



# 2018 HOOSIER PLANNING AWARDS

## Schedule & Deadlines

All required nomination materials must be submitted by Friday, January 12, 2018, at 5:00pm EST.

Any entries received after this deadline will not be considered.

Winning entries will be notified as soon as possible prior to the Awards Luncheon, which will take place at the Spring Conference.

More information and registration details will be posted on indianapanning.org soon.

## This document is organized into the following sections:

- Award Categories
- General Policies
- Submission Requirements

Note: Projects, plans, initiatives, etc., nominated for any category must not have previously won an APA Indiana Chapter Hoosier Planning Award in the category for which they are currently nominated.

Thank you for your interest in the American Planning Association Indiana Chapter Hoosier Planning Awards! The APA Indiana Chapter seeks to recognize the best planning that Hoosiers have to offer on an annual basis.

This guide will provide you with everything you need to know in order to make a nomination for an APA Indiana Chapter Hoosier Planning Award.

Please be sure to read through this material carefully so that you can accurately fulfill all of the nomination requirements. We look forward to reviewing your nominations!

## Awards Categories:

### Achievement in Planning Awards

- Best Practice
- Outstanding Comprehensive Plan
- Outstanding Economic Development Planning
- Outstanding Environmental Planning
- Outstanding Transportation Planning
- Outstanding Urban Design
- Outstanding Grassroots Initiative
- Outstanding Implementation
- Outstanding Outreach & Communication
- Outstanding Student Project

### Excellence in Planning Awards

- Planning Advocate
- Planning Pioneer
- Planning Landmark

### Distinguished Leadership Awards

- Mike Carroll Award
- Earl Franke Award

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## Award Categories

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Nominations for Hoosier Planning Awards may be made in the following categories:

### Achievement Awards

#### 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.

Examples: Regulations and codes, tax policies or initiatives, growth management or design guidelines, transferable development rights programs, land acquisition efforts, public-private partnerships, applications of technology, handbooks, or efforts that foster greater participation in community planning.

#### Eligibility:

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. Nominated practice should have been completed in the last three (3) years before the nomination deadline.

#### 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.
- Engagement – 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.

#### Outstanding Comprehensive Plan

This award honors comprehensive plans representing significant advancement of long-range planning in the state. Plans may be made by a planning agency, team, firm, community group, or local authority.

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**Eligibility:**

Open to APA members and non-members. The 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. Nominated plan should have been completed in the last three (3) years before the nomination deadline.

**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.
- Quality – Explain how your plan is state-of-the-art in terms of presentation and methodology. Identify what makes this plan exceptional or stand out compared to other comprehensive plans.
- Engagement – Explain how various stakeholder 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.
- Implementation and Effectiveness – Address what steps have been taken to build momentum and public 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.
- Promotion of Planning – 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.

**Outstanding Economic Development Planning**

This award honors efforts to transform economies and stimulate economic development in communities of all sizes.

Examples: Economic development plans, economic recovery initiatives, urban and regional economic analyses, commercial district revitalization, corridor revitalization, town center developments, and strategic plans for economic development; market studies, etc.

**Eligibility:**

Open to APA members and nonmembers. Nominated plan should have been completed in the last three (3) years before the nomination deadline.

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

**Outstanding Environmental Planning**

This award honors efforts to create more sustainable and greener communities that reduce the impact of development on the natural environment and improve environmental quality.

Examples: Green infrastructure plans; resource conservation efforts; alternative energy programs; climate action plans and disaster recovery plans;; public health initiatives; sustainability plans.

**Eligibility:**

Open to APA members and nonmembers. Nominated plan should have been completed in the last three (3) years before the nomination deadline.

**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 – 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.
- 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

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help further the cause of good planning and support the broader needs of the community and surrounding region.

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

## Outstanding Transportation Planning

This award honors efforts to increase transportation choices for all populations, reducing dependence on private automobiles and helping to ease congestion and reducing climate change impacts.

Examples: Transportation studies; plans for pedestrian, streets, highways, aviation, parking, maritime, freight, transit or rail; development and expansion of transportation systems; development and expansion of trail systems, etc.

### Eligibility:

Open to APA members and nonmembers. Any organization, private firm, or others involved in transportation planning projects may submit a nomination. Nominated plan should have been completed in the last three (3) years before the nomination deadline.

### Criteria:

- Planning and innovation – Describe the critical transportation elements 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.
- Compatibility – Demonstrate how your entry integrates transportation planning into community planning. Describe how your entry connects to both environment and the economy.
- Engagement – Describe the public education and participation process. Describe how support was generated for 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 people affected and benefits the overall community.

## Outstanding Urban Design

This award honors efforts to create a sense of place, whether a street, public space, neighborhood, or campus effort.

Example: Streetscape plans; public space plans; hospital, college or other campus plan.

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**Eligibility:**

Open to APA members and nonmembers. Nominated design should have been completed in the last three (3) years before the nomination deadline.

**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 neighborhood or community.
- Effectiveness and Results – Describe how your entry has 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. Describe the level of collaboration between leadership and competing interests. Explain how those affected were brought into the planning process for this initiative.

**Outstanding 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 \$50,000.

Examples: Community policing or drug prevention, neighborhood outreach initiatives, programs designed for special populations, public art or cultural efforts, community festivals, environmental or conservation initiatives, summer recreational initiatives for children, vacant lot management, transportation innovations, or focused tourism ventures.

**Eligibility:**

Open to APA members and nonmembers. Nominated initiative should have been completed in the last three (3) years.

**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 \$50,000. 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

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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.

## Outstanding 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.

Examples: Plans for smart growth, signage, farmland preservation, urban design, wetland mitigation, resource conservation, capital improvements, citizen participation, neighborhood improvement, transportation management, or sustained economic development.

### Eligibility:

Open to APA members and nonmembers. 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.
- Engagement – 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.

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## Outstanding Outreach & Communication

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.

Examples: Broad community efforts showing how planning can make a difference; curricula designed to teach children about planning; neighborhood empowerment programs; use of technology to expand public participation in planning; newspaper articles or a series of blog posts; publications (books or magazines); websites; podcasts; or films. Nominated project should have been completed in the last three (3) years before the nomination deadline.

### Eligibility:

Open to APA members and nonmembers.

### 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.
- Engagement – 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.
- Support of planning and planners – Describe how your entry has built support for planning and increased understanding of the planning process. Describe why this effort was undertaken and the desired outcomes.

## Outstanding Student Project

This award is given to an outstanding paper or class project by a student or group of students. Nominations may demonstrate the contribution of planning to contemporary issues, demonstrate the application of the planning process, or present applied research.

### Eligibility:

Students in accredited and non-accredited urban planning programs are eligible for this award. Also, projects from programs in allied professions such as architecture, landscape architecture, or civil



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engineering with an emphasis on urban design or planning are eligible. Nominated project should have been completed in the last three (3) years before the nomination deadline.

**Criteria:**

- Innovative – Originality of concept or appreciable refinement of existing techniques or procedures
- Transferable – Potential application to other locations, projects, or areas of planning interest
- Quality – Excellence of thought, analysis, writing, graphics, and character of presentation
- Implementation – Effectiveness of the work (proposals have been carried out, show promise of being carried out, or demonstrate an effective implementation technique)
- Comprehensive – Planning principles have been observed, especially in considering a project's effects on other public objectives

## Excellence Awards

### Planning Advocate

This award honors an individual, appointed, or elected official who has advanced or promoted the cause of planning in the public arena.

Examples: Engaged citizens demonstrating outstanding leadership in a community, region, or state; members of planning commissions, board of appeals, economic development boards, environmental or historic preservation councils, or other appointed officials; elected officials holding office at the local, regional, or state level; citizen activists or neighborhood leaders.

**Eligibility**

Individuals may not self-nominate and cannot earn their living as a planner. APA membership is not required.

**Criteria**

- Support of planning and planners – Illustrate how the nominee's work has increased the understanding of the planning process. Indicate how the nominee has shown a clear understanding of, and support for, the role of planners in public life.
- Effectiveness and results – Describe the extent that the nominee has been effective in formulating and implementing plans and ideas in support of good planning. Identify the level of influence and effectiveness achieved by the nominee within different segments of the community.

### Planning Pioneers

This award recognizes the contributions of individuals or planning organizations or firms that have made personal and direct innovations in American planning that have significantly and positively redirected planning practice, education, or theory with long-term results.

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**Eligibility:**

Open to APA members and nonmembers; planning firms, planning organizations and agencies may also be nominated. A nominated individual's contributions must date back at least 25 years from the nomination deadline. Individuals may be nominated posthumously. Planning firms, organizations or agencies must have been established for more than 10 years.

**Criteria:**

- Historic Impact on Planning – Describe the nomination's innovations or new models that directly influenced the future of American planning and explain how these developments significantly and positively redirected planning practice, education, theory, or organization.
- Individual's National Significance (Answer if nominating an individual) – Describe the national impacts or effects of the nominated individual's planning contributions.
- Planning Firm or Organization's National Influence (Answer if nominating a planning firm, agency or organization) – Detail the firm or organization's ongoing positive influence on the direction and professional advancement of planning. Examples may include: collaborating among other design disciplines, innovations in practice, or advancing the art and science of planning. How has the firm or organization advanced previously pioneering work using new methodologies, and/or influenced the use of technology in planning applications. Identify the number of planners on staff.

## Planning Landmark

Recognizing a planning project, initiative, or endeavor that is historically significant and that may be used or accessed by the public.

**Eligibility:**

Nominated landmarks must date back at least 25 years from the nomination deadline.

**Criteria:**

- Historical significance – Explain the nomination's historical significance in terms of at least one of the following: pioneering work or a documented first; historically significant, unique, and outstanding; having initiative a new direction in planning that has had a lasting effect or other impact; having an impact on American planning, cities, or regions during a broad range of time, space, or both time and space.
- National significance – Document the effect or impact the nominated landmark had on planning in the United States as a whole and creating communities or other places of lasting value throughout the country. Who were the significant planners or others who were involved or responsible for the accomplishments of the nominated landmark?

## Awards for Distinguished Leadership

Individuals nominated in the Distinguished Leadership categories must not have previously won an APA Indiana Chapter Hoosier Planning Award in the same category for which they are currently nominated.

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## Mike Carroll Award for Distinguished Leadership by a Professional Planner

This is awarded to an individual that has contributed to the profession through significant and sustained leadership and service. This includes service at the local, state, or national level, or any combination of such experience.

## Earl Franke Award for Distinguished Service to the Chapter

This award recognizes an APA Indiana Chapter member who has made significant contributions to the advancement of the Chapter.

## General Policies

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In addition to the criteria and specifications provided elsewhere in this document, the following general policies will govern the Hoosier Planning Awards:

**Nominations** - An individual may not nominate himself/herself or an award. Anyone working on a plan or project may nominate that plan for project for an award. Nominators may not be related by blood or marriage to any individual they wish to nominate.

**Conflicts of Interest** - Members of the APA Indiana Chapter Awards Committee will recuse themselves from evaluation of nominations in a category where their work or that of their employer is nominated. In such cases, the member may still participate in the evaluation of nominations in categories where they or their employer are not nominated.

**Award Types** - APA Indiana Chapter may award a Winner and an Honorable Mention in each award category. The Chapter reserves the option of awarding multiple Winners/Honorable Mentions in a particular category depending on the number and quality of nominations. The Chapter may also choose not to award any Winners/Honorable Mentions in a category if nominations do not meet the applicable criteria (as specified elsewhere in this document).

**Recognition of Winners** - APA Indiana Chapter seeks to recognize all participants (consulting firms, local governments, etc.) in the production of a winning nomination as provided in the required list of participants (see Submission Requirements below) and in compliance with the AICP Code of Ethics and Professional Conduct Section B(17). Any nomination found to be intentionally excluding participants in that list may be disqualified from Hoosier Planning Awards consideration.

**Student Awards** - Nominations in the Student Project category may be submitted by students or a professor in the program from which the nomination originates. In the case of winning entries for a group of students, one award plaque will be produced for the group with individual insert sheets made available for each student that participated in the winning project.

**Additional Awards Plaques** - APA Indiana Chapter will produce and present a limited number of plaques to winning entries at the Awards Luncheon. Additional plaques may be purchased after the Luncheon by contacting the Awards Committee Chair at the address provided below.

**Final Award Selection** - The APA Indiana Chapter Awards Committee will produce a set of recommended award winners and transmit those recommendations to the APA Indiana Chapter Board of Directors. The

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Board will vote to ratify the proposal and the Awards Committee Chair will then notify all nominees of their status.

## Submission Requirements

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The following nomination materials are mandatory for all award categories. Entries that are missing any of the required materials, or that include materials that do not meet the specifications listed below, will not be considered. Please review your nomination materials carefully before you submit them to ensure that they are complete and within the stated parameters. All submissions will become the property of APA Indiana Chapter and will not be returned.

### A. Written Material

All written material must be submitted electronically via the following link: <https://form.jotform.us/72486599233166>

1. Fill out all the fields at the link above. Some fields will ask for the following information:
  - A 150 word summary of the project or nominee's accomplishments. Note: what is written for this summary will be used in the production of the awards presentation in the event that the nominee is selected as a winner, word-for-word.
  - A one-page summary of the submission, or in the case of an individual, a one-page resume (maximum 750 words).
  - A two-page explanation demonstrating how the submission meets each of the criteria for the category in which the award is sought. An entry box for each of the criteria is provided on the electronic form (maximum 2000 characters per criteria).
2. We recommend typing your answers for the three bullets above in Word and copy/pasting them into the appropriate fields, just to be safe.

### B. Supporting Materials & Graphics

All supporting materials and graphics must be uploaded to the Awards FTP site according to the following instructions:

- Enter the following address into your Windows Explorer (not Internet Explorer) or Finder address bar: <ftp://indianaplanning.org>
- The Username is "awards2018@indianaplanning.org" and the Password is "Awards2018!" (case sensitive).
- Open the folder matching the award category for which you are submitting a nomination, e.g. "04\_Environmental\_Plan."
- Within that folder, create a folder for your nomination using the name of the project or person being nominated.

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- Place all of your required supporting materials and graphics within the folder you created:
    1. A one-page statement in support of the submission. This may be in the form of a letter from an individual. In the case of a plan or project, the individual shall not have been directly responsible for production of the nominated plan or project. For example, someone who works for the Planning Department or consulting firm that did the plan or project may not submit a letter, but a mayor, council member, plan commissioner, or similar local official may.
    2. For nominations in an Excellence in Planning category, one copy of all relevant planning documents and materials pertaining to the nomination.
    3. For nominations in an Excellence in Planning category, a complete list of all consulting firms and/or local government units responsible for the nominated plan, project, implementation, etc.
    4. If nominating for Outstanding Communications Initiative, one copy of the nominated report in its original media (print, television, radio, etc.).
    5. 10 digital, copyright-free images. Each image must be a minimum of 300 dpi.
    6. A list of captions correlating with the 10 images. Captions must not exceed 25 words in length.

**Once all forms and materials have been submitted, please email Lisa Dunaway, AICP, LEED AP, APA-IN Chapter Awards Chair, at [imdunaway@bsu.edu](mailto:imdunaway@bsu.edu) to confirm that you have made a complete submittal.**