

2002

AGENCY AWARDS



IN HOUSING AND COMMUNITY DEVELOPMENT



PLEASE NOTE CHANGE IN SUBMISSION DEADLINE TO 11/15/01

Awards of Merit

PURPOSE: To give national recognition to innovative housing and community development projects, programs, and services provided by 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, www.nahro.org.

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.

WHO MAY APPLY? NAHRO National Agency Members.

DEADLINE FOR RECEIPT:

Early Bird Deadline:	October 31, 2001, for \$25 application fee
Regular Deadline:	November 15, 2001, for \$50 application fee
Late Deadline:	November 30, 2001, for \$75 application fee

Categories

- ★ **PROGRAM INNOVATION: RESIDENT AND CLIENT SERVICES** — Includes programs that enhance the lives of residents and clients, i.e. anti-drug programs, social services, self-sufficiency programs, homeownership, special needs housing programs, and employment opportunities.
- ★ **PROGRAM INNOVATION: COMMUNITY REVITALIZATION** — Includes programs that have a positive economic impact on a neighborhood or city, i.e. economic development, 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 use developments, adaptive reuse, special needs housing.
- ★ **PROJECT DESIGN** — Focuses on the physical or landscape design of a building or project. Specific awards recognize four special 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, 1991, 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, 1998, and have produced demonstrable results by October 31, 2001. Entries in Project Design categories must be occupied. If the program was in existence before 1998, only major changes are eligible.
- ★ 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.
- ★ Agency Members must have played a significant role in developing, implementing, or financing the program.
- ★ All steps in the application process must be completed and the application fee must be paid.
- ★ The nominated program, either in whole or in substantial part, must not have received a previous NAHRO Award of Merit.

Criteria

- ★ The program must have been 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.
- * *Innovative approach means application of techniques or procedures that are not in common practice among agencies of similar size.*
- ★ The program must have produced tangible results, i.e. cost savings, enhanced productivity, improved client services, better coordination of services with others; creative financing.
- ★ If the program is developed in response to a government regulation or law, 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.
- ★ Complete either the four-page Innovation Program Application or the five-page Project Design Application. 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 innovation. Be sure to include 25 copies of any additional materials enclosed.
- ★ **Send 25 copies of the completed application,** the summary 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 judge the merits of the program. The application must be well written.
- ★ **Do not "package" your entry in fancy binders.** They add too much bulk and will be removed before entries are sent to the regional juries.

DEADLINES and FEES: (Must be received at NAHRO by date.)

Early Bird Deadline:	October 31, 2001, for \$25 application fee
Regular Deadline:	November 15, 2001, for \$50 application fee
Late Deadline:	November 30, 2001, for \$75 application fee

Checks should be made out to NAHRO. You may also charge the \$50 to VISA, MasterCard, or American Express.

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

For further information contact tollfree (877) 866-2476: Tawanna Barnes-Jackson (ext. 247) or Mary Pike (ext. 245)

2002 AWARDS APPLICATION COVER PAGE

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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"/> Administrative Innovation | <input type="checkbox"/> New Project |
| | <input type="checkbox"/> Enduring Design |

Title of the Program to be Considered for Merit Award

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

Was the program financed primarily by non-HUD funds? yes no

Was the program financed primarily by CDBG/HOME funds? yes no

Population of City/County: _____

Total Number of Conventional Public Housing Units Managed by Agency: _____

Total Number of Tenant Based Rental Assistance Units (Section 8) Administered by Agency: _____

Time frame: Implementation/Occupancy date (Must be later than 1/1/98.) _____

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: \$25 if received by October 31, 2001; \$50 if received by November 15, 2001; \$75 if received by November 30, 2001. **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 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 received by November 30, 2001. Application fee savings are available for those received earlier.

NUMBER OF COPIES: Send 25 copies of the completed application and any supplemental materials. Project design entrants may send 15 copies until further notice. See criteria for specific instructions.

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2002 AWARDS APPLICATION

INNOVATION CATEGORIES — REQUIRED FORMAT

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The application must be prepared on 8¹/₂" x 11" paper. The text portion must be no longer than 4 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 PROBLEM/NEED FOR THE PROGRAM: Discuss the problem/need that prompted the development of the program. (³/₄ page)

3 DESCRIPTION OF THE PROGRAM: Provide a description of the program including its objectives, the time frame for development/implementation, the clientele being served, the agency's role, and the contribution, if any, of other partners. (1¹/₂ pages)

4 THE COST/FINANCING OF THE PROGRAM: Describe both the operating and capital costs incurred in developing and implementing the program. Include the funding sources. Be sure to discuss all costs that would be necessary to replicate the program. (¹/₂ page)

5 THE RESULTS/SUCCESS OF THE PROGRAM: Provide a description of the success of the program in meeting its objectives. Provide specific examples and measurements of the success. (³/₄ page)

6 WORTHINESS FOR AN AWARD: Give justification describing why this program is worthy of an award. (¹/₄ page)

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2002 AWARDS APPLICATION

PROJECT DESIGN CATEGORIES — REQUIRED FORMAT

The nomination must be no more than five typewritten pages, plus photos and site plan.

The first 15 copies of the entry must contain copies of up to ten color 8" x10" photos that show the various aspects of the finished project including its placement in the community. If it is a modernization/renovation, you must include before and after photos. Color photocopies or laser prints of the original photographs are acceptable. A site plan reduced to 8 1/2" x 11" must also be included. (Be sure to save copies of any photos you send. Nominees for the Award of Excellence will be required to send an additional 10 sets of the original photos to provide complete applications for the 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.

In the Enduring Design Category, include pictures of the original building and current building.

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 five-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 THE PROBLEM/NEED FOR THE PROJECT:** Discuss why the building or development was needed. (3/4 page)
- 3 DESCRIPTION OF THE DESIGN:** Building, rehabilitation, or landscape design. Provide a description of the design, its objective, the time frame for development, the agency's role, the contribution, if any, of other partners, and how the design relates to its surrounding. (2 pages)
- 4 COST/FINANCING OF THE PROJECT:** Discuss total 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 funding sources. Discuss any features that increase the project's manageability or livability. (1 page)
- 5 SUCCESS OF THE PROJECT:** Describe the success of the project in meeting its objectives, providing specific examples. Include information on any consultation with prospective tenants/neighborhood. (3/4 page)
- 6 WORTHINESS FOR AN AWARD:** Give justification describing why this program is worthy of an award. (1/4 page)
- 7 ENDURING DESIGN CATEGORY:** Describe any changes to the original structure of design and its use. (Only complete this section if applying in Enduring Design Category.)

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NAHRO MERIT AWARDS

INNOVATION CATEGORIES SCORING CRITERIA

AGENCY NAME: _____

AWARD # _____

INNOVATION [Highest Value 15 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 _____

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 14 points]: What did the program accomplish? Does it have tangible results yet? 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?

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 _____

ONGOING ACTIVITIES AND REPLICABILITY [Highest Value 6 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.

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NATIONAL AWARD OF MERIT

PROJECT DESIGN AWARD SCORING CRITERIA

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AGENCY NAME: _____

AWARD# _____

BUILDING DESIGN (OR LANDSCAPE DESIGN IF IN THE LANDSCAPE CATEGORY) [Highest Value 23 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?

Total Points _____

URBAN DESIGN AND RELATIONSHIP TO SURROUNDINGS [Highest Value 7 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 AND USE OF MATERIALS [Highest Value 10 points]: Is the cost appropriate in its geographic location? Are the materials suitable for the design? Do they move the design toward excellence? Do they help in the future maintenance? Do they save costs? Are they energy efficient?

Total Points _____

FACILITY MANAGEMENT [Highest Value 5 points]: Is the building/project designed for ease of management? How were the prospective residents consulted/considered in the design? How are the tenants using the building/design?

Total Points _____

OVERALL DESIGN CONCEPT [Highest Value 5 points]: Your assessment on the excellence of the design. Also consider here points for enduring design, additional thoughts on modernization.

Total Points _____

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.

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