

Commonwealth Council on Aging 2023 Best Practices Award Instructions

The 2023 Best Practices Award Program is sponsored by the Commonwealth Council on Aging. The Council is committed to the independence, dignity, and security of the people it serves and helps state government meet the needs of older Virginians and their families.

AWARDS TO THE TOP PROGRAMS: The Council will provide awards to three (3) of the winners as follows:

1st Place: \$5,500 (\$5,000 from Dominion Energy and \$500 from AARP Virginia)

2nd Place: \$3,500 (\$3,000 from Dominion Energy and \$500 from AARP Virginia)

3rd Place: \$2,500 (\$2,000 from Dominion Energy and \$500 from AARP Virginia)

There will also be up to three (3) awards in an “Honorable Mention” category.

PURPOSE OF THE AWARD: The Best Practices Award Program is designed to identify and recognize unique programs of excellence for older Virginians and their caregivers and to encourage the replication of model programs throughout the Commonwealth. These programs may be sponsored by local governments, municipalities, community organizations, aging services providers, universities, or faith organizations. Applications may be submitted by a single organization or partnership including any combination of the above. Programs will be judged for their innovation, cost-effectiveness and sustainability, ease of replication, inclusiveness, and their impact on the quality of life of older Virginians, caregivers, and family members. The Council will disseminate information on the award winning programs throughout the Commonwealth. Winners will be asked to coordinate efforts to host media and community stakeholders for a formal presentation of the award in their respective community.

ELIGIBILITY: Awards will be based on innovation and impact of program to assist older adults to *Age in the Community*. The Commonwealth Council on Aging aims to recognize creativity in services, such as livable communities, home and community based supports, transportation, housing, caregiver supports, intergenerational programming, care management or coordination, healthy aging, long-term care, safety and security, older adults as volunteers or community resources, or other activities.

To be eligible for nomination and consideration, programs must meet the following requirements:

1. Targeted to adults age 60 and/or older, their families, and/or caregivers;
2. Demonstrate active operation at the time of the award and continuous operation for the 12 months preceding March 1, 2023;
3. Be prepared and willing to support other organizations interested in replicating the program (support could include technical assistance and education); and
4. Provide all information requested in the official application. (Incomplete applications will not be considered. Please answer all the questions.)

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Individuals and organizations may nominate more than one program, but you must use a separate nomination form for each program. Organizations may nominate themselves and may submit more than one application.

Programs (not agencies or organizations) that have received a previous Best Practices Award will not be considered for the 2023 awards program. However, previous winners who have received honorable mention in a prior year without a cash award may resubmit an application or be nominated by another. Programs previously nominated but not recognized at all may be resubmitted for the 2023 awards program.

SELECTION CRITERIA: Programs will be judged on the following seven criteria:

Community Need and Impact: How important is the program to the community's overall welfare? What impact did the program have on the quality of life for community residents? How many people have been served or impacted? Is the impact ongoing or one-time-only? Did the program have a multiple impact (benefits to more than one group, organization, client, community, area of interest)?

Concept of Aging in the Community: How does the program promote or support healthy aging in the community, livable communities, and/or home and community-based supports? Which specific program components or services assist older adults in remaining in their homes and communities for longer and how is this achieved?

Innovation: Describe the program's unique aspects. How did the idea for this program develop? Was there a creative process in its design or implementation?

Inclusiveness: How was the program developed to be inclusive regarding disability, geographic barriers, race, ethnicity, culture, language, gender, religion, sexual orientation, and gender identity? Describe your outreach to the community. What is the program audience?

Goals/Outcomes/Evaluation: What were the goals/outcomes? Were the goals/outcomes clearly defined prior to implementation? Were the goals/outcomes achieved? What were the results? How were the results measured or evaluated?

Cost Effectiveness/Sustainability: Include a list of the following program budget expenses (not agency expenses): personnel (salary and benefits), travel, equipment, other supplies and materials, administrative, and contractual (if contractual, explain). How will this program be sustained over the coming years? What plans are in place to assure that the program continues to receive financial support? How has the cost-effectiveness been evaluated, demonstrated, and documented?

Potential for Replication: What was learned that would be helpful to others? Include explanations of changes or lessons learned during the program that could positively

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impact the program in the future. Address resources and timing issues associated with replicating the program, including contact information for future contacts.

NOMINATION PROCEDURE: All nominations must be made on the official nomination form, which may be downloaded by going to the Virginia Department for Aging and Rehabilitative Services Division for Community Living's website: <https://www.vda.virginia.gov/boardsandcouncils.htm>.

DEADLINE FOR SUBMISSION: The nomination form must be received by the DARS Division for Community Living by **5:00 PM on Wednesday, March 1, 2023**. Nominations should be emailed as an attachment to bestpracticesawards@dars.virginia.gov. Please include "Best Practices Award" in the subject line of your email and include the name of the contact person and telephone number in the email message.

QUESTIONS: Please contact Charlotte Arbogast, Virginia Department for Aging and Rehabilitative Services (DARS), at (804) 662-7093 or via email at bestpracticesawards@dars.virginia.gov with questions relating to the application process.

AWARDS FUNDING: First Place (\$5,000), Second Place (\$3,000), and Third Place (\$2,000) award winners will be required to fully complete a COVA W-9 form to receive the awards funded by Dominion Energy.

AWARDS PRESENTATION: If your program is chosen as a First, Second, or Third Place award winner, AARP Virginia will provide \$500 for each winning program which may be used to support an on-site awards presentation and recognition ceremony for the winning programs.

DARS staff will work with the winning programs to schedule: 1) an awards presentation and recognition ceremony during May 2023; and 2) a DARS-hosted webinar program highlighting the top three winners. For the on-site awards presentations, winners may wish to include local elected officials, program board members, media representatives, and others who will help to highlight the impact of the program in your recognition ceremony.

PRESS RELEASE: DARS and the Council will use the brief summary requested in the Nomination Form to disseminate information on the winning programs using a press release to various media throughout the Commonwealth.

Applicants will be notified of the award winners by March 17, 2023.

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We thank Dominion Energy and AARP Virginia for their generous contribution, which allows the Commonwealth Council on Aging to recognize organizations for their dedication and work in advancing services for older adults.