communities of excellence 2026
Assessment & Recognition
A CONTINUOUS IMPROVEMENT PROGRAM

JOURNEY TO COMMUNITY EXCELLENCE (LEVEL 2)
ASSESSMENT INSTRUCTIONS

Step 1: Submit your Request for Assessment on the COE Website by May 15th.
You will receive an email confirmation and one PDF copy of the 2023-2024 Communities of Excellence Framework. Additional PDFs and hard copies may be purchased on our website here: https://communitiesofexcellence2026.org/what-we-do/purchase-the-framework.html.

Note on Cost of the Assessment: *IF your community is a member of the COE National Learning Collaborative's Phase 1, 2, or 3, the cost is included in your membership. If your community is NOT a member of one of the first three phases, there is a $2,500 fee for this assessment. $250 is due at the time the Request for Assessment is submitted and the balance is due when the Application is submitted. You will receive your first invoice within five business days of submitting the Request for Assessment Form.*

Step 2: Respond to all questions in Category 1, 2, and 3. Respond to the basic questions in Category 4, 5, and 6. For Category 7, at minimum respond to 7.1.1 and one question from 7.2, 7.3, 7.4, and 7.5
The application is a maximum of 25 pages. It should also include a cover page with the name of your community, a Community Excellence Group structure chart, and a glossary of abbreviations. These documents do not count towards the page limit. If part of the Learning Collaborative, you may use and submit the Community Profile and Category Worksheets. You may also submit up to six pages of supporting documentation. These may be any document(s) that help to explain or provide examples of the work the Community Excellence Group is currently engaged in or that provide helpful background information.

Formatting Requirements

One or two column layout is accepted.	Headers and Titles Example:
Minimum font size 11 pt for content and 9 pt for graph/diagram labels.	
½ inch minimum margins.	**P.1 Community Description** (use largest font)
Page numbers required.	**a. Community Environment**
Tables or diagrams are encouraged and make efficient use of space.	**(1) Community Definition and Identity**
Graphs are recommended to answer Category 7. Provide a brief description or explanation below the graph. If possible, show data trends.	Bold titles, headers, and labels. You may use different colors to highlight different sections. Do not write out each question.

Step 3: Submit the Application by July 15th.
Email completed application including all supporting information to **mcastaneda@communitiesofexcellence2026.org**. The email subject line must include: "Community Name" and "Journey to Community Excellence Application."

Step 4: Receive a Feedback Report on October 15th.
Receive a feedback report with strengths and considerations to support your continuous improvement. You may also request a one-hour briefing to discuss the report.

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