



## 2022 Employer Awards

The Howard County Commission on Disabilities will recognize employers who, as evidenced by hiring practices, staff development, advancement possibilities and/or accommodation practices, value diversity and provide equal opportunities for employees with disabilities.

### **Nomination Requirements, Eligibility Criteria and Employer Categories**

Nominations for the Commission on Disabilities' 2022 Employer Awards must meet the nomination requirements. Employer nominees must meet at least one (1) eligibility criterion and fall under an employer category.

#### **NOMINATION REQUIREMENTS**

- Employer nominees must conduct business in Howard County.
- Employers may nominate themselves.
- Nominations must be submitted in the manner as prescribed on the Nomination Form.
- Nominations shall not include the name, medical information, diagnosis and other personal information of any individual.
- **Nominations must be received by 12:00 PM, August 19, 2022.**  
Nominations received after the deadline will not be considered.
- The completed form must include a narrative of **300 words** (or fewer) in the space provided and sufficiently explain how the nominee meets the award criteria.
- Supporting documentation is encouraged but not required.
- Supporting documentation is limited to letters, magazines, newspaper articles, or other published materials about the nominee.
- Supporting documents are limited to two (2) for each nomination and must accompany the Nomination Form.
- The Nomination Form and any supporting documents constitute the SOLE basis for the nomination. Materials will not be returned.
- An employer nominee may not be nominated for more than one award category.
- Nominators may submit more than one nomination, using a separate form for each.
- An employer of a person serving a current term on the Commission on Disabilities is not eligible to be nominated.
- Nominations that are inconsistent with these requirements will not be considered.
- Award winners will be recognized at a ceremony, which is scheduled to be held at Belmont Manor at 1:00 PM on Wednesday, October 19, 2022.

## ELIGIBILITY CRITERIA

An organization who values diversity and provides or promotes equal opportunities for individuals with disabilities as evidenced by one or more of the following:

- a. hiring practices
- b. staff development
- c. advancement possibilities
- d. accommodation practices
- e. other activities designed to advance the employment of people with disabilities

## EMPLOYER AWARD CATEGORIES

**LARGE NON-PROFIT** --- An organization that is tax-exempt, conducts business or operates in Howard County and has **50 or more employees**, whether full- or part-time.

**SMALL NON-PROFIT** --- An organization that is tax-exempt, conducts business or operates in Howard County and has **fewer than 50 employees**, whether full- or part-time.

**LARGE FOR-PROFIT** --- An organization that is a sole proprietorship, partnership, corporation or other legal entity, that is organized or operated for profit, conducts business or operates in Howard County and has **50 or more employees**, whether full- or part-time.

**SMALL FOR-PROFIT** --- An organization that is a sole proprietorship, partnership, corporation or other legal entity, that is organized or operated for profit, conducts business or operates in Howard County and has **fewer than 50 employees**, whether full- or part-time.

**PUBLIC SECTOR** --- The Federal Government, State of Maryland, Howard County Government and their agencies and instrumentalities that function to provide governmental services, conducts business or operates in Howard County and has full- and part-time employees.

**Completed nomination forms MUST be received no later than NOON Friday, August 19, 2022!**

You may email digital documents to [CoD@howardcountymd.gov](mailto:CoD@howardcountymd.gov)

OR mail form(s) to:       HOWARD COUNTY COMMISSION ON DISABILITIES  
                                  ATTN: ERICA LEWIS  
                                  9830 PATUXENT WOODS DR  
                                  COLUMBIA, MD 21046

# Howard County Commission on Disabilities

## 2022 Awards Program Nomination Form

A separate form must be submitted for each nomination

### AWARD CATEGORY

You may ONLY check one single category for each employer (see page 2 for details about each category).

LARGE NON-PROFIT

SMALL NON-PROFIT

LARGE FOR-PROFIT

SMALL FOR-PROFIT

PUBLIC SECTOR

### ABOUT THE NOMINATOR

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

Nominator's Mailing Address: \_\_\_\_\_

Nominator's Email Address: \_\_\_\_\_

Nominator's Phone Number: \_\_\_\_\_

### ABOUT THE EMPLOYER NOMINEE

Business Name of Employer Nominee: \_\_\_\_\_

Mailing Address of Employer Nominee: \_\_\_\_\_

Employer Nominee Contact Person: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

**Summary** --- Provide a detailed explanation (maximum 300 words) of how the nominee meets eligibility criteria specific to the selected award category.

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Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

This document is available in an alternate format by request either via email to [CoD@howardcountymd.gov](mailto:CoD@howardcountymd.gov) or call 410-313-6402 (voice/relay).