

# NAGDCA Leadership Award Nomination – CHECKLIST

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## One-Page Summary (*Required — 1 page MAX*)

### 1. Plan Profile

#### Include:

- Plan type(s) (e.g., 457, 401(a), 403(b))
- Total plan assets
- Number of participants
- Industry partners/vendors
- Plan size (small, large, mega — if applicable)

**Tip:** Keep this factual and concise. This gives scorers context for scale and resources.

### 2. Background / Need Statement

#### Explain:

- The problem, gap, or need you identified
- Who was affected (participants, staff, administration)
- Why addressing this issue mattered

**Tip:** High-scoring nominations clearly articulate a *specific* need, not a generic industry challenge.

### 3. Goals / Intended Outcomes

List 2–5 measurable goals, such as:

- Increase enrollments by X%
- Improve participant engagement
- Reduce administrative burden
- Enhance fiduciary oversight

**Tip:** Use goals that directly tie to outcomes later in the submission.

### 4. Commentary (1–2 sentences)

Short quote from plan sponsor or staff:

*“This initiative fundamentally improved how we engage our participants...”*

**Tip:** This should highlight significance, not describe tactics.

## Written Justification (*Up to 4 pages*)

### 1. Detailed Description of the Project

#### A. Project Overview & Purpose

- What was the initiative?
- What problem was it designed to solve?

#### B. Timeline

- Start and end dates
- Key milestones
- Implementation phases

#### C. How It Works / What You Did

- Steps taken
- Tactics and strategies
- Which stakeholders were involved
- Role of government staff (**required**)

#### D. Significance to Plan Operations

- Improved processes
- Increased efficiency
- Better participant experience
- Better compliance or fiduciary controls

#### E. Examples & Supporting Materials

- Screenshots
- Marketing materials
- Charts or visuals

**Tip:** Make this section **clear, chronological, and specific**—avoid promotional language.

### 2. Results (Measurable Outcomes)

Include data such as:

- Enrollment increases
- Deferral increases
- Website engagement
- Call center analytics
- Participation in new tools or campaigns
- Cost savings
- Reduction in administrative errors

Include both:

- **Quantitative results** (numbers, % changes, baselines)
- **Qualitative results** (participant feedback, staff feedback)

**Tip:** Even small plans can compete strongly if results are clearly presented and tied to goals.

### **3. Feasibility for Use by Other Governments**

Explain why your project can be replicated by plans of similar size:

- Tools or processes that can be reproduced
- Lessons learned
- What you would do differently
- Requirements for scalability

**Tip:** This is often overlooked—strong responses here can meaningfully raise scores.

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***End of Template***

*(Ensure final PDF does not exceed 5 pages.)*