



CCAPA AWARDS PROGRAM POLICY

Adopted by CCAPA Board February 11, 2006

I. INTRODUCTION

The CCAPA Awards Program provides an opportunity to recognize and celebrate the great planning work occurring throughout California. This Awards Program Policy provides the general guidelines and procedures for the annual CCAPA Awards Program. All future Awards Programs shall be conducted in conformance with the policies and procedures outlined herein. Amendment of the CCAPA Awards Program Policy shall be made by majority of the CCAPA Board of Directors.

II. PURPOSE

The purpose of the CCAPA 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. Each year CCAPA awards over 17 Planning Awards to honor the most outstanding efforts in planning in the State. The program honors innovative plans and projects, distinguished APA members, lay contributors to planning and achievements of CCAPA Sections.

III. AWARD CATEGORIES

A. OUTSTANDING PLANNING AWARDS

Nominations for Outstanding Planning Awards must be submitted to the Section where the project, plan or work occurred first prior to being submitted to the State for consideration. Only the first place Section Award winners (no ties) for that year are eligible for nomination for the CCAPA Outstanding Awards Categories below.

1) Comprehensive Planning Award: (Corresponds to APA's Outstanding Planning Award for A Plan.)

a) Large Jurisdiction: To a comprehensive plan of unusually high merit completed within the past 3 years for, by or within a jurisdiction with a 2000 Census population of 100,000 or more.

b) Small Jurisdiction: To a comprehensive plan of unusually high merit completed within the past 3 years for, by, or within a jurisdiction with a 2000 Census population of less than 100,000.

2) Planning Implementation Award: (Corresponds to APA's Outstanding Planning Award for Implementation.)

a) Large Jurisdiction: To a program, process or ordinance of unusually high merit that is in the process of being implemented or has been implemented within the past 3 years by a jurisdiction with a 2000 Census population of 100,000 or more.

b) Small Jurisdiction: To a program, process or ordinance of unusually high merit that is in the process of being implemented or has been implemented within the past 3 years by a jurisdiction with a 2000 Census population of less than 100,000.

3) Planning Project Award: To a specific planning project of unusually high merit that is in the process of being constructed or has been completed within the last year. **(Corresponds to APA's Outstanding Planning Award for A Project/Program/Tool.)**

4) Innovative Use of Technology Award: To a project or process completed in the past 3 years, which features an innovative use of technology to further the goals of the planning process. **(Corresponds to APA's Outstanding Planning Award for A Project/Program/Tool.)**

5) Focused Issue Planning Award: For a planning document of unusually high merit completed or published in the past 3 years, dealing with a specific aspect of the planning process. For example, an environmental impact report or housing needs assessment. **(Corresponds to APA's Outstanding Planning Award for A Special Community Initiative.)**

B. LEADERSHIP AND SERVICE AWARDS

The following awards are given to individuals, programs or organizations for sustained and significant contributions to the planning profession. Nominations for Leadership and Service Awards will be accepted from any person, including members of the California Chapter Board of Directors. Individuals, programs or organizations nominated for the Leadership and Service awards do not have to be a Section award winner. Candidates may not self-nominate.

1) Advocacy Planning Award: To a project, group or individual reflecting a sustained social commitment to advocacy planning in support

of the needs of society's less fortunate members. (**Corresponds to the APA Paul Davidoff Award.**)

2) Contribution to Women Award: To a planner whose work has contributed substantially to the attainment of women's rights, planning issues related to women and the family. (**Corresponds to the APA Diana Donald Award.**)

3) Education Project Award: To an individual or program that has informed or educated the public or a specific segment of the public about the benefits of planning or how planning works. Open to agencies, firms, consultants, individuals, non-profit organizations, and CCAPA sections. (**Corresponds to APA's Public Education Award.**)

4) Academic Award: To faculty and/or students to recognize outstanding work done in planning schools on an individual or collective basis.

5) Distinguished Leadership Awards:

a) Professional Planner: To a professional planner, currently employed in the planning profession, for a sustained contribution to the profession through distinguished practice, teaching, or writing. (**Corresponds to APA's Distinguished Leadership Award for a Professional Planner.**)

b) Elected Official: To an individual elected to public office for a significant contribution to excellence in public planning. (**Corresponds to APA's Distinguished Leadership Award for an Elected Official.**)

c) Planning Firm, Department, or Agency: To a planning firm, planning department or planning agency for outstanding achievement in public or private planning over a sustained period. Self-nominations are allowed for this award category.

d) Citizen Planner/Layperson: To a person who is neither a professional planner nor an elected official for a significant contribution to excellence in the planning field. (**Corresponds to APA's Distinguished Leadership Award for a Citizen Planner.**)

e) Student Planner: To a student in a Planning Accreditation Board approved planning program for outstanding achievement during the respective nominee's academic career in planning. (**Corresponds to APA's Distinguished Leadership Award for a Student Planner.**)

f) Organization: To an organization whose efforts have contributed to elevating planning principles, creating greater awareness of the value of planning, and improving the quality of life in one or more communities. Only open to non-APA related organizations. **(Corresponds to APA’s Daniel Burnham Award.)**

6) Distinguished Service Award: To a CCAPA member who has made a substantial contribution to the development and objectives of CCAPA over a sustained period. **(Corresponds to APA’s Distinguished Service Award.)**

7) Diversity Service Award: To a CCAPA member who has made a substantial contribution to promoting diversity in the planning profession and/or within the Chapter over a sustained period of time.

8) Distinguished Contribution Award: Recognizing a CCAPA member who has contributed to the goals and objectives of the California Chapter of the American Planning Association and to its strategic plan through an extraordinary effort over a short period of time. **(Corresponds to APA’s Distinguished Contribution Award.)**

Recipients of any Leadership and Services Awards are ineligible to receive the same award for ten years after accepting it.

C. JOURNALISM/MEDIA AWARDS

The following awards honor newspapers and other media “for public service rendered in the advancement of city and regional planning through outstanding journalism or coverage of a topic.” Nominations for Journalism/Media Awards will be accepted from any person or organization. Individuals or organizations nominated for the Journalism/Media awards do not have to be a Section award winner. Candidates may not self-nominate.

1) Journalism Award: (Corresponds with APA’s Journalism Awards.)

a) Circulation over 100,000: To a publication with circulation over 100,000 for outstanding coverage of planning or environmental issues.

b) Circulation 35,000 to 100,000: To a publication with circulation between 35,000 and 100,000 for outstanding coverage of planning or environmental issues.

c) Circulation under 35,000: To a publication with circulation under 35,000 for outstanding coverage of planning or environmental issues.

2) Individual Journalist Award: To an individual writer or editor for an article or series of articles of exceptional merit on planning or environmental issues.

3) Media Award: For outstanding coverage of a planning topic through other than the journalism (e.g., television, radio, video, the internet, literature, etc).

D. SECTION ACTIVITY AWARD

CCAPA is has eight sections in California. Each section has its own officers and develops its own programs and activities to serve the needs of their members and the community in their region/section. The Sections serve as the primary vehicle through which many members participate.

The CCAPA Section Activity Award recognizes the outstanding work of a Section that has established or implemented an activity or program of unusually high merit within the past two years. Section Activity Award winners are only eligible to receive the award once every three years. Any person including a member of the CCAPA Board or the Sections can make nominations for this award. Self-nominations are allowed only for this award category.

IV. NOMINATION SUBMITTAL REQUIREMENTS

1. Nominations must be submitted on the CCAPA “Planning Awards Application” form. Section Awards Application forms are not acceptable substitutes for the CCAPA Application Form.

2. Five sets of the following items must be submitted along with a Master Copy, which is described below. Each of the five sets must be bound in a binder or folder in the following order. The following items must be submitted:

- The completed CCAPA Application form.
- One Page Summary of the submission or in the case of an individual, a one page resume.
- One or two page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category.
- A least one (1) but no more than five (5) one-page letters in support of the entry from someone familiar with the nomination but other than the nominator and/or staff/consultant.
- A digital copy in PDF format on CD Rom of the document for which the Nomination is submitted.

Additionally one Master copy must include:

- All of the above information included in a separate binder, clearly distinguished from the 5 Jury Copies and labeled “Master Copy: Includes Digital Images”.
- One (1) set of 10 digital images (PowerPoint, TIFF, JPG, PDF or GIF format) on a CD Rom with a brief narrative for each number image. The digital images should be creative and representative of the project, as they will be used to represent the Nomination to both the Jury, and at the Awards Ceremony, if selected. The Chapter will not accept photographic prints or slides.

3) All submissions must be received by the deadline and strictly follow the requirements outlined in the CCAPA Awards Policy and the Awards Application Form.

4) Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Vice President for Administration.

5) Submissions may be entered in only one awards category or subcategory.

6) Specific program, projects, reports, processes, and ordinances may only be nominated for a CCAPA award once.

V. CCAPA STATEWIDE AWARDS SELECTION PROCESS

A. CCAPA STATEWIDE JURY COMPOSITION

A CCAPA jury of five members shall be appointed by the Vice President for Administration to judge the entries. Jurors 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 jury. The diversity in jurors will also be considered. The decision of the majority of the jury shall be final.

B. CCAPA STATEWIDE JURY MAY MOVE NOMINATIONS TO A DIFFERENT CATEGORY

Normally, nominations should be evaluated for the award category in which they were submitted. The CCAPA jury may, upon majority vote, move a nomination to a different category if appropriate.

C. CRITERIA FOR EVALUATING AWARD ENTRIES

Entries shall be judged according to the following criteria:

1) OUTSTANDING PLANNING AWARDS CRITERIA

The following criteria will be used in evaluating all outstanding planning awards submittals.

a) Originality: Is there a visionary approach or innovative concept that results in a meaningful advance in the planning process?

b) Transferability: To what extent is there a potential application in other areas or to other projects?

c) Quality: To what extent is there excellence of thought, analysis, writing, graphics, and ethical planning process?

d) Implementation: How did the project address the need or problem that prompted its initiation? What is the level of effectiveness as evidenced by the project's degree of post-completion or post-adoption activity? What level of effectiveness do you anticipate over time?

e) Comprehensiveness: To what extent have planning principles been observed, especially consideration of the projects' effects in other public objectives?

f) Public Participation: To what extent was the public involved in this project and how was both public and private support obtained.

g) Role of Planners: What role did planners play in the project?

2) LEADERSHIP AND SERVICE AWARDS CRITERIA

The following criteria will be used in evaluating all leadership and service submittals:

a) Length of Leadership/Service: How has there been a sustained contribution to planning; length of outstanding leadership.

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

c) Ethics. How has exemplary ethical behavior been demonstrated?

d) If the entry is a project or program, it shall be judged on the criteria of Outstanding Planning Awards above.

3) JOURNALISM/MEDIA AWARDS CRITERIA

The following criteria will be used in evaluating journalism/media submittals:

a) Originality: Innovation in theme, topic, or treatment; establishment of a point of view; development of a new angle on an existing problem.

b) Topicality: Relation to issues which are current, noteworthy and significant; relationship to the issues, topic areas of interest of citizens, community leaders, or the planning profession at large.

c) Craft: Writing style; application of journalistic skills and standards to develop the topic; adherence to principles of objectivity, if applicable, research techniques and methods; level of documentation.

d) Presentation: Use of photography, typography, layout, graphics and other design tools to communicate with the audience.

e) Interpretation: Manner in which planning concepts are interpreted or expressed to aid reader understanding and ability to draw important conclusions.

D. NUMBER OF AWARDS

Only one first-place award may be granted per category each year. When exceptional circumstances warrant, one Award of Merit may also be given per category. If the jury 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.

VI. HONORING THE AWARD RECIPIENTS

Award recipients will be honored at the annual CCAPA Conference during an awards ceremony event, typically a luncheon or dinner. Each award recipient is provided with one awards event ticket at no cost. First place winners will be honored with a trophy or plaque. Award of Merit winners will be honored with a certificate. One trophy, plaque, or certificate per award will be provided to the recipient, at no cost. Upon request, additional awards event tickets, trophies, plaques or certificates will be provided for individuals, firms or groups affiliated with the award winning project or program, but the recipients must pay for the cost.

VII. SECTION AWARDS PROGRAMS

A. SECTION AWARDS PROCESS

Because only first place winners of section awards programs are eligible for nomination for CCAPA Outstanding Planning Awards, the Section Awards Programs are vital to the success of the Chapter's Awards Program. Nominations for Outstanding Planning Awards must be submitted to the Section where the project, plan or work occurred first prior to being submitted to the State for consideration. Sections are strongly encouraged to support and promote their local awards programs.

B. SECTION AWARDS POLICIES

Individual Sections may establish Awards Policies different from those of the Chapter at their discretion. Each Section wishing to participate in the Chapter Awards Program, however, must appoint an awards chairperson to serve as contact with the Vice President for Administration, or appointed designee, concerning Awards Program matters and to coordinate awards activities for the Section.