



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 11-12
EFFECTIVE DATE: August 25, 2011

SUBJECT: Weatherization Assistance Program National Recognition Awards and Richard M. Saul Lifetime Achievement Award

PURPOSE: To provide criteria and guidelines for the Weatherization Assistance Program's (WAP) National Recognition Awards and Richard M. Saul Lifetime Achievement Award being presented at the 2011 National Weatherization Training Conference in New Orleans, Louisiana. The Recognition Awards acknowledge outstanding contributions that advance the goals of WAP through individual or group achievement, inspiration, or innovation. The Lifetime Achievement Award recognizes an individual or group that has gone beyond the call of duty to believe in, and advocate for the Program.

SCOPE: The Recognition Awards Program is open to all Grantees and subgrantees that receive financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program. The Lifetime Achievement Award is open to anyone in the Weatherization network, at-large.

BACKGROUND: In the past, DOE's WAP has recognized those individuals and organizations that have gone that "extra step" with their work in Weatherization. It is our desire to continue to recognize the dedication and commitment within our Weatherization community. The Recognition Awards acknowledge outstanding contributions that advance the goals of WAP through individual or group achievement, inspiration, or innovation. The Lifetime Achievement Award recognizes an individual or group that has gone beyond the call of duty to believe in, and advocate for the Program.

I. NOMINEES: Nominees for the Recognition Awards may be individuals, groups, or organizations at the Grantee and local level that have contributed to program accomplishments for at least two program years. This year specifically, members of the network are encouraged to nominate those colleagues who have contributed greatly to the success of the American Reinvestment and Recovery Act (ARRA). Nominees for the Lifetime Achievement Award may be an individual or group at any level who best exemplifies the qualities of Richard "Dick" Saul, the individual that conceptualized a program in 1973 that under his leadership became the comprehensive federal Weatherization Assistance Program.

II. EVALUATION AND SELECTION CRITERIA: National Recognition Awards - There will be several awards within two major divisions: Management/Administration and Technical. Awards will be given in the following categories: Leadership, Innovation, Service, Partnership, and Public Outreach.

Richard M. Saul Lifetime Achievement Award – There will be one award given based on the qualities of Dick Saul: Creativity in serving low-income communities, intelligence in program design, and, unrelenting focus on meeting the challenges facing America's low-income families.

The evaluation panel for both awards consists of members of the 2011 National Weatherization Training Conference Planning Committee. Names will be removed from the nomination forms before they are submitted to the panel. The panel will rate each nominee based on the relevance of the written statements to the questions.

III. FORMAT FOR SUBMISSIONS: Each nomination must be accompanied by one of the enclosed form(s).

Nomination forms are also available at <http://www.eere.energy.gov/weatherization/conference/>. Please fill out the form completely and submit electronically, or download the PDF file and mail or fax to:

**2011 Weatherization Training Conference
c/o Courtesy Associates
2025 M St., NW
Washington, DC 20036
Fax: (202) 331-0111**

IV. COMPLETING THE NOMINATING FORM: National Recognition Awards - Each nomination form contains seven questions with each question having three possible answers. Check the box that best describes how relevant the information is to the nominee. Then, provide examples to support the rating. "Very relevant" or "relevant" denotes that most, if not all, of the criteria within the question pertains to the nominee. All questions may not be applicable to every nominee, in which case no narrative is necessary. Additional information can be included on a separate sheet of paper and submitted with the nominating ballot.

Richard M. Saul Lifetime Achievement Award - The nomination form contains three topic areas. Provide examples to support each statement. Additional information can be included on a separate sheet of paper and submitted with the nominating ballot.

V. DUE DATES: This is the opportunity to nominate individuals, groups or organizations that deserve the recognition of their peers for contributions made to the program. Please share the forms with other staff members who work in the Program.

Nominations must be received by October 31, 2011. Judges' selections will be made in November of 2011 prior to the Conference.



LeAnn M. Oliver
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Enclosures