It is that time of year once again to recognize our outstanding public works employees and projects!

APWA’s Florida Chapter Awards Program was established to recognize outstanding individuals and groups representing the best achievements in the public works profession in Florida.

**We want your nominations NOW!**

The Florida Chapter’s Award Program offers an excellent opportunity to recognize individuals and firms for a job well done.

Each year the Florida Chapter recognizes the awardees at our Annual Meeting and Trade Show. Applicants of parallel National Award categories may also be eligible for submittal with Chapter endorsement for National Awards.

Self-nominations for Florida Awards are permitted.

Please keep in mind the **absolute** deadline for Florida Chapter award submittals is **February 3rd, 2012**.

There will be no exceptions! Applications must be delivered and in my hands (or more correctly, to my computer) by close of business on this day.

**NOTE: THERE WILL BE NO PAPER SUBMITTALS!**

We will be accepting digital/electronic medium **ONLY**. CDs, thumb drives, FTP sites are acceptable methods for file transfer. Materials will not be returned and may be used in APWA newsletters, website, or other marketing and promotional APWA uses. Your submittal provides implied and expressed permission for said use by APWA. Any awards that are suitable for National submittals may be forwarded unless otherwise noted.

For additional information about the Awards Program, please contact Don Jacobovitz at 386-329-0346, fax 386-329-0340 or e-mail: don.jacobovitz@putnam-fl.com.

**APWA Florida Chapter Award Submittal Forms and Instructions:**
For Florida Chapter Awards please limit submittals to 1,200 words unless otherwise noted herein.

For awards being considered for National consideration please follow National criteria closely. This information can also be found at the following web address: http://www.apwa.net/About/awards.asp If you are seeking Florida Chapter Endorsement for submittal of a National Award, please contact Don Jacobovitz immediately at don.jacobovitz@putnam-fl.com as the National submittal deadline is March 1, 2012. You can submit directly to National, but Florida Chapter endorsement is highly recommended.

Please provide digital/electronic medium (CD, thumb drive, FTP site are acceptable medium). Materials will not be returned and may be used in APWA newsletters, website, or other marketing and promotional APWA uses. Your submittal provides implied and expressed permission for said use by APWA. All decisions by the committee are final and not subject to appeal.

For project nominations, please attach detailed information on the project results, any unique aspects of the project, including budget information and funding sources, grants, partnerships, schedule data, and high resolution photos. Attachments such as photos, charts, graphics, are strongly encouraged.

For individual nominations, describe the reason why the nominee should be considered. Include accomplishments, recommendations, results of a specific action or project, or any information to help the Committee make the decision.

Submit DIGITAL Applications by the application deadline – Close of business February 3rd, 2012.

To: Don Jacobovitz at Putnam County Public Works, P.O. Box 310, East Palatka, Florida 32131-0310.

For additional information about the Awards Program, please contact Don Jacobovitz at 386-329-0346, fax 386-329-0340, or e-mail: don.jacobovitz@putnam-fl.com.
APWA Florida Chapter Awards Program

APWA Florida Chapter Award Submittal Forms and Instructions:
Please fill out this page/form legibly and submit it with your supporting documentation/narrative.

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Materials will not be returned and may be used in APWA newsletters, website, or other marketing and promotional APWA uses. Your submittal provides implied and expressed permission for said use by APWA. Any awards that are suitable for National submittals may be forwarded unless otherwise noted.

For Chapter endorsement for submittal for National award consideration please contact Don Jacobovitz immediately. For more information about the National Criteria and the National application forms see: [http://www.apwa.net/About/awards.asp](http://www.apwa.net/About/awards.asp)

For additional information about the Awards Program, please contact Don Jacobovitz at 386-329-0346, fax 386-329-0340, or e-mail: don.jacobovitz@putnam-fl.com.
Project of the Year – Awards will be given in categories and cost ranges that are aligned with the National awards. These awards recognize the managing agency, the consultant/architect/engineer, and the contractor who, working together, complete public works projects.

Awards are divided into five categories that include:

- Structures—to include public structure preservation/rehabilitation, municipal buildings, parks, etc.
- Transportation—to include roads, bridges, mass transit, etc.
- Environment—to include treatment and recycling facilities, landfill reclamation projects, sewer projects, etc.
- Historical Restoration/Preservation—to include historical restoration, preservation and adaptive reuse of existing buildings and structures and facilities, etc.
- Disaster or Emergency Construction/Repair—to include the techniques and timing for safety, community relations, environmental protection, adverse conditions and additional considerations.

Awards are further divided in these categories into the cost of the project:

- Under $5,000,000
- $5,000,00 up to $25,000,000
- $25,000,000 up to $75,000,000
- Over $75,000,000

Public works is defined as the physical structures and facilities that are developed, owned, and maintained by public agencies to house governmental functions and provide water, power, waste disposal, transportation, and similar public services in accordance with established public policy. To be eligible for nomination, a project must have been “substantially completed” and available for public and/or agency use within two calendar years prior to nomination. If a project has multiple phases or segments, then “substantially completed” will be construed as that point when the final phase or segment is 90% completed and available for public and/or agency use. Criteria to be used in the selection process include:

Use of good construction management techniques and completion of the project on schedule;

Safety performance and demonstrated awareness of the need for a good overall safety program during construction;

Community relations as evidenced by efforts to minimize public inconvenience due to construction, safety precautions to protect public lives and property, provision of observation areas, guided tours, or other means of improving relations between the agency and the public;
Demonstrated awareness for the need to protect the environment during the project. This includes any special considerations given to particular environmental concerns raised during the course of the project;

Unusual accomplishments under adverse conditions including, but not limited to age or condition of the facility, adverse weather, soil or other site conditions over which there is no control; and

Additional conditions deemed of importance to the public works agency such as exceptional efforts to maintain quality control and, if value engineering is used, construction innovations as evidenced by time and/or money-saving techniques developed and/or successfully utilized.

Supporting Documentation is limited to 20 pages. Applicants for this award may be considered for Chapter endorsement for submittal to the National Awards. Be sure to clearly state the category and cost range in your submittals for Project of the Year Awards.

**Florida Chapter “Contractor of the Year” Awards** – These prestigious awards are presented to the Contractor of the Year in one of the following categories:

1. Building and Grounds
2. Roads and Highways
3. Solid Waste
4. Wastewater/Water
5. Stormwater

Documented project successes as well as client/customer/public agency endorsements are required. Supporting documentation is limited to 20 pages.

**Florida Chapter “Consultant of the Year” Awards** – These notable awards are presented to the Consultant of the Year in one of the following categories:

1. Building and Grounds
2. Roads and Highways
3. Solid Waste
4. Wastewater/Water
5. Stormwater

Documented project successes as well as client/customer/public agency endorsements are required. Supporting documentation is limited to 20 pages.
APWA Florida Chapter Awards Program

**Community Involvement Award** – This award is to recognize public works leaders who are also leaders in their community and who endure public trust in public works professionals through recognition of outstanding community leadership. Winners of this award may be considered for submittal to the National Awards Program.

Candidates must meet the following criteria:

- Be an active member of APWA.
- Be an active leader in the community, demonstrated through volunteering significant time and/or personal resources to work with charitable organizations, educational organizations, health organizations, community service groups, and/or has participated in significant community projects or programs which improve the quality of life in the community. (Service to community groups that do not encourage multi-cultural, gender, or religious diversity—or are politically oriented, are not deemed appropriate for meeting the purpose of these criteria.)
- Provide a positive role model for other public works professionals.

Supporting Documentation is limited to **20 pages**. Applicants for this award may be considered for Chapter endorsement for submittal to the National Awards.

**Diversity Exemplary Practices Award** – This award is to recognize individuals and or organizations that have made outstanding contributions to diversity. The American Public Works Association defines diversity as follows: Value of all individuals and different perspectives of those individuals, and providing the process for all to feel included as part of the whole. Diversity includes race, gender, creed, age, lifestyle, national origin, disability, personality, educational background, and income level. Diversity is not an affirmative action or an equal opportunity program. The award may be presented annually in the following categories: 1) individual 2) program/organization. A chapter, entity, individual member, or nonmember may nominate.

Criteria include:

- A cover letter stating the name, address and telephone number of the nominee and the nominator, with three letters of reference that specifically identify accomplishments that attest to the nominee’s positive performance in the area of diversity and that are relevant to the criteria for the award.
- A narrative, not exceeding **four pages** in length, explaining the basis for the nomination in the following areas:
  - Complexity and severity of the challenges addressed and organizations directed.
  - Use of original/innovative/effective approaches.
  - Impact of contributions to diversity (i.e., extent of long-term or lasting benefits of the nominee’s accomplishments).
  - How diversity is integrated into all facets of the program or the efforts by the individual.
APWA Florida Chapter Awards Program

- How efforts brought about inclusiveness and facilitated communication.
- Determination of the award recipients will depend (in large part) on the information provided in the narrative section of the nomination. Emphasis will be on achievement and results, not simply effort.

Applicants for this award may be considered for Chapter endorsement for submittal to the National Awards.

**Young Leader Award** – This award is to recognize and encourage young APWA members who have demonstrated an initial commitment to the profession and the chapter and show potential for future growth within the chapter. The award promotes the concept that length of career of the nominee does not necessarily indicate his/her leadership abilities or potential for service. Candidates must be active members of APWA for five consecutive years and not exceed 35 years of age as of the award deadline.

Please include candidate’s birth date in nomination materials. The candidates must have demonstrated an ability and eagerness to act at the chapter or branch level by serving on committees, as an officer, heading projects, or contributing in general to the well-being of the chapter.

The candidate should have also accomplished one or more of the following:

- contributed in some significant manner to his/her public agency or company by implementing new ideas, overcoming problems, controlling costs, etc.;
- helped to advance the cause of the public works profession either with leadership commitments to significant community projects or as an advocate for public works issues at the legislative level in local, state, or federal governments; and/or
- demonstrated an ongoing commitment to continuing education in the public works field (i.e., related educational degree(s), attendance at workshops, seminars, or CEU credits, etc.).

Supporting Documentation is limited to **20 pages**. Applicants for this award may be considered for Chapter endorsement for submittal to the National Awards.

**Technical and Management Innovation Award** - This award is to recognize an individual, team, or organization for the development and implementation of a creative idea, device, process or system that enhances the goals of public works in serving the public and protecting the environment. The award is open to anyone actively involved in the public works profession.

The following criteria are used in the selection process:

- Each nominated innovation is judged on its effect upon the provision of goods and services to the public. It can be an innovation in the process itself or in the materials, design, equipment, administration, management training, procurement of, etc., that improves,
APWA Florida Chapter Awards Program

informs, or educates the delivery of public services and improves the quality of life. A project can be nominated for its innovative concepts or methods.

- The innovation must be a proven success. It must have had a positive and important effect on, improve the quality of, or reduce the cost of the delivery of public works goods and services. Innovation is the implementation of new methods and new technologies. It is not merely an idea that has merit and may be successful in the future.
- The innovation must be a significant advance, not just a natural evolution of existing methods, common sense or good practice.
- The innovation must be documented and presentable. Innovators, their teams and/or their agencies/employers must disclose sufficient information about the innovation to allow documentation for the Awards Committee.

Supporting Documentation is limited to 20 pages. Applicants for this award may be considered for Chapter endorsement for submittal to the National Awards.

Professional Manager of the Year – Administrative Management (formerly the Administrative Support Award) – The Professional Manager of the Year Award in Administrative Management seeks to recognize outstanding achievement in the area of administration within the public works department and to inspire excellence and dedication in the public sector by recognizing the outstanding career service achievements of administrative professionals.

Any APWA member whose primary responsibility is in the area of public works administration management is eligible. Fields of employment for a nominee include, but are not limited to, human resource professionals, financial/business operations managers, information technologists, procurement services specialists, safety officers, and office management administrators. Candidates with a minimum of ten years qualifying experience may be nominated.

Agency Candidates may be employed by either the public or private sector. However, their career service must be in the public works field of administrative management. Candidates must manage and make significant contributions in the field of public works and the discipline of administrative management.

The criteria used in the selection process include:

- Significant contributions to the advancement of administrative management.
- Outstanding leadership and vision evidenced by employing progressive management techniques in the area of administrative management.
- Employment of new and innovative ideas and technology in advancing the effectiveness of administrative management.
- Implementation of effective methods to optimize fiscal management of administrative services.
- Maintenance of a high degree of satisfaction among customers and other stakeholders.
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- Promotion of the field of public administrative management in the community, agency or customers served.

Supporting Documentation is limited to **20 pages**. Applicants for this award may be considered for Chapter endorsement for submittal to the National Awards.

**Florida Chapter Award of Excellence** – This award is presented to a service provider, vendor, contractor, sponsor, or organization that has significantly promoted and supported the Florida Chapter.

**Florida Chapter Meritorious Services Award** – This award is presented to individual(s) who have volunteered services or assistance under special conditions, as representative(s) of the Florida Chapter.

**The Presidential Award for Branch Excellence** – To recognize Florida Chapter Branches for contributions made to positively impact their membership, profession, and community. This award recognizes the branch which demonstrates this accomplishment in a given year. There are four categories in which the branch is evaluated. Each category has specific goals that will be used to evaluate the branch’s programs and services to the membership and community. All branches, regardless of size, are strongly encouraged to submit for this award.

The criteria/format is as follow:

- **Membership:**
  - Document net Membership gain/retention
  - Outline membership recruitment events
  - Evidences of innovative membership development and retention efforts regardless of whether net growth has occurred

- **Service to Chapter Members:**
  - Number of members attending meetings/events.
  - Member-to-Member Outreach – Defined as member surveys, newsletters, meeting notices, member welcome packages, annual meetings, educational opportunities, leadership training, etc.
  - Evidence that the branch is successfully meeting APWA Chapter Best Practices
  - Branch to Branch Outreach – Defined as ranging from combined meetings with other Branches to successful programs that can be applied to other Branches
  - Diversity/Inclusiveness programs or activities

- **Advancement of Public Works**
  - Awards/recognition programs – Defined as branch/chapter/national awards recognizing members/nonmembers
  - Public Works Promotion – Defined as National Public Works Week, educational outreach, and other programs geared to promote the profession
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- Professional Development – Defined as branches that promoted the development of its members through educational and scholarship opportunities
- Creative Innovation – Definition has been left open to allow for any innovative programs and opportunities that call attention to public works in a positive way

- Service to the Community
  - Education Outreach Programs – Outside scholarships, partnerships with schools/universities, mentoring programs, shadow-days, etc.
  - Community Service Programs – Participation in the community as a branch of APWA, including partnering with other service organizations such as Harvesters, Red Cross, United Way, Habitat for Humanity, etc.
  - Environmental Enhancement – Adopt-a-Highway programs, environmental cleanup, participation in Earth Day, recycling education, etc.

Supporting Documentation is limited to 50 pages. Components of these applications may be utilized for the PACE Awards.

The Mac Ulsch Award – Mr. Mac Ulsch, better known as Uncle Mac, was instrumental in getting the Florida Chapter their "Charter" from National APWA back in 1961. Mac was extremely active on the Chapter and National level. He was honored by National for his 41 consecutive meetings without an absence and for his untiring efforts on behalf of the Membership Committee he chaired. One story told was, Mac would sit in the lobby of the hotel and greet every member as they would come in to register for the state convention. He would do the same for the Executive Meetings. He knew everyone involved by their first and last name and even went as far as knowing their wife’s and children’s names. For thirty-some odd years he worked tirelessly for Dempsey Dumpster as a sales representative before retiring. Back in the late 60's and early 70's he was asked if he would consider being Florida President but felt "he could do more with his time moving through the shadows". This award named in his memory and honor and is one of the longest running awards for the Florida Chapter. It is presented to a member who has shown long term, outstanding, on-going, dedication, and excellent service to the Florida Chapter.

Ben Pratt Award – Ben Pratt was a long time member of the West Coast Branch where he served the branch in each of the officer's positions. He then moved on to the Florida Chapter where he served on many committees either as a committee member or committee chair. In 1984-85 he served as District Representative for Region IX, later moved on to be Vice President of the Chapter in 1986-87, then served as President of the Chapter in 1987-88. After serving as President he then became Secretary of the Chapter. APWA has recognized Ben for several prestigious Chapter awards and several national awards most notably in 1982 as Top Ten Public Works Leader, in 1983 as Florida Member of the Year, and in 1991 for the Swearingen Award for Chapter Excellence. Ben was very active with the Boy Scouts of America and many other youth programs. Ben was a friend to many and a gentleman to all who had the pleasure of knowing him. This award named in his memory and honor and given to an individual in recognition of their support of APWA’s national, state, and professional
goals. Applications for this award should indicate membership activities, branch activities, attendance at chapter events, and support for public works.

**The President’s Award** - This special award is selected solely at the discretion of the Florida Chapter President. It is to be presented to individual(s) or organization who have supported the president before or during his/her tenure, who were instrumental in his/her successes or the successes of the Chapter during the past year. This award does not have to be issued to an APWA member. This recipient of this award will be kept in confidence and announced at the annual award ceremony.

**Anthony W. Leffin Lifetime Achievement Award** – Tony Leffin was a long time member of APWA, who during his tenure had excelled to the top of the APWA ranks in every fashion possible. He was a leader in his field, in his community, and in his life. Having held practically every position within the Branch and the Chapter, being the Florida Chapter Past President, rising to the top as the Chair for the House of Delegates on the National level, being a multi-award winner in the Florida Chapter leader and being a Top Ten Public Works Leader, Tony was the exemplary model of what an APWA champion should be. In honor of his memory the Anthony W. Leffin Lifetime Achievement Award will be awarded to one recipient annually to the most deserving of long term members having met the following most stringent criteria.

The award seeks to inspire excellence and dedication in public service by recognizing the outstanding career service achievements of an individual public works professional. The primary focus of the award is on career service to the public works profession rather than on any one single event or project. It is the intent of this award to recognize the career service accomplishments of a public works professional. The candidate must be an active member in any part of the year he or she is considered. This award is restricted to the most elite of those who have illustrated public works leadership throughout their career. The applicants should have 20 years or more of service in the public works field as well as 20 years or more membership in APWA; They should have been an active member, a strong supporter, or a key sponsor of the organization during their tenure, and should have held key positions in the branch, chapter, or national offices; they should have made significant contributions to all levels of APWA on branch, chapter, and national efforts; those having been recognized as a prior award winners of other awards, although not required, will be considered in the evaluation; they should have exhibited other community service activities; branch endorsement is strongly recommended.

One award will be issued each year unless extenuating circumstances are determined by the Awards Committee and approved by the Executive Committee. Supporting documentation is unlimited.

**Legislator of the Year Award** – This is a new award to be given annually to the Florida legislator who best supports the programs and activities of Public Works in Florida. The candidate for this award does not have to be a member of APWA, but this person must show legislative leadership for Public Works through legislative actions, personal guidance or support, championship, or otherwise active involvement in Public Works.
Thank you for your participation in this program,

Don Jacobovitz/Florida Chapter Awards Chairperson