



California Stormwater Quality Association 2018 Awards Program

Nomination Submittal Instructions

Nomination Deadline: Monday, July 2, 2018 @ 5:00 PM

Mission

The mission of the CASQA Awards Program is to advance the stormwater quality management profession by identifying and recognizing exemplary leadership, outstanding projects, activities, and contributions to the field of stormwater quality management.

Overview of Awards

Award Name	Description
Leadership Award	This is CASQA's top award. It is awarded to an individual that has shown outstanding leadership within CASQA and has made exceptional contributions to the stormwater quality management profession over a significant time period.
Outstanding Stormwater BMP Implementation Project or Program	This is CASQA's award for outstanding BMP implementation. Projects or programs may be either public or private and must have been placed into operation prior to the deadline for submittal of nominations.
Outstanding Stormwater Research Project or Program	This is CASQA's award for outstanding stormwater quality research. Projects or programs may be either public or private and research results must have been released to the public or published prior to the deadline for submittal of nominations.
Outstanding Stormwater News, Information, Outreach, and Media	This is CASQA's award for outstanding stormwater quality news, information, outreach, and media. Projects may be either public or private and must have been released to the public or published prior to the deadline for submittal of nominations.
Outstanding Sustainable Stormwater Project or Program	This is CASQA's award for outstanding sustainable stormwater projects or programs including those that accomplish true source control. Projects or programs may be either public or private and must have been placed into operation prior to the deadline for submittal of nominations.

Nomination Rules and Guidelines

Who May Nominate – Only current CASQA members may nominate an individual, project, program, or media for an award. Membership dues must be current at time of nomination.

Who/What May Be Nominated – Leadership Award: the nominee must be a current CASQA member. For all other Award categories: the projects, programs, and media being nominated need not be a member of CASQA or affiliated with a CASQA member.

Limit on Nominations – There is no limit on the number of nominations a CASQA member may submit. CASQA members are encouraged to submit one or more nominations in each award category. **Each nomination must be submitted via a separate e-mail.**

Nomination Deadline – Nomination proposals must be received by Monday, July 2, 2018 @ 5:00 PM PDT. CASQA reserves the right to extend the deadline by notice on the CASQA website.

Media For Nominations – All nominations must be submitted electronically via e-mail. Nominators are encouraged to be creative in selecting the media and format for presenting their nomination proposals. Electronic submittals **must** be compatible with one or more of the following: Microsoft Office 2010 (Word, PowerPoint, Excel, and Publisher), Microsoft Windows Media Player 12, Adobe Acrobat, and YouTube videos (via links to public or unlisted videos). Use of non-listed media is subject to prior written approval: please submit your request as a “Question” (see below).

Where To Submit – E-mail submittals will be received only at the following e-mail address:

E-mail

Mail to: Awards.CASQA@gmail.com

Subject line: 2018 CASQA Award Nomination

Content: Include the nominator’s complete contact information, nominee/project name, and nomination category in the body of the email.

Attachments: Include the nomination materials as attachments. Attachments shall at a minimum include all mandatory content (see below), and optional content (if any).

Size Limit: 10 MB for combined e-mail and attachments. Video submitted via a hyperlink to YouTube is limited to a maximum 5 minute duration (hyperlink to be included within the attachments). Video submitted directly as one of the attachments is subject to the combined 10 MB limit for the submittal. Please perform a self-check of the file size, video duration, and hyperlinks before submitting.

Questions?

Mail to: Awards.CASQA@gmail.com

Subject line: “Question: 2018 CASQA Award Nomination”

Content: Include your name, your question, reply email, and telephone number.

Number of Copies – One e-mail containing the required subject line, content, and attachments containing the nomination materials. Each nomination must be submitted via a separate e-mail.

Submittal Acknowledgement – Receipt of e-mail nominations will be acknowledged within five business days via a reply to the sender. If you do not receive an acknowledgment within five business days, please seek clarification as a “Question” (see above).

Nomination Category – CASQA members must select one award category (see Page 1) for each individual, project, program, or media nominated for an award. CASQA reserves the right to consider a nomination in additional categories.

Duplicate Submittals – In the event that two or more CASQA members nominate a single individual, project, program, or media for an award, each nomination will be treated individually.

Limit on Awards – There is no limit on the number of awards that may be awarded to any individual, project, program, or media and awards may be issued in multiple categories. CASQA reserves the right to determine the number of awards to be made in any category, ranging from zero to one or more awards per category. CASQA reserves the right to consider nominations at various levels including statewide, regional, local, etc.

Nomination Coordination – Nominators are encouraged to coordinate with their nominees regarding the nomination process. CASQA will require that nominees selected to receive awards grant CASQA permission to display examples of the winning work on the CASQA website for up to 24 months following the date of presentation of the awards. When requested, CASQA will

include a copyright symbol, name of the owner, and permission statement coincident with each use of the above-described information.

Winning Awards – Award winners will be invited to present the winning program, project, or media as part of the CASQA Conference as either a ~30 minute Blue Ribbon Technical Presentation or as a Blue Ribbon Poster Presentation: the Technical Presentation is subject to availability of an appropriate track and slot in the conference program. Award winners will be highlighted in the Conference Program and Plenary Session. Nominators agree, as a condition of eligibility to submit a nomination, to assist the Award winner, to the extent necessary, in producing the Technical Presentation or Poster Presentation, and providing information and graphics for use in the Conference Program and Plenary Session.

Ceremonial presentations of awards will be arranged with each winner to take place in their community (e.g., Council Meeting, Board Meeting, Company Meeting, etc.) either before or after the Conference.

Content of Nomination Proposals – The content of a nomination proposal will vary by category of the award. Two categories of content have been established: mandatory content and optional content.

Mandatory content is essential to operation and management of the CASQA Awards Program and must be clearly and fully provided by the nominator. Nomination proposals lacking mandatory content may be rejected during the evaluation process.

Mandatory Content – All Nominations

- Nominator information.
 - CASQA member name (Agency, Institution, Company, or Individual).
 - Contact name for the nomination.
 - Mailing address (May include postal boxes).
 - Delivery address if different from mailing address (No postal boxes).
 - Phone number.
 - E-mail address.
- Award Nomination Category (see the list on Page 1)
- Preference for type of Blue Ribbon Presentation (Technical Session or Poster)
- **Additional mandatory content is specified for each award category.**

Optional Content

Optional content is available to the nominator for highlighting the attributes of the individual, project, program, or media and “making the case” for the nomination proposal to be selected for a CASQA Award. **Past experience has proven that effective and creative use of optional content is essential to making a successful nomination.** Optional content provides considerable flexibility in making the nomination, but this flexibility must be exercised within the guidelines set by CASQA for media, format, and file size. The CASQA Awards Committee is a virtual committee, and all reviews are conducted electronically thereby making it necessary to limit the media format and file size.

CASQA Awards Committee reserves the right to seek and to consider additional content and information from the nominator, the nominee, or other sources. The CASQA Awards Committee reserves the right to verify information submitted or otherwise obtained regarding any nomination.

Leadership Award

This is CASQA's top award. It is awarded to an individual that has shown outstanding leadership within CASQA and has made exceptional contributions to the stormwater quality management profession over a significant time period. Nominees must be current members of CASQA. The evaluation criteria for the selection of the award include but are not limited to:

- Is the nominated member known for his/her leadership contributions to CASQA and/or the stormwater quality management profession?
- Does the nominated member display exceptional character?
- Is the nominated member known for his/her technical, policy, and administrative contributions to CASQA and/or the stormwater quality management profession?

Additional Mandatory Content

- Nominee information.
 - Individual's name.
 - Individual employment. Provide name of agency, institution, or company.
 - Mailing address (May include postal boxes).
 - Delivery address if different from the mailing address (no postal boxes).
 - Phone number.
 - E-mail address.
- A statement regarding the nominee's awareness of the nomination. The nominee's prior awareness of the nomination is not required.
- Description of the individual's exceptional leadership contributions to the stormwater quality management profession.
- Background information on the nominee similar in content to a professional resume, including degrees, employment, professional accomplishments, personal accomplishments, professional involvement, and community service.
- Personal and professional references, including the name, agency/company, address, and contact information for each reference.
- Letters of recommendation.

Outstanding Stormwater BMP Implementation Project

This is CASQA's award for outstanding BMP implementation. Projects or programs may be either public or private and must have been placed into operation prior to the deadline for submittal of nominations. The evaluation criteria for the selection of the award include but are not limited to:

- Is the BMP effectively integrated into the target site or program?
- Does the BMP target the project priority pollutants of concern or conditions of concern?
- Does the BMP achieve the intended objectives and/or provide valuable results?
- Does the BMP include outstanding elements that distinguish the project from other BMPs?
- Has the project been promoted via professional publications or other means?

Additional Mandatory Content

- Project or program information.
 - Name of the project or program.
 - Type of project (e.g., detention basin, stormwater treatment facility, media campaign).
 - Location (e.g., site address and/or a detailed location map).
 - Date BMP was placed into operation (must precede the nomination cutoff date).
- Project or program owner information.
 - Agency, institution, or company name.
 - Contact name.
 - Mailing address (May include postal boxes).
 - Delivery address if different from the mailing address (no postal boxes).
 - Phone number.
 - E-mail address.
- A statement regarding the owner's awareness of the nomination.
- Identification of the BMP design, development, construction, operation, and implementation team(s).
- Description of the BMP implementation project or program including a discussion of why the project is an exemplary or outstanding stormwater project.
- Description of the size, extent, and/or area served by the BMP.
- Assessment of the BMP's effectiveness (e.g., summary of measured pollutant reduction, summary of measured changes in behavior, etc.).
- Description of mass media or professional paper, presentation, magazine, or journal coverage.
- YouTube video, photographs or video clips of the BMP implementation project or program.

Outstanding Stormwater Research Project

This is CASQA's award for outstanding stormwater quality research. Projects or programs may be either public or private and research results must have been published prior to the deadline for submittal of nominations. The evaluation criteria for the selection of the award include but are not limited to:

- Were the goals and objectives of the research project clearly explained?
- Were the findings and the conclusions clearly explained?
- Was the nature of the project or program exemplary or outstanding?
- Does the project or program provide a benefit for the stormwater community?
- Does the research project include outstanding elements that distinguish the project from other research?
- Has the project been promoted through professional publications or other means?

Additional Mandatory Content

- Project or program information.
 - Name of the research project or program.
 - Type of research project or program (e.g., BMP program study, water quality study, BMP effectiveness study).
 - Complete bibliographic reference to research project or program report including (as applicable) but not limited to identification of the title, authors, publication dates, publisher, etc. The research results must have been made public or published prior to the deadline for submittal of nominations.
 - Dates for start and end of the research project.
- Sponsor information.
 - Agency, institution, or company name.
 - Principal investigator or primary author contact name.
 - Mailing address (May include postal boxes).
 - Delivery address if different from the mailing address (no postal boxes).
 - Phone number.
 - E-mail address.
- A statement regarding the researcher's awareness of the nomination.
- A concise summary of the research project or program goals, objectives, findings, conclusions and key recommendations.
- Description of the size, extent, and area covered by the research project or program.
- A discussion of why the research project or program is an exemplary or outstanding stormwater project or program and how the research results, conclusions, or recommendations will benefit the stormwater community.
- YouTube video, photographs or video clips of the research project or program.
- Description of any mass media or professional paper, presentation, magazine, or journal coverage.

Outstanding Stormwater News, Information, Outreach, and Media

This is CASQA's award for outstanding stormwater quality news, information, outreach, and media. Projects may be either public or private and have been released to the public or published prior to the deadline for submittal of nominations. The evaluation criteria for the selection of the award include but are not limited to:

- Did the program/project achieve its set goals?
- Were there measureable results documented for the program/project?
- Did the program/project have the intended impact on the target audience?
- What was the level of creativity of the program/project?
- Does the news, information, outreach, or media include outstanding elements that distinguish it from other news, information, outreach, or media?

Additional Mandatory Content

- News, information, outreach, or media item information.
 - Name of the news, information, outreach, and media.
 - Type of news, information, and media (e.g., feature story, magazine article, radio spot, DVD, display).
 - Complete bibliographic reference to published items including (as applicable) but not limited to identification of the title, authors, publication dates, publisher, etc.
 - Copy of the news, information, and media. For longer items or three-dimensional items, submit excerpts, photographs, or similar examples of the item.
- Sponsor information.
 - Agency, institution, or company name.
 - Author, developer, or other contact name.
 - Mailing address (May include postal boxes).
 - Delivery address if different from the mailing address (no postal boxes).
 - Phone number.
 - E-mail address
- A statement regarding the sponsor's awareness of the nomination.
- Description of the stormwater news, information, outreach, or media item including a discussion of why the item is exemplary or outstanding.
- Description of the target audience and its size.
- Description of results following publication (e.g., increased awareness, calls for information, changes in behavior, including a discussion of how these results were documented)
- YouTube video, photographs or video clips of the program/project.
- Description of mass media or professional paper, presentation, magazine, or journal coverage of the program/project.

Outstanding Sustainable Stormwater Project or Program

This is CASQA's award for outstanding Sustainable Stormwater Projects or Programs. Projects/programs may be either public or private and must have been placed into operation prior to the deadline for submittal of nominations. The evaluation criteria for the selection of the award include but are not limited to:

- Does the project effectively demonstrate sustainability¹ in at least one subject area (stormwater reuse, water conservation, groundwater recharge, water reclamation, true source control² or green building)?
- Does the project demonstrate achievement of sustainable objectives and/or valuable results (including measurable results, if available)?
- How well does the project exemplify the three indicators of sustainability (environmental responsibility, social equity and economic success)?
- Does the project or program provide a benefit for the stormwater community?
- Does the sustainable project or program include outstanding elements that distinguish it from other sustainable projects and programs?
- Has the project been promoted through professional publications or other means?

Mandatory Content

- Project/program information.
 - Name of the project/program.
 - Description of project/program
 - Location (e.g., site address and/or a detailed location map or program focus area).
 - Date project was completed or program was initiated (must precede the nomination cutoff date).
- Project owner information.
 - Agency, institution, or company name.
 - Contact name.
 - Mailing address (May include postal boxes).
 - Delivery address if different from the mailing address (no postal boxes).
 - Phone number.
 - E-mail address.
- A statement regarding the owner's awareness of the nomination.

¹ The United Nations' definition of sustainability is as follows: "The concept of sustainability envisions people meeting their current needs in ways that enable future generations to also meet theirs."

² "True source control" is controlling a pollutant at its original source, i.e., the first product or activity that introduces the pollutant into the environment. True source control may involve removing a pollutant from a product, reducing or eliminating the use of a polluting product, or modifying the form of product such that it is no longer able to be washed away in urban runoff.

Narrative and supporting documentation demonstrating the sustainable nature of the stormwater project/program in one or more of the following areas:

- Stormwater reuse;
 - Water conservation;
 - Groundwater recharge;
 - Water reclamation;
 - Green building policies that recognize stormwater quality benefit;
 - True source control;
 - Utilization of renewable energy sources.
- Narrative showing how the project/program exemplifies the three indicators of sustainability (the triple bottom line): environmental responsibility, social equity and economic success.
 - Assessment of how the project/program met intended objectives.
 - Description of the size, extent, and area served by the project/program.
 - Supporting materials of the project/program (e.g. photographs, video).
 - Identification of the design, development, construction, operation, and implementation team(s).
 - YouTube video, photographs or video clips of the program/project.
 - Description of mass media or professional paper, presentation, magazine, or journal coverage.

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