



**NEW YORK UPSTATE CHAPTER APA
2017 PROFESSIONAL AWARDS PROGRAM**

Nomination Information Packet

2017 Awards Nomination Process Overview

The New York Upstate Chapter of the American Planning Association is seeking nominations for its **2017 Professional Awards Program**. This Program recognizes outstanding planning achievements within our Chapter and by its Professional Planners. Awardees will be honored at the NY Upstate Chapter Conference Awards Luncheon at the Marriott Syracuse Downtown on Friday, October 13, 2017.

- **Submission materials must be provided via a cloud-based link (ftp, Dropbox, etc.) with the link emailed to James Levy, AICP no later than noon on September 1, 2017. Please do not provide through a service that will time-out the link before the conference takes place** You should receive a reply acknowledging that your submission material was received within 24 hours of emailing the link – if you don't, please email Jim to confirm receipt.
- The 2017 Professional Awards Program Committee (a committee consisting of representatives of each Upstate NY Section) will judge each submission solely on information contained in the submittal package.
- If you have questions regarding the Awards Program, please contact:
James Levy, AICP - NY Upstate APA Awards Chair
(p) 518.280.2040
jlevy@planning4places.com

Eligibility and Rules

- Nominations to the Chapter Awards Program can only be submitted by current members (in good standing) of the New York Upstate APA Chapter, except for student projects which may be nominated by the head of the academic planning program.
- It is preferred that projects or plans occur in communities within the New York Upstate Chapter (including eastern Ontario and western Quebec). Nominations for projects and plans completed outside of the NY Upstate Chapter must demonstrate how those projects have special applicability for planning in the NY Upstate Chapter. For project teams having multiple members, at least one member of the project team (having significant involvement in the project or plan) must reside or be located within the NY Upstate Chapter.
- Nominations for individual awards (Distinguished Leadership, Planner Emeritus, etc.) must be for a person within the NY Upstate Chapter.
- Nominations should describe a plan, project, program, or effort completed within the past three years (September 2014).
- A proposer may submit up to two nominations per category or subcategory.
- No changes or additional information will be accepted after the deadline.
- The Awards Committee has the option to select multiple awards, or no award, in any category.
- The Awards Committee, by majority vote, has the prerogative to transfer a submission from one category to another.
- Award decisions are final.
- Awards Committee members are not eligible to submit award nominations or to vote on any nomination in which they have a professional relationship.
- The 2017 Professional Awards Committee Chairman will notify the proposer via e-mail regarding award decisions.
- Award winners may be asked for additional information/graphics/etc. for use in the awards ceremony

Categories

The Upstate Chapter of the American Planning Association awards categories include the following:

1. Comprehensive Planning
2. Best Practice
3. Grassroots Initiative
4. Implementation
5. Public Outreach
6. Great Places in Upstate NY
 - a. Streets
 - b. Neighborhoods
 - c. Public Spaces
7. Outstanding Student Project
8. Distinguished Leadership
 - a. Mike Krasner Professional Planner (*This award is solicited separately from this process*)
 - b. Citizen Planner
 - c. Elected Official
9. Planner Emeritus

Criteria

1. Comprehensive Planning

For a comprehensive or general plan that advances the science and art of planning.

This award is given for group achievement and may be made to a planning agency, planning team or firm, community group, or local authority. There are no limits on the size of jurisdiction.

CRITERIA:

- **Originality and innovation.** Document how your entry presents a visionary approach or innovative concept to address needs. Explain how the use of the planning process in this context broadened accepted planning principles within the context of the situation.
- **Engagement.** Explain how various public interests were involved and the extent of that involvement. Competitive entries demonstrate a strong effort to solicit input from those who historically have been left out of the planning process. Show how the nominated plan obtained public and private support.
- **Role of planners.** Clarify the role, significance and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.
- **Implementation.** Address what steps have been taken to build momentum and public support for following and implementing the plan.
- **Effectiveness.** State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

2. Best Practice

This award is for a specific planning tool, practice, program, project, or process. This category emphasizes results and demonstrates how innovative and state-of-the-art planning methods and practices help to create communities of lasting value.

Any planning agency, planning team or firm, community group, or local authority helping civic leaders and citizens play a meaningful role in creating communities that enrich people's lives may submit a nomination. No restrictions on the size of the jurisdiction.

CRITERIA:

- **Originality and innovation.** Document how your entry presents a visionary approach or innovative concept to address specific needs. Specify how planning principles have been observed, especially in consideration of your entry's effects on other public objectives.
- **Implementation and Transferability.** Address what steps have been taken to build momentum and public support for your entry. Illustrate how your entry has potential application for others and how use of your entry's components and methodology would further the cause of good planning.
- **Participation.** Explain how various public interests were involved and the extent of that involvement, including those who historically have been left out of the planning process. Show how your entry obtained public and private support. Clarify the role, significance, and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.
- **Effectiveness and results.** State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

3. Grassroots Initiative

Honoring an initiative that illustrates how a neighborhood, community group or other local non-governmental entity utilized the planning process to address a specific need or issue within the community. Emphasis is placed on the success of planning in new or different settings, with total project budget (including staff, consultant, and direct expenses) not exceeding \$25,000.

CRITERIA:

- **Effectiveness and results.** State how your entry addressed the need or problem in a visionary or innovative manner that prompted its initiation, within a budget not exceeding \$25,000. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.
- **Engagement.** Explain how various public interests were involved and the extent of that involvement. Competitive entries demonstrate a strong effort to solicit input from those who historically have been left out of the planning process. Describe the level of collaboration between leadership and competing interests. Explain how those affected were brought into the planning process for this initiative.
- **Education.** Establish that your entry has encouraged community leaders to revise their opinions about the varied uses and broad applications of the planning process. State the influence your entry has had on public awareness beyond those immediately affected. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.

4. Implementation

Recognizing an effort that demonstrates a significant achievement for an area—a single community or a region—in accomplishing positive changes as a result of planning. This award emphasizes long-term, measurable results.

Nominated efforts should have been in continuous effect for a minimum of three (3) years, not including the time for plan preparation and approval.

CRITERIA:

- **Originality and innovation.** Document how your entry presents a visionary approach or innovative concept to address needs. Explain how the use of the planning process in this context broadened accepted planning principles within the context of the situation.
- **Effectiveness.** Indicate the level of consistency of this implementation effort since its start. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.
- **Overcoming challenges.** Address what steps have been taken to build momentum and public support for your entry. Detail any changes, derailments, or improvements throughout the implementation phase. Identify funding challenges or support for this effort. Report any political changes that might affect, for better or worse, the effort's long-term funding.
- **Participation.** Explain how various public interests were involved and the extent of that involvement. Describe how your entry obtained public and private support. Clarify the role, significance, and participation of planners.
- **Achievement.** Describe how the longevity of this effort has increased the community's appetite for planning and the pursuit of similar initiatives. Clarify the extent that this effort's sustained success has been achieved beyond its general audience.

5. Public Outreach

This award honors an individual, project, or program that uses information and education about the value of planning to create greater awareness among citizens or specific segments of the public. The award celebrates how planning improves a community's quality of life.

CRITERIA:

- **Originality and transferability.** Document how the program uses new ideas or combines tools to address a demonstrated need for planning information or education within the community. Illustrate how your entry has potential application for others and how use of your entry's components and methodology would further the cause of good planning.
- **Effectiveness and results.** State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results make a difference in the lives of the people affected now and in the future. Show how your entry has increased the understanding of planning principles and the planning process. Provide measurable results if possible or appropriate.
- **Participation.** Explain how various public interests were involved and how your entry obtained public and private support. Competitive entries demonstrate a strong effort to solicit input from those who historically have been left out of the planning process. Clarify the role, significance, and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.

6. Great Places in Upstate NY

Awards an individual street, neighborhood or public space in Upstate NY. It must demonstrate exemplary character, quality, and planning and represent the gold standard in terms of having a true sense of place, cultural and historical interest, community involvement, and a vision for tomorrow.

CRITERIA:

- **Great Streets.** A street comprises the entire three-dimensional visual corridor, including the public realm and how it relates to the adjacent land uses. Submissions should document the street's character across this realm. Streets of different types are eligible, ranging from pedestrian realms through arterial roadways, but each should have a definable beginning and end. Special emphasis is placed on streets that are complete, that is, streets that service and take into account all users — not just motor vehicles.
- **Great Neighborhoods.** A neighborhood can be based on a specific plan or the result of a more organic process. Neighborhoods of different kinds are eligible — downtown, urban, suburban, exurban, town, small village — but should have a definable sense of boundary. Neighborhoods selected for a Great Neighborhood designation must be at least 10 years old.
- **Great Public Spaces.** A public space may be a gathering spot or part of a neighborhood, downtown, special district, waterfront, or other area within the public realm that helps promote social interaction and a sense of community. Examples include spaces such as plazas, town squares, parks, marketplaces, public commons and malls, public greens, piers, special areas within convention centers or grounds, sites within public buildings, lobbies, concourses, or public spaces within private buildings. As with all categories of Great Places, it is important to identify what sets a space apart from others spaces to qualify it for a Great Spaces designation.

Please include at least 5 high resolution images (300dpi or higher) of the nominated "Great" place.

7. Outstanding Student Project

The Outstanding Student Project Award recognizes outstanding class projects or papers by a student or group of students in planning programs that contribute to advances in the field of planning.

This award is intended to recognize exceptional work by the student(s). While it is appropriate to submit a project or paper on which a faculty member(s) has given guidance, the submission should be primarily the work of the students.

8. Distinguished Leadership

- A. **Citizen Planner** - Awards an individual, commission, board, appointed official, or citizen activist group for advancing and promoting the cause of planning in the public arena. (Persons earning their living as planners and elected officials are not eligible for this award).
- B. **Elected Official** - Awards an elected official for a significant contribution to excellence in public planning.

9. Planner Emeritus

Awards a retired planner, recognizing the distinguished contributions to planning over the course of his/her career.

Digital Release

By signing the nomination form, all nominators certify that they have the right and authority to grant the New York Upstate Chapter of the American Planning Association a royalty-free, transferable, worldwide, non-exclusive permission to use, modify, copy, post and publish the images, recordings or materials submitted.

Nominators hereby release, defend, indemnify and hold harmless the New York State Chapter of the American Planning Association , its officers, employees or agents from and against any claims, damages or liability arising from or related to the use of the images, recordings or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in the using, posting, processing, or highlighting of the finished product, its publication or distribution.

Submission Information

Submission materials should be provided via a cloud-based service (ftp, Dropbox, etc.) with a link to access files emailed to jlevy@planning4places.com no later than noon on September 1, 2017. Please do not email submission materials directly. If you would like to set up another method of file transfer or have any questions, please contact:

James Levy, AICP - NY Upstate APA Awards Chair

(p) 518.280.2040

jlevy@planning4places.com

Thank you for your participation!



2017 NY Upstate APA Awards Program Nomination Form

Nomination

(Plan/Document Name) _____

Category: _____

SECTION A

The following information is to be included with your submission. Submissions lacking the mandatory submittal requirements will not be considered.

Submissions materials must be provided via a cloud-based link (ftp, Dropbox, etc.) with the link emailed to James Levy, AICP (jlevy@planning4places.com) no later than noon on September 1, 2017. You should receive a reply acknowledging that your submission material was received within 24 hours of emailing the link – if you don't please email Jim to confirm receipt.

Please note: the email reply that your information was received is not an acknowledgement that the submission was deemed complete. Please be sure that all required information is provided and complete as this is the information the Professional Awards Program Committee will use to judge each submission.

Mandatory Submittal Requirements:

Unless otherwise indicated, items listed below **must be included** with your submission. Incomplete applications may be rejected.

- One (1) full digital copy of the published report, plan, ordinance, or study that is the subject of the nomination (PDF is preferred).
- One (1) complete nomination form and the following:
 - For project nominations: provide a one-page summary of the nominated project
 - For nominations of a person: provide a resume highlighting the individual's contributions to planning.
 - A two to three-page summary of how the nomination meets the criteria for that specific category as noted in this application.
 - Letters of support and press coverage: Up to five letters of support with at least one written by either the adopting agency, client or one of the impacted communities/stakeholders identified in the plan document and any associated press
 - Descriptive Power Point slides (not more than 5) suitable to be part of the awards presentation. Representative images for each slide are encouraged.

Optional Submission Materials (Adobe PDF format preferred):

Poster describing the project and outcomes: _____

Audio or video presentation(s): _____

Other appropriate materials: _____

SECTION B

In not more than 100 words, please describe how the project or person exemplifies the award category.

SECTION C

See the rules regarding eligibility to determine who may serve as a nominator. The nominator will be notified by e-mail as soon as possible after the decision by the Awards Committee.

Name of Nominator (must be a current Chapter member): _____

Professional Title: _____

Organization: _____

Address: _____

Phone (daytime): _____

E-Mail Address: _____

Signature of Nominator: _____