

# **Hundred Year Association of New York Awards**

## **Frequently Asked Questions**

### **Isaac Liberman Public Service Award**

#### **What are the eligibility requirements?**

The nominee must:

1. be a full-time civil service employee of New York City.
2. receive an annual salary that does not exceed \$103,500.
3. be in 'B' (active) employment status through the end of the 2026 calendar year.
4. Be a career civil service employee who has made an outstanding contribution or achievement in one of three public service categories.

#### **Who should be nominated?**

Civil service career employees who have distinguished themselves at work and/or in their communities should be nominated. Agencies are encouraged to consider employees at all levels whose performance has been outstanding, but who may not have been recognized previously.

#### **Should satisfactory-level performance be considered for nomination?**

No. The Isaac Liberman Public Service Award is reserved for achievement(s) above and beyond what is expected from an employee in their job description.

#### **Can an employee be nominated solely for their work in the community?**

Yes, but the achievements for which the employee is nominated must still fall under one of the three public service categories.

#### **Can an employee be nominated for the award by their peers?**

Yes. But the application must also be endorsed by the agency's commissioner or agency head.

### **What should be included in the nomination essay?**

A good nomination should describe in detail the difference the nominee's contribution has made to the work unit, the agency and/or the city. Your nomination should describe what is special about the candidate's achievements and what sets them apart from others. The best nominations are written by people who know the nominee, their performance on the job or in the community, and who can invest in writing about the nominee's performance in an evidence-based, compelling, and persuasive manner.

### **Can an employee be nominated posthumously (after death)?**

No. The award is intended to honor living employees for their ongoing contributions to the city through their work as civil servants and comes with a monetary award.

### **Can I nominate myself?**

No. Self-nominations are not in keeping with the spirit of the Isaac Liberman Public Service Award in which the outstanding contributions of civil servants are recognized by others in their agency and those who have been positively impacted by their work.

## **E. Virgil Conway College Scholar Awards**

### **What are the eligibility requirements?**

The applicant must:

- have a parent or legal guardian who is a permanent New York City civil service employee with at least two years of continuous, full-time service.
- have a 2025 gross family income of \$143,750 or less.
- be either:
  - a graduating high-school senior as of June 2026 who has been accepted as a full-time student at a private or public college or university, but who has not yet matriculated.
  - OR
  - a matriculated full-time undergraduate student at a private or public college or university.

- have a solid record of scholastic achievement in high school or college/university, leadership potential, and a demonstrated understanding and commitment to public service.
- have had regular attendance at a private or public secondary school.
- have taken the SAT or ACT examination.
- provide a current high school or college/university transcript with GPA.

### **What are the income limits and parameters for the parents of students applying for the award?**

Gross annual ordinary income for the year ending December 2025 may not exceed \$143,750 for parents and/or guardians. The applicant's income should not be included. Salaries listed should be before deductions for contributions to deferred compensation plans and/or other pre-tax benefits programs. Capital gains or losses should not be considered.

### **What is the selection criteria for determining college scholar award winners?**

1. Scholastic achievement, leadership, and commitment
2. Record of high school and community activity and service.
3. Score on the SAT or ACT examination.
4. Acceptance letter and planned attendance at a college or university
5. Financial need.
6. Other information which The Hundred Year Association Awards Committee may require or deem pertinent.

## **General Questions**

### **When is the application period?**

Applications for both the Isaac Liberman Public Service Award and the E. Virgil Conway College Scholar Award will be posted on the DCAS Hundred Year Association of New York webpage in the spring of each year.

**What is the process for determining winners?**

All nominations are carefully screened and verified for eligibility by the Department of Citywide Administrative Services (DCAS) prior to being evaluated by the Hundred Year Association Awards Committee which consists of Hundred Year Association board members, DCAS senior executives, and senior executives from other City agencies. Finalists will be interviewed by the awards committee and winners selected after that.

**Can I mail the application package?**

No. Applications for the Isaac Liberman Public Service Award and E. Virgil Conway College Scholar Award must be submitted by email to [hundredyearprogram@dcas.nyc.gov](mailto:hundredyearprogram@dcas.nyc.gov)