

Utah Weatherization Assistance Program Award Policy

Purpose:

The Utah WAP Awards program will be used to serve multiple purposes.

- Recognize Utah WAP employees whose work exceeds the established expectations of their position and/or demonstrate unusual dedication to their work.
- Acknowledge additional efforts by Utah WAP employees that might not be directly connected with work but still exemplify exceptional citizenship or humanitarianism.
- Improvement of relations in the program.

Intent:

To recognize individuals or agencies that have gone above and beyond their job expectations. It is not the intent for these awards to be something you get just for showing up to work. To maintain the integrity of the awards program the committee should not feel obligated to act on a nomination just because someone took the time to submit it. Likewise the nominating individual should make every effort to quantify their candidate's case by providing specific examples of the candidate's actions that make them eligible.

Award Categories:

Utah WAP Awards shall be broken down in to 4 categories.

Mike Johnson Weatherization Innovation Award

Gary Spangenberg What Were You Thinking !?! Award

Health & Safety Hero Award

Service Awards

Each award has specific criteria and process outlined in the detailed sections.

Awards Committee:

In most cases the Awards Committee will be staffed by the State WAP Office. At the discretion of the Utah WAP Manager he may seat a separate committee for the Mike Johnson Award or other such

awards created in the future. When possible emeritus members who may be connected to the award should be engaged for this role.

Basis:

The is being implemented under the provisions allowed in 2 CFR§ 200.437 Employee Health & Welfare Costs.

Mike Johnson

Weatherization Innovation Award

Background: Mike Johnson was the guiding force and pioneer of the Utah Weatherization Program from its' earliest days. His 30½ years of service saw the program change from rudimentary measure lists to a building science analytical approach considering the “house as a whole system” utilizing computerized energy audits. To honor his efforts and recognize his part in bringing innovative materials, tools, and technology to Utah this award was created to recognize individuals in the program who have made significant contributions to the innovation of the Utah Weatherization Program.

Criteria:

- This award goes to an individual in the Utah Weatherization Program.
- This award does not necessarily get awarded every year. It is intended to be given to the true “over achiever” and therefore should never be devalued by turning it in to a “participation trophy”.
- The nominee will have made significant contribution to the innovation of the program.
- The nomination will identify specific efforts, process, materials etc. . . No generalizations or broad statements will be accepted.
- A nomination will identify the individual being nominated and provide detailed specifics of the innovations the nominee has contributed to the program.
- The detailed innovation should attribute directly to savings of funds or time, improvements in delivery of services, increased energy savings, or other applicable area in a truly “game changing” kind of way.
- An eligible nominee would have not won this award in the prior 5 years.

Process:

- Any person with knowledge of a potential nominee may submit a nomination.
- Nominations will be submitted to the Utah WAP Manager by any available means.
- Nominations must be received at least 1 month prior to the Annual Winter Conference (a.k.a. Training Palooza)
- Nominations will be a written narrative not more than a single page one sided.
- Once the WAP Manager has determined the nomination meet all the criteria a ballot will be prepared and submitted to the Awards Committee for consideration.

Gary Spangenberg

What Were You Thinking !?! Award

Background: Gary Spangenberg spent almost 31 years in the Weatherization Program split between a local agency and the State WAP Office. During Gary's many years in the program he saw and heard some of the most outlandish things you could imagine. This award was created to honor his years of service and continue to recognize those unbelievable conditions and obstacles that Weatherization Workers still endure to this day.

Criteria:

- This is an annual award which goes to a Utah Weatherization Agency.
- Each agency will be allowed to nominate 1 occurrence from their agency.
- Each agency will submit one photo to the Weatherization Program Manager at least 1 month prior to the Annual Winter Conference (a.k.a Training Palooza)
- The submitted photo should contain no agency identifying means.
- Ideally the photo should tell the whole story but, the Agency will be permitted to attach a short narrative to give context if necessary.
- The Agency must ensure that client privacy is protected at all times. Additionally it is imperative that there is no disrespect to our clients, individual who are in poverty, or the low-income population. This is meant to increase moral in the program and highlight the unusual things identified while doing this job.

Process:

- The WAP Manger will process the submission masking the Agency's identity and assign a tracking identifier.
- The WAP Manager will prepare ballots and use the Technical Monitoring staff to serve as the selection committee.
- The committee will select a "Winner" and "Runner-up" from the submissions.
- The Winner and Runner Up will be revealed at the Awards Lunch.
- The Winner will be permitted to charge an Agency Awards Lunch, up to \$14 per Wx staff employed to the local agency's federal weatherization contracts. The Runner Up will be permitted to charge an Agency Awards Lunch, up to \$7 per Wx staff employed to the local agency's federal weatherization contracts. Back up documents to be submitted with the RFF will contain both the invoice for expenses and a sign in sheet. (ref: 2 CFR§ 200.437)

Health & Safety Hero Award

Background: The core definition of Health & Safety is to ensure we are protecting the occupant and/or the worker. On a regular basis WAP team members are identifying hazards and initiating corrective action to mitigate these risks. In some cases lives are literally saved. This award was created to recognize these heroic efforts to protect our clients and fellow workers.

Criteria:

- This is an annual award which goes to an individual in the Utah Weatherization Program.
- Each agency will be allowed to nominate 1 individual from their agency. If there is more than 1 person in an agency for consideration it will be the agency's responsibility to evaluate them internally and nominate the individual they feel is most deserving.
- An eligible nominee would have not won this award in the prior 12 months.
- Each agency will submit their nomination to the Weatherization Program Manager at least 1 month prior to the Annual Winter Conference (a.k.a Training Palooza)
- The nomination will be narrative not longer than a single page one sided. When possible photo documentation should be submitted.

Process:

- The WAP Manger will process the submission masking the individual & agency's identity and assign a tracking identifier.
- The WAP Manager will prepare ballots and use the Technical Monitoring staff to serve as the selection committee.
- The committee will select a "Winner" and "Runner-up" from the submissions.
- When evaluating two equal nominations preference would be given to the one with photo documentation submitted. The next discriminator would be which nomination had the higher potential to save lives.
- The Winner and Runner Up will be revealed at the Awards Lunch.
- The Winner will receive 8 hours of Admin Leave billable to the local agency's federal weatherization contracts. The Runner Up will receive 4 hours of Admin Leave billable to the local agency's federal weatherization contracts. (ref: 2 CFR§ 200.437)

Service Awards

Background: As the WAP Manager I have always contented our employees more like capitol assets unlike the disposable commodities the way so many business treat their people. WAP employees are truly a long term investments that the citizens of the state realize the return on. Likewise they invest many years with the program. It is for the reason we want to recognize the individuals who have held up to that commitment by recognizing their years of service with Utah WAP.

Criteria:

- This is an annual award which goes to an individual in the Utah Weatherization Program.
- Awards will be based on 5 year increments of employment with the program. If breaks in service can be documented the person will retain their seniority for this award's purposes. Likewise an individual who transfers in network to a different agency would also maintain their seniority for this award's purposes.

Process:

- The WAP Manger will track years of service along with the assistance of the local agencies.
- The cutoff date for recognition will be 1 February prior to the Annual Winter Conference (a.k.a. Training Palooza) Individuals who have achieved a milestone date of service in the prior 12 months will be recognized at the Awards Lunch.
- As budgets allow the State WAP office will provide mementos to the individuals recognized. While the State WAP office will attempt to maintain parity over the years as well as attempt to step the mementos proportional to years served budgets will ultimately rule these decisions.