APA RI Awards Submission Requirements

The following items are required in order to be considered for an APA RI Award:

- **Award Application Form**
- One page summary of the project or plan (Times New Roman, Size 11, Single-Space)
- A Letter of Support is required for any self-nomination (i.e. when the nominator worked on a regular basis on the project being nominated, or is the individual being nominated).
- One page summary of how the plan, project or person satisfies the following Evaluation Criteria (Times New Roman, Size 11, Single-Space). The criteria below are worth up to 10 points each, for a total score of 60.

**Innovation** - Introduction of an original concept, or refinement of an existing technique or procedure.
**Comprehensiveness** - Planning principles have been observed, especially in considering a project’s effect on other public objectives and the surrounding environment.
**Transferability** - Potential applicability in other areas of the state or to other planning projects.
**Quality** - Excellence of analysis, conceptualization, writing and graphic presentation.
**Collaboration & Inclusiveness** – Planning process and/or plan implementation have relied upon collaboration and cooperation among many partners, and demonstrated active outreach to those not usually involved.
**Implementation** - Effectiveness of the work-i.e. plans have been carried out or show promise of being carried out in the near future.

**Bonus! Inter-jurisdictional Collaboration** – Projects that demonstrate meaningful collaboration between or among two or more jurisdictions may receive up to 5 bonus points at the discretion of the Awards Committee. For the purposes of this bonus, “inter-jurisdictional” does NOT apply to a single municipality collaborating with an entity of the government of the State of Rhode Island. It DOES apply to any collaboration “of equals” where collaboration is voluntary. For example: RI municipalities with one another or with one or more municipalities in CT or MA; a water supply authority with its neighboring supply authorities; a RI State agency with partner agencies in other states; RI community development organizations with one another or with other organizations in CT and MA, etc.

In order to support your Awards submission, the following optional items may be submitted:

- Copy of planning report or product that presents the project,
- One set of up to ten slides that best represent the project (PowerPoint or PDF format),
- Audio or video presentation (i.e. link to a YouTube video),
- Website link of the project, or
- Other materials that best describe the project.

**Eligibility**

- Nominations must represent projects, issues or people in Rhode Island (in whole or in part).
- Any person or organization may submit a nomination; nominators do not have to be APA members. Non-APA members in allied fields are also eligible to receive awards.
The work must represent an ongoing program or project, or have been completed within one calendar year preceding the award year (with the exception of the Implementation Award).

- Members of the APA RI Awards Committee are not eligible to submit or receive awards.
- Nominators should select the most appropriate category for each submission. The APA RI Awards Committee will judge each nomination solely on information contained in the submitted package, and has the option of transferring a submission to a different category.
- The APA RI Awards Committee may select one or more winners, or no winners, from each category, depending upon the submissions made.
- Self-nominated projects are always welcome, but do require a Letter of Support (see above).

**Submittal format:** Email submittal only (i.e., PDF, Word, website links, or other easily viewable electronic format).

**Submit to:** Joshua.oneill@doa.ri.gov no later than Friday, October 23, 2020

Nominations that fail to address the requirements above will be considered non-responsive and will not be reviewed by the Awards Committee. If you have any questions regarding the requirements or your eligibility, please email: Joshua.oneill@doa.ri.gov