

**APA ORANGE SECTION**  
**AWARDS PROGRAM POLICIES AND NOMINATION GUIDELINES**

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## I. INTRODUCTION AND PURPOSE

The APA Orange Section Awards Program provides an opportunity to recognize and celebrate the great planning work occurring throughout Orange County. The APA Orange Section Awards Program Policy provides the general guidelines and procedures for the annual APA Orange Section Awards Program.

The purpose of the APA Orange Section Awards Program is to encourage quality in planning and increase the public's awareness of the planning profession through recognizing outstanding achievement in the planning field. The program honors innovative plans and projects, distinguished planners, and other contributions to planning and achievements of the APA Orange Section.

## II. ELIGIBILITY REQUIREMENTS

- 1) Eligibility to submit for an Orange Section award requires the work being nominated to have occurred within Orange County.
- 2) Any plan, project, program, tool, process, report, or ordinance entered must have been published, implemented, or completed within three years of the date of submission. Published drafts of plans are not acceptable. *This does not include the Implementation Award category.*
- 3) Any plan, project, program, tool, process, report, or ordinance may only be entered in one award category per award year.
- 4) The Awards Jury can, at their discretion, move a nomination to another more appropriate category, if it is felt the nomination was submitted incorrectly or is better represented in another category.
- 5) Eligibility to submit for a California Chapter award requires an Excellence or Merit award at the Orange Section level in the same award category to proceed to the Chapter awards program. Sections have the option to submit more than one Merit award to the Chapter. Winners in Section-only award categories do not advance to the Chapter awards program.
- 6) Recipients of the Planning Advocate award are ineligible to receive the same award for ten (10) years after accepting it.
- 7) An individual may not nominate himself/herself (the individual) for an award. Anyone working on a plan or project may nominate that plan or project for an award.
- 8) Nominators may not be related by blood or marriage to any individual they wish to nominate.

- 9) Members of the Awards Jury are not eligible to nominate or to receive individual awards

### III. AWARD CATEGORIES

#### 1) Opportunity and Empowerment Award

For a plan, program, or project that improved quality of life for low- and moderate-income community residents. Emphasis is placed on how creative housing, economic development, and private investments have been used in or with a comprehensive community development plan to empower a community. This award also emphasizes tangible results and recognizes the planning discipline and its contribution as a community strategy. The strategy should have been in effect for a minimum of three years.

**Examples:** *Regulatory reform; workforce development; affordable housing preservation; growth management; public-private partnerships; transportation; community participation; diverse housing planning; and sustainable, economic development.*

#### **Criteria for Evaluating Award Nominations:**

**Planning.** Explain how the submission addresses a real-world challenge in the community as identified by an existing comprehensive, regional or neighborhood plan. How did the program or project integrate or maintain the cultural context and social fabric of the community? What specific role did planners play in achieving these results? How was the planning process sustained throughout the implementation stage and beyond? How involved were community residents, civic and advocacy groups, private, nonprofit, and philanthropic organizations throughout the planning stage and beyond?

**Results.** Describe in detail how the plan, project or program achieved measurable outcomes. Examples of outcomes include: the number of jobs created and retained; improvement in education outcomes (i.e. graduation rates); the number of affordable housing units created or preserved; a disaster mitigation plan; a decline in the homeless, crime, and/or poverty rates. In addition, explain how outcomes are sustained and proved to be cost effective overtime. The submission must include baseline data, beginning and end dates, detailed budget, and a description of savings and outcomes. For projects leveraging HUD funding, such as HOME and CDBG, or other financing tools (i.e. Low-Income Housing Tax Credit), explain how the submission exceeds the basic requirements of these programs to achieve results.

**Innovation.** Describe how the submission involved an innovative or forward-looking approach that effectively addressed various community-wide needs and/or solved a perplexing problem.

**Equity.** Explain how the submission clearly addressed social equity through the planning

process and civic engagement efforts. Describe the specific activities and efforts incorporated into the plan, program, or project that advance social equity goals. How involved was the public — particularly historically underrepresented groups — in the planning process from the initial stage to the implementation stage and beyond? Explain how the results of the plan, project, or program enhanced the quality of life for vulnerable populations, including the homeless, older persons, persons with a disability, low-income individuals and families, and veterans.

*Transferability.* How, and to what extent, has the submission served as an example for other localities working to address challenges? How does the program provide useful prescriptive measures for other communities addressing a similar challenge? How well does the submission demonstrate that the project overcame challenges to implement a successful program where the results are sustained overtime?

## 2) **Comprehensive Plan Award**

To a comprehensive plan of unusually high merit completed within the past 3 years for, by or within a jurisdiction. Awards are available to large and small jurisdictions:

**a) Large Jurisdiction:** A jurisdiction with a population of 100,000 or more according to the most recent available US Census data.

**b) Small Jurisdiction:** A jurisdiction with a population of less than 100,000 according to the most recent available US Census data.

**NOTE:** To be eligible for a State level award, requires first place win (no ties) for the same year.

### ***Criteria for Evaluating Award Nominations:***

*Originality and innovation.* How does the entry present a visionary approach or innovative concept to address needs? How did the planning process in this context broaden accepted planning principles within the context of the situation?

*Quality.* How is the plan 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.* How were various public interests 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. How was public and private support obtained?

*Implementation and Effectiveness.* What steps have been taken to build momentum and public support for following and implementing the plan? How does the entry

address the need or problem that prompted its initiation? How have the results made a difference in the lives of the people affected? An entry should convey the level of effectiveness it can have over time.

*Promotion of Planning.* What was the role, significance and participation of planners? What is the connection between the effort's success and increased awareness in the community of planners and planning?

### 3) **Implementation Award**

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. Awards are available to large and small jurisdictions:

**a) Large Jurisdiction:** A jurisdiction with a population of 100,000 or more according to the most recent available US Census data.

**b) Small Jurisdiction:** A jurisdiction with a population of less than 100,000 according to the most recent available US Census data.

**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.*

**NOTE:** *To be eligible for a State level award, requires first place win (no ties) for the same year.*

#### ***Criteria for Evaluating Award Nominations:***

*Originality and innovation.* How does the entry present a visionary approach or innovative concept to address needs? How did the planning process in this context broaden accepted planning principles within the context of the situation?

*Effectiveness.* What is the level of consistency of this implementation effort since its start? How was the need or problem addressed that prompted its initiation? How have the results made a difference in the lives of the people affected? What is the level of effectiveness the entry can have over time?

*Overcoming challenges.* What steps have been taken to build momentum and public support? Detail any changes, derailments, or improvements throughout the implementation phase. What were the funding challenges or support for this effort? What were the political changes, if any, that affected, for better or worse, the effort's

long-term funding?

*Engagement.* Explain how various public interests were involved and the extent of that involvement. How was public and private support obtained? What was the role, significance, and participation of planners?

*Achievement.* How has the longevity of this effort increased the community's appetite for planning and the pursuit of similar initiatives? Clarify the extent to which this effort's sustained success has been achieved beyond its general audience.

#### 4) **Innovation in Green Community Planning Award**

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

**Examples:** *Climate action plans, disaster recovery plans, sustainability plans, green infrastructure plans; resource conversation efforts; alternative energy programs; efforts to reduce carbon emissions; public health initiatives.*

**NOTE:** *To be eligible for a State level award, requires first place win (no ties) for the same year.*

##### **Criteria for Evaluating Award Nominations:**

*Originality and innovation.* How does the entry present a visionary approach or innovative concept to address specific needs? How have planning principles been observed, especially in consideration of the entry's effects on other public objectives?

*Implementation.* What steps have been taken to build momentum and public support? How does your entry apply to others and how useful are the components and methodology to further the cause of good planning?

*Integration.* How has the entry been integrated into other planning efforts, such as a corresponding comprehensive or master plan or other related initiatives? How will the entry further the cause of good planning and support the broader needs of the community and surrounding region?

*Engagement.* How were various public interests involved and what was the extent of that involvement? How was public and private support obtained? What was the role, significance, and participation of planners?

*Effectiveness and results.* How does the entry address the need or problem that prompted its initiation? How have the results made a difference in the lives of the people affected? What level of effectiveness can the entry have over time?

## 5) **Economic Planning and Development Award**

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

**Examples:** *Economic plans, economic recovery initiatives, urban and regional economic analyses, commercial district revitalization, corridor revitalization, downtown specific plans, town center developments, and strategic plans for economic development.*

### **Criteria for Evaluating Award Nominations:**

*Originality and innovation.* Does the entry present a visionary approach or innovative concept to address specific needs? How were the planning principles observed, especially in consideration of the effects on other public objectives?

*Implementation.* What steps have been taken to build momentum and public support? How does the entry have potential application for others and how will use of the components and methodology further the cause of good planning?

*Integration.* How was the entry integrated into other planning efforts such as a corresponding comprehensive or master plan or other related initiatives? How will the entry help further the cause of good planning and support the broader needs of the community and surrounding region?

*Engagement.* How were various public interests involved and the extent of that involvement? How was public and private support obtained? What was the role, significance, and participation of planners and any outcomes in terms of helping gain public support of planning?

*Effectiveness and results.* How does the entry address the need or problem that prompted its initiation? How have the results made a difference in the lives of the people affected? What level of effectiveness can the entry have over time?

## 6) **Transportation Planning Award**

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; complete streets plans or projects, plans for pedestrian, streets, highways, aviation, parking, maritime, transit or rail; development and expansion of transportation systems; development and expansion of trail systems.*

**Criteria for Evaluating Award Nominations:**

*Planning and innovation.* What are the critical transportation elements which lessen or mitigate adverse impacts from development and everyday living? What was the role of planning or planners involved in the development process?

*Compatibility.* How does transportation planning integrate into community planning? How does the entry connect to both environment and the economy?

*Engagement.* What was the public education and participation process? How was support generated?

*Effectiveness and results.* How does the entry address the need or problem that prompted its initiation? How have the results made a difference in the lives of the people affected? What level of effectiveness can the entry have over time?

**7) Best Practices Award**

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.*

**NOTE:** *To be eligible for a State level award, requires first place win (no ties) for the same year.*

**Criteria for Evaluating Award Nominations:**

*Originality and innovation.* Does the entry present a visionary approach or innovative concept to address specific needs? How were the planning principles observed, especially in consideration of the effects on other public objectives?

*Implementation and Transferability.* What steps were taken to build momentum and public support for your entry? How does the entry have potential application for others and how will use of the components and methodology further the cause of good planning?

*Participation.* How were various public interests involved and the extent of that involvement, including those who historically have been left out of the planning process? How was public and private support obtained? What was the role, significance, and participation of planners? What is the connection between the effort's success and



increased awareness in the community of planners and in the field of planning?

*Effectiveness and results.* How does the entry address the need or problem that prompted its initiation? How have the results made a difference in the lives of the people affected? What level of effectiveness can the entry have over time?

#### 8) **Grassroots Initiative Award**

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.*

**NOTE:** *To be eligible for a State level award, requires first place win (no ties) for the same year.*

#### **Criteria for Evaluating Award Nominations:**

*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 have been historically 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 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.

#### 9) **Public Outreach Award**

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.*

**Criteria for Evaluating Award Nominations:**

*Originality and transferability.* How does the program use new ideas or combines tools to address a demonstrated need for planning information or education within the community? How does the entry have potential application for others and how use of the 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.

**10) Urban Design Award**

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

**Examples:** *Streetscape plans; design guidelines; downtown and neighborhood districts; public space plans; hospital, college or other campus plan.*

**Criteria for Evaluating Award Nominations:**

*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.

*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.

## **11) Planning Advocate Award**

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

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

### ***Criteria for Evaluating Award Nominations:***

*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.

*Note: Recipients of the Planning Advocate award are ineligible to receive the same award for 10 years after accepting it.*

## **12) Planning Firm Award**

Honors a planning firm that has produced distinguished work that continues to influence the professional practice of planning.

### ***Criteria for Evaluating Award Nominations:***

*Quality.* Demonstrate consistent quality of the firm's work and its recognition by the general public or those who practice or sponsor planning, teach planning, or develop communities. Elements of quality include graphic design, content, evidence of implementation by clients.

*Influence.* Detail the firm's positive influence on the direction and professional advancement of planning, for example promoting new technologies, collaboration among other design disciplines, innovations in practice, and advances in the art and science of planning. Identify the number of planners on staff.

*Ethical Practice.* Explain how the firm consistently upholds and champions the highest standards of ethics in terms of the public trust and guiding and educating its staff on the importance of ethics.

*Outreach and Engagement.* Demonstrate the firm's efforts and skills in engaging stakeholders and resolving community conflicts with positive outcomes. Demonstrate responsiveness to the client and the various elements of the community in the planning process and willingness to incorporate ideas and suggestions from the community.

### 13) Planning Agency Award

This award honors the work of a public sector planning agency that has continually produced a program of exceptional work that has elevated awareness about planning.

**Examples:** *Metropolitan planning organizations, regional planning associations, planning department, planning board, zoning board.*

#### **Criteria for Evaluating Award Nominations:**

*Quality.* Demonstrate consistent quality of the agency's work. Describe how the agency's program of work has elevated awareness about planning and built community support for planning. Describe the number of staffers, their various roles, and if any members have specific certifications.

*Outreach and Engagement.* Demonstrate the agency's efforts and skills in engaging community members, business leaders and other stakeholders, and in resolving community conflicts with positive outcomes. Describe efforts undertaken to engage community members, especially those often overlooked, in planning processes.

*Innovation.* Describe how your agency has addressed concerns or issues within the community in a visionary or innovative manner. Specify how planning principles have been observed, especially in consideration of your entry's effects on other public objectives.

*Implementation.* Describe the program of work that has resulted in identified and meaningful outcomes that raise the quality of life for all citizens. Demonstrate the connection between planning and implementation with tools such as capital budgets.

#### 14) Emerging Planning and Design Firm Award

This award honors a young planning and design firm that has helped elevate the planning profession and build public support for planning, and through its current work demonstrates the potential of having a continual influence on the planning profession for years to come.

##### ***Criteria for Evaluating Award Nominations:***

*Quality.* Demonstrate consistent quality of the firm's work and its recognition by the general public or those who practice or sponsor planning, teach planning, or develop communities. Elements of quality include graphic design, content, evidence of implementation by clients.

*Influence.* Detail the firm's positive influence on the direction and professional advancement of planning, for example promoting new technologies, collaboration among other design disciplines, innovations in practice, and advances in the art and science of planning. Identify the number of planners on staff and if any members hold specific certifications.

*Ethical Practice.* Explain how the firm consistently upholds and champions the highest standards of ethics in terms of the public trust and guiding and educating its staff on the importance of ethics.

*Outreach and Engagement.* Demonstrate the firm's efforts and skills in engaging stakeholders and resolving community conflicts with positive outcomes. Demonstrate responsiveness to the client and the various elements of the community in the planning process and willingness to incorporate ideas and suggestions from the community.

#### 15) Advancing Diversity and Social Change

This award honors an individual, project, group, or organization that promotes diversity and demonstrates a sustained commitment to advocacy by addressing the concerns of women and minorities through specific actions or contributions within the planning profession or through planning practice. The award honors the late APA member, Paul Davidoff, for his contributions to the planning profession.

***Examples:*** *A general or comprehensive plan that improves the living conditions of those in an underrepresented neighborhood, an individual working to improve the lives of others, a policy that addresses a need not currently met through other efforts.*

##### ***Criteria for Evaluating Award Nominations:***

*Social and Economic.* Describe how your entry addresses the needs of at-risk individuals

or populations that society typically overlooks. How have your entry's efforts advanced or sustained sound, ethical, and inclusionary planning within the planning field, within a specific community, or in society at large?

*Effectiveness & Results.* Specify how your entry has had a positive impact on the lives of those it was intended to help. Indicate how these efforts have touched a wider audience, helped increase diversity and inclusiveness within the planning field, or in helping support diverse populations.

#### **16) Academic Award (Section and Chapter Award Only)**

To faculty and/or students to recognize outstanding work done in planning schools on an individual or collective basis. If the nominated work has a specific beneficiary, the nomination should be submitted in the Section where the beneficiary of the work is located. If there is no specific beneficiary of the work, the nomination should be submitted in the Section where the school is located.

##### ***Criteria for Evaluating Award Nominations:***

*Purpose:* What was the purpose of the project? What was learned or accomplished by the students?

*Research and Resources:* Please detail what and how research was completed to prepare for producing the final product? What resources were available to the students to prepare the paper or document?

*Challenges:* Please describe the challenges the student(s) face during the project.

*Results:* What was the basis for the paper or the project? What was the final outcome? How was the final product used?

#### **17) Communications Initiative Award**

This award honors efforts to "tell the planning story" and increase awareness and understanding about the planning profession.

*Examples:* Newspaper articles; series of blog posts or a planning-focused blog; publications (books or magazines); websites; podcasts; films.

##### ***Criteria for Evaluating Award Nominations:***

*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.

*Originality and innovation.* Describe how your entry engaged audiences in planning using innovative or unique communication approaches.

*Effectiveness and results.* State how your entry achieved its desired outcomes. Convey the level of effectiveness your entry can have over time.

**18) Hard-Won Victories Award (Section and Chapter Award Only)**

For a planning initiative or other planning effort undertaken by a community, neighborhood, citizens group, or jurisdiction in the face of difficult or trying circumstances. This award recognizes the positive effect of hard-won victories by professional planners, citizen planners, or both working together under difficult, challenging, or adverse conditions because of natural disasters, local circumstances, financial or organization constraints, social factors, or other causes.

***Criteria for Evaluating Award Nominations:***

*Challenges or barriers.* What obstacles, whether physical, natural, social, or a combination thereof, was faced and addressed by the nominated effort? What is the extent of these challenges or other adversarial conditions, and what steps were undertaken to meet the difficult circumstances?

*Available resources.* What resources were available and how were these resources (financial, personnel, consultants, etc.) managed, leveraged, and deployed?

*Progress and positive effects.* What are the lasting effects the effort has had or is likely to have on planning in the community? Has the effort removed or mitigated the barriers and obstacles? How has or will the effort shape the future in the community or locale? What influence has the nominated effort had on community leaders and their views about the value and effectiveness of planning?

**19) Awards for Distinguished Leadership (Section and Chapter Award Only)**

**Distinguished Service Award**

Recognizing an APA Orange Section member who has made a substantial contribution to the development and objectives of the APA Orange Section over a sustained period.

To qualify for the State level award, the member must have also made a substantial contribution to the development and objectives the APA California Chapter over a sustained period.

## **Distinguished Contribution Award**

Recognizing an APA Orange Section member who has contributed to the goals and objectives of the APA Orange Section through an extraordinary effort over a short period of time.

To qualify for the State level award, the member must have also contributed to the goals and objectives of the APA California Chapter and its strategic plan through an extraordinary effort over a short period of time.

Nominations for all Distinguished Leadership categories will be submitted to the Orange Section Board for review.

### ***Criteria for Evaluating Award Nominations:***

*Length of Leadership and Service.* How has there been a sustained contribution to planning; what is the length of outstanding leadership?

*Support of Planning and Planner.* How has the nominee's work increased the understanding of the planning process and/or the profession?

*Ethics.* How has exemplary ethical behavior been demonstrated?

## **20) Making Great Communities Happen (Section Award Only)**

To a jurisdiction, organization, firm, or individual that has created a paradigm-setting plan, project, or process worthy of emulation. Note: this award is specific to the Orange Section and it does not correspond with a California Chapter award category.

### ***Criteria for Evaluating Award Nominations:***

*Purpose.* What was the purpose of the project?

*Research and Resources.* Please detail how research was conducted. What resources were available and how were these resources (financial, personnel, consultants, etc.) managed, leveraged, and deployed?

*Progress and Positive Effects.* What are the lasting effects the effort has had or is likely to have on planning in the community? How has the effort shaped the community? What influence has the nominated effort had on community leaders and/or the public and their views about the value and effectiveness of planning?



#### **IV. AWARDS SELECTION PROCESS**

##### **1) APA ORANGE SECTION AWARD PANEL COMPOSITION**

An APA Orange Section award panel shall be appointed by the Awards Chair to judge the entries. Panel members should be chosen to represent different areas of expertise, geographic locations, and professional experiences in the private/public sector, to achieve an overall balance of the panel. The diversity in panel members will also be considered.

All award categories are reviewed and selected by the appointed panel. The decision of the majority of the panel shall be final.

##### **2) AWARD PANEL MAY MOVE NOMINATIONS TO A DIFFERENT CATEGORY**

Nominations will be evaluated for the award category in which they were submitted. However, the APA Orange Section panel may, upon majority vote, move a nomination to a different category, if appropriate.

##### **3) NUMBER OF AWARDS AND CERTIFICATION OF AWARD**

Only one first place award (Award of Excellence) may be granted per category each year. When exceptional circumstances warrant, one or more Awards of Merit may also be given per category. If the panel finds that none of the nominations in a particular category meets the desirable standards of excellence, they may grant only an Award of Merit or grant no award in that category.

After the panel makes a decision on all of the submissions, the APA Orange Section Awards Chair will notify each award recipient and provide a certification for all award recipients for submission to the California Chapter of the American Planning Association.

##### **4) RELATIONSHIP BETWEEN SECTION AND CHAPTER/STATE AWARDS**

There are some award categories which only first place winners of APA Orange Section Awards are eligible for nomination for the California Chapter Awards [see Award Categories above for those categories which require first place win at the Local Section level (no ties) for the same year]. Such award entries must be submitted to the Section where the project, plan, or work occurred prior to being submitted to the California Chapter for consideration. The due date for the California Chapter awards is expected to be in May or early June.

The Orange Section has established these Awards Policies to encourage the submission of nominations for consideration at the Section, Chapter/State, and National APA levels, wherever possible. In addition, the APA Orange Section appoints an Awards Chairperson to serve as contact with the Vice President for Administration or APA California Awards Coordinator concerning Awards Program matters and to coordinate awards activities for the

APA Orange Section.

APA Orange Section award recipients are encouraged to continue to raise the profile of their efforts through competing at the California Chapter level, press releases, newsletter articles, announcements at community meetings and public hearings, and by sharing the good news with the entire project team and other colleagues.

Please note that the APA Orange Section does not automatically submit Section winners to the California Chapter of the American Planning Association for award consideration. Each Section winner will be responsible for preparing and sending the Chapter/State awards package application, pursuant to the Chapter/State policy guidelines. Refer to the CCAPA website for submission details (<http://www.apacalifornia.org>), as they may be different than the Section requirements.

#### **V. HONORING THE AWARD RECIPIENTS**

Award recipients will be honored at the annual APA Orange Section Awards Program. A presentation will be made using information provided in the nomination materials. Each award recipient is provided with an Awards Program event ticket(s) at no cost. Winners will be honored with a plaque or trophy. Two trophies or plaques per award will be provided to the recipient at no cost. Upon request, additional Awards event tickets, trophies, or plaques will be provided for individuals, firms or groups affiliated with the award-winning project or program, but the recipients must pay for the cost.