



Image Credit: Paul Moyer

NOMINATION PERIOD

The nomination period for the 2018 National Capital Area Chapter Planning Awards is **June 18 to July 27, 2018**. Send in your nominations now to recognize great plans and planners in our region.

For questions, email nominations@ncac-apa.org



American Planning Association
National Capital Area Chapter
Making Great Communities Happen

The **National Capital Area Chapter of the American Planning Association (NCAC-APA)** is pleased to announce a call for nominations for the **2018 Chapter Planning Awards**. This is your opportunity to recognize outstanding community plans, programs and initiatives, public education efforts, and individuals for their leadership in planning in our region over the past two years.

Please refer to the nomination guide and awards descriptions in the following pages or visit **NCAC-APA.ORG/EVENTS/ AWARDS** for instructions and award criteria. Nominations may be submitted online by **5:00 PM EST Friday, July 27, 2018**.

The 2018 Chapter Planning Awards Ceremony will take place at 12:00 p.m on **October 18, 2018 at the Marvin Center - George Washington University**.

**NOMINATION PACKAGE
SUBMITTAL REQUIREMENTS**

A complete nomination package includes the following:

- Completed Entry Form
- Nomination Narrative
- Nominated Project's Team (if applicable)
- Letter(s) of Support (optional)
- Supplemental Materials (optional)

Submit electronic nomination packages by July 27, 2018 at 5:00 p.m. EDT via the link:

<https://bit.ly/2xVJSdc>

if materials need to be submitted in hard copy please send them to:

Jacobs
Attn: Paul Moyer
1100 North Glebe Road, Suite 500
Arlington, VA 22201

For questions, email nominations@ncac-apa.org



American Planning Association
National Capital Area Chapter
Making Great Communities Happen

Please submit this entry form along with your nomination package. The following information is required for a complete package.

Award Category (select only one per entry form):

- Award for an Outstanding Plan
- Award for an Outstanding Implemented Project, Program or Tool
- Harold Foster Award for Distinction in Community Outreach and Engagement
- Distinguished Leadership Award for a Citizen Planner or Elected Official
- Distinguished Leadership Award for a Planning Educator or Student
- Frederick Gutheim Award for Distinguished Leadership in Planning
- Award for Outstanding Firm Contribution to the DC Region

Name or Title of Nominated Plan, Project or Individual (Nominee):

A summary of the nominated plan, project, or individual:

Contact information for person coordinating the nomination (nominator):

Name

Company/Organization

Street Address

City

State

Zip

Email

Phone

Nominator Signature (By signing, you agree to the nomination guidelines)

Date

For internal use only

Date submitted: _____

Complete Package: Y / N

OUTSTANDING PROJECTS

Award for an Outstanding Regional or Comprehensive Plan For a plan developed for a community that advances the art and science of planning. Entries may include, but are not limited to, comprehensive plans, regional plans, community-wide issue plans such as housing, capital improvement, transportation, environmental, historic preservation, economic development plans, neighborhood or small area plans, sub-jurisdictional master plans, reuse or redevelopment plans, corridor plans, or issue-based plans for a smaller geographic area.

Award for an Outstanding Implemented Project, Program or Tool For a project, program or tool that significantly advances the practices of the planning profession. Entries may include, but are not limited to, regulations and codes, growth management or design guidelines, transferable development rights programs, land acquisition efforts, public/private partnerships, tax abatement initiatives, applications of technology, or implementation handbooks.

Harold Foster Award for Distinction in Community Outreach and Engagement Recognizes a group, individual, organization, plan, or program that showcases innovation, extraordinary effort or reaching beyond the traditional scope to encourage inclusive public participation in planning efforts.

OUTSTANDING PEOPLE

Distinguished Leadership Award for a Citizen Planner or Elected Official Recognizes an individual that has advanced or promoted planning in the region. Those nominated may include members of planning commissions, boards of zoning appeals, economic development boards, environmental or historic preservation councils, or other elected or appointed officials. It also could include vital but more nontraditional roles, such as citizen activists or neighborhood leaders. *Eligibility: Candidates cannot earn their living as planners.*

Distinguished Leadership Award for a Planning Educator or Student Recognizes a teacher, professor, or other professional educator who has advanced or promoted planning or an outstanding student that has excelled in their coursework. Those nominated must be currently employed in the education field or recently retired. *Eligibility: Candidates must be employed or enrolled at a university in the National Capital Area Chapter membership area (District of Columbia, Prince George's County, Maryland and Montgomery County, Maryland).*

Frederick Gutheim Award for Distinguished Leadership by a Professional Planner Recognizes an individual who has contributed significantly through distinguished practice, teaching or writing, leading to a greater awareness of the value of planning, and improving the quality of life. *Eligibility: Candidates must be employed within the practice of planning, whether in the public, for-profit, or nonprofit sector.*

Award for Outstanding Firm Contribution to the DC Region Recognizes a private firm for substantial contribution to planning efforts throughout the region. Nominees may include consulting firms, developers, non-profit organizations, and others that are not planning agencies. *Eligibility: Firm must have an office in the National Capital Area Chapter membership area (District of Columbia, Prince George's County, Maryland and Montgomery County, Maryland).*

NOMINATION PROCESS

The nomination period for the 2018 Chapter Planning Awards is June 18 to July 27, 2018.

- All nominations must be received online by July 27, 2018 at 5:00 p.m.
- An individual may submit more than one nomination, but may not submit the same plan, project or individual in multiple award categories
- Please read the Award Descriptions and Requirements for additional detail

ELIGIBILITY & INFORMATION

In general, the work of individual nominees and projects, should be located in, or have significant impact upon, the National Capital Area Chapter membership area, which includes the District of Columbia and Montgomery County and Prince George's County, Maryland. Recognizing a larger regional context, applications for nominations outside of this area will be accepted, though should include a description identifying how the individual's work or the nominated project or program impacts the National Capital Area membership area.

Nomination Guidelines

- The National Capital Planning Awards is a biennial event. A nominated plan, project, program, tool, process, report, or ordinance must have been published, implemented, or completed within two (2) years of the date of submission and may only be entered in one award category per award year. Published drafts of plans are not acceptable.
- Recipients of any Distinguished Leadership Awards are ineligible to receive the same award for 10 years after having accepted it.
- Nominators may not be related by blood or marriage to any individual they wish to nominate.
- Members of the Awards Jury, NCAC-APA Chapter Board, APA staff, APA Board of Directors and AICP Commission are not eligible to nominate or to receive individual awards.
- Nominators and nominees are not required to be members of the National Capital Area Chapter, though it should be noted if the nominee is a Chapter member or if Chapter members played a role in nominated plans, or projects.

Nomination Requirements

Each nomination package shall include the following items:

- 1. Entry Form.** A completed nomination entry form (see below) must accompany the nomination package, identifying the award category, name or title of the nominee, a brief summary of why the nominee is being nominated, and the contact information of the nominator.
- 2. Nomination Narrative.** A short (one- or two-page) narrative of the nominated plan, project or individual describing why the nominee should be considered for the award.
- 3. Nominated Project's Team.** A list of all individuals or groups who worked on the nominated plan or project (including their contact information), if applicable.
- 4. Letter(s) of Support (optional).** Each nomination may include letters of support. The letters help illustrate local support of your planning efforts and the impact on the community as a whole. Letters should be included in the nomination package rather than mailed separately.
 - Letters may not be written by the nominator, the nominated individual, or anyone who directly worked on the project. Client letters are acceptable.
 - Letters from APA members and other stakeholders involved with the subject of the nomination are encouraged.
 - Letters must be addressed: Members of the NCAC-APA Awards Jury.
- 5. Supplemental Materials (optional).** May include documents, plans, images, resumes, newspaper clippings, editorials, web links, etc. that will assist in evaluating the nomination. Quality is encouraged over quantity. Electronic submissions are highly preferred, though if materials need to be submitted in hard copy please send them to the address listed on the entry form without charge. All materials should be copyright-free and able to be reproduced by the Chapter without fee, charge, or copyright infringement.
- 6. Nomination Package.** Nomination packages may be submitted online in a single compressed .zip folder with the file name "**2018 NCAC-APA Awards - [Nominator's Last Name]**" to:

<https://bit.ly/2xVJSdc>

Online submissions must be received by **July 27, 2018 at 5:00 p.m. EDT.**

TIPS FOR A SUCCESSFUL NOMINATION

The following will help you prepare a nomination for consideration by the Awards Jury. Don't wait until the last minute to prepare your nomination. All parts of the nomination package are very important and should be assembled with careful consideration.

Narratives:

Your narrative should emphasize results and planning outcomes. Illustrate how your entry is different or innovative. The Jury looks for innovative efforts that can be replicated across the region or a new solution to a planning challenge. Chapter Planning Award recipients should serve as a benchmark or model for other communities or individuals in our region.

Letters of Support:

Letters of support are highly encouraged. Obtain letters that highlight the value or positive impact of your planning efforts from a variety of stakeholders—citizens, mayors, commissioners, business owners, etc.

Images:

Images provide jurors with a snapshot of the plan, project, or individual within your community. Each image should provide an additional perspective and support your nomination. Let the image help tell your story.

Supplemental Materials:

Include a copy of your plan! If your entry is for design guidelines, a plan, or some other document, be sure to include it.

JUDGING

Judging for the 2018 Chapter Planning Awards relies on a consensus-based approach by a five-member jury of planners in the region. Jurors have the right to move a nomination to a different category and may opt not to present an award in any category.

Jury deliberations are confidential. Your nomination may not be discussed with a juror—any communication with jurors on behalf of a nomination is reason for disqualification.