

# 2020 Exemplary Programs in Community Action

Nomination Form

Presented by:



Ohio Association of  
Community Action Agencies

—and—



OHIO  
UNIVERSITY

VOINOVICH SCHOOL  
OF LEADERSHIP AND PUBLIC AFFAIRS

with support by  
Ohio Development Services Agency, Office of Community Assistance

## 2020 Exemplary Program Awards Guidelines and Submission Instructions

The Ohio Association of Community Action Agencies and Ohio University Voinovich School of Leadership and Public Affairs Exemplary Programs designation is awarded to OACAA member programs determined by independent and expert evaluators to be innovative and creative programs and initiatives that show outstanding results and outcomes. All OACAA members in good standing are invited to submit a separate nomination for each program they believe to be exemplary.

Anti-poverty initiatives or programs that support or assist in supporting Ohioans (individuals, families, or both) on their path to self-sufficiency may be considered exemplary. Exemplary programs may also include economic development that will benefit the low-income population within a community, or programs that prevent people or communities from slipping into poverty.

Examples of exemplary 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.

Please note: programs receive Exemplary Program Award designations, not agencies. Agencies may publicize the program as receiving the award, though may not, for example, include the program moniker on their agency letterhead.

### **Submission Requirements:**

- Your agency must be an OACAA member in good standing
- The program must have been in existence for enough time to document outcomes and results. Typically, this is *at least* one year
- The program must have been carried out during the 2019 calendar year
- Programs must fall within the ROMA Individual and Family Domains
- Nominations must be signed by the Executive Director and Board Chair
- Submit multiple programs and initiatives operated at the same member agency in separate applications.

### **Instructions:**

1. Complete one Nomination Form for each program/initiative
2. Identify the ROMA Individual and Family Domain(s) best describes the program
3. Submit the signed nomination electronically (PDF) to:  
[ExemplaryNominations@ohio.edu](mailto:ExemplaryNominations@ohio.edu)  
Deadline to submit: 5:00 p.m. EST, December 1, 2020
4. Promptly respond to any questions received from Ohio University seeking additional information or clarification

Applicants will receive feedback on the nomination, including strengths, weaknesses, and areas to improve upon, if any. Awardees will be notified mid-January. Awards will be presented during the 2021 Winter Legislative Conference, which will be held virtually in January 2021. Press releases will be sent to awardees' local media outlets notifying them of your award.



**2020 Exemplary Programs  
Awards Nomination Form**

**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 Individual and Family Domains (Check One):***

- |  |  |
|--|--|
| 1. Employment                          | 5. Health and Social/Behavioral<br>Development   |
| 2. Education and Cognitive Development | 6. Civic Engagement and Community<br>Involvement |
| 3. Income and Asset Building           |  |
| 4. Housing                             |  |

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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 Ohio University Voinovich School of Leadership and Public Affairs may contact our agency for further information and clarification.

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board Chair**

\_\_\_\_\_  
**Date**

**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?

**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.



- c) How did you arrive at the solution/program being nominated for an exemplary program? What evidence led you to this as the best solution? How does this solution correlate with your agency's mission?

## **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 a 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?

**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.



