



## 2014 GreenGov Presidential Awards Frequently Asked Questions



**Q: Where are nominations submitted?**

A: The nomination submission form is located at FedCenter.gov, at <http://www.fedcenter.gov/ofee/greengov/nominate.cfm>.

**Q: Who can apply for a GreenGov Award and are Federal contractors or concessionaires eligible for an Award? How about state and local government representatives?**

A: A nomination of a Federal project/program/team may acknowledge the support of contractors or other non-federal personnel such as state and local government representatives, but only Federal civilian or military employees are eligible to receive the award. Only Federal civilian and military employees may apply or be nominated for the Sustainability Hero Award.

**Q: Who may submit a Good Neighbor Award letter of support?**

A: For a Good Neighbor Award nomination to be considered, a letter of support from a non-Federal local or regional community partner is a required part of the nomination submission. Letters of support should be sent to [greengov@ofee.gov](mailto:greengov@ofee.gov) please include the appropriate application number in the subject line. The letter should be addressed to: Office of the Federal Environmental Executive, GreenGov Presidential Awards Panel.

**Q: Each nominee must ultimately be approved by the Agency Senior Sustainability Officer. How does that process work? May sub-agencies/components apply directly or should they go through their parent agency?**

A: At the close of the nomination period, nominations from each agency will be referred to the agency SSO for final agency approval prior to the judging process. Applicants should consult with their agency management to determine if internal policies are in place for agency approval prior to initial submission.

**Q: What time period is covered by the 2014 Award?** A: The bulk of the project's implementation should occur in the 2013 calendar year. For Sustainability Hero nominations or individual Climate Champion nominations, the text of the nomination should focus on the nominee's work and achievements in the 2013 calendar year, but include other relevant background information.

**Q: What about projects still in the planning stage?**

A: In general, projects should be complete or well underway before being submitted for consideration. However, we encourage agencies to share projects under development in the GreenGov Collaborative, an online community hosted by [FedCenter.gov](http://FedCenter.gov).

**Q: Can supplemental materials be included with a nomination?**

A: The answers to the application questions should be adequate and should not require additional elaboration; however applicants may include hyperlinks to supplemental materials they feel support their applications. It will be at the discretion of the judges whether or not to consider supplemental materials.

**Q: Can an eligible team include members across multiple offices/divisions? How about multi-agency teams?**

A: Yes, teams may be composed of members from multiple units within an agency, or members from multiple agencies. However, one agency must serve as the applicant "sponsor." In the case of multi-agency teams, the sponsoring agency's SSO will have the responsibility of reviewing and approving the application, in consultation with the other SSOs as appropriate.