



# CALIFORNIA ASSOCIATION of SANITATION AGENCIES

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[www.casaweb.org](http://www.casaweb.org)

*Via Electronic Mail*

DATE: March 31, 2008  
TO: CASA Members  
FROM: Kamil S. Azoury, President  
RE: **CASA 2008 Achievement Awards Program**

The CASA Executive Board invites you to submit your applications for the 2008 CASA Achievement Awards Program. The Awards Program began in 1996 and has been well received by our membership. Please read carefully the program application, which will assist you in selecting the most appropriate category for your submittal.

This year's Awards Program offers four categories of recognition for member with a simplified application process. The Award categories are:

- **Technological Achievement Award**
- **Public Outreach/Education Award**
- **Organizational Innovation Award**
- **Outstanding Capital Improvements Project Award**

Member agencies/associates may submit an application for one or more categories, but cannot submit more than one application per category. The criteria for distinguishing between large and small agencies depend upon the number of Full Time Employees (FTEs). The Committee will determine the threshold number of employees of each category based upon award applications that are submitted. For all award categories, where the work involves both an agency and an associate member, the award applicant is encouraged to include both members in the application so that CASA can recognize all parties involved.

**The deadline for submitting Award applications to the CASA office is Friday, June 13, 2008. Application Forms can be found on [www.casaweb.org](http://www.casaweb.org) or by calling the office.**

The Awards Committee will evaluate the applications and select the recipients. The Committee is composed of last year's winners and is chaired by Ruben Robles, Sacramento Regional County Sanitation District. The Committee is expected to conclude its evaluation of applicants by mid-July, and Ruben will announce the winners during the August Annual Conference in Monterey. Recipients will be asked to provide a short video/presentation for the August conference, and will be invited to present their award-winning project during the January 2009 Mid-Year Conference in Indian Wells.

I encourage you to participate in this program, which allows our membership to share valuable information about our service to the public. CASA is fortunate to have a very active membership dedicated to providing a high level of service to protect public health and the environment.

## CASA 2008 ACHIEVEMENT AWARDS PROGRAM

The awards program recognizes achievements of public agencies and associates in furthering the mission of the wastewater industry and CASA. The program is designed to honor four categories of achievement and/or performance each calendar year. Two of the categories have an award for both large and small agencies. The two remaining categories are single awards that do not distinguish based on size. Whether an agency is considered large or small depends upon the number of Full-Time Employees (FTEs), based upon thresholds determined by the Awards Committee. Each award category is described below.

1. **Technological Achievement Award** (One large agency; one small agency)

*Eligibility: Agencies and Staff in partnership with Associate members where applicable*

Recognizes efforts of an individual agency, and associate members where applicable, in the application of existing technology or the development of new technology applied to collection systems, treatment plants, outfalls and/or solids disposal processes. Technologies that are extremely innovative and/or which have broad application to others in the industry are considered a plus.

2. **Public Outreach/Education Award** (One large agency; one small agency)

*Eligibility: Agencies and Staff in partnership with Associate members where applicable*

Recognizes efforts by an agency, and associate members where applicable, for development and implementation of programs intended to impact or educate a segment(s) of the local community on issues important to the agency. Encompasses on-going or special programs, including education in schools, general public awareness or select target audiences. Measurable effects will be considered.

Unique programs, and/or ones which can be replicated by other agencies, are a plus.

3. **Organizational Innovation Award** (One award; any size agency)

*Eligibility: Agency staff*

Recognizes the efforts by an agency for achievement in managing the agency's division, unit, or process. Submittals may focus on management practices, reorganization, organizational development, productivity, cost reductions, asset management, manpower utilization, labor relations, finance, or related subjects. Submittals that demonstrate quantifiable results and potential application of one or more of the strategies to other agencies are a plus.

4. **Outstanding Capital Improvements Project Award** (One award; any size agency)

*Eligibility: Agencies and Staff in partnership with Associate members where applicable*

Recognizes an agency and associate members where applicable, for an exemplary public wastewater capital improvements project. Submittals should highlight and will be judged on their unique or innovative design and construction applications, engineering applications, technical advancements, and/or difficult challenges of the project. Other project accomplishments such as environmental protection and/or enhancement, sustainability practices, positive public and community relations, and application to others in the industry will also be considered in the award review.

## **CASA NOMINATION APPLICATION GUIDELINES**

There is a single “Nomination Application” used for all award nominations. Each entry must include a completed General Information Sheet.

The Nomination Applications may be submitted on the prepared form or on separate sheets of paper. Each award nomination and its supporting documents should be limited to four pages of double-spaced 12-point font type.

Please submit nine (9) copies of each nomination to the CASA office by the close of business on Friday, June 13, 2008.

### **SELECTION PROCESS**

The CASA Awards Committee will select award recipients for each category from nominations received by the Friday, June 13 deadline. CASA staff will compile and collate the applications by category and forward them to each member of the Awards Committee in early July. Committee members will individually review each application, and then collectively consider the merits of each submittal. Supporting information, such as documents, reports and videotapes, will be accepted; however, the Awards Committee members will have limited time in which to review such materials. For this reason, CASA suggests that those making the nominations highlight the attributes of their nominees as concisely as possible on the application form. The selected recipients will be presented to the Executive Board for final approval. The Awards Committee and the Executive Board may elect not to present some or all of the awards in any given year.

# **CASA 2008 ACHIEVEMENT AWARDS**

## **APPLICATION PROCESS**

For each award application submitted, please complete a separate “General Information Sheet” and return it with nine (9) copies of the nomination application, and with nine (9) copies of any supporting document(s), you wish to include by Friday, June 13, 2008 to:

**Awards Committee**

**CASA**

**1215 K Street, Suite 2290**

**Sacramento, CA 95814**

## CASA GENERAL INFORMATION SHEET

<u>Type of Award</u>	<u>Check One</u>
Technological Achievement Award	_____
Public Outreach/Education Award	_____
Organizational Innovation Award	_____
Outstanding Capital Improvements Project Award	_____

Name of Agency/Firm:

Project/Program Title:

Number of Full-Time Employees (FTEs):

Name of Person Submitting Application:

Address:

Phone Number

E-mail:

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## CASA 2008 ACHIEVEMENT AWARD APPLICATION

Agency/Firm Name:

Type of Award:

Project/Program Name:

Please answer the following questions (as applicable) in the space provided or submit the information on separate sheets of paper. Please be sure to include the questions on your response and limit your responses to four single-sided pages of double-spaced 12-point font type. Supporting information or references will be accepted, however the Awards Committee will have a limited opportunity to review such materials and will base their decisions primarily on details included in the applications.

1. Describe the activity/project
2. What was the time frame of the activity/project? How long has it been in operation?
3. What were the goals and objectives of the activity/project?
4. What were the results of the activity/project? Were the goals and objectives met and, if so, how were they measured?

