**2020 PLANNING AWARDS – RESPONSE**

Please review the Call for Nominations evaluation criteria for each award category. A nomination package should be completed for each nomination submitted. Please provide information relevant to the nomination category as required. Except for the Distinguished Planner category, the SCAPA 2020 Awards are for efforts and achievements occurring from August 2018 through December 31, 2020. Nomination packages must be complete with all information outlined herein.

1. **Submittal letter: (please attach)**

□ Nomination summary outlining the nomination and supporting information. [500 words or less]

**B. Nomination category: (please chose)**

□ Outstanding Planning Project – Large Urban Jurisdiction

□ Outstanding Planning Project – Small Urban Jurisdiction

□ Outstanding Planning Project – Rural Jurisdiction

□ Outstanding Planning Project – Multi-jurisdictional

□ Outstanding Planning Project – Innovative Use of Technology

□ Outstanding Planning Project – Public Outreach and Engagement

□ Outstanding Planning Project – Implementation

□ Distinguished Planner

□ Planning Advocate

□ Planning Awareness

**C. Nominee project or individual information: (please fill in)**

Name of Project or Individual:

Organization or Agency:

Contact Name and Title:

Mailing Address:

Phone and Email Address:

**D. The achievements of the project or person nominated for the award.** [250 words or less] **(please attach)**

**E. Why the nominee’s achievements are exceptional and deserve recognition.** [250 words or less] **(please attach)**

1. **Total resources expended on the project: (please fill in)**

Number of hours expended by public agency staff (if applicable):

Consultant fee (if applicable):

In-kind percentage/out-sourced percentage (if applicable):

Direct expenses incurred (if applicable):

1. **Number of persons impacted by the project. (please provide)**
2. **Population of the jurisdiction(s) in which the project is or was located or conducted. (please provide)**
3. **Narrative:** [500 to 1,000 words] **(please attach)**

A narrative that details the project or individual with respect to the specific award category evaluation criteria. This narrative should be typed with a minimum of 11-point type and 1‑inch margins. A list of all attachments should be included for juror reference.

1. **Contact information related to the person or organization submitting the nomination:** **(please fill in)**

Name and Title:

Organization or Agency:

Mailing Address:

Phone and Email Address:

Signature of Person Submitting the Nomination:

Date of the Nomination: