

RESIDENT OF THE YEAR NOMINATION COVER SHEET

Resident Name: _____

Address & Agency Name: _____

Elderly Nominee: _____ Family Nominee: _____ (check one)

Judging Guidelines: The Nebraska Chapter of NAHRO will select two "Residents of the Year" (One Elderly and One Family) to be awarded at the Fall Conference. The nomination must be sent in by the housing agency in which the nominee resides. Recipients will be selected on the basis of their attributes in areas 1-6 outlined below. All items listed must be completed for the nominee to be considered for an award. The nominating agency is responsible for getting the winner to the banquet. NE NAHRO will provide the resident an award plus all meals and hotel room for the day of the banquet.

On a separate page, address each of the topics listed below. Please number your responses in chronological order.

1. Describe the nominee's character and how he/she has been a model resident.
(Possible points = 15: _____)
2. Describe the interaction this nominee has with other residents and how he/she has contributed to the community life of the residents.
(Possible points = 10: _____)
3. Describe how this nominee has contributed to any resident organization(s) and/or performed community service.
(Possible points = 10: _____)
4. Describe how this nominee has been a model to other residents in maintenance of his/her unit (housekeeping and upkeep of the dwelling unit).
(Possible points = 5: _____)
5. Describe how this nominee has been a model resident in paying his/her rent to the agency (timely payments).
(Possible points = 5: _____)
6. Provide a summary of why you think this nominee should be nominated for this award.
(Possible points = 5: _____)

Total Possible Points = 50: _____

Note: Only agencies that are current paid members of Nebraska NAHRO are eligible to submit nominations.

Submitted by: _____ Title: _____

All nominations must be received by July 31, 2018. Any nominations received after this date will not be considered. Please send to:

Pam Handy, VP of Member Services
PO Box Q, Gresham, NE 68367
Email: pkhandy5@gmail.com Phone: 402-641-8938

BEST NEWSLETTER OR CALENDAR OF THE YEAR AWARD APPLICATION COVER SHEET

Please submit two different newsletters or calendars from your agency along with this award application. These will include dates one year prior to application deadline.

This award will be divided into two categories dependent upon agency size. Please mark the appropriate category for your housing agency. The Member Services Committee will make the final selection, and the winners will be announced at the banquet held at the Nebraska NAHRO Fall Conference.

Housing Agency: _____

PHA Under 100 Units	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>
Calendar	<input type="checkbox"/>

PHA Over 100 Units	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>
Calendar	<input type="checkbox"/>

Submitted by: _____ **Title:** _____

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Pam Handy, VP of Member Services
PO Box Q, Gresham, NE 68367
Phone: 402-641-8938 Email: pkhandy5@mail.com

Any materials sent with the application may be displayed at the Fall Conference of the Nebraska Chapter of NAHRO.

COMMISSIONER OF THE YEAR NOMINATION COVER SHEET

Nominee's Name & Title: _____

Agency: _____

Address: _____

Telephone Number: _____ Email Address: _____

Judging Guidelines: Recipients will be selected on the basis of their contributions in areas 1-6 outlined below. All items listed must be completed for the nominee to be considered for an award. The nominating agency is responsible for getting the winner to the banquet.

On a separate page, address each of the topics listed below. Please number your responses in chronological order.

- 1. Community Leader:** Ability to persuade the community at large that it must provide the support and assistance necessary for Housing and Community Development programs to continue.
(Possible points = 10: _____)
- 2. Advocate:** Ability to articulate the importance and purpose of the agency's efforts.
(Possible point = 10: _____)
- 3. Public Relations:** Ability to communicate effectively to the press about the agency's accomplishments, programs, policies and future plans.
(Possible points = 10: _____)
- 4. Length of Time as a Commissioner:** List year the commissioner was appointed to his/her position. The nominee must have been a commissioner for a minimum of three years.
(Possible points = 5: _____)
- 5. Awards and Commendations:** List all awards and commendations that the nominee has received.
(Possible points = 10: _____)
- 6. Professional Affiliations:** List all professional affiliations of the nominee.
(Possible points = 5: _____)

Total Possible Points = 50: _____

Note: Only agencies that are current paid members of Nebraska NAHRO are eligible to submit nominations.

Submitted by: _____ Title: _____

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HOUSING AND COMMUNITY DEVELOPMENT AWARDS APPLICATION COVER PAGE

Agency Name: _____

Title of Program: _____

Category: (A program may be entered in more than one category, but a separate application reflective of how it meets the intent of each category must be included on each application.)

- PROJECT DESIGN
- Landscape Design
 - Modernization/Rehab
 - New Project
 - Enduring Design

- PROGRAM INNOVATION
- Affordable Housing
 - Community Revitalization
 - Resident & Client Services
 - Self-Sufficiency Programs
 - Youth Programs
 - Elderly/Special Needs Housing – Social Services Programs
 - Other

- ADMINISTRATIVE INNOVATION

NOTE: Please follow the required format on the following pages for the category chosen in each application. The program must have demonstrated results by June of current year.

Contact Name & Title: _____

Address: _____

Telephone: _____ Email: _____

Applications must be received by July 31, 2018. Applications received after this date will not be considered. Any materials sent with the application may be displayed at the Annual Conference of NE Chapter of NAHRO. Send applications to:

Pam K Handy, VP of Member Services
PO Box Q
Gresham, NE 68367
Phone: 402-641-8938 Email: pkhandy5@gmail.com

INNOVATION OR PROJECT DESIGN AWARDS

ELIGIBILITY STANDARDS

- Since the awards are meant to honor new programs, the program must have been put into operation/construction after the first of the calendar year three years prior to the application deadline.
- The program must have demonstrated results by June of the current year of the application.
- The nominated program, either in whole or in substantial part, may not have received a previous NE NAHRO award.
- NAHRO agency members must have played a significant role in developing, implementing or financing the program.
- The agency submitting an application must be a member of NE NAHRO to receive the award.

CRITERIA

- The program must have produced tangible results, i.e. cost savings, enhanced productivity, improved client services, better coordination of services with others, creative financing.
- The program must be an innovative approach to accomplish one of the following:
 - Offer a new expanded service; fill gaps in existing services; or tap new revenue sources.
 - Improve the administration or enhance the cost efficiency of an existing program.
 - Upgrade the working conditions of employees.
 - Provide information on agency programs to the community to enhance their support.
 - Promote intergovernmental cooperation and coordination of services.
 - Promote public/private partnerships to provide new or improved services or programs.
 - Deals with community planning and redevelopment in a holistic manner considering use of land, transportation, housing, employment, community resources, etc.
 - If the program is developed in response to a government regulation, law or funding, the program must go beyond mere compliance and must display an innovative approach to meeting those requirements.

**Note: Innovative approach means application of techniques or procedures that are not in common practice among agencies of similar size.*

PROJECT DESIGN CATEGORIES – REQUIRED FORMAT

The application should be limited to no more than 4 typewritten pages plus any pictures or plans. All photos must be labeled with a description and a date on the back.

Address each of the following topics by number. Failure to do so renders the entry incomplete.

- 1. Summary of Program:** In no more than 100 words, briefly describe the problem, the innovative solution and results.
- 2. Description of the Design:** Discuss why the building or development was needed. Provide a description of the design, its objective, the time frame for development, the agency's role and the contribution, if any, of other partners. How did it meet its objectives? In "Landscape Design" discuss use of the design to enhance sense of community, increase security, provide recreation, advance environmental efficiency, increase water conservation or augment natural resources.
- 3. Design and Relationship to Surrounding:** How does the design relate to its surroundings? How does it fit into its environment? What impact did it have on the surrounding community? Does it enhance its surroundings?
- 4. Cost/Financing of the Project:** Discuss total costs and per unit costs. Give comparisons to other similar projects in your area. Include information on type of materials used and any special energy or cost-saving measures.
- 5. Facility Management:** Discuss any features that increase the project's manageability or livability. Is it designed for ease of management? How were the prospective residents considered in the design? Is it energy efficient?
- 6. Innovation:** What is innovative about the design? How does the design support the planned functions of the building?

ENDURING DESIGN CATEGORY: Describe any changes to the original structure of design and its use. Include photos of the original and current building. Please ensure the photos are labeled and dated.

PROJECT DESIGN CATEGORIES SCORING CRITERIA

Agency Name: _____

Title of Program: _____

1. Building/Project Design or Landscaping Design: *(Highest Value = 20 points)* Is the design excellent? Is it innovative? Does the design fit the purpose of the building? Does any landscaping done enhance the building/project design? In "Landscape Design" discuss use of the design to enhance sense of community, increase security, provide recreation, advance environmental efficiency, increase water conservation or augment natural resources. Did it meet its objectives? What was the role of the agency?

TOTAL POINTS: _____

2. Cost of Project and Use of Materials: *(Highest Value = 8 points)* Is the cost appropriate in its geographic location? Are the materials suitable for the design? Do they move the design toward excellence?

TOTAL POINTS: _____

3. Design and Relationship to Surroundings: *(Highest Value = 6 points)* Does the building or development "fit in" the new environment? Does it "work?" Does it enhance its surroundings? Can you determine the relationship from the plans submitted?

TOTAL POINTS: _____

4. Innovation: *(Highest Value = 6 points)* What in this design or its implementation is innovative for an agency of its size? If similar designs exist elsewhere, what unique perspective does this design have?

TOTAL POINTS: _____

5. Facility Management: *(Highest Value = 5 points)* Is the building/project designed for ease of management? Do the materials used help in the future maintenance? Did the materials save costs? Is the design energy efficient? How were the prospective residents consulted and/or considered in the design? How are the tenants using the building/design?

TOTAL POINTS: _____

6. Overall Design Concept: *(Highest Value = 5 points)* Provide an assessment of the excellence of the design. Also consider points for enduring design and additional thoughts on modernization.

TOTAL POINTS: _____

7. Ongoing Activities and Ability to Replicate: *(Highest Value = 4)* What plans does the agency have to continue this program? If it uses primarily federal funds, does the application address what might be done if the funding is reduced? How easily could this project be replicated by another agency in a different locale?

TOTAL POINTS: _____

8. General Opinion: *(Highest Value = 3 points)* What is your personal opinion of the entry? Sometimes it seems like the other categories don't add up to the whole story, and your own impression is very important.

TOTAL POINTS: _____

TOTAL POSSIBLE POINTS = 50 _____

Comments: _____

INNOVATION CATEGORIES – REQUIRED FORMAT

The application should be limited to no more than 4 typewritten pages plus any pictures or plans. All photos must be labeled with a description and a date on the back.

Address each of the following topics by number. Failure to do so renders the entry incomplete.

- 1. Summary of Program:** In no more than 100 words, briefly describe the problem, the innovative solution and the results.
- 2. Description of the Program:** Discuss the problem/need that promoted the development of the program. Provide a description of the program including its objectives, the time frame for development/implementation and the clientele being served. Specifically, state the role of the agency in development, financing, administration of the program and the contribution, if any, of other partners.
- 3. Results/Success of the Program:** Provide a description of the success of the program in meeting its objectives. What did the program accomplish? Does it have tangible results? How well did it achieve its objectives of saving money, time, personnel hours and/or providing new services? Does the application demonstrate how the program has met a new need or improved the delivery of ongoing services? What obstacles were overcome?
- 4. Costs and Financing:** How much did it cost (both capital and operating costs)? Did the results justify the cost? Did the agency coordinate funding from a variety of sources? Did they leverage private funds/or find an unusual source of funds?
- 5. Innovation:** Based on your knowledge, is this an innovative program for an agency of your size or a new twist on what someone else has done?

INNOVATION CATEGORIES SCORING CRITERIA

Agency Name: _____

Title of Program: _____

- 1. Results/Success of the Program:** *(Highest Value = 18 points)* Provide a description of the success of the program in meeting its objectives. What did the program accomplish? Does it have tangible results? How well did it achieve its objectives of saving money, time, personnel hours and/or providing new services? Does the application demonstrate how the program has met a new need or improved the delivery of ongoing services? What obstacles were overcome?
TOTAL POINTS: _____
- 2. Innovation:** *(Highest Value = 13 points)* Based on your knowledge, is this an innovative program for an agency its size or a new twist on what another agency has done?
TOTAL POINTS: _____
- 3. Costs and Financing:** *(Highest Value = 7 points)* How much did it cost (both capital and operating costs)? Did the results justify the cost? Did the agency coordinate funding from a variety of sources? Did they leverage private funds or find an unusual source of funds?
TOTAL POINTS: _____
- 4. Agency Role:** *(Highest Value = 5 points)* Did the agency submitting the award play a decisive role in the program's development and/or implementation either in the form of funding, staff support, donations or administration.
TOTAL POINTS: _____
- 5. Ongoing Activities and Ability to Replicate:** *(Highest Value = 4 points)* What plans does the agency have to continue this program? If it uses primarily federal funds, does the application address what might be done if the funding is reduced? How easily could this project be replicated by another agency in a different locale?
TOTAL POINTS: _____
- 6. General Opinion:** *(Highest Value = 3 points)* What is your personal opinion of the entry? Sometimes it seems like the other categories don't add up to the whole story, and your own impression is very important.
TOTAL POINTS: _____

TOTAL POSSIBLE POINTS = 50: _____

Comments: _____

MAINTENANCE PERSON OF THE YEAR NOMINATION COVER SHEET

Maintenance Person: _____

Agency Name: _____

Phone Number: _____ Email: _____

Judging Guidelines: The nomination must be sent in by the housing agency in which the nominee is employed. Recipients will be selected on the basis of their attributes in areas 1-5 outlined below. All items listed must be completed for the nominee to be considered for an award. The nominating agency is responsible for getting the winner to the banquet.

On a separate page, address each of the topics listed below. Please number your responses in chronological order.

1. Tell us how long the nominee has worked for the housing agency and what positions he/she has held with the agency.
(Possible points = 5: _____)
2. Describe the nominee's character and work ethic that demonstrates excellent performance or service to the agency.
(Possible points = 20: _____)
3. Describe the nominee's interactions with the residents that demonstrate excellent customer service.
(Possible points = 15: _____)
4. Tell us about this maintenance person's involvement attending any of the NAHRO Maintenance Training workshops or annual conferences. Does this person demonstrate commitment to ongoing education/training and involvement in NE NAHRO offerings?
(Possible points = 5: _____)
5. Provide a summary of why you think this maintenance person should be nominated for this award.
(Possible points = 5: _____)

Total Possible Points = 50: _____

Note: Only agencies that are current paid members of Nebraska NAHRO are eligible to submit nominations.

Submitted by: _____ Title: _____

All nominations must be received by July 31, 2018. Any nominations received after this date will not be considered. Please send to:

Pam Handy, VP of Member Services
PO Box Q, Gresham, NE 68367
Email: pkhandy5@gmail.com Phone: 402-641-8938

**NEBRASKA NAHRO
EMERGING LEADERS AWARD NOMINATION FORM**

The Emerging Leader Award recognizes an individual at the Nebraska Chapter level of NAHRO who has been actively involved for 10 years or less and has distinguished him or herself as an emerging leader. Nominations must be submitted by someone other than themselves, and award winners can only receive the award one time in their career. Applications must be received by **July 31, 2018**.

Name and Title of Nominee

Organization

Street Address

City

State

Zip

Phone

Fax

Email

Please address all of the following topics in your nominee's attached submission:

- Describe the nominee's accomplishments that define them as an *Emerging Leader*.
- Detail how they have participated with NE NAHRO, NCRC region, National NAHRO and within their local PHA that defines their growth and evolution as an *Emerging Leader*.
- List any boards, committees and volunteer activities that the nominee participates in (or has participated in) which assisted in their leadership development.
- Identify any training opportunities and certifications that the nominee has participated in to promote their growth or that of their peers (training attended or conducted for others).
- Include any additional comments that distinguish this nominee as an *Emerging Leader*.

Nominator's Name & Title

Organization

Street Address

City

State

Zip

Phone

Fax

Email

Please send the nomination form, the details answering all bullets listed and any accompanying letters of reference or documentation as appropriate to the following:

Pam Handy, Vice President of Member Services
PO Box Q, Gresham, NE 68367
Email: pkhandy5@gmail.com Phone: 402-641-8938

OUTSTANDING STAFF AWARD NOMINATION COVER SHEET

Nominee's Name & Title: _____

Agency Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Judging Guidelines: The nomination must be sent in by the housing agency in which the nominee is employed. Recipients will be selected on the basis of their contributions in areas 1-5 outlined below. All items listed must be completed for the nominee to be considered for an award. The nominating agency is responsible for getting the winner to the banquet.

On a separate page, address each of the topics listed below. Please number your responses in chronological order.

1. Tell us how long the nominee has worked for the housing agency and what positions he/she has held with the agency.
(Possible points = 5: _____)
2. Describe the nominee's character and work ethic that demonstrates excellent performance or service to the agency.
(Possible points = 15: _____)
3. Describe the nominee's interactions with the residents that demonstrate excellent customer service.
(Possible points = 15: _____)
4. Tell us about this staff person's involvement attending any of the NAHRO training workshops or annual conferences. Does this person demonstrate commitment to ongoing education/training and involvement in NE NAHRO offerings?
(Possible points = 5: _____)
5. Provide a summary of why you think this staff person should be nominated for this award.
(Possible points = 5: _____)

Total Possible Points = 50: _____

Note: Only agencies that are current paid members of Nebraska NAHRO are eligible to submit nominations.

Submitted by: _____ Title: _____

All nominations must be received by July 31, 2018. Any nominations received after this date will not be considered. Please send to:

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Gresham, NE 68367
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