



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

April 27, 2007

To: Department Heads

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

2007 CSAC CHALLENGE AWARDS

A call for entries has been sent out by the California State Association of Counties (CSAC) for its 2007 Challenge Awards program. The Chief Administrative Office (CAO) deadline to receive entries from County departments is **Monday, June 11, 2007**. This year there are four categories based on population. On your entry form please check the population category 750,001 and above. Two special awards, open to all population categories, will be presented for 1) the entry that judges find to be the most innovative and 2) the inventive entry that shows the most potential for replication by other counties.

CSAC judges will be looking for innovative and unique programs, which have been in existence for at least **one year**. County programs or projects that have previously won a Challenge Award will not be considered. (Attached is a brochure with contest details.)

Although some departments may already have received a direct notification letter concerning award entries, CSAC has requested that the CAO coordinate the filing of all applications for the County of Los Angeles. Therefore, I am requesting that departments submit their entries to this office.

As in the past, the CAO will send one Los Angeles County check to cover the required \$45 filing fee per entry. All Los Angeles County entries will be submitted by this office under one Letter of Endorsement. CSAC's filing deadline is June 16, 2006. Therefore, if you plan to submit an entry for the 2006 Challenge Awards, remember that the final **CAO deadline is Monday, June 11, 2007 at 5:00 p.m.** Please send an **original plus three complete copies of each entry** to:

Victoria Pipkin-Lane
CAO Workplace Programs
500 W. Temple Street, Room B-1
Los Angeles, CA 90012
Attention: Dianne Davis

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The 2007 Challenge Awards will be presented at the annual CSAC meeting, which will be held November 13 through 16, 2007 in Alameda County. If you need additional information, please contact me at (213) 974-1101 or staff may contact Victoria Pipkin-Lane at (213) 974-2495 or via e-mail at vpipkin@cao.co.la.ca.us.

DEJ:GK
VPL:dd

Attachment

c: Each Supervisor

G:\CSAC\2007CSACmemo.doc

2007 Challenge Awards



CALIFORNIA
Counties

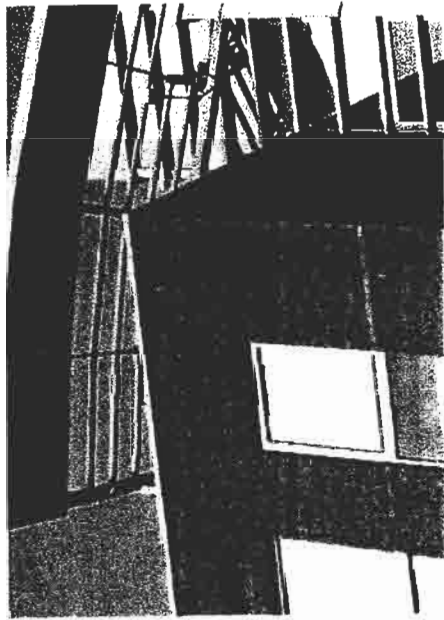
California
State
Association of
Counties

Call for Entries
Deadline June 15, 2007

- ▣ NEW ENTRY CATEGORIES
- ▣ NEW SPECIAL AWARDS

CALIFORNIA *Counties*

2007 CSAC Challenge Awards Call for Entries



The California
State Association
of Counties
(CSAC) invites
you to enter
our 2007
Challenge Awards
competition.

These unique awards recognize the innovative and creative spirit of California county governments as they find new and effective ways of providing programs and services to their residents. We're opening the windows and letting the light in on improved county services!

The 2007 CSAC Challenge Awards will be presented at the Association's Annual Meeting in Alameda County, November 13-16.

Please read the following instructions and consider entering your county's programs/projects to win one or more of these special awards.

Organize your Executive Summary as follows:

OVERVIEW — Provide a brief, 25-word summary of your program or project.

PROBLEM OR CHALLENGE — Describe the problem or challenge your county faced and the process used to address this problem. Explain the unique or critical factors that led to this project.

SOLUTION — Describe the steps taken by the county to solve the problem or overcome the challenge.

BUDGET/COSTS/SAVINGS — How much money was budgeted to fund the project?

List all sources of funding for the project.

Did the project come within/under budget?

What costs were involved, what savings were realized?

What is the measure of increased productivity or time saved?

RESULTS — Describe the results of the program/project. Discuss how the program or project has positively affected the community, improved delivery of services to the public, or improved administration of a program internally.

PROJECT OR PROGRAM CONTACT — List the name, title, mailing address, phone and e-mail address of the person who can be contacted about this program.

OPTIONAL SUBMISSION — If your project involved the development of a video or CD, please enclose one copy. Videos/CDs will not be returned and become property of CSAC. Please limit supporting material — such as brochures, final reports or other information — to items that are directly relevant to this project.

Entry Categories

This year, entries will be divided into four categories based on population:

- Under 50,000
- 50,001 to 200,000
- 200,001 to 750,000
- 750,001 and above

(For a list of counties in each category, please see panel next to the entry form in this brochure.)

On your entry form, please check which population category you are entering.

Judges will be looking for programs that are innovative, unique and easily replicable. County programs or projects submitted must have been in existence for at least one year. Programs that have previously received a Challenge Award will not be considered.

CSAC will also be presenting two special awards: ONE FOR THE MOST INNOVATIVE PROGRAM and ONE FOR THE MOST EASILY REPLICATED, ORIGINAL PROGRAM. All Challenge Award entries will be considered for these awards; no special entry is needed. These two awards will not be subject to the population criteria outlined above.

Entry Fees

\$45.00 per entry. A check payable to CSAC CHALLENGE AWARDS must accompany EACH entry. If entering multiple entries, a single check with a total amount (\$45.00 for each program entered) may be submitted. Credit card payments cannot be accepted.

Selection Criteria

A panel of county and private sector officials will evaluate the entries. In the unlikely event that a judge has a close affiliation with an entry, he or she will withdraw from judging that entry. Judges' decisions are final. The following criteria will be used to select the winners:

- Statement of the problem and solution.
- Innovation, resourcefulness, vision, uniqueness and risk-taking.

Entry Instructions

1. FILL OUT OFFICIAL ENTRY FORM ON THE INSIDE BACK PAGE OF THIS BROCHURE. A printable version of the entry form is also available online at www.csac.counties.org.
2. OBTAIN A LETTER OF ENDORSEMENT. This is simply a letter signed by either your Board Chair or Chief Administrator authorizing the entry of the county's programs in the Challenge Awards competition. Counties may submit one (1) letter of endorsement for all entries, but please list each entry by program name in your letter of endorsement.
3. CONSTRUCT YOUR "EXECUTIVE SUMMARY." This is your statement of the challenge and the solution. Your Executive Summary is a very important part of your entry. It must be **NO MORE THAN TWO 8 1/2 BY 11 DOUBLE-SPACED PAGES**. Since this will be published for statewide distribution, please present the information as you would like to see it in print. CSAC reserves the right to edit this material.
4. SEND IN YOUR ENTRY. You must send three (3) complete copies of each entry form and Executive Summary, along with either a check or photocopy of group payment and your letter of endorsement (see entry form for address).

Make Check(s) Payable To: CSAC CHALLENGE AWARDS.

A payment of \$45.00 must accompany EACH entry. If entering multiple entries, a single check with a total amount (\$45.00 for each program entered) may be submitted. However, a photocopy of the check must be submitted with each entry.

All entries must be postmarked by **June 15, 2007**. Entries may not be faxed. Entries received by CSAC will not be returned.

- Replicability of the program/project.
- Cost-effectiveness of the program/project.
- Conformance to application instructions as set forth in the "Entry Instructions" in this brochure.

General Information

- Two levels of awards will be presented by CSAC in each category: CHALLENGE AWARD TROPHIES and MERIT AWARD CERTIFICATES.
- CSAC will also be presenting two special awards that are open to all population categories: 1) one for the entry that judges find to be the most innovative; and 2) the innovative entry that shows the most potential for replication by other counties.
- Challenge Awards will be presented at the CSAC Annual Meeting in Alameda County.
- CSAC will publish a Challenge Awards Directory spotlighting all entries received. It will be distributed at the CSAC Annual Meeting and mailed to all county supervisors, administrators, department heads and entry contacts.
- Award recipients will also be featured on CSAC's Web site at www.csac.counties.org; and in the Annual Meeting edition of *California Counties* magazine.
- In the event that a multi-county application is honored, each county will receive an award.
- All recipients will be notified by mail upon completion of judging in September.
- If you have any questions, contact David Liebler, CSAC Director of Public Affairs & Member Services, at 916/327-7500, ext. 530; email: dlieber@counties.org.

Deadline

All entries must be postmarked by **June 15, 2007**, to be considered. Faxed entries will not be accepted. Entries cannot be returned.

Counties by Population Category

Under 50,000	50,001 to 200,000	200,001 to 700,000	700,001 and Above
Alpine	El Dorado	Butte	Alameda
Amador	Humboldt	Marin	Contra Costa
Calaveras	Imperial	Merced	Fresno
Colusa	Kings	Monterey	Kern
Del Norte	Lake	Placer	Los Angeles
Glenn	Madera	San Joaquin	Orange
Inyo	Mendocino	San Luis Obispo	Riverside
Lassen	Napa	Santa Barbara	Sacramento
Mariposa	Nevada	Santa Cruz	San Bernardino
Modoc	San Benito	Solano	San Diego
Mono	Shasta	Sonoma	San Francisco
Plumas	Sutter	Stanislaus	San Mateo
Sierra	Tehama	Tulare	Santa Clara
Siskiyou	Tuolumne		Ventura
Trinity	Yolo		
	Yuba		

2006 Challenge Award Winners

Alameda County	Youth Leadership Academy
Butte County	Precinct Officer Recruitment Program
Los Angeles County	Law Library Self-Help Legal Access Center
Madera County	Madera County Coalition
Nevada County	NeCoMAX - Nevada County's Local Materials Exchange
Riverside County	Rapid Medical Evaluation
Riverside County	Preserving Cultural Sites While Balancing Growth
Riverside County	Tobacco Retail Licensing Program
Sutter County	Sutter County Smiles
Yolo County	Yolo County Adopt-a-Social Worker Program

Detailed descriptions of the 2006 winning programs can be found on CSAC's Web site at www.csac.counties.org.

Entry Form

You may type this information on a separate sheet and submit as Page 1 of your entry:

POPULATION CATEGORY:

- ☐ UNDER 50,000 ☐ 200,001 TO 750,000
☐ 50,001 TO 200,000 ☐ 750,001 AND ABOVE

COUNTY(IES) NAME(S)

CONTACT NAME AND TITLE

MAILING ADDRESS

CITY

STATE

ZIP CODE

PHONE

EXT.

EMAIL

Title of this entry (to be used on award — seven words maximum)

Remember to

Include the following for each entry:

- Completed entry form
- 2-Page executive summary
- Copy of endorsement letter authorizing entry. One letter may be used for multiple entries, but please include a copy for each entry.
- Enclose payment of **\$45 for each entry**. One check may be used for multiple entries.

Checks should be made payable to:

CSAC CHALLENGE AWARDS.

Mail or deliver all of the above to:



CSAC Challenge Awards
1100 K Street, Suite 101
Sacramento, CA 95814