THE AMERICAN PLANNING ASSOCIATION PRIVATE PRACTICE DIVISION PROUDLY ANNOUNCES THE

FIRST ANNUAL AWARDS FOR EXCELLENCE IN PRIVATE PRACTICE

Categories:

- Inspiring Planning Project
- Outstanding Private Practitioner or Practice
- Exceptional Private Practitioner/Student Collaboration

2019-2020

Honoring the inspiring work of private practitioners in responding to the needs of communities and improving the overall quality of people’s lives.
1 – WHAT: OVERALL REQUIREMENTS

The APA Private Practice Division has been dedicated to meeting the needs of private planning consultants for 30 years. We honor our 30-year commitment with the launching of the PPD Annual Awards Program. This program recognizes the outstanding and inspiring range of work carried out by private planning practitioners, and the dedication of our members to address the full range of critical planning needs.

The 2020 award categories include:

1. Inspiring Planning Project
2. Outstanding Private Planning Practitioner or Practice
3. Exceptional Private Practitioner/ Student Collaboration

Deadline for submission: 5:00 p.m. (EST) on Friday, February 7, 2020. All nominations will be submitted using a web form. This form can be found at: www.planning.org/divisions/PPD/awards/.

2 – AWARD ELIGIBILITY

Who can enter?

- Open to all Private Practice Division members.

What projects can be entered?

- Any plan, project, program, process, regulation or tool that has been completed or implemented within 3 years of the date of submission. Published draft plans are not acceptable.
- Any plan, project, program, process or tool may only be entered in one award category per year.
- Projects or plans may have been undertaken within the United States or internationally.
Nominations for Inspiring Planning Project Award and Exceptional Private Practitioner/Student Collaboration

- Any person involved with a plan, project, program, process or tool may nominate it for an award.
- There is no limit on the number of nominations you may submit in this category. Use a separate nomination form for each submission.
- An entity that employs APA members currently serving in national leadership positions (including APA/PPD or other positions - - - either elected or not) is ineligible to be nominated.
- Members of the APA/PPD Awards Jury, PPD Executive Committee, APA staff, APA Board of Directors, and AICP Commission are not eligible to either make a nomination or receive individual awards.

Nominations for Outstanding Private Practitioner or Practice

- An individual may not nominate himself/herself for this award. However, an individual may nominate the entity in which they are employed for an award.
- Nominators may not be related by blood or marriage to any individual they wish to nominate.
- Recipients of this award are ineligible to receive the same award for 5 years following its receipt.
- Members of the APA/PPD Awards Jury, APA/PPD Executive Committee, APA staff, APA Board of Directors, and AICP Commission are not eligible to either make a nomination or receive individual awards.

3 – EVALUATION CRITERIA

The following pages describe the evaluation criteria applied to each award category. Please be sure to clearly and explicitly address how your project or person/firm meets each criterion.

Category 1: Inspiring Planning Project

This award honors a specific plan, process, program, or tool for which a private practitioner has had primary responsibility. This category emphasizes results that demonstrate how an innovative approach can create lasting value for a community while, at the same time, furthering the state of the art in planning.

Criteria (maximum of 1,500 characters per each response to a criterion [ie, 1A, 1B, etc, including spaces] categories listed below):

1. Project Background (scored out of 5 points)
   - Brief summary of entry, including a description of why this project was undertaken, the issues it sought to address, and the project fee.
2. Creativity/Innovation of Approach (scored out of 5 points)
   - Describe your approach, with an emphasis on why you believe the strategy undertaken looked at the planning issues addressed in an innovative, creative and particularly effective way.

3. Effectiveness and Social Relevance (scored out of 10 points)
   - Describe how this entry has effectively addressed one or more of the major issues confronting communities today.
   - Elaborate on any new issues that emerged as a result of this effort, and how you addressed them.

4. Collaboration and Engagement (scored out of 10 points)
   - Describe the strategies you used to engage stakeholders, community members, civic leaders and others in this project.
   - Describe the approaches you used to anticipate and resolve conflicts when these arose.

5. Transferability (scored out of 10 points)
   - What lessons did you learn from this work that either you or your client can apply to other projects?
   - What follow on work do you think should be undertaken as a result of this effort?

**Category 2: Outstanding Professional Private Planner or Practice**

This award recognizes a sustained contribution to the planning profession by a private planner or private planning practice. This individual or entity has set a high standard of planning excellence that serves as an inspiration for other planners through projects, writings, implementation or other leadership skills.

Criteria (maximum of 1,500 characters per each response to a criterion [ie, 1A, 1B, etc, including spaces] categories listed below):

1. Background (scored out of 5 points)
   - Provide a brief biography/description of the individual/organization being nominated.

2. Overall Professional Quality (scored out of 5 points)
   - Describe how the individual or practice has demonstrated a consistent striving for outstanding planning quality through the work that has been completed to date.

3. Effectiveness and Influence (scored out of 10 points)
   - Describe evidence of the effectiveness of this individual or practice to influence the ways in which the planning process addresses issues and challenges.
   - What has been the impact of this work on the planning profession?
Category 3: Exceptional Private Practitioner/Student Collaboration

This award recognizes a plan, paper, app, or other product produced by a student or group of students in collaboration with a private planning practitioner that contributes to advancing ways that planning can address critical community needs.

Criteria (maximum of 1,500 characters per each response to a criterion [ie, 1A, 1B, etc, including spaces] categories listed below):

1. Project Background (scored out of 10 points)
   - Brief summary of entry, including a description of why this project was undertaken, the issues it sought to address, and the project fee.
   - Brief description of the collaborative process used, including specific roles and responsibilities.

2. Creativity/Innovation of Approach (scored out of 5 points)
   - Describe the approach, with an emphasis on how the strategy undertaken looked at the planning issues addressed in innovative, creative and particularly effective ways.

3. Effectiveness and Social Relevance (scored out of 10 points)
   - Describe how this entry has effectively addressed one or more of the major issues confronting communities today.
   - Describe, as relevant, the strategies you used to engage stakeholders, community members, civic leaders and others in this project.

4. Overall Evaluation of the Collaborative Process (scored out of 10 points)
   - How well did this collaborative process work, and what were the factors contributing to its success?
   - What follow on work should be undertaken as a result of this effort?

5. Transferability (scored out of 10 points)
   - What lessons did you learn from this work that either you or your client can apply to other projects?
   - What follow on work do you think should be undertaken as a result of this effort?
4 – APPLICATION REVIEW AND SELECTION

All applications for the Excellence in Private Practice Awards program will be reviewed by a Jury comprised of both experienced planning practitioners and planning students. The submission evaluation process will comply with the following requirements:

**Only submissions that meet all the requirements listed in the General Submission Information section (below) shall be reviewed.**

- Jurors have the right to move an award nomination into a different category.
- Contact with members of the Jury for the purpose of discussing a nomination will immediately disqualify said nomination.
- The Jury may select only one entry in each category to receive an award.

Award winners will be announced, and awards presented, at the 2020 APA National Planning Conference in Houston, Texas. Award winners will:

- Receive a formal award (with certificates for award partners as appropriate).
- Be featured in the PPD newsletter.
- Be given an opportunity to present their award-winning project in a PPD-sponsored webinar.

5 – GENERAL SUBMISSION INFORMATION

Please read the following carefully, as these submittal requirements are necessary to be eligible for an Excellence in Private Practice Award.

- Entries will be accepted no later than 5:00 p.m. (EST) on Friday, February 7, 2020.
- There is no entry fee.
- All entry nominations shall be submitted via web form. The nomination form can be found at planning.org/divisions/PPD/awards
- Be sure to review the eligibility and criteria requirements for the specific award category for which you wish to submit a nomination.
- You must fill out the form all at once (i.e., you cannot save and come back). We suggest you prepare the text that you will need to provide prior to starting the form, and then cut/paste it into the awards form.
- If you submit the form once and would like to re-submit before the end of the nomination period, please feel free to do so. We will review only the most recently-completed form.
5 – GENERAL SUBMISSION INFORMATION (Continued)

The following information is required for each submission:

Nominator information (point of contact for the submission)

1. Nominee information (name of nominee/project, organization, address, contact information)
2. Category of award entry
3. Project partners if any (name/organization, role, contact information)
4. Description of how the entry satisfies the award criteria (maximum of 1,500 characters per criterion category)

5. **Letters of support** (at least one, up to two) - maximum two pages each.
   » Must be saved as a PDF file (max. 16 MB each) and included in the web form.
   » Should offer support for the value of the nominated effort.
   » May not be written by the nominator of the submission, by the nominated individual, or by anyone who directly worked on the project (project team, consultant team, planning department staff, or anyone who had daily interaction/oversight). APA staff may not provide a letter of support. Client letters are acceptable.

6. **Digital images** (jpg/jpeg format only) that are copyright-free, with captions.
   » Please submit images in jpg/jpeg format only.
   » Up to five (5) digital images are required. Images should provide context and show the nominee’s positive or intended outcomes. They may be photos, graphics, etc. For the Professional Private Planner or Practice category, please include at least one (1) recent picture of the individual or representative members of the practice. Please do not include photo collages.
   » Images should supplement what exists in the written summary and criteria sections.
   » Submit only images that are copyright-free and may be reproduced by the Private Practice Division without a fee, charge, or copyright infringement.
   » Each image must be uploaded individually.
   » Each image is limited to a maximum of 16 MB.
   » Each image should be at least 200 dpi with a minimum physical size of 5 inches by 7 inches.
   » Each image must have an associated caption entered into the web form. Captions should be between 15 and 25 words each, with a maximum of 250 characters.
7. **Supplemental materials (optional)**

   » Supplemental materials may add additional support to your nomination. Materials may include press clips, brochures, posters, design guidelines, fact sheets, etc. If your nomination is about a plan, be sure to include a copy of the plan. All supplemental materials must be included in your online nomination. You may either upload a document or provide a link (active through the nomination period).

**Find the nomination form and more information about the awards at:**
planning.org/divisions/PPD/awards/