



# FACA 36<sup>th</sup> Annual Training Conference

May 10-13, 2016 ♦ Rosen Plaza Hotel ♦ Orlando, Florida

## FACA 2016 Community Action Agency of the Year Award Guidelines

The Community Action Agency of the Year Award was established by the Florida Association for Community Action (FACA), Inc. to recognize and honor achievements by the Community Action Agency (CAA) which fostered the mission of community action through assisting the greatest number of families and individuals to achieve economic independence and self-sufficiency within their communities. This award also recognizes local advocacy efforts, community participation, partnerships and collaborations formed by the agency to assist low-income citizens in their journey to economic security and self-sufficiency as well as the agency's efforts to achieve organizational excellence and represent the best practices within the network.

The Community Action Agency of the Year Award should represent what Community Action is all about: "Helping people and changing lives". Community Action Agencies have been honoring "Achievers" by opening doors and leading the way from poverty to economic independence since 1964. Every CAA has success stories of program participants and with this award the Association seeks to honor those agencies that have turned hope into reality for low-income citizens.

### Eligibility Criteria:

FACA's CAA of the Year Award is the Association's signature award and will only be designated to CAAs seeking excellence in organizational performance. To be eligible Agencies nominated must be a member of FACA, have a National Certified ROMA trainer and a Certified Community Action Professional on staff and have participated in the national Pathways to Excellence program. The CAA must also be able to clearly demonstrate the following:

- 1) outcomes which reflect how program participants have changed their lives and achieved economic self-sufficiency with the assistance of the Community Action Agency; (10 point maximum)
- 2) outcomes reflecting its contributions to improving the community for its low-income citizens through Advocacy at the local, state and national levels (5 points) ; Collaborations and Partnerships (5 points) ; Community Involvement and Public Service (5 points), or some other vehicle (5 points) ;
- 3) the Agency's efforts toward maximum feasible participation thru employment of its' low-income clients; (5 points)
- 4) organizational effectiveness thru clear evidence of ROMA implementation, i.e., an integrated management information system (5 points) ; common client intake (5 points); agency use of Logic Models and outcome scales (5 points) ; agency self studies and community needs assessments in the past two (2) years (5 points) ;
- 5) agency engagement in strategic planning and succession planning; (10 point maximum)
- 6) evidence of annual Audits and State Monitoring with no material findings for the past three (3) years (15 points).

### Nomination Procedure:

FACA members may nominate an agency by submitting the following:

- 1) An official nomination form (attached); (5 points)
- 2) A narrative demonstrating the nominee's eligibility for this award; (5 points)
- 3) Supporting material (e.g., press clippings, articles, letters, or photos) (Limit 50 pages) (10 point maximum)

Please adhere to the nomination procedures to ensure eligibility. A committee will review nominations and judge each entry using a 100 point scoring scale. The complete nomination packet which must include the official nomination form, narrative, and letter of support should not exceed 100 pages and must be sequentially numbered. If selected, FACA will request a three-minute video featuring the agency which will be presented during the FACA 2016 Annual Conference.

### Selection and Submission Deadline:

The CAA Award recipient will be notified by the Awards Committee Chairperson prior to the Conference and the Award will be presented during the Conference. All nominations must be received by **April 1, 2016** to be considered.



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**FACA 2016 Community Action Agency of the Year Award**  
**NOMINATION FORM**

The complete nomination packet which must contain this official nomination form, narrative, and letter(s) of support should not exceed 100 pages. It must be sequentially numbered and electronically submitted by the established deadline.

Three (3) hard copies of the completed nomination package including the official Nomination form, narrative, letter(s) of support and other support material must also be electronically prepared and received by Friday, April 1, 2016 to be distributed to the Awards Selection Committee.

**Agency Nominated:** \_\_\_\_\_

**Name of Agency Executive Director:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**Agency City, State, Zip:** \_\_\_\_\_

**Executive Director Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Nominator:** \_\_\_\_\_

**Title of Nominator:** \_\_\_\_\_

**Agency of Nominator:** \_\_\_\_\_

**Nominator Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Mail nominations to:

Florida Association for Community Action (FACA), Inc.  
 FACA 2016 Community Action Agency of the Year Award  
 325 John Knox Rd., Bldg. F-210  
 Tallahassee, FL 32303

Email Nominations to: [info@faca.org](mailto:info@faca.org)