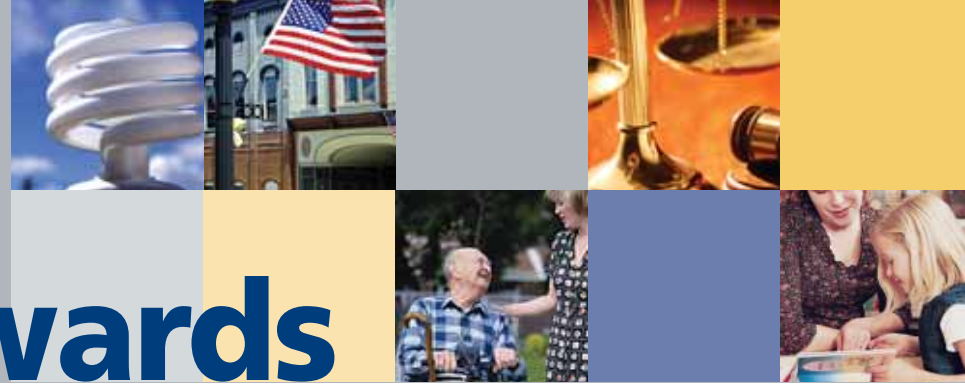


2009 Achievement Awards



... Recognizing innovative county government programs

2009 Achievement Awards



● Eligibility & Criteria

What is the Achievement Award Program?

The Achievement Award Program is a non-competitive awards program which seeks to recognize innovative county government programs. One outstanding program from each category is selected for the Best of Category Award. These winners will be invited to Washington, DC, for a major recognition event during County Government Week.

Who is Eligible to Submit Applications?

Only county governments and state associations of counties are eligible to submit applications. There is no limit to the number of applications that can be submitted.

What are the Eligibility Standards?

All applications must comply with the four following standards:

1. The program must have become operational after January 1, 2005, and must have measurable results.
2. County officials and/or staff, as part of their official duties, must have played a significant role in developing and implementing the program, with only limited assistance from outside technical experts and/or consultants.

3. All steps in the application process must be completed and all application fees must be paid in full.

4. The program must meet the criteria outlined below.

What are the Program Criteria?

The nominated program must meet the following criteria:

1. It must do one or more of the following:
 - Offer a new service to county residents, fill gaps in the availability of existing services, or tap new revenue sources;
 - Improve the administration or enhance the cost effectiveness of an existing county government program;
 - Upgrade the working conditions or level of training for county employees;
 - Enhance the level of citizen participation in, or the understanding of, government programs;
 - Provide information that facilitates effective public policy making; or
 - Promote intergovernmental cooperation and coordination in addressing shared problems.
2. In the case of a program that is in response to a federal or state law, regulation, or order, the program must go beyond mere compliance with the statute, regulation or order, and must display a creative approach to meeting those requirements.
3. The program must have proven measurable results (e.g. cost savings, enhanced employee productivity, improved constituent service, created better intergovernmental cooperation).

Award Categories

1. Arts and Historic Preservation
2. Children and Youth
3. Civic Education and Public Information
4. Community/Economic Development
5. County Administration and Management
6. Court Administration and Management
7. Criminal Justice and Public Safety
8. Emergency Management and Response
9. Employment and Training (*for county residents*)
10. Environmental Protection and Energy
11. Financial Management
12. Health
13. Human Services
14. Information Technology
15. Libraries
16. Parks and Recreation
17. Personnel Management, Employee Training and Employee Benefits (*for county employees*)
18. Planning
19. Risk Management
20. Transportation
21. Volunteers (Includes Acts of Caring)

Your county's programs and the individuals making them successful deserve national recognition ...

- The program must be innovative and not rely on the application of techniques or procedures that are common practice in most counties of similar population size.
- All aspects of the program must be consistent with acceptable governmental and financial management practices and must promote general governmental accountability.

Ineligible Programs Include:

- Programs designed to influence laws and regulations;
- Certification or accreditation programs;
- Programs that are adopted, whole or in part, from another public or private entity;
- Programs (either whole or in substantial part) that have received a previous Achievement Award; and
- Programs that involve merely the automation of a function, the purchase/utilization of new technology/equipment, the construction of a building, the relocation of facilities or staff, the hiring of additional staff, the conduct of a conference, the formation of a task force or committee, the publication of a newsletter, the privatization/contracting out of a function, or the application of targeted federal or state funds.

Step One

Completion of Application

A completed application form must be included with every nominated program. The original application form may be photocopied. Failure to properly complete the form may result in an application's disqualification.

Please follow the outlined directions. **Deadline for submissions is February 13, 2009.**

Application Directions

I. Program Information

County and State: Please record the name of your county and state or state association, if applicable, on this line.

Program Title: The title should be no more than 75 characters and should not include the county's name. Should your program win an Achievement Award, the program title you listed on the application form is exactly what will appear on the certificate. Please note that the county's name automatically appears on the certificate; therefore, it is not necessary to include the county's name in the program title. Additionally, Achievement Awards are given to the county, not to individuals, therefore, individual names will not appear on certificates.

Program Category: Please choose one category from the list above. You may write the program category name or the program category number on this line. Please note that the selection of a program category should be determined by the content of the program, not by the organizational department that submits the application or by the physical location of the program. For example, the development of an instant access background check software program used by the Sheriff's Department is an Information Technology program, not a Criminal Justice Program. If you feel your application fits into two or more categories, please choose one category that best covers the main topic area of your program.

Program Photo(s): If you have photos of your program in action, include them in your submission as actual hard-copies or as digital images on a CD. These images may

be used in NACo publications and future Achievement Award promotional materials.

II. Contact Information

The person named on the application form should be the primary contact for this program. All correspondence and communication about the program will be directed to this person. It is important that this person be knowledgeable about the program, should questions about the application arise.

If contact information changes after your application is submitted, you can update it by contacting Kathryn Murphy at kmurphy@naco.org.

Additionally, if the nominated program is being submitted on behalf of two or more county departments, a contact for each department should be included; however, correspondence regarding the program will only be directed to the first person listed.

In the event that an application is being submitted on behalf of two or more counties, contacts for each county must be included. Correspondence regarding the application will be sent to each county contact listed.

Individual(s) listed on the application form will be notified in June regarding the judges' decision on the application. If a nominated program is selected for an Achievement Award, notice will also be sent to the county's Chief Elected Official. Certificates for winning programs will accompany the notification letters. Both the submitting individual(s) and the Chief Elected Official will receive a copy of the certificate. Additional copies of the certificate, as well as commemorative items, will be available through mail-order; order forms will be mailed with the announcement of an award.

Note: NACo has a peer to peer network to promote the sharing of information among county government professionals and we invite you to be a part of it. NACo seeks professionals in a wide variety of fields. Not only will others benefit from your experience and expertise, but this will be an opportunity for you to learn from others as well.

Both seasoned professionals and those new to the field are welcome to join. If you are interested in joining, please go to www.naco.org/peer2peer to sign up. We encourage you, as well as your coworkers, to join.

III. Signature of Chief Elected Official

NACo requires that your county's Chief Elected Official (i.e., elected county executive, board chair) sign each application. Please be aware that you need to plan ahead and allow sufficient time for this to be done in order to meet application deadlines. In many counties, the submission of Achievement Award applications is centralized.

If all applications are submitted under one cover, only one signature of the Chief Elected Official is required.

IV. Payment

Payment must accompany each application. The quickest way for your application to be processed is for you to pay by check, money order, or credit card (Payment Option 1). Make check payable to the National Association of Counties. Please remember to include the check number/money order number or complete credit card information if you are paying this way. If you are paying by check, money order, or credit card, the fee for each application is \$50 for a member county and \$100 for a non-member county. If you are unsure of your membership status, please contact your Chief Elected Official's office.

NACo is aware that in some counties all payments have to be made via vouchers/purchase orders (Payment Option

2). If this is the case in your county, you must attach the voucher/purchase order (with the voucher/p.o. number) to the application along with any relevant instructions regarding this type of payment. Unless otherwise requested, all correspondence regarding the voucher/purchase order will be directed to the contact person listed on the application. If you are paying by voucher or purchase order, the fee for each application is \$60 for a member county and \$110 for a non-member county. If you are unsure of your membership status, please contact your Chief Elected Official's office.

All applications received without check, money order, credit card information, voucher, or purchase order information will be returned.

V. Join NACo's Peer to Peer Network

Share your professional experiences with other member counties by joining the Peer to Peer Network on-line at www.naco.org/peer2peer.

● Step Two

Nomination Summary and Required Format

The nomination summary must:

- Be written on no more than seven one-sided typewritten pages.
- Be written in layman's terms, so that the average reader can understand the objectives and judge the merits of the program. NACo reserves the right to disqualify programs whose summaries are too technical.
- Be well written. Poorly written applications that do not address the seven issues below are subject to disqualification.
- Have measurable results. NACo reserves the right to disqualify programs that are submitted prematurely and without measurable results.

- Have the name of the program, county and state submitting the application on the top of each page. Pages should also be numbered.

In the summary of the nominated program, the following seven items **must** be addressed in a **number by number** format. Failure to address any of these items may result in your application's disqualification. (*Suggested page guidelines are provided below*).

1. Abstract of the Program

In approximately 200 words or less, summarize your program (approximately 1/4 page). Abstracts of award winning programs will be published, so please be sure that what you have written is comprehensive, but concise.

2. The Problem/Need for the Program

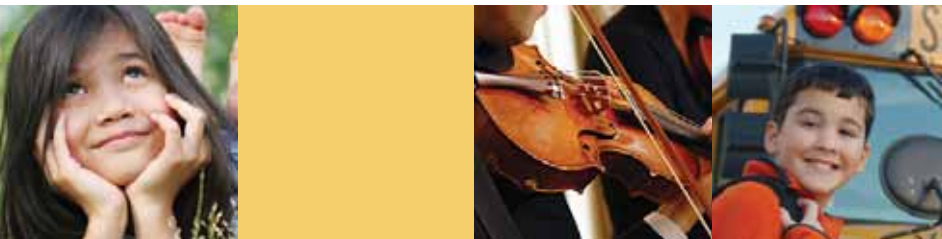
Discuss the problem/need that prompted the development of the program and the county's legal obligation, if any, to take action (approximately 3/4 page).

3. Description of the Program

Provide a description of the nominated program, including its objectives, the time frame for development and implementation, the clientele being served, the county's role in devising and implementing the program, and the contribution, if any, of other partners (e.g., state and federal government, consultants, private partner(s)) (approximately 2 to 3 pages).

4. Use of Technology

Describe all items of technology that your program utilizes in its implementation. This could include intranet, internet, website, GIS, GPS, cable, kiosks, software, LAN, WAN, databases, etc. You may provide this information in a list or paragraph form. This information will be useful in helping NACo highlight how big a role information technology plays in local community programs (approximately 1/4 page).



**Deadline for submissions
is February 13, 2009.**

5. The Cost of the Program

Describe both the operating and capital costs incurred in developing and implementing the program (list all costs that would be incurred by a county attempting to replicate the program) (approximately 3/4 page to 1 page).

6. The Results/Success of the Program

Provide a description of the results and the success of the program in meeting its objectives (provide specific examples and measurements of that success) (approximately 3/4 to 1 page).

7. Worthiness of an Award

Give justification for why this program meets outlined criteria and should be awarded a **2009 Achievement Award** (approximately 1/4 to 1/2 page).

If you have any questions about the application process or would like additional application forms, please e-mail Kathryn Murphy, Research Associate, at kmurphy@naco.org or call 202-661-8806, or fax your inquiry to the NACo Research Division at 202-737-0480.

Additional copies of the application may also be obtained from the NACo website, www.naco.org.

● Step Three

Sending Your Application(s)

For each nominated program, payment and ONE copy of the application form and summary must be submitted.

NACo welcomes any additional materials, i.e. reports, manuals, photos, videotapes, etc., you would like to send in support of your application; however, programs are judged on the information provided in the seven page summary. Please note, upon receipt, all application materials become property of NACo, which reserves the right to publish and distribute program summaries and display entries.

For your records, please keep a copy of your application. Applications and application materials will not be returned.

If your county sends all of its applications in one package, please provide a separate list of all the applications being submitted with the package.

Applications must be sent to:

2009 Achievement Awards
National Association of Counties
P.O. Box 79007
Baltimore, MD 21279-0007

All applications must be postmarked by **February 13, 2009** to be eligible for consideration. (Please note: Regular mail is sufficient, as long as applications are postmarked by February 13. In addition, **DO NOT** send your applications to NACo headquarters in Washington, DC. This will only slow the processing of your application).

NACo's Peer to Peer Network enables you to share experiences with other counties across the nation ... sign up at www.naco.org/peer2peer.

2009 Achievement Awards Application Form

Please refer to the instructions provided to properly complete this form and submit all necessary materials ...

Step One: Completion of the Application

Step Two: Nomination Summary and Required Format

Step Three: Sending Your Application(s) • **Deadline: February 13, 2009**

If you have any questions about the application process or would like additional application forms, please e-mail Kathryn Murphy, Research Associate, at kmurphy@naco.org or call 202-661-8806.

I. Program Information

Country and State

Program Title

Program Category

II. Contact Information

Name Title

Department E-mail

Address

City/State/Zip

Telephone Fax

III. Signature of Chief Elected Official

Name Title

Signature

IV. Payment

Please choose one of two payment options listed below ...

Payment Option 1

Check Number Money Order Number

Credit Card Credit Type Visa Mastercard

Credit Card Number Expiration Date

Name of Cardholder..... Authorized Signature

Member Fee (\$50) \$ Non-Member Fee (\$100) \$.....

Payment Option 2

Voucher Number Purchase Order Number

Member Fee (\$60) \$ Non-Member Fee (\$110) \$.....

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