

Instructions for Commitment to Community Excellence Assessment

Step 1

[Download](#) or email Communities of Excellence 2026 (info@communitiesofexcellence2026.org) to request the Community Profile questions.

Step 2

Submit Request for Assessment (see the next page) 30 days prior to submitting your Profile and other required materials. Upon approval (allow up to 3 days for a response), COE 2026 will provide an approved copy of the Request for Assessment.

Step 3

Format your Profile for submission:

Page Limit – maximum of 10 pages	Paper Type –Letter standard 8 ½ by 11
Left Margin minimum ¾ inch	Right Margin minimum ½ inch
Columns are okay	Font-Minimum size 11-point
Tables & diagrams are encouraged and make efficient use of space.	Clearly label all figures.
Glossary of abbreviations required	Page numbering required

Step 4

Respond to the Community Profile questions. Respond to each Section (P.1 and P.2) and all questions within, using their number labels and titles (e.g., P.1 Community Description), and label your answers to all questions (e.g., P.1a (0) Community Definition and Identity).

Example:

P.1a – Community Environment

P.1a (0) – Community Definition and Identity

Your response would go here

Step 5

Email completed Profile to info@communitiesofexcellence2026.org with the name of the community from your Request for Assessment and “Commitment to Community Excellence Assessment” in the subject line. COE 2026 will then assign a small group of volunteer examiners to conduct an assessment.

Step 6

Within 30 days of your submission, you will receive a written feedback report and an opportunity to schedule a one-hour briefing with an examiner or staff member.

Request for Commitment to Community Excellence Assessment

- ❖ Commitment to Community Excellence is the first level of the Communities of Excellence 2026 Recognition Program.
- ❖ This request form MUST be submitted 30 days prior to submitting your Community Profile and other required materials.
- ❖ You will receive (1) a written report highlighting key considerations for the usefulness of your Community Profile in serving as a basis for community improvement; (2) a 1-hour briefing with Communities of Excellence staff or examiners assigned to your assessment; and (3) Commitment to Community Excellence public recognition.
- ❖ Type or clearly print all information.

1. Name of Community:

2. Brief Description including Geographic Area (50 words):

3. Name of Backbone Organization:

4. Official to Represent Community (typically from the Backbone Organization):

Name	Title	Organization
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Phone Number	Email Address
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Terms and Conditions: I understand that we are requesting that a formal assessment be conducted on our community as described above, and that this assessment will be reviewed by Communities of Excellence 2026 staff and volunteers. The formal feedback report is proprietary to our community and will be shared by COE2026 only if authorized in writing by the person listed in question 4 above. Communities of Excellence 2026 may publicize the name of our community if we successfully complete the Journey-level assessment process.

Signature and Date (agreeing to the terms and conditions)

5. Email completed form to: info@communitiesofexcellence2026.org