

2008 AGENCY AWARDS IN HOUSING AND COMMUNITY DEVELOPMENT

AWARDS OF MERIT

PURPOSE: To give national recognition to the achievement and innovation of NAHRO agency members throughout the country; to provide additional opportunities to inform the public of the best in housing and community development; and to create a resource bank of information on significant, innovative activities performed by housing and redevelopment agencies and community development departments. Information from award recipients also will be used to support NAHRO's positions at HUD and in Congress.

All entries are judged on their own merit -- not in competition with each other. Entries must be submitted to National NAHRO who will then send the entries to Regional juries for review. A copy of the scoring criteria that the regional juries use is available at the end of the application. See additional entry tips on the NAHRO web site.

AWARDS OF EXCELLENCE

PURPOSE: To recognize outstanding innovation and achievement in housing and community development programs throughout the country. Entrants in the Awards of Excellence are chosen from among the Award of Merit entries by NAHRO Regional juries and sent on to national juries for the choice of winners by competition.

ONLY NAHRO NATIONAL AGENCY MEMBERS MAY APPLY FOR THE AGENCY AWARDS.

DEADLINES FOR POSTMARK OF APPLICATIONS:

Early Bird Deadline:	November 13, 2007, for \$50 application fee
Regular Deadline:	December 10, 2007, for \$75 application fee
Late Deadline:	December 28, 2007, for \$100 application fee

AWARD CATEGORIES

- ◆ **PROGRAM INNOVATION: RESIDENT AND CLIENT SERVICES** -- Includes programs that enhance the lives of residents and clients:
 - ◆ **Self-Sufficiency Programs**—Including employment, job readiness, homeownership counseling, etc.
 - ◆ **Youth Programs**—Including education, summer programs, recreation, etc.
 - ◆ **Elderly or Special Needs Housing—Social Services Programs**—Including health, social programs, security issues, etc. for the elderly, homeless, mentally or physically disabled, etc.
 - ◆ **Other**—Those programs that cross categories above or are general services in support of all residents/clients.

- ◆ **PROGRAM INNOVATION: COMMUNITY REVITALIZATION** -- Includes programs that have a positive economic impact on a neighborhood or city, i.e. balanced growth, economic development, job creation; creative financing, public/private partnerships, mixed-use developments, neighborhood preservation.

- ◆ **ADMINISTRATIVE INNOVATION** -- Includes programs that improve the efficiency or effectiveness of administrative operations or the general functioning of the agency, i.e. management systems, maintenance, community relations, inter-agency cooperation, computer use, professional development and public relations.

- ◆ **PROGRAM INNOVATION: AFFORDABLE HOUSING** -- Includes programs that produce affordable housing in an innovative manner, i.e. creative financing, public/private partnerships, mixed income developments, adaptive reuse, special needs housing.

- ◆ **PROJECT DESIGN** -- Focuses primarily on the physical or landscape design of a building or project. (If what is most innovative is the program or financing rather than the design, the program should be entered in an Innovation Category.) Specific awards recognize four types of design.
 - **Project Design: New Project** -- For new buildings or developments.
 - **Project Design: Modernization/Rehabilitation Project** -- For the modernization, rehabilitation, preservation, or alternative use of existing buildings, developments or areas regardless of their original architectural intent.
 - **Project Design: Enduring Design** -- Recognizes those projects which were completed before December 31, 1996, which show continued excellence in design and original program and in the creative aspects of its statement by today's standards.
 - **Landscape Design** -- Recognizes the use of landscape design to enhance the sense of community, increase security, provide recreational areas, advance environmental efficiency, or to augment natural landscapes.

ELIGIBILITY STANDARDS

All applications must comply with the following standards.

- ◆ Since the awards are meant to honor new programs, the program must have been put into operation/construction after January 1, 2004, and have produced demonstrable results by October 31, 2007. Entries in Project Design categories must be occupied. If the program was in existence before 2004, only major changes are eligible and should be clearly indicated in the application.
- ◆ The nominated program, either in whole or in substantial part, may not have received a previous NAHRO Award of Merit.
- ◆ A program may be entered in more than one category, but a separate application reflective of how it meets the intent of each category must be included as well as a separate application fee.
- ◆ NAHRO Agency Members must have played a significant role in developing, implementing, or financing the program. The agency must remain a member to receive the award.
- ◆ All steps in the application process must be completed and the application fee must be paid.

CRITERIA

- ◆ The program must have produced tangible results, i.e. cost savings, enhanced productivity, improved client services, better coordination of services with others; creative financing.
- ◆ The program must be an **innovative approach*** to accomplish one of the following:
 1. Offer a new or expanded service; fill gaps in existing services; or tap new revenue sources.
 2. Improve the administration or enhance the cost efficiency of an existing program.
 3. Upgrade the working conditions of employees.
 4. Provide information on agency programs to the community to enhance their support.
 5. Promote intergovernmental cooperation and coordination of services.
 6. Promote public/private partnerships to provide new or improved services or programs.
 7. Deals with community planning and redevelopment in a holistic manner considering use of land, transportation, housing, employment, community resources, etc.

***Innovative approach means application of techniques or procedures that are not in common practice among agencies of similar size.**

- ◆ If the program is developed in response to a government regulation, law, or funding, the program must go beyond mere compliance and must display an innovative approach to meeting those requirements.

APPLICATION PROCEDURES

- ◆ Complete the application Cover Page for each application. The original page may be reproduced. **A cover page must be attached to each of the 25 submitted copies.**
- ◆ Complete the appropriate Application—either the Innovation Program Application (maximum length of three text pages) or the Project Design Application (Maximum length of four text pages.) Be sure to address each of the areas listed.
- ◆ Additional materials about the programs are acceptable, but the programs will be judged primarily on the information provided in the application. Photographs are only required in the Project Design Category but are welcome in the other categories if they are helpful in illustrating the program. Be sure to include 25 copies of any additional materials enclosed.
- ◆ **Send 25 copies of the completed application**, the cover page and any accompanying information so it can be sent to the regional, and if necessary, national juries. (Project Design entries may initially send 15 of the 25 copies. See Specifics under Project Design.)
- ◆ The application must be written in layman’s terms, so that the average reader can understand the objectives and results and judge the merits of the program. The application must be well written.
- ◆ **Do not “package” your entry in fancy binders or folders.** They add too much bulk and will be removed before entries are sent to the regional juries. Simply stapling or using binder clips is the preferred format.

DEADLINES and FEES:

(Must be postmarked by date.)

Early Bird Deadline:	November 13, 2007, for \$50 application fee
Regular Deadline:	December 10, 2007, for \$75 application fee
Late Deadline:	December 28, 2007, for \$100 application fee

Checks should be made out to NAHRO. You may also charge the application fee to VISA, MasterCard, or American Express. If charging, be sure to include it on a separate sheet of letterhead.

MAIL TO: NAHRO AGENCY AWARDS, 630 EYE STREET, N.W., WASHINGTON, D.C. 20001.

For further information contact toll free (877) 866-2476: Tawanna Barnes-Jackson (ext. 7230) or Mary Pike (ext. 7227)

2008 AWARDS APPLICATION COVER PAGE

CATEGORY: (Only one category may be chosen on each application.)

- | | |
|---|--|
| <input type="checkbox"/> Program Innovation: Affordable Housing | <input type="checkbox"/> Project Design |
| <input type="checkbox"/> Program Innovation: Community Revitalization | <input type="checkbox"/> Landscape Design |
| <input type="checkbox"/> Program Innovation: Resident and Client Services | <input type="checkbox"/> Modernization/Rehab |
| <input type="checkbox"/> Self-Sufficiency Programs | <input type="checkbox"/> New Project |
| <input type="checkbox"/> Youth Programs | <input type="checkbox"/> Enduring Design |
| <input type="checkbox"/> Elderly/Special Needs Housing—Social Services Programs | |
| <input type="checkbox"/> Other | <input type="checkbox"/> Administrative Innovation |

Title of the Program to be Considered for Merit Award

(Please limit to 50 characters, including spaces. Do not include agency name in the program title.)

Number of Total Units Managed, Administered, and Owned by the Agency:

Public Housing _____ Section 8 _____ Other Units _____

CDBG Entitlement Grant \$ _____ Other CDBG/HOME funding \$ _____

Population of City/County: _____

Time frame: Implementation/Occupancy date (Must be later than 1/1/2003.) _____

Contact Name (Mr./Mrs./Ms.) _____

Title _____

Agency/Dept. _____

Address _____

City _____ State _____ Zip _____

Area Code/Phone _____ Ext. _____ FAX Number _____

_____ Email _____

To the best of my knowledge, all information contained herein is accurate and complete

Signature of applicant

If you are a consultant or service provider and performed this project/program under a contract from a public agency, the director of that agency must sign here

Name _____ Title _____ Signature _____

Agency Name _____ City _____ State _____

FEE: \$50 if postmarked by Nov. 13, 2007; \$75 if postmarked by Dec. 10, 2007; \$100 if postmarked by Dec. 28, 2007. THE APPLICATION FEE MUST BE ENCLOSED FOR EACH ENTRY SUBMITTED AND IS NON-REFUNDABLE. Check should accompany application and be made out to NAHRO. (You may charge the fee to VISA, American Express, or MasterCard by including a letter in which you include that request, the entry name, the card number, expiration date, name of card holder, and a signature.) If more than one application is included in the package, please provide a list of all the applications submitted.

MAIL TO: NAHRO AGENCY AWARDS, 630 Eye Street, N.W., Washington, D.C. 20001. All materials become the property of NAHRO. DEADLINE: All applications must be postmarked by December 28, 2007. Application fee savings are available for those received by earlier deadlines.

NUMBER OF COPIES: Send 25 copies of the cover sheet, completed application and any supplemental materials. Project Design entrants may send 15 copies until further notice. See criteria for specific instructions. All materials become the property of NAHRO.

2008 AWARDS APPLICATION INNOVATION CATEGORIES --REQUIRED FORMAT

The application must be prepared on 8 1/2" x 11" paper. The text portion must be no longer than 3 typewritten pages. Include photographs if they help to explain the program. Do not "package" applications in binders or notebooks. As the binders/notebooks are usually unnecessary and add too much bulk, they are removed before the applications are forwarded to the juries.

Address each of the following topics by number. Failure to do so renders the entry incomplete. Page lengths are suggestions only.

- 1. SUMMARY OF PROGRAM:** In no more than 100 words, briefly describe the problem, the innovative solution, and results. (If you have more than 100 words, your entry will not be accepted. Every word is counted.) 1/4 page. (This summary will be used to describe the program in the NAHRO Awards Catalog and in the "Solutions Database" on the NAHRO web site.)
- 2. DESCRIPTION OF THE PROGRAM:** Discuss the problem/need that prompted the development of the program. Provide a description of the program including its objectives, the time frame for development/implementation, and the clientele being served. Specifically state the role of the agency in development, financing, administration of the program and the contribution, if any, of other partners. (1 1/2 pages)
- 3. THE RESULTS/SUCCESS OF THE PROGRAM:** Provide a description of the success of the program in meeting its objectives. What obstacles were overcome? Provide specific examples and measurements of the success. How many persons were served (percentage of resident population)? Is the program ongoing? How could it be replicated by another agency? (3/4 page)
- 4. THE COST/FINANCING OF THE PROGRAM:** Describe both the operating and capital costs incurred in developing and implementing the program. Address the value received for the funds expended. Include all the funding sources. Address any leveraging of funds. Be sure to discuss all costs that would be necessary to replicate the program. (1/4 page)
- 5. INNOVATION:** How is this program innovative for an agency of your size? If others have similar programs, what is your unique solution? (1/4 page)

2008 AWARDS APPLICATION PROJECT DESIGN CATEGORIES - REQUIRED FORMAT

The nomination must be no more than four typewritten pages, plus photos and plans.

The first 15 copies of the entry must contain copies of up to 15 color 8"x10" photos that show the various aspects of the finished project including its exterior, interior, standard unit, placement in the community, etc. If it is a modernization/renovation, you must include before and after photos. **ALL PHOTOS MUST BE LABELED WITH A DESCRIPTION AND A DATE ON THE BACK.** Color photocopies or laser prints of the original photographs are acceptable. *Additional plans are required—site plan; floor plan of main floor of building; floor plans of typical units; context plan; landscape plan. Simplified versions are acceptable.* Be sure to save copies of any photos you send. If all 25 full sets are not sent in the beginning, nominees for the Award of Excellence will be required to send 10 additional sets of the original photos and plans to provide complete applications for the national jury. Nominees for the Award of Excellence will also be expected to submit display boards for use by the national juries and for display at the Summer and National Conferences. Award of Excellence winners will be asked to provide photos (digital format preferred) for the Awards Ceremony. All materials submitted become the property of NAHRO.

Address each of the following topics by number. Failure to do so renders the entry incomplete. Suggested page guidelines are approximate and are provided solely to assist you in preparing this application within the four-page limit.

- 1. SUMMARY OF PROGRAM:** In no more than 100 words, briefly describe the problem, the innovative solution, and results. (If you have more than 100 words, your entry will not be accepted. Every word is counted.) (1/4 page.) (This summary will be used to describe the program in the NAHRO Awards Catalog and in the "Solutions Database" on the NAHRO web site.)
- 2. DESCRIPTION OF THE DESIGN:** Discuss why the building or development was needed. Provide a description of the design, its objective, the time frame for development, the agency's role, the contribution, if any, of other partners. How did it meet its objectives? In Landscape Design, discuss use of the design to enhance sense of community, increase security, provide recreation, advance environmental efficiency, increase water conservation, or augment natural resources. (2 1/2 pages plus any attachment of plans)
- 3. DESIGN AND RELATIONSHIP TO SURROUNDINGS:** How does the design relate to its surroundings? How does it fit into its environment? What impact did it have on the surrounding community? Does it enhance its surroundings? (1/3 page)
- 4. COST/FINANCING OF THE PROJECT:** Discuss total development costs and per unit costs. Give comparisons to other similar projects in your area. Include information on type of materials used and any special energy or cost-saving measures. Give a list of all funding sources. (1/3 page)
- 5. SUSTAINABILITY/USE OF MATERIALS:** How is the project sited for sustainability? (Access to transportation, shopping, community facilities, etc.) Discuss any features that increase the project's manageability or livability. Were sustainable building products used? How was life cycle costing considered? Is it designed for ease of management; long-term maintenance? How were the prospective residents considered in the design? Is it energy efficient? (1/3 page)
- 6. INNOVATION:** What is innovative about the design? How does the design support the planned functions of the building? (1/4 page)

ENDURING DESIGN CATEGORY: Describe any changes to the original structure of design and its use. (Only complete if applying in Enduring Design Category.) **Include photos of the original and current building. Make sure these photos are labeled and dated.**

SAMPLE SCORING CRITERIA

NAHRO NATIONAL AWARDS OF MERIT

INNOVATION CATEGORIES SCORING CRITERIA

AGENCY ROLE [Highest Value 5 points]: Did the agency submitting the award play a decisive role in the program's development and/or implementation either in the form of funding, staff support, donations, or administration? **Total Points**

RESULTS [Highest Value 18 points]: What did the program accomplish? Does it have tangible results? How well did it achieve its objectives of saving money, time, manpower, providing new services, etc.? Does the application demonstrate how the program has met a new need or improved the delivery of ongoing services? What obstacles were overcome? **Total Points**

COSTS AND FINANCING [Highest Value 7 points]: How much did it cost? Did the results justify the cost? Did the agency coordinate funding from a variety of sources? Did they leverage private funds/ or find an unusual source of funds? **Total Points**

INNOVATION [Highest Value 13 points]: Based on your knowledge, is this an innovative program for an agency of this size or a new twist on what someone else has done? **Total Points**

ONGOING ACTIVITIES AND REPLICABILITY [Highest Value 4 points]: What plans does the agency have to continue this program? If it uses primarily federal funds, does the application address what might be done if the funding is reduced? How easily could this project be replicated by another agency in a different locale? **Total Points**

GENERAL OPINION [Highest Value 3 points]: What is your personal opinion of the entry? Sometimes it seems like the other categories don't add up to the whole story, and your own impression is very important. **Total Points**

TOTAL POSSIBLE POINTS = 50

TO RECEIVE AN AWARD OF MERIT, THE ENTRY SHOULD HAVE RECEIVED AN AVERAGE OF AT LEAST 30 POINTS. TO BE CONSIDERED FOR AN AWARD OF EXCELLENCE, AN ENTRY SHOULD HAVE RECEIVED AN AVERAGE OF AT LEAST 40 POINTS.

SAMPLE SCORING CRITERIA

NATIONAL NAHRO AWARDS OF MERIT

PROJECT DESIGN AWARD SCORING CRITERIA

BUILDING DESIGN (OR LANDSCAPE DESIGN IF IN THE LANDSCAPE CATEGORY) [Highest Value 20 Points]: Is the design excellent? Is it innovative? Does the design fit the purpose of the building? Does any landscaping done enhance the building/project design? In Landscape Design, discuss use of the design to enhance sense of community, increase security, provide recreation, advance sustainability, increase water conservation, or augment natural resources. Did it meet its objectives? What was the role of the agency? **Total Points**

SUSTAINABILITY & USE OF MATERIALS [Highest Value 8 points]: Is the project environmentally sustainable? Is it public transit oriented? Does it promote a healthy community? Are materials/appliances energy efficient? Was life cycle costing and long term maintenance taken into account? **Total Points**

INNOVATION [Highest Value 6 points] What in this design or its implementation is innovative for an agency your size? If similar designs exist elsewhere, what unique perspective does this design have? **Total Points**

DESIGN AND RELATIONSHIP TO SURROUNDINGS [Highest Value 6 points]: Does the building or development "fit-in" in the new environment? Does it "work"? Does it enhance its surroundings? **Total Points**

COST OF PROJECT [Highest Value 5 points]: Is the cost appropriate in its geographic location? **Total Points**

FACILITY MANAGEMENT [Highest Value 5 points]: Is the building/project designed for ease of management? Do the materials used help in the future maintenance? Is the design energy efficient? How were the prospective residents consulted/considered in the design? How are the tenants using the building/design?

TOTAL POSSIBLE PROJECT DESIGN POINTS = 50

TO RECEIVE AN AWARD OF MERIT, THE ENTRY SHOULD HAVE RECEIVED AN AVERAGE OF AT LEAST 30 POINTS. TO BE CONSIDERED FOR AN AWARD OF EXCELLENCE, AN ENTRY SHOULD HAVE RECEIVED AN AVERAGE OF AT LEAST 40 POINTS.