

## Sustainability Awards Task List (Revised 1-22-24 JP)

The table below outlines the tasks associated with a CBJ Sustainability Award Program. JCOS committee members have completed several of the initial tasks including the concept paper which includes several of the proposed process and elements for the program. Suggestions that have been discussed are also included. This table includes very detailed tasks on the left and several columns on the right which entity which entity should complete the tasks.

### First-year launch tasks:

*This work does not need to be repeated.*

Tasks	JCOS	CBJ - Human Resources	CBJ COW	CBJ Assembly	CBJ Depart	Other
A. <b>Proposal</b> (Award for Excellence in Sustainability) Purpose, Areas, Process, Criteria, Eligibility, Guidelines, Application.	Draft Completed, (8-26-20)					
<b>B. List of details for consideration and approval</b> 1. Name the award <u>Suggestion:</u> "Award for Excellence in Sustainability" "CBJ Sustainability Award" or "Capital City Sustainability Award" 2. Establish CBJ policy for standards for giving awards and which department or office is responsible (such as Mayor's office, Assembly, or Public Works) <u>Suggestion:</u> Public Works. 3. Frequency and number of awards. <u>Suggestion:</u> Annual 4. Suggest which part of the selection process that are confidential and public, and storage for JCOS and CBJ. 5. Consider inviting community or stakeholder input to increase buy-in (optional). 6. Suggest process for solicitation and review (including defining JCOS' role, CBJ's role, other partners' roles, managing conflicts of interest) 7. Suggest deadline, duration of nomination period, and announcement date <u>Suggestion:</u> Spring, coordinated with Earth? 8. Draft language for nomination questions and criteria Criteria included in Proposal 9. Draft platform / format for nomination submissions and uploads 10. Draft language of the award (Language is included in the proposal) 11. Articulate branding and design	Many of these items have been initially drafted and discussed.	Review	Review	Finalize		

<b>Tasks</b>	<b>JCOS</b>	<b>CBJ - Human Resources</b>	<b>CBJ COW</b>	<b>CBJ Assembly</b>	<b>CBJ Depart</b>	<b>Other</b>
<b>C. Public Outreach Create or get approval for creation of public outreach elements</b>	JCOS and assigned CBJ Staff					
Branding for the awards – ideally to last many years						
Logo & colors						
Photos cleared for use						
Print and web material templates / examples						
Website or web pages at CBJ						
• for applicants						
• FAQ's/details on process						
• page featuring winners						
• archive for previous years' winners						
• Video assets/trailer						
Certificate design and language						
Create social media presence or policy						
Promotional materials to solicit nominations/applications	X (we can help with this item.					
Promotional materials for winners' announcement or announcement event						

<b>D. Create internal administrative infrastructure</b>						
• Any necessary new email addresses or profiles						
• CBJ documentation and organizational systems						
• Contact lists for communications and promotion	X					
• Document and contacts security, where relevant						
• Potentially build form for/reformat/store nomination submissions						
• Document internal review forms/standards for nominees						
Create the first committee/subcommittee to review applications	X	X				
• Draft Develop internal process and guidelines for documentation, turnover	X					
• Draft first versions of working documents	X					
Track and document entire process for review and revisions after year one	X					

<b>Recurring tasks:</b> <i>This work would be repeated for every Sustainability awards.</i>	JCOS	CBJ - Human Resources	CBJ COW	CBJ Assembly	CBJ Depart	Other
Confirm dates and deadlines for awards with all relevant stakeholders						
Update process and workflow to reflect evolving Sustainability Awards stakeholder priorities						
Design/acquire new media assets for the current year						
Solicit sponsors or supporting organizations (optional)						
Website updates and social media campaign						
<ul style="list-style-type: none"> <li>Before nomination period opens</li> </ul>						
<ul style="list-style-type: none"> <li>When nomination period opens</li> </ul>						
<ul style="list-style-type: none"> <li>When nomination period closes</li> </ul>						
<ul style="list-style-type: none"> <li>After winners are announced</li> </ul>						
Coordinate or coordinate with any events relating to announcement of winners						
Respond to community input or requests for assistance with the awards and awards process (correspondence)						
Convene new committee/subcommittee to review applications						
<ul style="list-style-type: none"> <li>Set internal meeting schedule</li> </ul>						
<ul style="list-style-type: none"> <li>Deliberate and review applicants</li> </ul>						
<ul style="list-style-type: none"> <li>Develop final report</li> </ul>						
Choose awardees						
Create certificates						
Announce awardees						
Ensure certificates and any other awardee benefits are confirmed delivered into the right hands						
Track, store, and organize both public and secure documents relating to Awards						
Verify that all post-awards business and correspondence are concluded						
Evaluate process and propose changes for the following year						
Solicit feedback from awardees and community to document any impact the Awards may have on sustainability						