

Exemplary Programs in Community Action

Nomination Form

Presented by:



**Ohio Association of
Community Action Agencies**

—and—



THE OHIO STATE UNIVERSITY
JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

with support by:

Ohio Development Services Agency, Office of Community Assistance



Exemplary Programs Awards Nomination

OACAA/John Glenn College of Public Affairs Exemplary Programs designation can be awarded to agencies that show outstanding results in innovative and creative programs or initiatives.

Agency: _____

Address: _____

City: _____, Ohio **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

Executive Director: _____ **Board Chair:** _____

Nomination Contact Person: _____

Phone: _____ **Fax:** _____

Email: _____

Nominated Program and Brief Description:

Program Best Described by ROMA Goal (Check One):

1. Low income people become more self-sufficient (family level)
2. The conditions in which low income people live are improved (community level)
3. Low income people own a stake in their community (community level)
4. Partnerships among supporters and providers of services to low income people are achieved (agency level)
5. Agencies increase their capacity to achieve results (agency level)
6. Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems (family level)

We certify that the attached information in support of our nomination for an Exemplary Program designation is true and understand that a representative of the John Glenn College of Public Affairs may contact our agency for further information and clarification.

Executive Director

Date

Board Chair

Date



Exemplary Programs Awards Nomination

INSTRUCTIONS FOR SUBMITTING A NOMINATION

Exemplary Programs are anti-poverty initiatives including programs or other agency actions that introduce strong programs to support or assist in supporting individuals, families, or both, on the path to self-sufficiency or communities in economic development that will benefit the low-income population. Programs that prevent people or communities from slipping into poverty is also an anti-poverty initiative. These programs or actions include but *are not limited to*:

- Job creation
- Specific job training
- Various work, family and individual supports
- Support for crisis situations or emergency services
- Help for recently incarcerated
- Services for those suffering from addiction, etc.

Ohio Community Action Agency Executive Directors and Board Chairs may nominate one or more programs carried out by their agencies during the 2017 calendar year. CAAs may nominate any program that meets the criteria of “exemplary.”

The nominated program must have been in existence for enough time to allow the nomination to document outcomes and results. Typically, this is *at least* one year.

Ohio CAAs may nominate as many of their programs as they like in **separate applications**.

An agency awarded an Exemplary Program can publicize the program as receiving an Exemplary Program designation, noting the year. Only programs are awarded this recognition, not full agencies. Agencies may not include the Exemplary Program moniker on their letterhead or logos.

Please address the following questions/items in your application.

- 1. How long has this program been in operation?**

- 2. Was this program previously recognized** as an “Exemplary Program” or formerly known as “Best Practice”? If so, when? Have there been any changes or improvements?



Exemplary Programs Awards Nomination

3. Problem or Need

- a) Please describe the problem or need in your community that led the CAA to offer this program. Provide the local social, political, or economic background information needed to understand the context of the need or problem.
- b) Please document the need that exists or existed by showing any data, evidence or assessment that confirms the problem or need. Quantifying the need helps substantiate your nomination.



Exemplary Programs Awards Nomination

5. Program Development and Implementation

a) Were a vision and specific goals developed as part of the program planning? If so, what were your vision and goals for the program?

b) Describe how you implemented the solution and the level of effort required. Consider:

Resources: Was the effort to change labor intensive? How many staff members were involved? What did they do to help implement your solution? Were volunteers used? How many? Did you hire consultants? What did they do? What was the cost of implementing the program? What were/are your funding sources for this program or process? What new technology did you have to buy and apply to implement the program, if any?

Collaboration: If there was collaboration, who did you work with, how, and why?

Resources: What activities, steps, or tasks were needed to develop the program or make the necessary changes?

c) Describe how the program works or operates. What are the important processes or steps? What quality control processes do you have in place to ensure/verify the program is operating as intended?



Exemplary Programs Awards Nomination

6. Program Strengths. What are the best attributes of this program? What would you change?

7. Program Outcomes. Based on the ROMA category in which this program is nominated:

a) What are the outcomes of this program?

b) How do you define program success? Why do you consider this program a success?

c) Document how the program measurably improves the lives of low-income people. Describe outcomes numerically, if possible. Can you provide any measures demonstrating efficiency and effectiveness? In addition, you may provide qualitative assessments of program outcomes.



Exemplary Programs Awards Nomination

8. Future Development for Your Agency.

- a) What have you learned from doing this program?

- b) What advice or recommendations would you have for others considering the program?

Verification

Representatives of the John Glenn College of Public Affairs may call officials of nominating CAAs for follow-up questions and clarification. They may ask to be put in contact with clients who participated in the program or staff and volunteers involved with the program.

Nomination forms and all supporting documentation should be sent electronically in PDF form to:

Management Development Programs
John Glenn School of Public Affairs, The Ohio State University
Email: Glenn-training@osu.edu

Nomination forms must be received no later than 5:00 PM **November 26, 2018.**

Awards will be presented at a ceremony in January during the 2018 OACAA Winter Legislative Conference in Columbus, Ohio. While we would like to present the awards to the full winning team, including staff, volunteers, board members, successful clients, and persons representing collaborating organizations, we ask that no more than three individuals offer remarks.

For additional information, please contact:

Ohio Association of Community Action Agencies
50 West Broad Street, Suite 1616
Columbus, Ohio 43215
Office: 614-224-8500
Fax: 614-224-2587
info@oacaa.org