



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
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First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

January 4, 2007

To: All Department Heads

From: David E. Janssen  
Chief Administrative Officer

**2007 NATIONAL ASSOCIATION OF COUNTIES ACHIEVEMENT AWARDS**

The National Association of Counties (NACo) has announced the criteria for its 2007 Achievement Awards. The County of Los Angeles has been very successful over the years in earning recognition for its outstanding and innovative programs. It is now time to begin consideration of your 2007 NACo submissions.

There are 21 program categories, ranging from Arts and Historic Preservation, Community Economic Development and County Administration & Management to Planning, Health, Human Services, Libraries and Risk Management. Although some entries may fit into one or more categories, NACo requests that entries be submitted in one category.

Although some County departments have been contacted directly, NACo is requesting that the Chief Administrative Office (CAO) coordinate the filing of all County department applications. Therefore, I am requesting that departments forward their entries through this office.

We will send one check to cover all County entries along with a letter of endorsement. We have been notified that the NACo filing deadline is February 16, 2007. **If your department plans to submit an entry for the 2007 NACo Achievement Awards, please note that the final CAO deadline is Monday, February 12, 2007.** This office will need to obtain the signature of the Chair of the Board, so we ask your cooperation in submitting your entries by the deadline.

All Department Heads  
January 3, 2007  
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The attachment contains copies of the application form, eligibility standards and criteria. Please submit an original plus one copy of the completed application to:

Victoria Pipkin-Lane, Director  
Office of Workplace Programs  
500 W. Temple St., Suite B-1  
Los Angeles, CA 90012  
Attn: Dianne Davis

If you have questions about the NACo Achievement Awards, please contact Ms. Pipkin-Lane at (213) 974-2495 or via e-mail at [vpipkin@cao.lacounty.gov](mailto:vpipkin@cao.lacounty.gov).

DEJ:GK  
VPL:dd

Attachment

National Association of Counties



7

Achievement Award  
Program

## What is the Achievement Award Program?

The Achievement Award Program is a non-competitive awards program which seeks to recognize innovative county government programs.

## 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 county governments or state association of counties can submit.

## What are the eligibility standards?

All applications must comply with the four following standards:

1. The program must have become operational after January 1, 2003, 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 which 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).
4. 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.
5. 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 Form

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.

## 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 categories listed below. 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 who 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.

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

### 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.

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 two persons 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)

# Application Deadline: February 16, 2007

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 check the box on the application form, and complete the entire reverse side. (As this information will be directed to another staff person, please provide us with your entire contact information again). We encourage you, as well as your coworkers, to join. (Please feel free to copy and distribute this form).

### **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, so it may be to your benefit to contact your chief elected official's office well ahead of the deadline.

### **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.

## 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 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 of summary 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 to assist you in preparing this summary within the length constraint).

#### **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).

## **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 **2007 Achievement Award** (approximately 1/4 to 1/2 page).

# 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, 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, we ask that a list of all the applications being submitted be included with the package.

### **Applications should be sent to:**

2007 Achievement Awards  
National Association of Counties  
P.O. Box 79691  
Baltimore, MD 21279-0691

All applications must be postmarked by February 16, 2007 to be eligible for consideration. (Please note: Regular mail is sufficient, as long as applications are postmarked by February 16. In addition, **DO NOT** send your applications to NACo headquarters in Washington, DC. This will only slow the processing of your application).

**If you have any questions about the application process or would like additional application forms, please call Christina M. Crayton, at 202-942-4228 or e-mail at [cgrayton@naco.org](mailto:cgrayton@naco.org), 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](http://www.naco.org).**

(Please refer to "Step One: Completion of the Application Form" for directions on properly completing this form).

### I. Program Information

See program category list included in "Step One" of the instructions.

County and State \_\_\_\_\_  
 Program Title \_\_\_\_\_  
 Program Category \_\_\_\_\_

### II. Contact Information

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Yes!** Please add me to NACo's Peer to Peer Network (see separate form)



### III. Signature of Chief Elected Official

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_

### IV. Payment

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

#### Payment Option 1

Check                                      Check Number \_\_\_\_\_  
 Money Order                                      Money Order Number \_\_\_\_\_  
 Credit Card/Credit                                      Card Type            
 Credit Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Name of Cardholder \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

Member Fee        \$50        \$ \_\_\_\_\_  
 Non-Member Fee    \$100        \$ \_\_\_\_\_

#### Payment Option 2

Voucher                                      Voucher Number \_\_\_\_\_  
 Purchase Order                                      Purchase Order Number \_\_\_\_\_

Member Fee        \$60        \$ \_\_\_\_\_  
 Non-Member Fee    \$110        \$ \_\_\_\_\_

**Application Deadline: February 16, 2007**



**Yes!!**

**I would like to share my experience and expertise through  
NACo's Peer to Peer Network!**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Dept. \_\_\_\_\_  
County \_\_\_\_\_  
Street \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

I would welcome NACo and county officials contacting me regarding the following topics:

- |   |   |
|---|---|
| <input type="checkbox"/> Arts and Historic Preservation                               | <input type="checkbox"/> Jails                                |
| <input type="checkbox"/> Children and Youth   | <input type="checkbox"/> Juvenile Justice/At-risk Youth       |
| <input type="checkbox"/> Civic Education, Participation & Public Information          | <input type="checkbox"/> Library                              |
| <input type="checkbox"/> Court Administration and Management                          | <input type="checkbox"/> Management                           |
| <input type="checkbox"/> Criminal Justice and Public Safety                           | <input type="checkbox"/> Parks and Recreation                 |
| <input type="checkbox"/> Diversity  | <input type="checkbox"/> Performance Measurement/Benchmarking |
| <input type="checkbox"/> Economic/Community Development                               | <input type="checkbox"/> Personnel Management                 |
| <input type="checkbox"/> Education  | <input type="checkbox"/> Planning                             |
| <input type="checkbox"/> Emergency Management and Response<br>(Police, Fire, EMS)     | <input type="checkbox"/> Privatization                        |
| <input type="checkbox"/> Employment Training  | <input type="checkbox"/> Risk Management                      |
| <input type="checkbox"/> Environment  | <input type="checkbox"/> Substance/Alcohol Abuse              |
| <input type="checkbox"/> Financial Management<br>(Budgeting, Taxation, Revenue, etc.) | <input type="checkbox"/> Sustainable Communities              |
| <input type="checkbox"/> Health   | <input type="checkbox"/> Transportation                       |
| <input type="checkbox"/> Human Services   | <input type="checkbox"/> Volunteers                           |
| <input type="checkbox"/> Information Technology                                       | <input type="checkbox"/> Other: _____                         |
|   | <input type="checkbox"/> Other: _____                         |
|   | <input type="checkbox"/> Other: _____                         |

I hereby give permission for NACo to add me to the Peer to Peer Network, including posting my information on NACo's website. I understand that NACo reserves the right to publish and disseminate my contact information, either in a publication or on its webpage, and, as a result, I may be contacted by individuals in the future regarding the topics I have selected.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Peer to Peer Form

2007

Achievement Award Program