# DOC Sustainability and Environmental Awards Nomination Checklist

*Verify information is complete and check the box. Once verified sign at the bottom.*

**Choose an Award Category**

*Choose one FEMP and/or one GreenGov*

**FEMP Awards**

1. Project
2. Program
3. Contracting
4. Career Exceptional Service

**GreenGov Awards**

1. Building the Future
2. Climate Champion
3. Good Neighbor
4. Green Dream Team
5. Green Innovation
6. Greening the Fleet
7. Keeping it Clean
8. Lean, Clean and Green
9. Purchasing Power
10. Resilience Role Model
11. The Ripple Effect
12. Sustainability Hero

**Nomination Write-Up**

*Include the Following:*

**Basic Project Information**

☐ Provide:
-award category(s) chosen
-nomination name/title
-operating unit/organization up for nomination
-address where the nominee is located or where the project/program was implemented.

**Nominee/Nominator Information**

☐ Provide the following for both Nominee and Nominator:
-Name
-Title
-Mailing address
-E-mail address
-Telephone numbers

**Summary of Achievements**

☐ Summarize the achievements in approximately 200 words. This may include:
-investment costs
-savings data
-use of innovative methods/processes
-institutionalization
-future potential savings/scale-up

**Narrative**

☐ Provide a written narrative of the accomplishment. It is strongly encouraged that applicants organize narratives according to the applicable criteria so that all required information is addressed. Specifics for each category can be found in section 6 of the 2017 Sustainability and Environmental Management Awards Instructions. Generally, the narrative should include:
-Quantifiable Data on cost savings achieved in FY2016
-Progress towards Goals
-Barriers Overcome
-Evidence of Changed Processes & Behaviors
-New & Synergistic Paths towards Sustainability
-One Best Practice by technology/process/procurement and describe why it should be recognized

*(See Award Narrative Breakdown document for further guidance)*

Verified By: _____ Date: _____