It's time to begin preparing your submissions for the Federal Planning Division Awards Program for 2017. Submissions are due 15 January 2018. The following pages contain a summary of the changes this year’s award process, general award information, a description of the seven award categories, and submission information.

Changes to the Award Process

You’ll notice that this year we've continued with the modifications to the awards program that were instituted in the previous two years. These changes will stimulate productive competition, elevate the awards’ value, and improve transparency and fairness.

- We have instituted a review process that will be less vulnerable to bias and will focus on the merits of the submissions. The jury will be composed of a diverse mix of jurors to better represent the federal planning community. The jury may include university planning staff, Department of Defense planning staff, non-DOD federal planning staff, consultant representatives, and Fellows from the American Institute of Certified Planners, American Institute of Architects, and American Society of Landscape Architects. The jury will also be chosen to represent a range of experience within the federal planning community, from junior planners with 5 years of experience to senior planners with 25 years of experience.
- Except for the Rik Wiant Distinguished Service and Leadership Award, the evaluation criteria have been updated for all award categories. These criteria are aligned with APA’s award process and help guide the jury in their review.

General Award Information

There are three tiers of awards per category:

- **Honor Award** - Recognizing the highest standards of quality among all submissions received.
- **Merit Award** - Recognizing submissions that achieve a very high level of quality while not reaching the Honor level.
- **Citation Award** - Submissions that possess a special aspect or unique quality deserving recognition.

The jury will decide how many awards at each level will be awarded with no limit or quota, and if no submissions are deserving, it is possible that no awards will be given. We’re also going to be working to make the award-winning submissions available for review through the FPD website, so that the entire community can benefit from the best practices that these award winners represent.

Period of eligibility: All projects or plans submitted must have been completed with the last two years between October 1st, 2015 and September 30th, 2017. Completion means the sample work product submitted for consideration has been submitted and accepted/approved by the Federal agency.

The FPD Award Nominations must be submitted by 15 January 2018. Winners will be notified by 15 March 2018. Winners will be presented with their awards during the Annual Awards Banquet at the National Planning Conference for Federal Planners.
Awards Categories

The Award Categories for 2017 are as follows; each category will be evaluated on the specific criteria listed below each description. In addition to the category-specific criteria, the jury will also evaluate the overall quality of the submissions. Specifically, the jury will review the excellence of thought, analysis, writing, graphics, and character of presentation demonstrated.

Category 1 - Outstanding Federal Planning Program
For a large-scale planning program that best represents and incorporates the ideas of sustainability, quality urban design, innovative problem solving, and coordinated planning process. Programs typically include multiple sites or initiatives that represent city, state, national, or world-wide planning programs applicable to many locations, facilities, installations, or properties.

Criteria:
- **Engagement.** Explain how various public interests were involved and the extent of that involvement. Show how your entry obtained broad support. Clarify the role, significance, and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the federal 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.
- **Comprehensiveness.** Explain how your entry effectively applies planning principles to promote positive federal and public objectives.
- **Transferability.** Document the potential your entry has for application in other areas or projects.

Category 2 - Outstanding Federal Planning Project
For the planning project that best represents the ideas of sustainability, quality urban design, innovative problem solving, and coordinated planning process at a single Federal site. Projects typically represent location-specific initiatives (e.g. military or DOE installation, National Park, etc.), such as development guidelines, master plans, or physical plans that capitalize on the unique opportunities or challenges of that place.

Criteria:
- **Originality.** Document how your entry presents innovative concept(s) or appreciable refinement of existing techniques or solutions to address specific needs.
- **Transferability.** Document the potential your entry has for application in other areas or projects.
- **Implementation.** Address what steps have been taken to build momentum and support for following and implementing the plan. Demonstrate that your entry communicates clear recommendations with a logical methodology to implement the proposed solution(s). Illustrate how your entry's components and methodology would further the cause of good federal planning.
- **Comprehensiveness.** Explain how your entry effectively applies planning principles to promote positive federal and public objectives.
Category 3 - Outstanding Area/Site Development Plan
For a smaller development area that may be a single site or small installation or federal complex, or part of a larger federal installation, campus, park, or lands. Plans typically include, but are not limited to, Area Development Plans (ADPs), District Plans, Specific Plans, Housing Area Plans, Park Unit Plans, Site Plans, etc.

Criteria:
• Originality, excellence, 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.
• Compatibility. Demonstrate how your entry integrates and supports the overall planning goals of the larger site that the subject site resides within.
• 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.
• Comprehensiveness. Explain how your entry effectively applies planning principles to promote positive federal and public objectives.

Category 4 - Outstanding Technical Plan or Study
For planning efforts demonstrating technical competence in federal operations. Plans typically include, but are not limited to platform strategic siting plans (e.g. new aircraft, vehicles, or vessels), range/training area management plans, or planning tools that enhance a planner's ability to inform decision makers. Plans may also include strategic or management decision documents, economic impact studies, or site feasibility or other alternative analyses. For the project that develops tools, processes, or plans that are technically outstanding or innovative and do not fit neatly into other award categories.

Criteria:
• Originality. Document how your entry presents innovative concept(s) or appreciable refinement of existing techniques or solutions to address specific needs.
• Analytical process. Demonstrate how your entry addressed a unique or atypical planning process and provided clear outputs. This may include mass data synthesis or an intensive iterative workflow.
• Planning and innovation. Describe the critical needs that are addressed by your entry in terms of lessening or mitigating adverse impacts. Illustrate how the role of planning or planners were involved in the development process of your entry.
• 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.

Category 5 - Outstanding Environmental Planning Project
For the environmental project which best meets the criteria. Environmental planning typically includes, but is not limited to, Natural or Cultural Resources Management Plans; Energy, Water, and/or Waste Conservation and Management Plans; Installation Sustainability Plans; National Environmental Protection Act (NEPA) planning such as Environmental Impact Statements (EISs) or Environmental Assessments (EAs); Air, Noise, or Water Pollution Management Plans; and site remediation and redevelopment plans.
Federal Planning Division

Invitation to Submit Nominations for the 2017 FPD Awards

Criteria:

- **Planning and innovation.** Describe the critical environmental issues that are addressed by your entry in terms of lessening or mitigating adverse impacts from development and everyday living. Illustrate how the role of planning or planners were involved in the development process of your entry.

- **Integration.** Describe how your entry has been integrated into other planning efforts such as a corresponding comprehensive or master plan or other related initiatives. Detail how your entry will help further the cause of good planning and support the broader needs of the subject community and surrounding region.

- **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.

**Category 6 - Outstanding Collaborative Planning Project**

For the project which best exemplifies the benefits of a federal agency working cooperatively with another federal, state, or local agency and consultant team to improve planning and coordination, reduce costs, avoid duplication of effort, foster a productive working relationship, and provide for coordinated regional plans, climate change or resiliency plans, realignment or closure plans, corridor plans, or other large-scale coordinated planning efforts.

Criteria:

- **Engagement.** Explain how various public interests were involved and the extent of that involvement. Show how your entry obtained broad support. Clarify the role, significance, and participation of planners and any outcomes in terms of helping gain public support of planning.

- **Implementation and effectiveness.** Address what steps have been taken to build momentum and support for following and implementing the plan. 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. State the positive or unintended outcomes.

- **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.

- **Comprehensiveness.** Explain how your entry effectively applies planning principles to promote positive federal and public objectives.
Category 7 - Rik Wiant Distinguished Service and Leadership Award

The Rik Wiant Award is given to individuals who demonstrate sustained and significant contributions to the "federal" planning profession, and who have demonstrated significant leadership in promoting and encouraging planning at the Federal level. The Category is open to any FPD member or Federal employee who has contributed to federal agency planning in a substantial manner over a sustained period, as well as to the development and mission of the FPD in general. This award recognizes effective contributions and leadership within the profession through distinguished practice, management, consulting, and promotion of sound planning within the federal sector.

Eligibility: Nominated individuals may not enter themselves. Nominated individuals must either be involved within the practice of planning at the federal level (i.e. in the federal/public agency, for-profit or nonprofit sectors) or retired from such service. Any FPD member or Federal employee other than the person nominated may submit a member's name for the award.

Support of Federal Planning: Specify how the nominee’s work increased the understanding of planning principles and the federal planning process. This would include promoting an understanding of the importance of federal planning whether within a Federal agency, the public, interested/involved stakeholders, and/or elected officials. Promoting the professional development of young planners and encouraging them to contribute and commit to careers in the federal planning profession is also considered important.

Support of APA Federal Planning Division: Detail how the nominee’s participation in, and contribution to, FPD has furthered the cause of the association.

Effectiveness: Describe the level of effectiveness the nominee has had in formulating and implementing his/her ideas, subsequently furthering the cause of federal planning and the FPD.

Nominations for the Rik Wiant Distinguished Service Award must include at least two written Letters of Support from those familiar with the nominated individuals' work and accomplishments.

Unlike the other FPD Awards, which are reviewed and evaluated by an independent jury panel, the Rik Wiant Distinguished Service Award will be submitted to and reviewed by the FPD Executive Committee. The FPD Executive Committee will be responsible for reviewing all submitted nominations and for selecting one or more recipients. For this reason, FPD Executive Members cannot submit nominations, nor can they be nominated for this award while they are in office. The FPD Executive Committee may also decide not to make an award in this category.
Federal Planning Division

Invitation to Submit Nominations for the 2017 FPD Awards

General Submission Information

Nominations must pertain to federal installations, programs, properties, or persons involved in federal planning. Nominations may be submitted by any interested party. However, please note that submittals should not contain any information or material that can be considered sensitive or a security concern. For example, if you are submitting a Comprehensive Plan, but it includes a section addressing facility vulnerability, force protection, or counter terrorism elements, this section can be omitted from the submittal with a simple note explaining why the section or material is not included.

FPD membership is not a requirement. An independent panel of jurors as detailed previously, will select the winners. The FPD Executive Committee will select the winner of the Rik Wiant Distinguished Service and Leadership Award.

All projects or plans must have been completed between October 1st, 2015 and September 30th, 2017. Completion means the Final Report has been submitted and accepted/approved by the Federal agency.

Submission Requirements

To nominate a project, program, or person, please submit your nomination package to fpdawards@gmail.com

Nomination forms can be accessed here: https://www.planning.org/divisions/federal/awards/

The nomination package is completely electronic; no hard copies will be submitted. The package must include the nomination form and supplemental materials, and must not exceed 200 MB in total.

- For Category 1 through 6 awards: Nomination packages must include a pdf of the sample work product being nominated and the nomination form. It may include PDFs of photos and supporting materials. Supporting materials should be kept to a minimum (i.e. 3 pages, excluding copies of applicable reports, etc.).
  - Please include 4 images (JPG preferred - no PDFs) that are representative of the project. The images will be used in presentations highlighting the awards program and during the banquet for the awards presentation.
- For the Rik Wiant Distinguished Service and Leadership Award: Nomination packages must include two Letters of Support from people familiar with the individuals' work and accomplishments.

All submissions must be anonymous and stripped of any indications of which firm or individual prepared the plan (if the submission originated in-house from a government agency, no further action is required).
  - This includes firm names and logos in the body of report/work product submitted and file names. The only place a firm name or logo should appear is on the nomination form.

DEADLINE: The award submissions must be submitted by 15 January 2018.

A compliance review will be conducted by the FPD Awards Committee prior to the Jury’s review. Applicants will be notified of any compliance issues by 22 January and will have 5 days to make corrections and resubmit.

Information regarding the FPD National Training Conference and the FPD Awards Program can be found at www.federalplanning.org. Please direct any questions to the FPD Awards Committee at: fpdawards@gmail.com.