



2005 Excellence in Management Recognition Program

Nomination Application

APPLICATION CHECKLIST

To Apply...

Each Nomination Application must contain the following:

- ☐ A completed application form.
- ☐ Program description demonstrating continuous improvement efforts in five (5) ***Excellence in Management Categories*** (outlined on page 2). Each category checked should be supported by one paragraph of text in the program description quantifying the results of the effort. Program descriptions should not exceed two pages (minimum 12 point font) describing the agency's competitiveness program and its positive impact on the management and operations of the agency. One (1) additional page of sample metrics/measures can be included to support the narrative program description.
- ☐ Timeline of activities showing continuous improvements over three years (maximum of one additional page)
- ☐ Application preparer's signature as well as the NACWA member agency representative (if the application was not prepared by the NACWA representative).

NOTE: Additional materials will not be accepted with the application — the programs must be completely and concisely described in the program description.

EVALUATION CRITERIA

Management Program Criteria...

Each nomination will be reviewed based upon the following:

- ☐ Evidence that the agency has a program/initiative with goals for efficiency and effectiveness.
- ☐ Extent of focus of program/initiative(s).
- ☐ Demonstrated measurable results of the program/initiative(s) (Please include brief metrics/measures that support the narrative).
- ☐ Recognition/acceptance from the agency's governing body.
- ☐ Quantified level (s) of staff involvement in developing and implementing the initiative.
- ☐ Demonstrated effort in five management program categories over the past three years that have yielded proven results.

In addition, nomination applications should detail how the program benefited the agency and its management and/or operations.

Management Program Categories...

Please demonstrate efforts in five areas:

- ☐ Development and on-going implementation of a long-term facilities plan;
- ☐ Development and on-going implementation of a strategic plan;
- ☐ Optimization of operations and maintenance practices;
- ☐ Asset management;
- ☐ Design and implementation of an environmental management system (EMS), or implementation of a total quality system;
- ☐ Human resources initiatives, such as:
 - ☐ Leadership/succession planning
 - ☐ Health and safety programs
 - ☐ Workers' compensation insurance modification factor - list agency's factor for the last 3 years: _____
- ☐ Workforce-related initiatives, such as:
 - ☐ Employee cross-training
 - ☐ Right-sizing
- ☐ Facility automation or other technological applications;
- ☐ Implementation of water reuse;
- ☐ Financial and budgetary practices, including debt structuring, revenue generation, and rates management. Participation in NACWA Surveys, including:
 - ☐ The Triennial *Financial Survey*
 - ☐ The Annual *NACWA Index Survey*
 - ☐ Other: _____
- ☐ Responding to the needs of traditional and/or new customers in innovative ways;
- ☐ "Win-Win" partnerships – (i.e., a utility working with another utility and/or organization to benefit both entities) – cite specific, current partnerships and provide examples: _____
- ☐ Watershed-based activities – cite specific activities and provide examples: _____
- ☐ Efficiency initiatives, such as:
 - ☐ Resource conservation activities
 - ☐ Programs that result in decreased usage of water and energy
 - ☐ Programs that reduce the cost or usage of chemicals and utilities
- ☐ Security initiatives: _____

Additional Information...***Participation in any of the following activities/programs will enhance the Nomination Application:***

- ☐ Clean Water Central (agency information is current and complete)
- ☐ National Biosolids Partnership Certification
- ☐ ISO Certification – if certified, please list certifications received: _____

- ☐ Additional certifications – if certified, please list certifications received: _____

- ☐ QualServe participation
- ☐ Pollution prevention activities – cite specific activities: _____

- ☐ Public education activities – cite specific activities: _____

Awards and/or Recognition Programs, Including:

- ☐ NACWA *Peak Performance Awards Program* – list honor(s) and year(s): _____

- ☐ Safety Awards – list awards received: _____

- ☐ Various Financial Recognitions – please list financial recognition received: _____

- ☐ Local Special Recognition/Awards Programs – list honors received: _____

- ☐ State Special Recognition/Awards Programs – list honors received: _____

- ☐ Regional Special Recognition/Awards Programs – list honors received: _____

- ☐ National special recognition/awards programs – list honors received: _____

- ☐ Other: _____

AGENCY INFORMATION

Name of Person Submitting Nomination:

Title:

Agency:

Address:

Phone Number:

E-Mail:

Signature:

Agency Representative to NACWA (if different from above) :

Representative's Signature:

***NOTE: Nominations are not complete without appropriate signatures.
If appropriate signatures are omitted, applications will be returned for completion.***

CHIEF ELECTED OFFICIALS

Please indicate your elected officials in this section. NACWA will notify the elected officials of agencies selected for Excellence in Management Recognition.

Federal Chief Elected Official (e.g., Senator):

Title:

Address:

Federal Chief Elected Official (e.g., Representative):

Title:

Address:

Local Chief Elected Official (e.g., Mayor, Governor):

Title:

Address:

Please Submit Completed Application Packages By August 12, 2005

Mail - 1816 Jefferson Place, NW, Washington, DC 20036

Fax: 202/833-4657

Online: www.nacwa.org