Memorandum

MIAMI-DADE COUNTY

Date: March 3, 2015

To: Department Directors

From: Carlos A. Gimenez
Mayor

Subject: 2015 National Association of Counties Achievement Awards

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The National Association of Counties (NACo) Achievement Award Program annually recognizes innovative county government programs that improve service delivery, achieve greater cost efficiency, and modernize county government. Over the years we have received numerous awards which provided an exceptional opportunity to share our accomplishments with other organizations and governmental entities throughout the country. Last year, Miami-Dade County received 14 Achievement Awards, including:

- Going to the Museum Guide (Cultural Affairs);
- Accounts Payable IWA (Finance);
- Enterprise Business Analytics Statistics Dashboard (Information Technology Department);
- Secure Document Upload System (Information Technology Department);
- Off-Duty Online Payment System (Information Technology Department);
- Pretrial Services Intake Application (Information Technology Department);
- Queue Management System (Information Technology Department);
- Juvenile Detention Alternative Program (Juvenile Services Department);
- Bike 305 (Parks, Recreation and Open Spaces);
- Youth Sports Championship Series (Parks, Recreation and Open Spaces);
- Think B4 You Post/Project Internet Safety (Miami-Dade Police Department);
- Community Service Program (Public Works and Waste Management);
- Transfer Division On-Board Scales Program (Public Works and Waste Management); and
- Innovative Approaches to Conserve Water and Create Sustainable Landscapes (Regulatory and Economic Resources).

Attached is the 2015 NACo Achievement Award Program brochure. Program nominations must meet the following criteria:

- Have an explicitly outlined start date and become operational after January 1, 2009.
- Have proven, measurable results.
- Be innovative; promote general government accountability; and accomplish one of several objectives, such as offer a new service to residents, improve a program's administration or identify a new revenue source.
- Go beyond compliance with a law or regulation by displaying a creative approach to meeting requirements.

Departments are responsible for submitting applications electronically to NACo through its website at http://www.naco.org/programs/recognition/Pages/Achievement-Awards.aspx. All applications must be uploaded by the NACo deadline of **March 27, 2015**.

This is an excellent way for Miami-Dade County to showcase our achievements. Since there is no limit to the number of applications submitted, please complete applications for all programs meeting the award criteria.

For additional information, please contact Lourdes Avalos, Office of Management and Budget, at 305-375-3484.

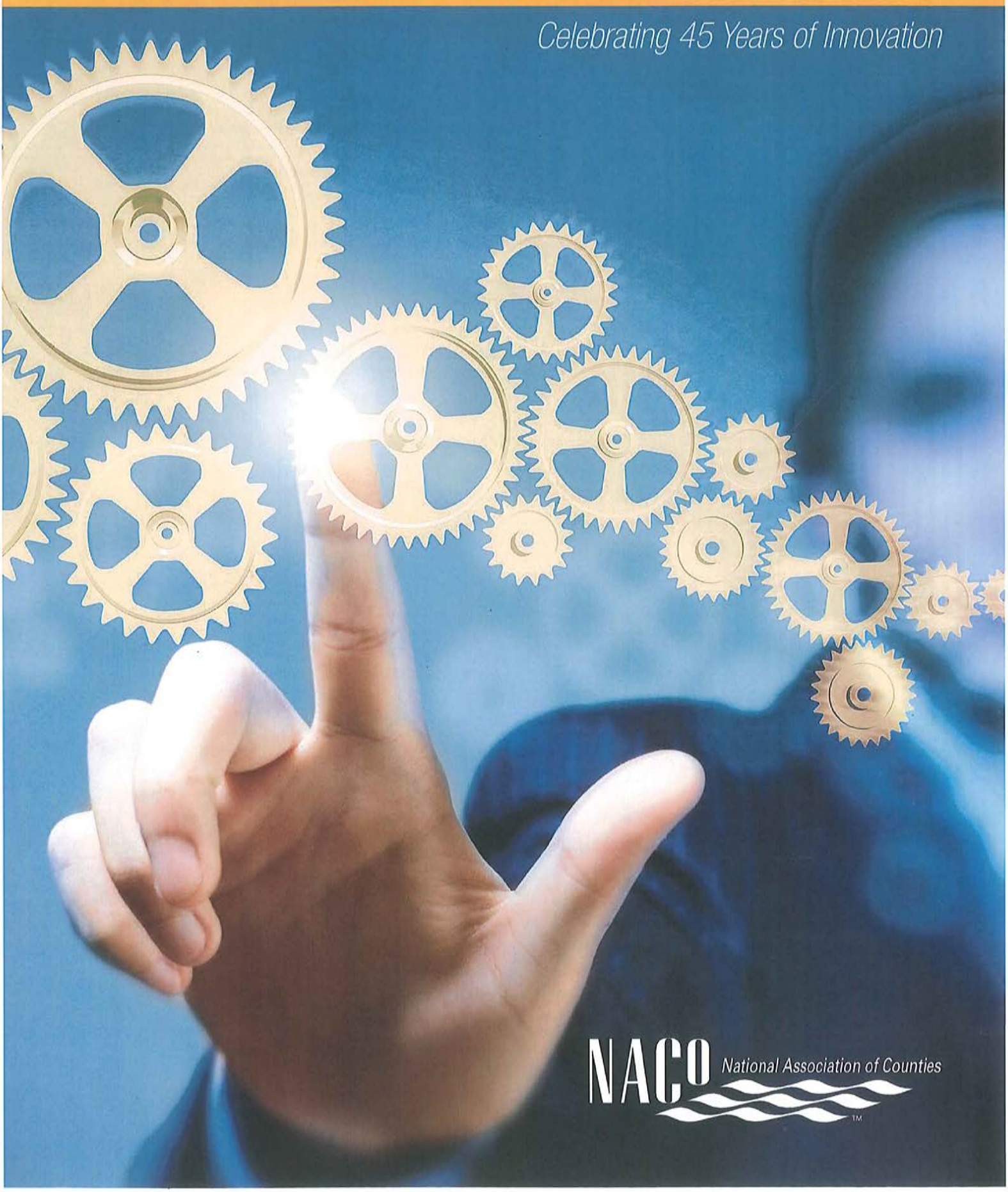
Attachment

c: Office of the Mayor Senior Staff
Lourdes Avalos, Office of Management and Budget

Mayor02815

2015 ACHIEVEMENT AWARDS

Celebrating 45 Years of Innovation



NACo National Association of Counties

2015 ACHIEVEMENT AWARDS PROGRAM

WHAT IS THE ACHIEVEMENT AWARDS

THE ACHIEVEMENT AWARDS is a non-competitive awards program which seeks to recognize innovative county government programs. Outstanding programs from each category may be selected as "Best of Category".

ELIGIBILITY AND CRITERIA

WHAT IS REQUIRED TO APPLY?

For each program nominated, general information, nomination summaries and payments must be submitted to the National Association of Counties (NACo) via the online application portal. Payments processed via P.O. must be postmarked by the application deadline.

For more information, please see the **HOW TO APPLY** section. Judging and review will not take place for unpaid for or incomplete applications.

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 that can be submitted by a single entity. Regional partners are welcome to submit applications for a collective project; however submitters must identify **a single county or state association to submit the application on the group's behalf.**

WHAT ARE THE ELIGIBILITY STANDARDS?

All applications must comply with the following standards:

1. The start date of the program must be **explicitly stated**; the program must have become operational after **January 1, 2010** 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 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 by **March 27, 2015 at 11:59 PM EST.**
4. The program must meet the conditions outlined in the next section, **PROGRAM CRITERIA**

PROGRAM CRITERIA

In order to be eligible for an Achievement Award, all programs must meet the following criteria:

1. Programs must accomplish one or more of the following:
   - Offer new services to county residents, fill gaps in the availability of services, fill gaps in or tap new revenue sources.
   - Improve the administration 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 that facilitates effective public policy making.
   - 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 measurable results (e.g. cost savings, enhanced employee productivity, improved constituent services, created better intergovernmental cooperation).
4. The program must be innovative and not rely on the application techniques or procedures that are common practice in most counties of similar population or 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 or regulations.
- Certification or accreditation programs.
- Events that **ONLY** take place one time, such as conducting a conference, the formation of a task force or the establishment of a committee.
- Programs that are adopted, whole or in part, from other public or private entities.
- Programs, whole or in part, that have received a previous Achievement Award.
- Programs that rely on the purchase of new technology or equipment, the construction of a building or the privatization/contracting out of a function.
- A newsletter or a publication. Have **no more than 2MB**.

2015 NACO ACHIEVEMENT AWARD CATEGORIES

- Arts and Historic Preservation
- Children and Youth
- Civic Education and Public Information
- Community and Economic Development
- County Administration and Management
- Court Administration and Management
- Criminal Justice and Public Safety
- Emergency Management and Response
- Employment and Training for County Residents
- County Resiliency: Infrastructure, Energy and Sustainability
- Financial Management
- Health
- Human Services
- Information Technology
- Libraries
- Parks and Recreation
- County Personnel Management, Employee Training, and Employee Benefits
- Planning
- Risk Management
- Transportation
- Volunteers

HOW TO APPLY

To begin the application process, visit **www.naco.org/achievementawards** click on the **"Apply Now"** button. In order to submit a 2015 Achievement Award, you must have NACo log in information. If you are unsure what your log in information is or do not have credentials, contact **awards@naco.org.** It may take up to 24 hours to get log in credentials.

STEP 1

PREPARING THE NOMINATION SUMMARY

Please prepare your nomination summary according to the numbered guidelines below. **All applications must have the county name and page number on each page and must be submitted in PDF format. Files can be no larger than 2MB.**

ABSTRACT OF THE PROGRAM:

- In approximately 200 words or less, summarize the program including the program description, the purpose and outcomes.

**Abstracts of award winning programs will be published. Please be sure to provide comprehensive and concise information as this section will be used in whatever format it is submitted in.

THE PROBLEM OR NEED FOR THE PROGRAM

- Discuss the problem or need that prompted the development of the program and the county's legal obligation, if any, to take action. Approximately ¼ pages.

DESCRIPTION OF THE PROGRAM

- Provide a description of the nominated program including its objectives, time frame for development and implementation, clientele, the county's role in implementing the program and the contributions of any other partners where applicable (e.g. states and the federal government, consultants and private partnerships). Approximately 2 ½ pages.

RESPONDING TO ECONOMIC DOWNTURN (OPTIONAL)

- If applicable, describe how the program responded to recent county budget constraints or addressed the county's new economic reality. Approximately ¾ pages.

USE OF TECHNOLOGY

- Describe all the items of technology that your program utilized in its implementation. This could include intranet, internet, websites, GIS, GPS, cable, kiosks, software, LAN, WAN, databases, etc. You may provide this information in list or paragraph format. Approximately ¼ pages.

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- 1 page.

THE RESULTS/SUCCESS OF THE PROGRAM

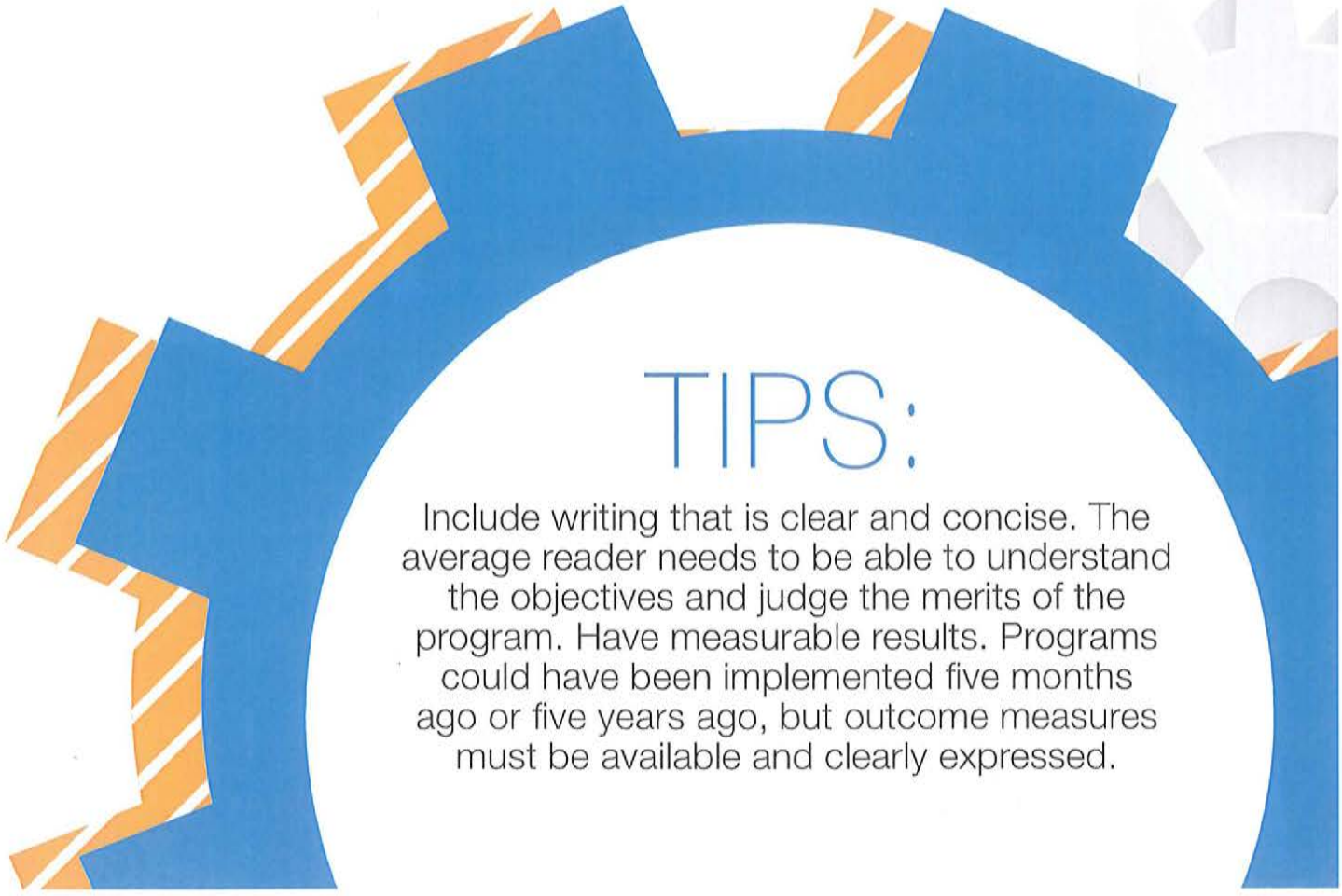
- Provide a description of the results and the success of the program in meeting its objectives. Include specific examples and outcome measures. Approximately ¾ to 1 page.

WORTHINESS OF AWARD

- Give justification for why this program meets the outlined criteria and should be awarded a 2014 Achievement Awards. Approximately ¼ - ½ page.

SUPPLEMENTAL MATERIALS (OPTIONAL)

- Supplemental materials such as pictures and charts may be uploaded in separate PDF documents once you complete the check-out process. Supplemental materials are not required but are highly encouraged.



TIPS:

Include writing that is clear and concise. The average reader needs to be able to understand the objectives and judge the merits of the program. Have measurable results. Programs could have been implemented five months ago or five years ago, but outcome measures must be available and clearly expressed.

STEP 2

PROVIDING GENERAL ENTRY INFORMATION

CONTACT INFORMATION

- **The individual listed as the contact in the application should be the primary contact for this program.** All correspondences and logistical communications about the program will be directed to the person listed on the application. Applications for the 2015 Achievement Awards Program will be submitted online at www.naco.org/achievementawards.
- To complete the application process, each person must have a log in (your email address). If your email address is not registered in the NACo database or if you are not a NACo member, please follow the directions to create a log in. **It may take up to 24 hours to verify the information and for the log in information to be emailed to you.** Once logged in, your contact information will automatically populate the online application form.

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 so that we can reach the appropriate party with programmatic questions.

PROGRAM INFORMATION

PROGRAM TITLE

- Should your program win an award, the program title you provide will appear, exactly as it was submitted, on the certificate as well as any media channels. The title should be no more than 75 characters and SHOUD NOT INCLUDE THE NAME OF THE COUNTY.

PROGRAM CATEGORY

- Please choose one category from the drop down list on the online application. Note that the selection of a program category should be determined by the content of the program, not the organizational department implementing it. If you feel your application fits into two or more categories, please choose one that best covers the main topic area of the program.

ABSTRACT

- Please submit the abstract that was drafted as part of the nomination summary (200 words or less)

TERMS AND CONDITIONS

- All applicants must agree to the following terms and conditions in order to continue with the application process. 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 CEO certifies that this program is operated as described in the submitted award application.

PAYMENT OPTIONS

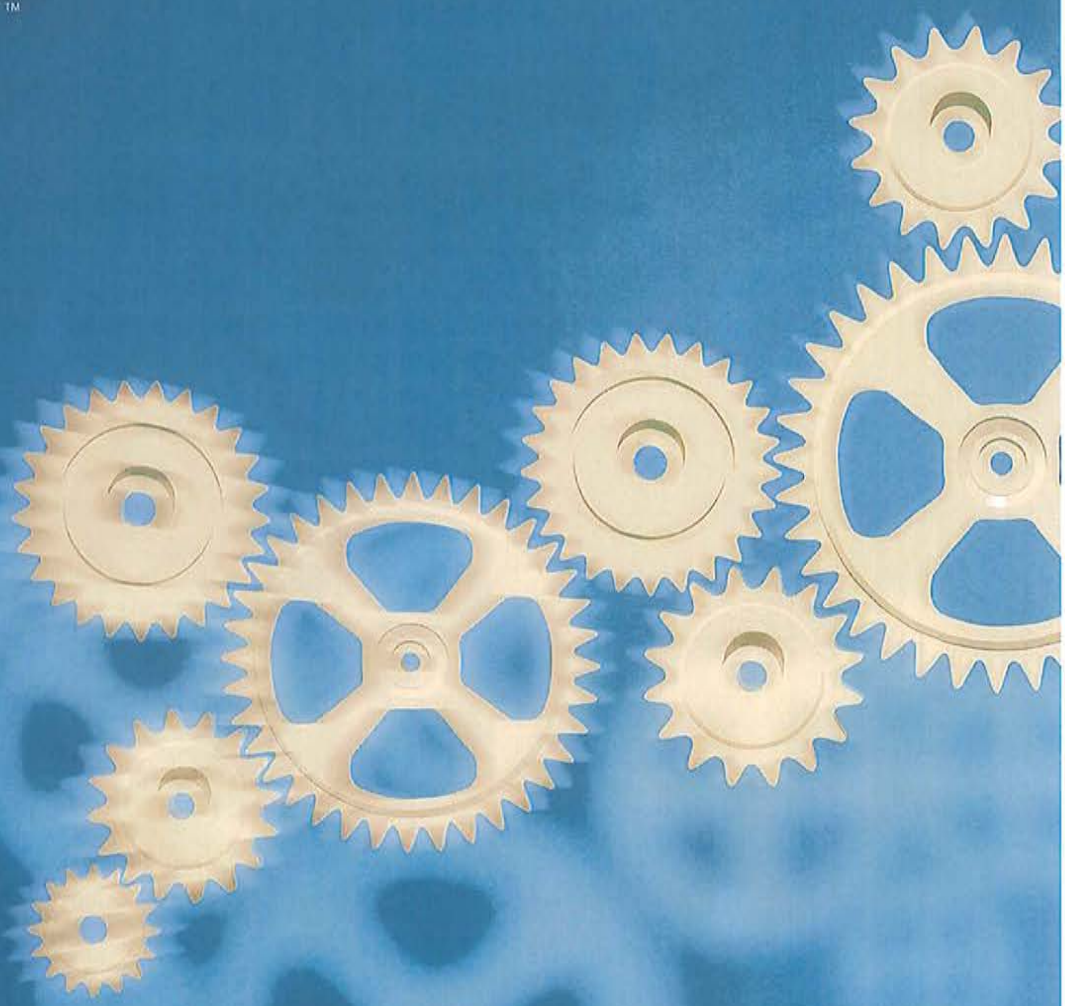
The fee for each application is $60.00. There are two payment options for Achievement Award applications. Any application received without payment will not be judged or awarded.

- Online – Payment by credit card may be made through our online application system. Once payment is submitted, a receipt will be emailed to the email address provided.
- Mail – Payment by check, voucher, or purchase orders must be stapled to the invoice emailed to you along with any other payment instructions to the following address:

NACO ACHIEVEMENT AWARDS PROGRAM
PO BOX 79007
BALTIMORE, MD 21279-0007

QUESTIONS? CONTACT AWARDS@NACO.ORG

NACo National Association of Counties



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