



APA Federal Planning Division

Invitation to Submit 2023 FPD Awards Nominations



The APA Federal Planning Division invites agencies, companies, and other entities to submit nominations for the 2023 Federal Planning Division Awards Program (*2023 awards are awarded in 2024*). Submissions are due **31 January 2024**. The following pages contain general award information, information about submission requirements, and a description of the seven award categories.

General Award Information

Submission Eligibility

Nominations must pertain to federal installations, programs, properties, or people involved in federal planning. Nominations may be submitted by any interested party. All submissions must have been completed within the last two fiscal years (i.e., final deliverable submitted and accepted by federal agency between October 1st, 2021, and September 30th, 2023). Completion means the sample work product submitted for consideration has been submitted and accepted/approved by the federal agency. Eligibility requirements for the Rik Wiant Distinguished Service and Leadership Award (award category 7) are listed on page 7.

Changes to Submission Requirements for 2023 Awards Program

To address concerns and feedback provided from last year's workshop and award program, the following changes, approved by the Executive Committee, will be incorporated into this year's award program:

- To meet rising costs of managing the FPD Awards Program, submission fees are adjusted to \$125.00 for the 2023 Awards season.
- The Nomination Form will require the identification of a *Point of Contact from the installation or site* the project was conducted at as the lead for the Award Submission. Nomination Forms without a Point of Contact will not be considered. Consultants can still submit award packages on behalf of Federal Agencies; this additional Point of Contact is to ensure that the award recognizes the hard work done in collaboration by the Federal Agencies and Consultants.
- Consultants will *remain limited to 6 Award Nominations total*. The submissions can be spread among the six different categories but cannot exceed a total of 6, regardless of multiple office locations.

Category Tiers

There are three tiers of awards in categories 1-6. One award will be made per tier in each category for a total of up to 18 potential awards in categories 1-6. The Awards Committee reserves the right to adjust the number of awards for any category based on jury input.

- **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 Award level.
- **Citation Award** -Submissions that possess a special aspect or unique quality deserving recognition.



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Evaluation Process

The nomination packages will be reviewed for submission compliance by the FPD Awards Committee prior to being evaluated by the awards jury members. Evaluation criteria are listed on page 4. There will only be **one** round of review and evaluation by the jury this year. The FPD Awards Committee will host a webinar in **December 2023** to explain the changes for the 2023 awards program. Details will be announced via the FPD email listserv and on the FPD Awards website page.

Nominations for the Rik Wiant Distinguished Service and Leadership Award (award category 7) will be reviewed by the FPD Executive Committee, which will review all submitted nominations and select one or more recipients. FPD Executive Committee 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.

Who May Apply to be a Juror?

Anyone who is employed within the planning profession, student in a recognized collegiate planning program, or by the Federal Government may apply.

What Can You Expect From the Jury?

- **Selection** – The Awards Committee will review juror applicants and recommend the jury pool for approval by the Executive Committee in February 2024.
- **Time Commitment** – Jurors will meet 1-30 March 2024 reviewing submission packages. AICP members may use the self-report option to claim up to eight CM credits for this pro-bono planning service.
- **Correspondence** – Utilizing Google Drive, the jury will correspond electronically throughout the review process.
- **Conflict of Interest** – No jury member will review any category or submission which includes a submission from their affiliated agency, firm, or other entity.
- **Review Process** – Jurors will conduct **one** round of reviews for the 2023 Awards Program. Quantitative scoring will complete a detailed review of the entire document before final tabulation as a whole jury. The Awards Committee will not judge any submission.

How do I Apply to be a Juror?

To apply, send an email to fpdawards@gmail.com for further details along with staying tuned for the additional jury call announcements.

Awards Notification and Distribution

Award winners will be notified no later than **12 April 2024**. The 2024 Federal Planning Division Workshop is scheduled for 13-17 May 2024 and will be held at the National Housing Center, Washington, D.C. Details about the Awards Ceremony, and distribution of awards certificates will be announced in spring 2024.



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2024 FPD Awards Submission Requirements

Submission materials are due by **2359est, 31 January 2024** to fpdawards@gmail.com

All Awards submissions must adhere to the following requirements:

- The nomination package should be completely electronic (.pdf required), no hard copies will be accepted
- The nomination package with supplemental materials must not exceed 200MB in total
- FOUO/CUI submissions will not be accepted; please omit any sensitive information from your submittal and note why the material is not included
- 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 consultant's names and logos in the body of report/work product submitted and file names
 - Consultant team member faces should be blurred throughout the project materials
 - The only place a consultant's name or logo should appear is on the nomination form
- Please note that the nominating party is responsible for notifying all subconsultants, partners, and clients prior to submission
- The nominating party is also responsible for receiving the awards certificates and ordering any additional copies of awards.

Awards Categories 1 through 6 submissions shall include:

- Completed nomination form (items 1-10)
- .pdf file of the work being nominated
- Four images (.jpg required) that are representative of the project; images will be used during the Awards Ceremony and in Awards Notifications while at the FPD Workshop
- A \$125.00 application fee (for consultant-executed projects only) must be received by **10 February 2024**; please make check payable to **"APA Federal Planning Division"** and mail to:
Travis Willer
c/o FPD Awards Committee
8 Chickamauga Pike
Hampton, VA 23669

Rik Wiant Distinguished Services and Leadership Award (Category 7) submissions shall include:

- Completed nomination form (items 1-2, 5, 8, and 9 only)
- Two letters of support from people familiar with the individual's work and accomplishments
- (Recommended) Up to four images (.jpg required) that are representative of the individual's career. Images will be used during the Awards Ceremony and in Awards Notifications while at the FPD Workshop.

Evaluation Criteria

The awards jury will review submissions for awards categories 1-6 based on the following criteria:

- **Effectiveness** – Describe the critical needs that prompted the initiation of your entry and how your entry addressed them. Be explicit about how the results have or will make a difference in the lives of the people affected and the effectiveness your entry will have over time.
- **Innovation** – Document how your entry presents an innovative or excellent planning approach to address needs. Explain how your planning approach enhanced standard federal planning practices.
- **Comprehensiveness** – Explain how your entry effectively applies planning principles to promote federal and public objectives.
- **Analytical Process** – Demonstrate how your entry used a proven, unique, or atypical planning process that provided clear outputs. Illustrate how your entry’s components and methodology promote good federal planning.
- **Compatibility** – Demonstrate how your entry integrates and supports the overall planning goals of the broader context of the associated locational or operational context (region, site, or stakeholder groups) that the submission resides within.
- **Integration** – Describe how your entry has been integrated into or aligned with other relevant 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, surrounding region, or stakeholder groups.
- **Engagement** – Explain the extent of public or stakeholder involvement. Show how your entry obtained broad support.
- **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).
- **Transferability** – Document the potential your entry has for application in other areas or projects.
- **Promotion of Federal Planning** – Clarify the role, significance, and participation of planners in the work. Demonstrate the connection between the effort's success and increased awareness in the federal community of planners and planning.
- **Presentation** – Submissions will also be judged on the excellence of writing, graphics, and character of presentation.

Evaluation criteria for the Rik Wiant Distinguished Service and Leadership Award (Category 7) are listed on page 7.



Awards Categories

The APA Federal Planning Division awards categories are the following:

Category 1 – Outstanding Federal Planning Program

For a large-scale planning program that best represents and incorporates integrated design, innovative problem solving, and an effective planning process. Programs typically include enterprise-level planning initiatives applicable to multiple locations, facilities, installations, or properties.

Examples of previous winning projects in this category: Installation Management Command Lodge Program Definition Reports and DD1391s, Defense Logistics Agency (DLA) Worldwide Area Development Plans (ADPs) Program, and U.S. Army Garrison (USAG) Bavaria Housing Area Development Plans

Category 2 – Outstanding Federal Planning Project

For the planning project that best represents the ideas of integrated design, successful community planning, innovative problem solving, and an effective planning process at a single federal site or location. 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 address the unique opportunities or challenges associated with the site.

Examples of previous winning projects in this category: Luke Air Force Base Targeted Growth Management Plan, National Institute of Standards & Technology (NIST) Gaithersburg Campus Master Plan, and Marine Corps Air Station (MCAS) Iwakuni Customer Concept Document FY18

Category 3 – Outstanding Area/Site Development Plan

For the planning project that best represents a smaller development area that is a 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 Functional or Operational Plans, Housing Area Plans, Park Unit Plans, Site Plans, etc. Small, single-site, single-mission locations could also be considered for this category.

Examples of previous winning projects in this category: Kadena Industrial Park (Chibana District) Area Development Plan, West Point Clinton District Area Development Plan, and Peterson Air Force Base Triangle Area Development Plan

Category 4 – Outstanding Technical Plan or Study

For a planning effort demonstrating outstanding technical competence in federal operations. This category is intended for planning studies that do not clearly fit into Categories 1-4 above. Technical plans or studies typically include, but are not limited to enterprise-level strategic basing or siting plans (e.g., new aircraft, vehicles, vessels, or organizations); range/training area or other real estate or real property asset management plans; information management and analysis tools that enhance a planner's ability to facilitate objective recommendations to inform



decision makers; business case and economic impact studies; or site feasibility or other alternative analyses.

Examples of previous winning projects in this category: Naha Military Port Plan, Zion National Park Management Scenario Tool, and Marine Corps Air Station (MCAS) Iwakuni Stormwater Management Plan

Category 5 – Outstanding Environmental Planning Project

For the environmental project that 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.

Examples of previous winning projects in this category: US Air Force F-35A Operational Beddown Air National Guard Environmental Impact Statement, Customs and Border Protection Advanced Training Center Sustainability Component Plan, and Vegetation Plan Defense Supply Center Richmond (DSCR)

Category 6 – Outstanding Collaborative Planning Project

For the project that best exemplifies the benefits of a federal agency working cooperatively with another federal, state, or local agency to demonstrate the value of comprehensive planning for the greater public benefit, avoiding duplication of efforts for common needs, interests and requirements; effective stakeholder outreach and engagement; and fostering productive working relationships to provide for such things as coordinated regional plans, climate change or resiliency plans, emergency response management plans, realignment or closure plans, corridor plans, or other large-scale coordinated planning efforts. Nominations for this category should communicate how the collaboration contributed to the success of the plan.

Examples of previous winning projects in this category: Norfolk-Virginia Beach Joint Land Use Study, Mid-Columbia River Regional Master Plan and Integrated Environmental Assessment, and National Park Service Alcatraz Ferry Embarkation Site

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.

Evaluation Criteria

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 or among the public, interested/involved stakeholders, and/or elected officials. Specify how the nominee has promoted the professional development of young planners and encouraged them to contribute and commit to careers in the federal planning profession.

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.

For any questions or feedback, please submit them via email at fpdawards@gmail.com

Travis Willer, AICP
 Awards Committee Chair