agency, organization, region, base toward a more holistic, sustainable strategy.

### Optimize Energy Efficiency:

- 1) Clearly describe the steps taken, technologies employed, and methods used to measure and optimize energy performance;
- 2) provide the investment **cost of the project** and **cost savings** (or potential cost savings) resulting from the project (cost effectiveness of the investment judged by the ratio of savings to investment); and
- 3) include the amount of **energy savings** as a result of the project, in terms of both the absolute quantity and percentage when compared to the previous fiscal year.

For multiple category nominations covering new sustainable facilities completed in the previous fiscal year energy savings may be reported by comparing estimated savings to that

of comparable, conventionally-constructed buildings. *If an estimate is not possible, please provide a thorough explanation.*

**Implement Renewable Energy:**

- 1) Clearly describe the installations completed and technologies employed and
- 2) include total Btu generated by renewable energy (displacing Btu generated by fossil fuels).

**Protect and Conserve Water:**

- 1) Clearly describe the best management practices employed to maximize the efficient use of water and minimize the environmental impact of water use both inside and outside the facility or facilities. Where applicable, include strategies to reduce stormwater runoff and discharges of polluted water offsite;
- 2) include the investment **cost of the project** and **cost savings** (or potential cost savings) resulting from the project (include cost per gallon consumed before and after the project);
- 3) 3) include the amount of **water savings** as a result of the project, in terms of both the absolute gallons, gallons per gross square foot, and percentage when compared to the previous fiscal year and the baseline year; and
- 4) 4) include the **water use intensity** for previous fiscal year and the FY 2007 baseline.

For multiple category nominations covering new sustainable facilities completed in FY 2009, water use intensity may be reported by comparing estimated savings to that of comparable, conventionally-constructed buildings. *If an estimate is not possible, please provide a thorough explanation.*

**Reduce Petroleum and Use Alternative Fuels:** Clearly describe the strategies/technologies employed to reduce petroleum consumption by a facility or campus vehicle fleet. Provide data on the decreased use of petroleum and increased use of alternative fuels in fleet vehicles as a percentage when compared to the previous fiscal year and compared to FY 2005 (baseline).

**Reduce Environmental Impacts/Non-Energy Benefits:** Include discussion/data on how the nominated project improves outdoor air quality and reduces greenhouse gas emissions. Describe strategies/technologies employed to enhance indoor air quality and reduce environmental impact of materials.

**Institutionalization and Transferability:** Discuss efforts to ensure the project/program has a lasting impact on the organization and to demonstrate leadership in fostering the promotion of energy, water, and fleet management, and to expand the savings to other facilities/fleets, government agencies, or the private sector. Discuss whether any steps must be taken to maintain the project/program's achievements. If so, discuss whether these steps are being implemented and institutionalized. Also discuss characteristics required to successfully implement a project/program of this type elsewhere and the project/program's general transferability.

**Outreach Activities:** Discuss the extent to which education, training, and other outreach activities increased the awareness of this project/program and/or of general conservation efforts at the facility or agency, and the extent to which positive publicity was generated

either locally or nationally. Also discuss the role of these activities in the project/program's successful implementation and institutionalization.

**Innovative New Technologies/Unique Approaches:** Discuss the extent to which the project/program incorporated innovative strategies and tools to meet energy management goals. This includes the use of new and emerging energy efficient and renewable energy technologies and/or practices in lieu of commercially available technologies and/or standard practices. If new technologies were not employed, describe any unique or interesting aspects of the project or program, such as a varied combination of strategies or tools that helped the project come to fruition or achieve more effective results.

**Program Achievements:** Describe all relevant projects in detail and discuss net effect toward achieving the main goals of Executive Orders 13423 and 13514, including types of projects implemented as part of the program, quantifiable savings, and other results achieved by your organization from baseline years. Describe how and to what extent the projects reduced greenhouse gas emissions and describe other non-energy, environmental benefits.

**Champion Qualities:** For individual nominations *only*. Describe the extent to which the nominee's efforts enabled the project/program to move forward (i.e. but for the individual, would the project have been completed, been completed in a significantly longer timeframe, or been smaller in scope? Etc...)

For further guidance on nomination procedures for the Energy and Water Management Award please refer to DOE's Federal Energy and Water Management Award program website at [http://www1.eere.energy.gov/femp/services/awards\\_fewm.html](http://www1.eere.energy.gov/femp/services/awards_fewm.html).

## **Selection Criteria**

OSEEP will convene an awards panel consisting of at least three members, with potential representation by the Office of the Chief Information Officer (OCIO), the Office of Acquisition Management (OAM), and Office of Commerce Services (OCS). The OSEEP awards panel may request supporting documentation to substantiate the nomination.

The following factors will be considered in evaluating the nominations:

**Degree of Difficulty:** The level of complexity or amount of effort necessary to overcome obstacles and challenges in order to achieve positive results.

**Cost-Effectiveness:** The cost-effectiveness of the action considering life-cycle costs or amount or percentage of actual cost savings, revenue generated and cost avoidance. The ability of the project or initiative to provide continuing and accruing benefits to the office, organization, operating unit or Department.

**Innovation:** The level or degree of innovative approaches, techniques, or technologies created by the action or used to complete the action.

Results: The level or degree of demonstrated positive results against the office, organization, operating unit, Department or federal defined performance measures or goals. Tangible and intangible benefits that were achieved by the action or initiative. Level or degree of improvement indicated by quantitative data over a specific performance period.

### **Selection Procedure**

The OSEEP awards panel will review nominations and make award recommendations to the Department's Senior Sustainability Officer. The Senior Sustainability Officer will make the final selections.

### **Type of Recognition**

Award recipients will receive a framed certificate and may opt to compete for recognition in the White House GreenGov or DOE Federal Energy and Water Management Awards programs.

### **Submission to White House GreenGov or DOE Federal Energy and Water Management Awards Programs**

Nominated individuals and teams may opt to submit their nomination package to the White House GreenGov Awards or DOE Federal Energy and Water Management Awards when the respective calls for nominations are promulgated. Those wishing to do so should contact their operating unit's Awards Officer for support. All nominations for awards external to the Department must be shepherded by the nominated operating unit's Awards Officer. Background checks will be required for all nominated individuals and the nominating package will need to be approved by the head of the nominated bureau. OSEEP can provide support and guidance throughout the submission process.