

Frederick O'Reilly Hayes

Coronavirus Crisis Response Awards

The Department of Citywide Administrative Services (DCAS) is pleased to announce the **Frederick O'Reilly Hayes Coronavirus Crisis Response Awards**. These special honors will be awarded to City of New York employees who have made distinctive and innovative contributions to City government programs and processes that address the needs of individuals and/or communities during the pandemic.

A challenge of the magnitude posed by COVID-19 has required the City to draw upon the breadth of its employees' vast talents and expertise. The **Frederick O'Reilly Hayes Coronavirus Crisis Response Award** is designed to recognize exemplary performance under the unprecedented circumstances caused by the nation's health crisis.

Eligibility

Any full-time, New York City government employee is eligible for a **Frederick O'Reilly Hayes Coronavirus Crisis Response Award**. Ideally, recipients would have demonstrated a track record of notable accomplishments at work that reflect a commitment to a career in public service.

Employees may self-nominate or be nominated for an award by another New York City employee who is familiar with the quality of the nominee's work and contributions during the pandemic. All nominations must be approved by the nominee's supervisor(s) and endorsed by the nominee's commissioner/agency head before being submitted to DCAS for review.

Award Selection Criteria

Nominations for a **Coronavirus Crisis Response Award** should focus on:

- Improvements* to agency/office programs and processes made by nominees in direct response to the effects of COVID-19 on agency/office operations; improvements may affect the way agencies/offices anticipate functioning after the pandemic has ended;
- Meaningful and measurable nominee contributions that address the needs of individuals and/or communities during the pandemic, including contributions that have allowed for the continuity of service under these extraordinary circumstances;
- Demonstrations of employee agility, creativity, and ability to lead, inspire, and collaborate while overcoming specific workplace challenges or addressing opportunities resulting from the pandemic; and
- Contributions that utilize both quantitative and qualitative assessments and, ideally, incorporate analytics to help better organize and carry-out operations that meet emergency public needs.

*NOTE: Working from home or performing electronic work outside of the office in and of itself is not an example of such an improvement; however, innovative, meaningful ways to make remote work more effective to accomplish specified objectives would be.

Nomination Period

Wednesday, July 29 to Friday, September 25, 2020



**CORONAVIRUS CRISIS RESPONSE AWARD
NOMINATION PACKAGE COVER PAGE**

I. NOMINEE BACKGROUND:

- | | |
|-----------------------------|---------------------|
| 1. Last Name: | First Name: |
| 2. Job Title: | |
| 3. Agency/Office name: | |
| 4. Department (unit, etc.): | |
| 5. Agency/Office Address: | |
| 6. Business Telephone: | Work Email Address: |
-

II. PERSON AND AGENCY MAKING NOMINATION (if different from above):

- | | |
|---------------------------------|---------------------|
| 1. Last Name: | First Name: |
| 2. Agency/Office: | |
| 3. Agency/Office Address: | |
| 4. Relationship to the nominee: | |
| 5. Business Telephone: | Work Email Address: |
-

III. NOMINEE'S SUPERVISOR APPROVAL (Required Regardless of Who Makes Nomination):

Print Your Name

Sign Your Name

Today's Date

IV. NOMINEE'S AGENCY/OFFICE PERSONNEL OFFICER (TO BE CONTACTED, IF NEEDED):

- | | |
|---------------------------|---------------------|
| 1. Last Name: | First Name: |
| 2. Agency/Office: | |
| 3. Agency/Office Address: | |
| 4. Business Telephone: | Work Email Address: |
-

V. NOMINEE'S COMMISSIONER OR AGENCY/OFFICE HEAD ENDORSEMENT (Required):

Print Your Name

Sign Your Name

Today's Date

**CORONAVIRUS CRISIS RESPONSE AWARD
NOMINATION DESCRIPTION AND SUPPORT**

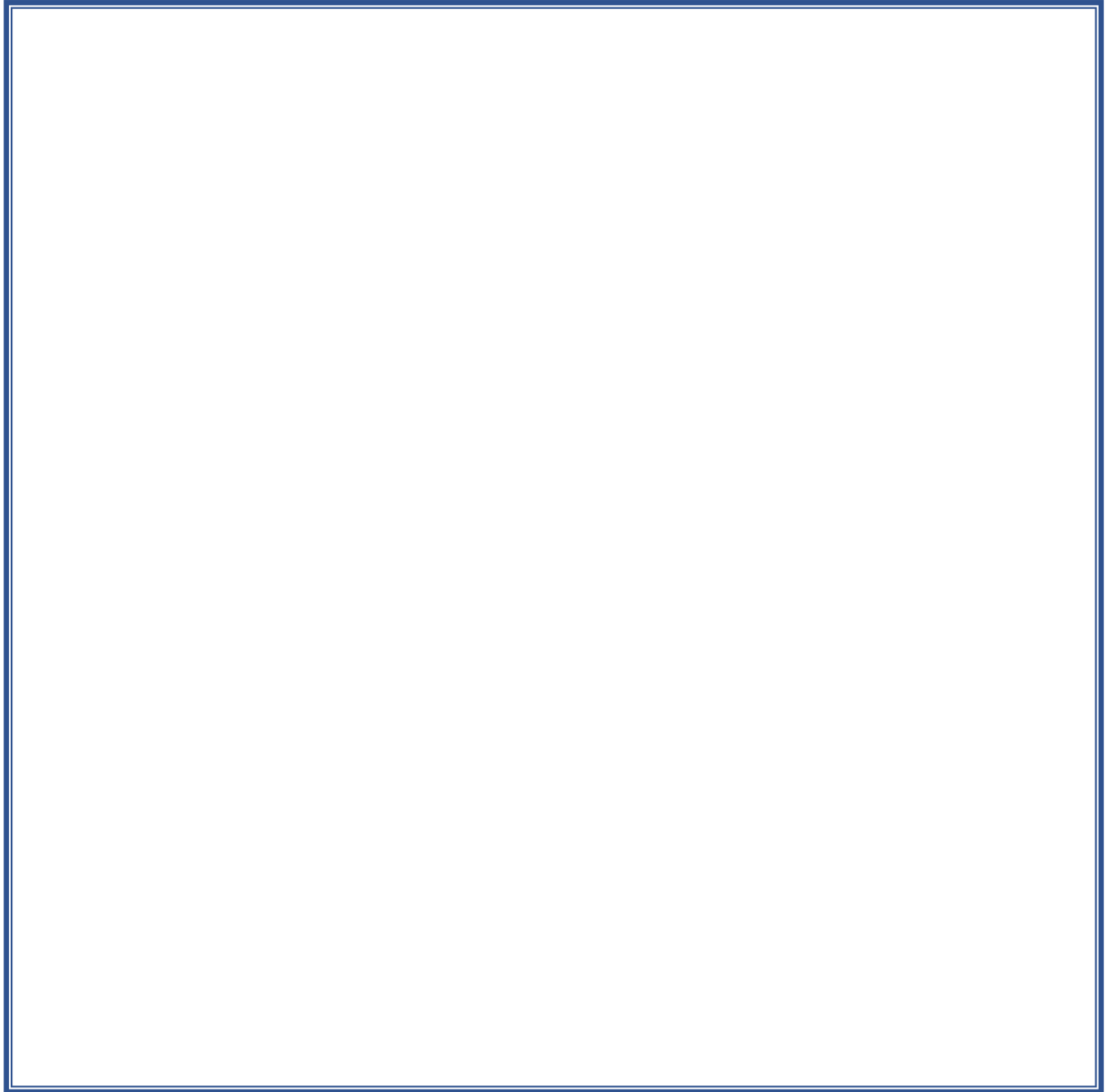
- I. In the space below, describe **the nominee's current job responsibilities, and** explain the individual/community needs met by the nominee's agency generally, and by the nominee specifically in their position. Finally, **describe in detail the specific challenges or opportunities presented by COVID-19 to addressing the individual and/or community needs you've identified.** Please be specific.

CONTINUE YOUR ANSWER ON NEXT PAGE IF NEEDED

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II. Next, explain specifically what the nominee has done during the pandemic that deserves special recognition. In other words, **describe the distinctive and/or innovative contribution(s) the nominee has made that overcame challenges or seized upon opportunities to address individual and/or community needs resulting from the health crisis.** Include in your answer an explanation of how the nominee's responses demonstrate their agility, creativity, leadership, and the ability to collaborate in crisis. (NOTE: The *effects* or *impacts* of the nominee's contributions are to be highlighted in the next section.)

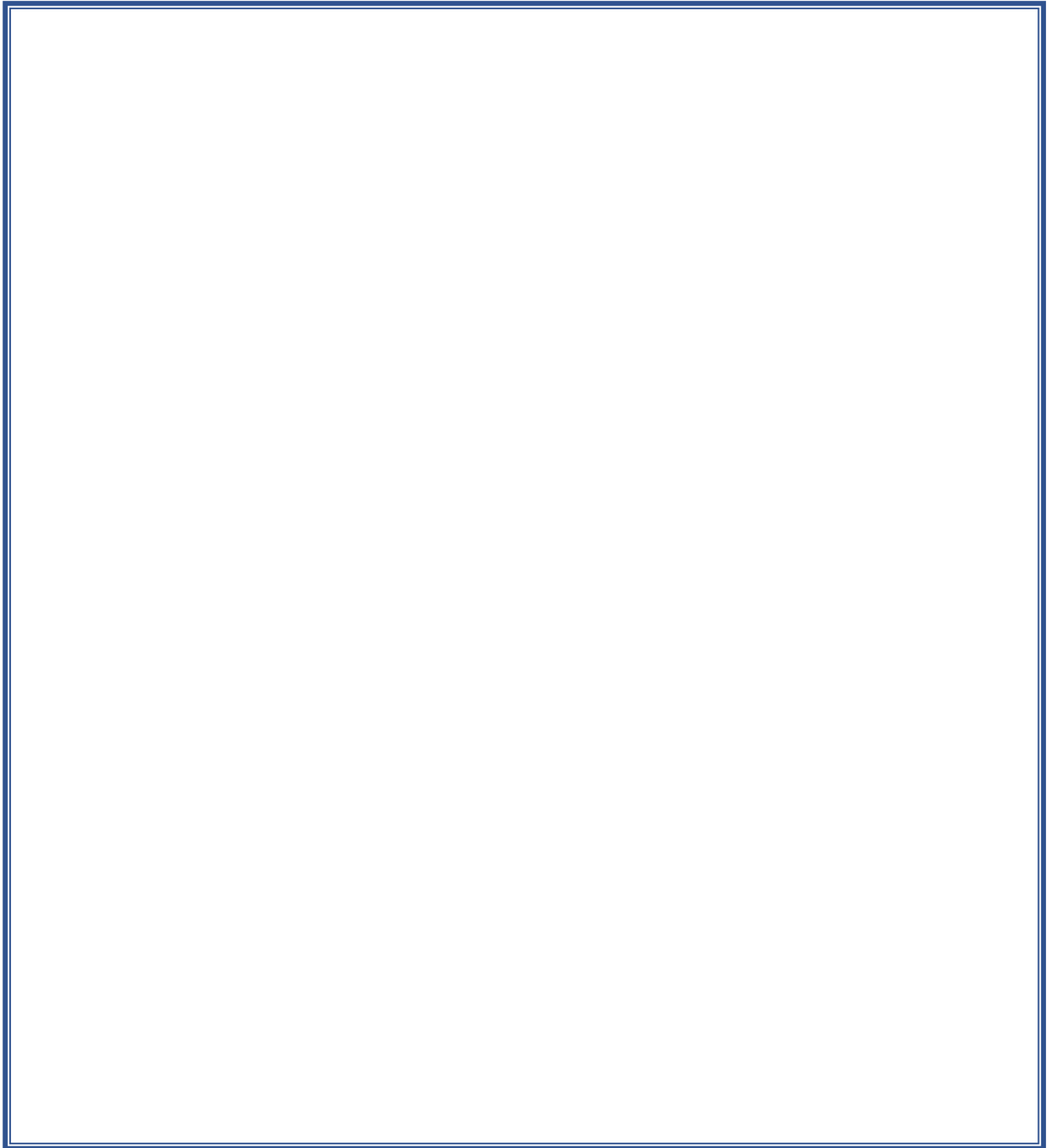


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III. Finally, describe in the space below the current and/or future effects/impacts of the nominee's contribution(s) to the individuals and/or communities in New York City that you identified on the previous pages. Again, please be specific.



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**CORONAVIRUS CRISIS RESPONSE AWARD
NOMINATION PACKAGE SUMMARY PAGE**

<u>I. Application Breakdown of What Should be Submitted</u>	<u>Check when Completed</u>
<ul style="list-style-type: none">• Completed Nomination Package Cover Page, including the: ○ Supervisor Approval ○ Commissioner Endorsement• Award Nomination Description and Support• Nominee’s Resume• List of supplemental items included with this application to support nomination (optional) (e.g., video links, handouts, etc.):	 _____ _____ _____ _____ _____
1) _____	
2) _____	
3) _____	
4) _____	
5) _____	

II. Nomination Submission Address / Contact Information:

- **Email completed applications to: executivedevelopment@dcas.nyc.gov**
- **For Questions about the Award, call: 212-386-0004**
- **If you’d prefer to send applications via mail, the address:**

Citywide Organizational & Executive Development
The David N. Dinkins Municipal Building
1 Centre Street, Room 2445
New York, NY 10007