



CALL FOR NOMINATIONS

The nomination period for the National Capital Area Chapter Planning Awards:

June 6 to July 8

Submit your nominations now to recognize great plans and planners in our region.

Awards will be accepted for the period of 2019 through 2022.



American Planning Association
National Capital Area Chapter

Creating Great Communities for All

The American Planning Association National Capital Area Chapter (APA-NCAC) is pleased to announce a call for nominations for its **Chapter Planning Awards**. This is your opportunity to recognize outstanding community plans, programs and initiatives, public engagement efforts, and individuals for their leadership in our region.

Please Note: Due to the cancellation of the 2020 awards cycle as a result of the COVID-19 pandemic, nominations are being sought for the period of 2019 through 2022. Multiple awards may be given in a designated awards category, as determined by the awards jury.

Nominations must be submitted no later than **Friday, July 8, 2022** to be considered by the awards jury. For nomination instructions and awards criteria, refer to this nomination guide or visit: ncac.planning.org/chapter-events/chapter-awards/.

This year's Awards Ceremony will take place as part of the 2022 Chapter Planning Conference, which will be announced separately.

**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 the end of the day on **Friday, July 8, 2022** via the following link:

bit.ly/NCACawards2022

If a nomination package must be submitted in hard copy form, it may be mailed or delivered to:

Montgomery Planning
c/o Clark Larson
2425 Reddie Drive, Floor 13
Wheaton, MD 20902

Hard copy nominations must be received before **5 p.m. on Friday, July 8, 2022.**

For questions, please email:
events@ncac-apa.org



American Planning Association
National Capital Area Chapter
Creating Great Communities for All

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

Award Category (select one per entry form):

Planning Excellence Award (awarded by theme at the jury's discretion):

- General
- Sustainability and Resilience
- Advancing Diversity and Social Equity
- Public Health

Leadership in Planning Award for Community Outreach and Engagement in Honor of Harold Foster

Leadership in Planning Award for a Citizen or Elected Official

Leadership in Planning Award for a Professional Planner in Honor of Frederick Gutheim

Leadership in Planning Award for a Student in Honor of Prof. Sherwin Greene

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

Summary of the nominated plan, project, or individual (attach additional sheets as needed):

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

AWARD FOR PLANS, PROJECTS, OR PROGRAMS

Planning Excellence Award

The Chapter Board has elected to reorganize the typical award categories from past years, offering instead a Planning Excellence Award that may apply to nominations in any one of the following themes: **General; Sustainability and Resilience; Advancing Diversity and Social Equity; and Public Health.** These themes are intended to recognize plans, projects, and programs that address critical topics in the field of planning today. While nominees are asked to identify an applicable theme in this award category, the awards jury has discretion to award nominations on these or other themes, as deemed appropriate.

Eligibility: Awardees must be associated with a plan, project, or program that is applicable to, or have had a significant impact on, the Chapter membership area (District of Columbia, Prince George's County, and/or Montgomery County).

AWARDS FOR PEOPLE

Leadership in Planning Award for Community Outreach and Engagement in Honor of Harold Foster

Recognizes an individual, team, or organization that has showcased innovative or extraordinary effort in encouraging inclusive public participation in their planning efforts. This award is named in honor of DC native and long-time professional planner, Harold Foster, who made an indelible mark on the DC region throughout his long and storied planning career.

Eligibility: Awardee must be based in, or have had a significant impact on, the Chapter membership area (District of Columbia, Prince George's County, and/or Montgomery County).

Leadership in Planning Award for a Citizen 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 body. It also could include vital but more nontraditional roles, such as citizen activists or neighborhood leaders.

Eligibility: Awardee cannot earn their living solely as a professional planner and must have had some impact or role in the Chapter membership area (District of Columbia, Prince George's County, and/or Montgomery County).

Leadership in Planning Award for a Student in Honor of Professor Sherwin Greene

Recognizes an outstanding student in a planning or planning-related field that has excelled in their coursework, exhibited leadership among their academic peers, or exemplified exceptional application of their studies in their community. This award is named in honor of Sherwin Greene, a long-time professor of urban and regional planning at George Washington University and planning consultant in the DC region.

Eligibility: Awardee must have been/be enrolled in a planning or planning-related program of a college or university in the Chapter membership area (District of Columbia, Prince George's County, and/or Montgomery County) during the applicable award period (2019-2022).

Leadership in Planning Award for a Professional Planner in Honor of Frederick Gutheim

Recognizes an individual who has contributed significantly to the planning field through distinguished practice, teaching, or writing, leading to a greater awareness of the value of planning, and improving quality of life in the Chapter membership area. This award is named in honor of Frederick Gutheim, a professional planner, writer and consultant in the field of planning and historic preservation in the National Capital region.

Eligibility: Awardee must be employed within the practice of planning, whether in the public, for-profit, or nonprofit sector, within the Chapter membership area (District of Columbia, Prince George's County, and/or Montgomery County).



NOMINATION PROCESS

The nomination period for the Chapter Planning Awards is **June 6 to July 8, 2022**.

- All nominations must be received by the end of the day on Friday, July 8, 2022.
- 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 details.

ELIGIBILITY & INFORMATION

In general, the work of individual nominees and projects, should be located in, applicable to, 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, nominations submitted for people, projects, or plans 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 Area Chapter Planning Awards is typically a biennial event. However, due to the COVID-19 pandemic, a nominated plan, project, program, tool, process, report, or ordinance may have been published, implemented, or completed within four (4) years of the date of submission (2019-2022) and may only be entered in one award category per award cycle. Multiple awards may be given in a designated awards category, as determined by the awards jury.
- Recipients of any Leadership in Planning Award 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, APA-NCAC Chapter Board, APA staff, APA Board of Directors and AICP Commission are not eligible to nominate or to receive individual awards. Any member of the Awards Jury with an actual or perceived conflict of interest for any nomination under consideration by the Jury must recuse themselves in consideration of the applicable award category.

- 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 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 responsible for the nominated plan or project (including their contact information), as applicable.
- 4. Letter(s) of Support (optional).** A nomination may include letters of support. The letters may 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 to: Members of the APA-NCAC Awards Jury.
- 5. Supplemental Materials (optional).** A nomination 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 for the Nomination Package, below. All materials must be available under Creative Commons permissions and able to be reproduced by the Chapter without fee, charge, or copyright infringement.



6. Nomination Package. Nomination packages are strongly encouraged to be submitted electronically in a single, compressed .ZIP folder with the file name, “**APA-NCAC Awards - [Nominator’s Name or Project Name]**” to:

bit.ly/NCACawards2022

Online submissions must be received by the end of the day on **July 8, 2022**.

If a nomination package must be submitted in hard copy form, it may be mailed or delivered to:

Montgomery Planning
c/o Clark Larson
2425 Reedie Drive, Floor 13
Wheaton, MD 20902

Hard copy nominations must be received before **5 p.m. EDT on July 8, 2022**.

JUDGING

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

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.



American Planning Association
National Capital Area Chapter

Creating Great Communities for All