2017 SUSTAINABILITY AND ENVIRONMENTAL MANAGEMENT AWARDS INSTRUCTIONS

Guidelines for submitting nominations for Commerce, FEMP, and GreenGov Awards Programs

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OSEEP
1401 Constitution Ave NW Washington DC 20230

Department of Commerce
2017 Sustainability and Environmental Management Awards
Instructions

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1. OVERVIEW

The Department of Commerce's Office of Sustainable Energy and Environmental Programs (OSEEP) requests nominations for the annual Department of Commerce Sustainability and Environmental Management Awards Program. This awards program was established to recognize and promote Department achievements related to the goals set in Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*. The Department will present the Department of Commerce's 2017 Sustainability and Environmental Management Awards as a part of the Department of Commerce's Earth Day Celebration on Thursday, April 20, 2017 in the Herbert C. Hoover Building main auditorium.

The winners of the Department of Commerce Sustainability and Environmental Management Awards will be put forth to compete in the Department of Energy Federal Energy Management Program's (FEMP) Federal Energy and Water Management Awards Program (http://energy.gov/eere/femp/federal-energy-and-water-management-awards) and the GreenGov Presidential Awards Program (https://www.whitehouse.gov/greengov/presidential-awards). Therefore, the Department's award categories and criteria mirror that of the FEMP and GreenGov programs. Nominations may be submitted under one FEMP category and/or one GreenGov category.

Appendix A provides a glossary; Appendix B is a 'Nomination Checklist' to validate that the key elements of the nomination write-up are included in the nomination package; and Appendix C is an 'Awards Submission Form' to ensure proper formatting. Appendix B and C are requirements for the awards submittal.

2. AWARD CATEGORY DEFINITIONS

A. FEMP Award Categories[1]:

1. **Project Award:** A project nomination must describe either a discreet activity or set of activities that directly resulted in measured energy or water savings, renewable energy production, or fleet efficiencies at a federal facility or campus in FY 2016. Nominations should describe projects that are particularly exceptional or innovative and go beyond "business as usual" measures. Projects may encompass, but are not limited to, installation of new technologies, renewable energy generation, process improvements, comprehensive system upgrades, sustainable green buildings, metering, or data centers. Agencies are strongly encouraged to nominate projects that include multiple types of sustainable energy, water, and fleet management, large-scale projects, projects where replication is planned, projects using innovative technologies, and/or projects that show results due to non-traditional actions.

2. **Program Award:** A program nomination must describe an effective *management* approach that has led to successful institutionalization of energy and water efficiency, renewable energy,

[1] These categories reflect the 2016 FEMP Awards Program and may be updated when they release the 2017 instructions.

and/or fleet management efforts across a federal organization, region, or campus in FY 2016. Nominations should focus on the institutionalization of policies and strategies that clearly contributed to meeting/exceeding the goals of EO 13693, the Energy Independence and Security Act of 2007, the Energy Policy Act of 2005, and/or other energy and water regulations. While nominations should focus on results achieved in (or through) FY 2016, sustained savings over time should also be included in program nominations if applicable. Programs may have been instituted prior to FY 2016. Examples include, but are not limited to,

- development and institutionalization of a top-down renewable energy strategy that resulted in an extraordinary production of renewable energy;
- institutionalization of a new set of fleet management practices that drastically decreased petroleum fuel use across an entire campus and were transferred to other locations; or
- implementation of a new comprehensive set of sustainable energy management policies that resulted in a region exceeding a number of its requirements.

3. **Contracting Award:** This category will recognize key federal agency attorneys, contracting officers, and/or other federal staff who during FY 2016:

- 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.

Examples include individuals supporting multiple energy-savings performance contract awards or individuals supporting the award of innovative renewable energy purchase agreements.

4. **Career Exceptional Service Award:** Nominees should be extraordinary individuals who have been directly responsible for creating and instituting innovative and effective federal agency programs, projects, or technologies and/or have otherwise significantly helped the agency meet its energy, water, and/or fleet management goals over their career (e.g. 10 or more years).

B. GreenGov Award Categories[2]:

1. **Building the Future:** This award recognizes exceptional leadership of sustainability efforts to reduce the environmental footprint of building operations by integrating renewable energy, increasing energy security, improving energy efficiency, and/or utilizing green infrastructure concepts or natural ecosystem processes to improve potable water, storm water, and wastewater management, and reducing waste.

2. **Climate Champion:** This award recognizes an individual manager (1st level supervisor or above) who is a champion for change, development, implementation, and institutionalization of a

[2] These categories reflect the 2016 GreenGov Awards Program and may be updated when they release the 2017 instructions.

sustainability practice to reduce the Federal community's overall greenhouse gas footprint in support of the Administration's climate change goals.

3. **Good Neighbor Award:** This award recognizes exemplary application of the partnership for sustainable communities, livability principles and/or external engagement with local or regional communities to advance and raise awareness of sustainability, engage stakeholders, and promote the Administration's sustainability priorities.

4. **Green Dream Team Award:** This award recognizes Federal intra-agency and inter-agency teams who are sustainability champions and agents of change in working across organizational boundaries to achieve the Administration's sustainability goals as reflected in EO 13693.

5. **Green Innovation Award:** This award recognizes exceptional leadership and work to develop and implement an innovation to promote the Administration's sustainability priorities as reflected in EO 13693.

6. **Greening the Fleet Award:** This award recognizes outstanding organizational achievement in improving transportation fleet operations, including expanding inter-modal improvements, while decreasing petroleum fuel consumption and reducing greenhouse gas pollution.

7. **Keeping it Clean Award:** This award recognizes development and implementation of an innovative approach to minimize emissions through waste diversion and reduction of toxic and hazardous chemicals and materials acquired in support of the Administration's sustainability goals.

8. **Lean, Clean and Green Award:** This award recognizes outstanding organizational achievement in building or fleet energy efficiency or 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, or decreased petroleum fuel consumption and greenhouse gas pollution reduction.

9. **Purchasing Power Award:** This award recognizes innovation and achievement in meeting acquisition goals under EO 13693, including increasing the purchase of environmentally preferable products and services and procurements to address supply chain emissions.

10. **Resilience Role Model Award:** This award recognizes the successful modernization of programs and policies to anticipate, prepare for, and adapt to climate change impacts on operations and agency mission.

11. **The Ripple Effect Award:** This award recognizes outstanding leadership in advancing the tracking and/or mitigation of scope 3 (indirect) greenhouse gas emissions from Federal agencies/employees.

12. **Sustainability Heroes Award:** This award recognizes exceptional leadership and effort to transform the Federal community's overall energy and environmental performance, in keeping with the goals of the Administration's sustainability priorities and including ideas that might have taken multiple years to come to fruition.

3. ELIGIBILITY

A. Who can be nominated:

1. To be eligible for the 2017 Department of Commerce Sustainability and Environmental Management Awards, nominations must include Federal employees. For individual awards, nominees must be Federal employees. A team nomination may include a Federal partner including a Federal contractor, tribal/state/local agency, or non-profit organization but must be comprised primarily of Federal employees.

2. For Project, Program, or Contracting categories, nominees may be individuals or teams of no more than five (5) individuals who each made significant and direct contributions to the achievements reflected in the nomination *or* who are representing the achievements of a larger team or the organization.

3. The Career Exceptional Service category is restricted to individual employees, for career-long contributions to an agency (e.g. 10 or more years). Nominees may be only federal employees, and must be directly responsible for the achievement(s) reflected in the nomination.

4. Nominees associated with a facility with an open notice of violation (NOV) are ineligible; therefore, nominees must verify that their facility does not have an open NOV. A source for this information is the Environmental Protection Agency's ECHO database.

B. When were the results achieved:

1. For the Project and Contracting categories, nominations should be submitted for efforts that were completed in FY 2016.

2. For the Project category, the effort also should have achieved first savings during FY 2016. Any project completed in FY 2016 with partial measured savings (or projected savings for newly constructed facilities) is eligible to compete.

3. For the Contracting category, all support for the contract/procurement effort must have been completed during FY 2016, such as finalizing the contract agreement.

4. For the Program and Career Exceptional Service categories, nominations should focus on FY 2016 achievements and results, but may also consider past accomplishments as applicable.

5. To be fair to all potential nominees, efforts that were eligible for an award in a prior year are not eligible for a 2017 award and will be declined. Efforts that were/will be completed during FY 2017 are also ineligible; please defer your nomination until next year.

4. NOMINATION WRITE-UP

A. Nomination Format:

Nominations shall be in Microsoft Word format, Calibri size 11 font, and shall not exceed four single-spaced pages. Limited supplemental materials (up to five additional optional attachments) such as short videos showcasing the project, photographs, data, or other relevant documentation may be appended if they directly illustrate the impact of the project. Photos and videos may be used as part of the Department's outreach to highlight the winners. Photos must be properly captioned and credited. Supplemental materials do not count toward the four-page limit; however, the attachments should not contain written descriptions that directly respond to the criteria, and thus belong in the narrative. Use the 'Nomination Checklist' (Appendix B) to ensure all fields are entered appropriately and the 'Awards Submission Form' (Appendix C) to ensure proper formatting.

B. Nomination Components:

Each nomination must include the following information in the following order:

1. Award category: Choose one FEMP category and/or one GreenGov category.
2. Nomination name/title.
3. Operating unit/organization/Line Office[3].
4. Location/address where the nominee is located or where the project or program was implemented.
5. Nominator information: Provide the name, title, mailing address, e-mail address, and telephone numbers for the individual submitting the nomination
6. Nominee information: Provide the name, title, mailing address, e-mail address, and telephone numbers for the nominee(s). Provide names as you would like them to appear on award documentation.
7. Summary: Summarize the achievements in approximately 200 words. This may include investment costs, savings data, use of innovative methods or new processes, institutionalization, and future potential for savings or scale-up.

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[3]Including the Line Office for the nomination information applies to NOAA.

8. Narrative: Provide a written narrative of the accomplishment, including a description of the work, quantitative and qualitative achievements, and best practices. It is strongly encouraged that applicants organize narratives according to the applicable criteria so that all required information is addressed. (Refer to Section 6.A. for the FEMP criteria and 6.B. for the GreenGov criteria.) The narrative should include quantifiable data on costs and savings achieved during FY 2016, progress towards goals, barriers overcome, evidence of changed processes and behaviors, new and synergistic paths toward sustainability, and other relevant implementation and management successes. The narrative must also identify one best practice by technology, process, or procurement and describe why this action should be recognized as a best practice. Best practices identified should describe use of specific technologies or process steps that led to the program or project's success.

5. SELECTION PROCESS

OSEEP will convene a panel of representatives from OUs to select award winners in each category using the evaluation criteria below.

A. FEMP Selection Criteria and Narrative Guidance

1. Project Award

Details: Provide a clear summary of the nominated effort(s). Include the steps taken, technologies/best management practices employed, and methods used to reduce energy and/or water consumption, increase renewable energy use, and/or reduce fleet petroleum use for all applicable efforts completed during FY 2016. Discuss if/how the nominated project(s) uses multiple strategies for sustainable energy management and reducing greenhouse gases; if future projects of the same type are planned; and/or potential for scale-up.

Savings: If data on savings estimates are not available, the nomination should provide a thorough explanation. Nominations are required to include all comparable and quantifiable data showing applicable savings achieved by project(s) completed in FY 2016[4] while enhancing facilities and operations or business practices.

Energy Efficiency and/or Water Efficiency: Include the investment cost of the project (including payback years), cost savings (or potential cost savings) resulting from the project, and the amount of energy and/or water saved as a result of the project. For energy or water savings, include the absolute quantity, percentage when compared to the previous fiscal year, percentage when compared to the respective baseline, and lifecycle savings. (Evaluators measure cost effectiveness of the investment by the ratio of savings to investment. The measured savings from FY 2016 will be used to verify the estimates of lifecycle savings.).

[4] Only projects that were completed or first accrued savings in FY 2016 are eligible. Savings that began prior to FY 2016 (or projects that did not yet accrue savings in FY 2016) are not eligible.

Renewable Energy: Include total Btu or MWH generated by renewable energy (displacing Btu generated by fossil fuels) and estimated lifecycle renewable energy production. Also, include renewable energy use as a percentage of facility or site electricity use.

Vehicle Fleet Management: Include decreased use of petroleum and increased use of alternative fuels in fleet vehicles in FY 2016 as a percentage when compared to the previous fiscal year and compared to FY 2005 (baseline).

Environmental/Other Benefits: Discuss and provide data demonstrating how the nominated effort contributes to improved outdoor water and/or air quality and reduced greenhouse gas emissions. Describe any other environmental benefits, which may include strategies/technologies employed to reduce stormwater runoff and discharges of polluted water offsite, enhance indoor air quality, and reduce environmental impact of materials. Also include descriptions of ancillary benefits such as increased comfort, convenience, team-building, or workflow. Describe if/how the project makes it easier to accomplish the organizational mission, enhances the functioning of the organization, and improves work processes.

Institutionalization: Show how the team has institutionalized or will institutionalize the effort by describing how energy or resource savings are built into the way work is conducted (e.g. have become standards of practice) and thus sustained over time. Discuss efforts to ensure the effort is designed to have a lasting impact on the organization, demonstrate leadership in fostering the promotion of energy, water, and fleet management, and to expand the savings to other facilities/fleets or elsewhere in your agency. Discuss whether any steps must be taken to maintain the achievements. If so, discuss whether these steps are being implemented and institutionalized. If available, include documentation of individual or organizational behavior change. Evidence may include describing who changed, what they changed, and how they achieved the change. Also describe any reinforcements provided to encourage and maintain the changes in behavior.

Transferability: Discuss if an effort of this type has already been duplicated or adopted elsewhere, e.g. to other government agencies or the private sector. If not, describe any efforts currently underway to transfer knowledge or best practices to another building, project, or program, or the potential to transfer knowledge or best practices to other sites within your agency or at another agency.

Innovative New Technologies/Unique Operations and Processes: Discuss the extent to which the effort incorporated innovative or improved strategies and tools to meet energy management goals. This may include the use of new and underutilized energy efficient and renewable energy technologies and/or practices in lieu of commercially available technologies and/or standard practices. Also include descriptions of innovations in operations and processes, success using non-traditional actions, interagency coordination, as well as any unique or interesting aspects of the project or program that make it exemplary. These aspects may include a varied combination of strategies or tools that helped the project come to fruition or achieve more effective results.

2. Program Award

Details: Describe the nominated program, including pertinent policies, strategies, best practices, and management approaches put in place, as well as any related projects and practices implemented in FY 2016 as part of the overall program effort. Include information about how the program connects to the agency mission and how the nominee(s) achieved "buy-in" from leadership to realize success.

Savings/Results: Discuss the program's success in terms of progress toward achieving any applicable quantifiable goals of EO 13693, the Energy Independence and Security Act of 2007, the Energy Policy Act of 2005, and/or other energy and water regulations, and/or other energy and water regulations, especially savings from innovative, integrated measures. Include FY 2016 energy, water, and/or petroleum reductions and costs savings from baseline years as well as the previous fiscal year, noting sustained savings over time as applicable.

Organization and Management: Discuss how the program has affected the organization's structure, plans, processes, resources, etc. to achieve the savings/results above. Describe how energy or resource savings are built into the way work is conducted (e.g. have become standards of practice), and thus sustained over time. Discuss efforts to ensure the program is designed to have a lasting impact on the organization, demonstrate leadership in fostering the promotion of energy, water, and fleet management, and to expand the savings to other facilities/fleets or elsewhere in your agency. Discuss whether any steps must be taken to maintain the achievements. If so, discuss whether these steps are being implemented and institutionalized. Also describe how the organization's leadership provides support to help the program succeed, and provide examples of strong commitment from all levels of the organization.

Technical Expertise and Knowledge: Describe the technical capabilities demonstrated by the program, which may include the program's access to expertise, opportunities, and resources; team diversity; and/or sound analytical processes. Describe how the program helps to promote continuous learning.

Employee Engagement: Discuss examples of the program's communications strategies, and how they help to keep employees aware and engaged in the overall program efforts. How does the program incentivize or recognize significant achievements of team members toward meeting important energy/water management milestones. If available, include documentation of individual or organizational behavior change.

Can-Do Savvy: Discuss how the nominated program has helped to overcome any barriers/challenges to achieving the organization's energy/water management goals, including formulating new partnerships, changing business models, applying new strategies, or using innovative technologies or new processes.

3. Contracting Award

Explain how the nominated individual or team demonstrated excellence in supporting the award of multiple performance contracts (e.g., energy savings performance contracts, utility energy service

contracts, energy savings contracts, power purchase agreements, enhanced use lease agreements, privatization, other) and/or implementation of innovative approaches to green energy procurement during FY 2016.

Also include:

Details of the nominated contracting/procurement accomplishment: Include an overview of how the nominee(s) enabled the implementation of contract awards/green procurement at the facility/agency, as well as details about the contract/procurement itself. Note any available quantifiable savings achieved by the accomplishments in FY 2016. If savings did not yet accrue in FY 2016 for contract/procurement efforts completed in FY 2016, nominations should include any savings estimates and/or progress of the overall effort toward achieving other applicable quantifiable goals of relevant energy and water regulations.

Discussion of how the nominee(s) has institutionalized (or will institutionalize) the accomplishments to become standards of practice for the organization: Discuss how the accomplishments have been duplicated or adopted elsewhere or, if not, any efforts currently underway to transfer knowledge or best practices to another building, project, or program, or the potential to transfer knowledge or best practices to other sites within your agency or at another agency.

Descriptions of new/innovative tools, strategies, and/or processes demonstrated by the nominee(s) in support of the contract award/green procurement.

4. Career Exceptional Service Award

Explain how the individual over his or her career with the agency proactively created and institutionalized innovative and effective energy efficiency, water conservation, or fleet management programs, projects, or technologies; increased the use of renewable energy; promoted sustainable, whole building/campus design; or in other ways played a major role in helping the agency meet or exceed its energy management goals. Nominations must focus on career-long efforts over a significant period of service to the agency (e.g. 10 or more years).

Summarize accomplishments and describe the extent to which the nominee:

- demonstrated leadership and commitment to set the standard followed by staff in working towards sustainability;
- enabled the implementation of projects at the facility/agency;
- used innovative tools and strategies to meet the agency's energy, water, and/or fleet management goals; and
- facilitated activities such as education, training, and other outreach designed to promote new workplace behaviors (institutional or individual).

B. GreenGov Selection Criteria and Narrative Guidance

1. Building the Future

Explain how the effort exemplified exceptional leadership of sustainability efforts to reduce the environmental footprint of building operations by performing one or more of the following:

- Renewable Energy
- Increasing Energy Security
- Improving Energy Efficiency
- Utilizing Green Infrastructure Concepts or Natural Ecosystem Processes to improve potable water, stormwater, and wastewater management
- Reducing Waste

2. Climate Champion

Describe the project, including how the project (for the Climate Champion Award please reference the scope and body of the work) was conceived and implemented, what strategies and technologies were deployed, who was involved and an approximate project timeline. (max 750 words)

Describe results and achievements to-date, focusing not only on outputs but also on intermediate and long-term outcomes, and anticipated future outcomes. (max 500 words)

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)

3. Good Neighbor Award

Explain how the nominee proved to utilize an exemplary application of the partnership for sustainable communities, livability principles and/or external engagement with local or regional communities to advance and raise awareness of sustainability, engage stakeholders, and promote the Administration's sustainability, engage stakeholders, and promote the Administration's sustainability priorities.

To be considered the nomination <u>must</u> include at least one letter of support from a non-Federal local or regional community partner.

4. Green Dream Team

Explain how the Federal agency and/or inter-agency team were sustainability champions and were agents of change in working across organizational boundaries to achieve the Administration's sustainability goals as reflected in EO 13693.

5. Green Innovation Award

Explain how the nominee expressed exceptional leadership and work to develop and implement an innovation to promote the Administration's sustainability priorities as reflected in EO 13693.

6. Greening the Fleet

Explain how the nominee was an outstanding organizational achievement in improving transportation fleet operations, including expanding inter-modal improvements, while decreasing petroleum fuel consumption and reducing greenhouse gas pollution.

7. Keeping it Clean

Explain how the nominee developed and implemented an innovative approach to minimize emissions through waste diversion and reduction of toxic and hazardous chemicals and materials acquired in support of the Administration's sustainability goals.

8. Lean, Clean and Green

Explain how the nominee demonstrated a significant energy efficiency improvement or improvements and cost savings through creative implementation of a sustainability practice or practices.

9. Purchasing Power

Explain how the nominee was innovative in meeting acquisition goals under EO 13693, including increasing the purchase of environmentally preferable products and services and procurements to address supply chain emissions.

10. Resilience Role Model

Explain how the nominee was successful in the modernization of programs and policies to anticipate, prepare for, and adapt to climate change impacts on operations and agency mission.

11. The Ripple Effect

Explain how the nominee exemplified outstanding leadership in advancing the tracking and/or mitigation of scope 3 (indirect) greenhouse gas emissions from Federal agencies/employees.

12. Sustainability Heroes

Explain how the nominee was exemplified exceptional leadership and effort to transform the Federal community's overall energy and environmental performance, in keeping with the goals of the Administration's sustainability priorities and including ideas that might have taken multiple years to come to fruition.

6. SUBMISSION INSTRUCTIONS AND DEADLINES

Any federal employee, or employees of private sector organizations, such as utilities, energy service companies, and industrial companies and associations, may nominate a federal team or federal employee (see Section 3 for eligibility).

All nominations must be submitted through the Operating Unit's Chief Sustainability Officer, to the OSEEP award's coordinator Tommy Bowles via email (tbowles@doc.gov) by close of business January 13, 2017 to be accepted for evaluation. Operating Units (OU's) are limited to five (5) nominations each.

All nominating packages must include a signed 'Nomination Checklist' (Appendix: B) validating that the key elements of the nomination write-up are included in the nomination package.

All nominating packages must use the provided 'Awards Submission Form' (Appendix: C) to ensure proper formatting.

7. WINNER ANNOUNCEMENT AND PRESENTATION

OSEEP plans to announce the Federal Award winners in March 2017. Awards will be presented to winners at a ceremony in Washington D.C. during the Herbert C. Hoover Building's Earth Day celebration on 20 April 2017. Be advised that costs associated with travel and lodging to attend the award ceremony from outside the DC area must be covered by the traveler's organization.

OSEEP will highlight award winners in various Department of Commerce and OSEEP outreach activities. Examples of outreach may include, but are not limited to, posters, website features, social media, blog posts, newsletter articles, case studies, or technical journal articles. OSEEP may contact award winners directly for additional information, and to finalize submissions to the FEMP and GreenGov awards programs.

For more information please contact Tommy Bowles at tbowles@doc.gov.

APPENDIX A: GLOSSARY

Agency is a term that includes Federal agencies, bureaus, operating units, services and operating divisions within larger departments, as well as independent agencies.

Alternative Energy, as defined by Executive Order 13693, means energy generated from technologies and approaches that advance renewable heat sources, including biomass, solar thermal, geothermal, waste heat, and renewable combined heat and power processes; combined heat and power; small modular nuclear reactor technologies; fuel cell energy systems; and energy generation, where active capture and storage of carbon dioxide emissions associated with that energy generation is verified.

Clean Energy, as defined by Executive Order 13693, is renewable electric energy and alternative energy.

Energy Efficiency involves the reduction in facility energy use and/or costs based on identifying and implementing innovative energy conservation techniques.

Fiscal Year represents the government fiscal year, which begins on October 1 and ends on September 30 of the following year. All nominations submitted for a 2017 award must involve activities that took place in fiscal year 2016, which began on October 1, 2015 and ended on September 30, 2016.

Green Procurement/Purchasing (or the purchase or supply of energy efficient or water conserving products) involves specifying, acquiring, or supplying to other agencies products that are energy efficient, water conserving, or associated with green power purchases.

Innovative Technologies are new and underutilized technologies used in lieu of a conventional energy technology to reduce conventional energy or water costs, and are defined as technologies that have been commercially available for fewer than three years or those technologies that have not significantly penetrated the Federal market.

Renewable Electric Energy, as defined by Executive Order 13693, means energy produced by solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, geothermal heat pumps, microturbines, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project.

Sustainable Design are facility or campus-wide projects that meet the *Guiding Principles for Sustainable Federal Buildings*. These buildings employ integrated design, optimize energy performance, protect and conserve water, enhance indoor environmental quality, reduce the environmental impact of materials, and assess and consider climate change risks.

Transferability involves the extent to which the technologies, best practices, applications or strategies used at one facility can be used at other facilities.

Vehicle Fleet Management involves reducing a federal fleet's total consumption of petroleum fuel and increasing the fleet's total non-petroleum-based fuel consumption. This could include increasing the use of alternative fuel, increasing fleet efficiency, or other management options.

Water Efficiency involves the reduction in water use intensity or cost at federal facilities by initiating water projects and effective best management practices including, but not limited to, plumbing fixture retrofits, water reuse and recycling programs, and awareness programs. This also includes landscape practices that utilize techniques that complement and enhance the local environment