

NACo 2015 ACHIEVEMENT AWARDS PROGRAM

FREQUENTLY ASKED QUESTIONS

GENERAL OVERVIEW

WHAT IS THE ACHIEVEMENT AWARD PROGRAM?

The NACo awards program is a non-competitive program that recognizes innovative county government programs in a variety of categories.

WHAT DOES NON-COMPETITIVE MEAN?

Applications are not judged against one another for awards. Instead, applications are judged based on their own merits according to the criteria outlined in the application.

WHAT IS THE APPLICATION PERIOD?

Applications for the 2015 Achievement Awards Program are now being accepted and **must be uploaded by April 10, 2015 at 11:59 p.m. EST.**

ELIGIBLE PROGRAMS

WHAT ARE THE ELIGIBILITY STANDARDS?

For 2015 applications, all programs must have become operational after January 1, 2010, county officials and/or staff must have played a significant role in developing and implementing the program as part of their official duties, all steps in the application process must be followed, all application fees must be paid in full, and the program must meet the criteria outlined in the application under **PROGRAM CRITERIA**.

MY PROGRAM WON AN AWARD IN THE PAST. MAY I SUBMIT AGAIN?

No. If the program has won an Achievement Award in the past, that program is not eligible for another award unless the program has made substantial and significant changes since the previous award was received.

APPLICATIONS

WHAT IS NEEDED TO APPLY?

In order to apply for an award, you must provide general entry information and upload the nomination summary into the online system. The nomination summary must cover the sections outlined in the application instructions. Please see the application instructions for more details on what should be included in each of these sections.

HOW DO I ACCESS THE APPLICATIONS SYSTEM?

Please follow the link on the Achievement Awards homepage to access the online application. A NACo log-in is required to begin the process. If you do not have a county email address, please follow instructions on the page to obtain credentials.

WHAT BROWSER SHOULD I USE TO ACCESS THE APPLICATION SYSTEM?

Applicants should use Internet explorer to access the application system. Other browsers such as Firefox or Chrome may experience difficulty in accessing the system and may result in loss of entries.

WHAT ARE THE TERMS AND CONDITIONS OF SUBMITTING AN APPLICATION?

In order to complete the general entry information, the terms and conditions must be agreed upon for each application. It is the responsibility of each entrant to ensure these terms and conditions are met prior to submission. These conditions are as follows: **By agreeing to these terms and conditions, the chief elected official of the county certifies that this program is conducted in accordance with any applicable local, state, and/or federal laws. In addition, the Chief Elected Officer (CEO) certifies that this program is operated as described in the submitted award application.**

WHO SHOULD BE THE POINT OF CONTACT FOR THE APPLICATION FORM?

The point of contact is a designated person whom NACo will contact should any problems arise with the application. The award notification letters will also be addressed to this person. You may enter a program on behalf of another county employee by selecting the other person as the primary contact on the entry page.

If you are submitting the application on behalf of another person in your county, please be sure to indicate the other person as the primary contact at this time.

Since many individuals are often involved in the creation and implementation of these programs, the NACo staff would greatly appreciate it if submitters would please communicate with their fellow county staff members regarding the status of awards submitted. It is often the case that multiple individuals contact the NACo offices requesting information regarding their applications causing confusion. Maintaining communication amongst the internal county staff helps ensure that all the appropriate information is disseminated and that the correct parties are notified to avoid oversight.

WHAT HAPPENS AFTER I SUBMIT THE GENERAL INFORMATION REQUIRED?

Once the online information is submitted, you will receive an email with a payment confirmation or invoice. This email contains the link that displays all the online applications submitted by the individual email address. Using this link, you may return to the online system to review award entries and upload files associated with each entry.

MY PROGRAM DID NOT USE SOPHISTICATED TECHNOLOGY. CAN I STILL APPLY?

Yes, the use of technology will vary widely among the categories and programs. Please provide information about the technology use even if it was only Microsoft Office or similar programs.

HOW DO I SELECT A CATEGORY FOR MY SUBMISSION?

Please select one category for each submission from the drop down list on the online application. The category should be determined by the content of the program, not the organizational department implementing it.



HAS THE “ENVIRONMENTAL PROTECTION AND ENERGY” CATEGORY BEEN ELIMINATED

No, the Environmental Protection and Energy category has been re-named “County Resiliency: Energy, Infrastructure and Sustainability”.

I WAS ADVISED TO RES-SUBMIT A 2014 ACHIEVEMENT AWARD APPLICATION FOR 2015 WITH MORE INFORMATION. HOW DO I INFORM THE JUDGES THAT I HAVE MADE THE RECOMMENDED CHANGES?

If you are re-submitting an application for a 2015 Achievement Award, please discuss any changes or improvements made to the application in the past year in the “Worthiness of Award” section of application.

CAN I SUBMIT ADDITIONAL MATERIALS?

Yes, additional or supplementary materials are encouraged and can be uploaded via the online application in the “Supplemental Documents” section; however, all pertinent information requested must be addressed in the online application. There can be no more than four supplemental documents for a single application.

PAYMENT

WHAT IS THE FEE TO APPLY?

There is a \$60 application fee for all 2015 Achievement Awards.

CAN I PAY ONLINE?

Yes, you may pay online by credit card while completing the online application form or return to the system later to pay open invoices. Checks and purchase orders may be mailed separately.

HOW DO I RECEIVE AN INVOICE?

A payment confirmation or invoice will automatically be emailed to you upon check-out through the online system.

WHY MUST WE PAY TO APPLY?

The Achievement Awards program is a self-supporting program run by the County Solutions and Innovation Department at NACo. The application fee covers administrative costs as well as awards for winning programs.

SUBMISSION

WHEN ARE THE APPLICATIONS DUE?

Applications for the 2015 awards cycle **must be uploaded to the application system by April 10, 2015 by 11:59 p.m. EST.**

WHERE DO I SEND PAYMENT?

If you do not submit payment online, you may mail your payment to:

NACo 2015 Achievement Awards
PO Box 79007
Baltimore, MD 21279-0007





For more information on the Achievement Awards program, please contact Yael Lazarus, NACo County Solutions and Innovation department at ylazarus@naco.org or 202.942.8819

AWARD ANNOUNCEMENT

WHEN ARE THE AWARDS ANNOUNCED?

Award notification letters and emails will be sent the contact person listed on the application form in the first week of June 2015.

WHY HAVE A RECEIVED NOTIFICATION ON ONE AWARD BUT NOT ANOTHER?

All the award notification letters are processed and mailed over a week's time and may arrive at staggered times through the first few weeks in June.

WHAT WILL I RECEIVE IF MY PROGRAM IS SELECTED AS AN AWARD WINNER?

If the program is selected as an award winner, the primary contact will receive an award notification letter and an award certificate. You will also receive an invitation to the Awards Reception at the 2015 County Solution and Idea Marketplace in July in Mecklenburg County, North Carolina.

WHEN WILL MY PROGRAM BE ON YOUR WEBSITE?

Winning program titles will be online by the end of June. Abstracts of each winning program will be available in August.

AWARD ANNOUNCEMENT

HOW CAN I OBTAIN AN ADDITIONAL 2014 CERTIFICATE?

Additional certificates can be purchased for a \$10 shipping and processing fee. Please email your order to achievementawards@naco.org including the following information:

- Name of Program
- Category
- Billing Address/Contact
- Shipping Address/Contact
- Quantity

CAN I OBTAIN DUPLICATE CERTIFICATES FROM PRIOR YEARS?

Yes, we have a limited supply of certificates from previous years available for a \$10 shipping and processing fee. Please email achievementawards@naco.org to purchase.



@NACoDC



@NACoTweets



@NACoVideo



@in/NACoDC

