



American Planning Association
California Chapter

Making Great Communities Happen

TO: APA CALIFORNIA BOARD OF DIRECTORS

FROM: DEREK WONG, VP ADMINISTRATION

DATE: SEPTEMBER 14, 2019

SUBJECT: AWARDS PROGRAM POLICY CHANGES

RECOMMENDED ACTION: *Provide direction on proposed awards program changes. Adoption of changes will occur at future Chapter Board meeting.*

BACKGROUND: In October 2018, a committee was appointed to review the awards selection criteria at both the Section and Chapter level. The committee was asked to look at the various Section and Chapter awards as well as the submittal process that National APA uses, including when it is appropriate to require those submitting awards to win at the Section level in order to be considered for corresponding Chapter or National awards. The committee was also asked to suggest ways to provide more consistency and structure to the awards policies and provide a final recommendation to the Board. The subcommittee met in June 2019 to discuss potential changes to awards policy and process. Also, during the 2019 Awards selection criteria process, additional questions and issues arose. A post-conference awards program debrief will occur with the VP Administration and co-awards coordinators, with additional proposed changes to be recommended.

EXPLANATION OF CHANGES: The committee proposed the following changes to the awards selection criteria:

- **Current criteria:** 5 APACA members plus 2 alternates are selected by the Awards Committee to serve on the awards jury from a pool of applicants. Criteria used include geography (north/south), private/public sector or academia, gender, and areas of expertise.

Issue: Lack of representation from all Sections. Smaller Sections have no applicants.

Proposed criteria: Increase jury to 8 members representing each Section plus 2 alternates at-large. Awards Committee coordinates with Section Directors to solicit applicants to get each Section represented on the jury. Co-awards coordinators may break ties, and/or VP

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Administration and co-awards coordinators serve as alternates.

- *Current criteria:* Some Chapter Awards require a win on the Section level, while others do not. State award nominations do not have to apply to local Section if a win is not required on the Section level.
Issue: Lack of consistency leading to some general confusion whether a projects needs to apply on a Section level first. Also, a win on the Section level prohibits more than one project from a Section to be submitted for the same State Award.
Proposed criteria: Delete requirement to win on the Section level in order to apply on the State level. Also, nominations for State and/or National level need to first apply on the Section level to encourage participation locally.
- *Current criteria:* Coordination and timing of local Section and State Awards submittal.
Issue: Sections have different times for awards selection prior to State nomination. State Awards submittal have varied depending on date of State Conference. Some Section awards are decided too close to State Awards submittal which minimizes time to submit for State Award.
Proposed criteria: Develop a single program structure and standardization for Section and Chapter awards submittal. Develop a window of time or “by this date” for Sections to have their awards selection that gives time for State award submittal. State award submittal to have a consistent deadline every year (2nd or 3rd week in May). Develop a standard nomination application for Section and State Awards; possibility to include National application format.

ACTION: Provide direction on proposed awards program changes. Adoption of changes will occur at future Chapter Board meeting.