



# 2004 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 efforts in five (5) **Excellence in Management Categories** (outlined below). 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.
- Application preparer's signature as well as the AMSA member agency representative (if the application was not prepared by the AMSA representative).

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

Management Program Categories...

Please demonstrate efforts in five areas:

EXCELLENCE IN MANAGEMENT CATEGORIES

- 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
  - Workers' compensation insurance modification factor - list agency's factor for the last 3 years: \_\_\_\_\_
  - Health and safety programs
- 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 AMSA Surveys, including:
  - The Triennial *Financial Survey*
  - The Annual *AMSA 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:**

- 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:**

- AMSA *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 AMSA (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. AMSA will notify the elected officials of agencies selected for Excellence in Management Recognition.**

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

Title:

Address:

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

Title:

Address:

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

Title:

Address:

**Please Submit Completed Application Packages By AUG. 2, 2004**  
**Mail - 1816 Jefferson Place, NW, Washington, DC 20036**  
**Fax: 202/833-4657**  
**Online: [www.amsa-cleanwater.org](http://www.amsa-cleanwater.org)**