



American Planning Association
Technology Division

CALL FOR NOMINATIONS 2018 APA Technology Division Smart Cities Awards

Deadline for entries: January 29, 2018 - 11:59pm Eastern Time

The Technology Division of the American Planning Association is seeking nominations for plans, projects, or initiatives (Project) that have utilized and/or deployed digital tools, applications and methods as part of a planning process plan, project, smart city initiative or policy to be recognized for their innovative achievements.

A jury panel of planners, technology industry professionals, and academics will evaluate all eligible nominations based on the guideline criteria below to select the award winners. Those award recipients will be invited to receive their award and showcase their smart cities Project at the Technology Division's Facilitated Discussion session at the 2018 APA National Conference in New Orleans, Louisiana, being held April 21- 24, 2018.

AWARDS

A jury panel will evaluate nominations and select three winners that represent outstanding achievements in the utilization of technology as part of a planning process, plan, project, initiative, or policy based on the selection criteria below. Award recipients will be recognized at the APA National Conference in New Orleans and through multiple channels, including newsletters and social media. They will also receive a plaque at the event.

SELECTION CRITERIA

A jury panel of planning practitioners, technology industry professionals, and academics will review all eligible nominations to determine the top three award winning projects. The nominations will be evaluated on the following criteria:

- **Originality (20 points):** The Project demonstrates an original and innovative application of a technology, and/or data collection or analysis method that advances the planning profession and supports the following strategic goals [of the APA](#):
 - APA will LEAD the planning movement.
 - APA will COMMUNICATE AND ENGAGE to foster quality leadership and participation and to provide the best planning information.
 - APA will PARTNER to leverage resources and build coalitions.
 - APA will ADVOCATE for planning, planning leaders and good government.
 - APA will INSPIRE building great communities.
 - APA will SERVE its members.
- **Implementation (25 points):** The Project demonstrates the utilization of a digital tool or an innovative method's ability to be successfully deployed in a planning process, plan, project, smart city initiative or policy.
- **Functionality and Use (30 points):** The Project demonstrates the:

- use of the digital tool or method by planners to address a clearly defined need or project objective;
- ease of use of the digital tool or method's user experience;
- digital tool or method's value to:
 - planning analysis,
 - participatory planning processes,
 - mobility goals,
 - economic development goals,
 - social justice goals,
 - sustainability or resiliency goals, and/or
 - other planning related goals.
- Significance to Planning (15 points): The Project clearly demonstrates innovation and visionary concept in the practice of planning that aids planners and advances the profession.
- Quality of Presentation (10 points): The nominations will be evaluated for overall quality and legibility of the submitted materials.

A summary of the Selection Criteria and points available for each category is attached for your convenience.

ELIGIBILITY

1. Nominations will only be considered for completed plans and projects, or ongoing initiatives or policies that have utilized and/or deployed digital tools, applications and methods. Nominations may also be for completed Projects that combine traditional planning methods with digital tools to implement smart city initiatives.
2. Nominations can be submitted by either the organization/team involved with the Project, or someone not involved on behalf of the organization/team (see submission requirements below).
3. Projects from public and/or private organizations are eligible.
4. Project coordinator(s) and/or representative(s) must be prepared to attend the Technology Division's Smart City Awards held during the 2018 APA Conference in New Orleans if they are selected. Awards recipients will be notified no later than February 19, 2018. Once notified, award recipients will have one week to confirm their attendance. If the coordinator and/or a representative will not be able to attend the award will be forfeited and awarded to the runner-up.

EXAMPLES

Examples of eligible Projects include utilizing a new or existing software application for use on various mediums (i.e. web, mobile, etc.), sensors for data collection, methods for which collected data was utilized, data analysis methods or technologies, data visualization, or even new strategies of applying digital methods, data, or tools. A comprehensive list of previous winners is available on the [APA Technology Division Smart Cities Awards site](#).

SUBMISSION REQUIREMENTS

To be considered for the 2018 APA Smart Cities Awards please submit a nomination packet by January 29, 2018, that includes the following items:

1. Cover letter. Information to be provided within the cover letter shall include:
 - a. Nominee Name. Name of the organization, agency, firm, or team to be nominated. The Nominee Name will be printed on the award plaque.

- b. Project Name. Common name for the Project. The Project Name will be printed on the award plaque.
 - c. Contact Person. Include the contact person's organization, title, address, phone and email. The contact person who will serve as point of contact for all decisions made on this nomination and will work with the Technology Division to obtain any additional information and materials. This person does not need to be part of the nominated team.
 - d. Executive Summary of Project. A brief description of the digital tool, application, or method deployed. Executive Summary not to exceed 200 words.
2. Summary Description. A summary of the Project for consideration, including:
- a. Details of stakeholders and organizations involved,
 - b. Project objectives,
 - c. Scope of the Project,
 - d. Project funding,
 - e. Actual Project outcomes,
 - f. Any broader implications of the Project, and
 - g. Any other relevant background to the Project.

Summary not to exceed 1000 words or 10 "slides" if using a PowerPoint or similar graphic presentation format. Please do not include font sizes of less than 11 point.

3. Technology or Method Deployment Detailed Discussion. The Project nomination must demonstrate:
- a. How the digital tool, application, or method was deployed;
 - b. What areas in the Project was the digital tool, application, or method utilized;
 - c. The time frame for the implementation of deployed digital tool, application, or method;
 - d. The budget for the implementation of deployed digital tool, application, or method;
 - e. What relationships were created and/or managed with the deployed digital tool, application, or method;
 - f. A detailed discussion of the Project's use and deployment of the digital tool, application, or method. The discussion should include:
 - Impetus/reason to approach aiding the Project with technology;
 - Development process/scope of the tool or application;
 - Deployment details;
 - Role of the stakeholders involved;
 - Budget and time frame, and;
 - Outcome/current status of the Project

The Detailed Discussion should include images and illustrations to help discussion points where necessary. Discussion not to exceed 2500 words or 25 "slides" if using a PowerPoint or similar graphic presentation format. Please do not include font sizes of less than 11 point.

4. Significance in Planning Discussion. A summary of how the Project's utilization plays a significant and visionary role in the planning profession and ways it can be utilized by other organizations and communities. Significance in Planning Discussion not to exceed 1000 words or 10 "slides" if using a PowerPoint or similar graphic presentation format. Please do not include font sizes of less than 11 point.
5. Letter(s) of Support. At least one (1) but no more than three (3) one-page letters in support of the submission from someone familiar with the nomination who is not the nominator or involved with the project organization, agency, firm, or team being nominated.

6. Plans and/or Additional Materials – Appendix A. Any illustrations, reports, or materials that have been previously published that have been made available to the public or decision makers to be included in an Appendix A.
7. Supporting Images/Illustrations – Appendix B. Include at least three (3) images representative of the Project in Appendix B. These may be the same or additional images, graphics, and illustrations from those included within the submission. Images, graphics, and illustrations are encouraged. Note: Images and videos submitted as part of the awards nomination can and may be used during APA Tech Division events at the National Conference, and posted to the Tech Division’s website.
8. Optional Video. An optional video may be submitted in lieu of items 2-4 above (Summary Description (item 2), Technology or Method Deployment Detailed Discussion (item 3), and Significance in Planning Discussion (item 4)) that explains the Project and these items. Videos are limited to a maximum length of 5 minutes. Note: Videos from award nominees and recipients can and may be used during APA Tech Division events at the National Conference, and posted to the Tech Division’s website.

A Submission Checklist is attached for your convenience.

NOMINATION SUBMITTAL NOTES

Nomination packets must be sent via email to the contact below per the following instructions no later than January 29, 2018.

- Nomination packet items 1 through 6 shall be compiled into a single PDF document, unless an Optional Video is submitted. If an Optional Video is submitted in lieu of items 2-4 please indicate that in the PDF package containing items 1, 5, and 6.
- Each appendix shall be included as an independent PDF and labeled appropriately (i.e PROJECT Appendix A).
- If any file is larger than 6 MB please email a link to a download through a file sharing site (i.e. Dropbox, Google Drive, Microsoft OneDrive, FTP site, etc.) instead of sending a large attachment.

Send submissions no later than January 29, 2018, 11:59 pm Eastern Time to:

Michelle Stephens, AICP
 Coordinator, 2018 Technology Division Smart Cities Awards
 APA Technology Division
michellestephens.apa@outlook.com

AWARDS SCHEDULE

Nomination Submissions Due	11:59 PM Eastern Time, January 29, 2018
Nominations Jury Review	January 30, 2018 – February 19, 2018
Notification of Award	February 19, 2018
Confirmation of Attendance/Representation at NPC 2018, New Orleans	February 25, 2018
APA Tech Division Awards Reception, NPC 2018, New Orleans	TBD, April 21- 24, 2018

QUESTIONS AND CLARIFICATIONS

Please direct any questions to either Michelle Stephens, AICP, (michellestephens.apa@outlook.com), the APA Technology Division Smart Cities Award Coordinator, or Thomas Coleman, Technology Division Chair (tom.coleman@wsp.com).



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CALL FOR NOMINATIONS – SUMMARY INFORMATION
2018 APA Technology Division Smart Cities Awards

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SUBMISSION CHECKLIST

Included	Item
	1. Cover Letter
	2. Summary Description
	3. Technology or Method Deployment Detailed Discussion
	4. Significance in Planning Discussion
	5. Letters of Support (1-3 max)
	6. Appendix A – Plans and/or Additional Materials
	7. Appendix B – Supporting Images/Illustrations
	8. Optional Video (Items 2-4 not required if Optional Video is provided). Please include a note in the PDF submittal package of items 1, 5, and 6 that an optional video is provided.

AWARD SELECTION CRITERIA

<u>Criterion</u>	<u>Points Available</u>
1. Originality + APA Goals	20
2. Implementation	25
3. Functionality and Use	30
4. Significance to Planning	15
5. Quality of Presentation	10
Total	100

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