



## 2017 ULI Jack Kemp Excellence in Affordable and Workforce Housing Award

### Project Submission Instructions

The Urban Land Institute invites the submission of projects to the 2017 Jack Kemp Excellence in Affordable and Workforce Housing Award. Submissions are accepted digitally only through the fulfillment of the online form hosted at <https://orgsync.com/60522/forms/244819>. For any particular comment or question regarding the submission not covered in these instructions or in the [FAQ and Winning Strategies](#), please e-mail: [Terwilliger.Award@uli.org](mailto:Terwilliger.Award@uli.org).

#### Introduction

A guiding principle of the Urban Land Institute is that the achievement of excellence in land use practice should be recognized and rewarded. Since 2008, ULI has honored outstanding development projects that have expanded housing opportunities for working families in America with the Jack Kemp Housing Award.

#### Eligibility and Requirements

Submissions are open to all, not just ULI members. Juries of ULI full members, chaired by trustees, choose finalists and winners. Jury members represent many fields of real estate development expertise, including finance, land planning, development, public affairs, design, and other professional services. They also represent a broad geographic diversity.

Projects that meet the relevant eligibility requirements below may be submitted for a ULI Jack Kemp Housing Award:

- The project must be in stabilized operation and must be financially viable.
- The project must be complete; however, the project need not be newly constructed.
- The project must achieve a high standard of excellence in all areas—design, planning, construction, economics, and management.
- The project must demonstrate relevance to the contemporary and future needs of the community in which it is located.

- The project must provide lessons, strategies, and techniques that can be used or adapted in other communities. Programs and processes—such as
- Growth management strategies, publicly guided development programs, and other built environment initiatives are eligible if they have been significantly implemented.

## **Authorization**

Each submission is required to accept the following terms of authorization as part of the submission process.

- Using accepted accounting standards, the project is expected to meet expectations for return on the investor(s)' capital.
- There are no pending or impending concerns with the project's financial condition, debt, equity, or public agency subsidy; or, if there are, they will be disclosed during a potential site visit.
- ULI may use and reproduce the information on the application and any supporting materials (including images and narratives) provided unless noted otherwise.
- The submitter has full power and authority to provide this information and to grant these rights and permissions.

## **Entry Fees**

An entry fee must accompany each project submitted. Fees for the 2017 Jack Kemp Excellence in Affordable and Workforce Housing Award are:

Public Sector/NGO \$200.00

Private Sector \$500.00

Please note that the above fees apply to the type of company or organization submitting the application, not the type of project completed. For instance, a private company submitting a public project is required to adhere to the private sector fee.

## **Submission Process**

The submission form will take you through a step-by-step submission process. You can save the application at any time, and return to it at a later time to complete it. It is recommended to save the application often to avoid any potential issues with connectivity or unforeseen software glitches that may cause a loss of data.

Once the submission is final, it cannot be modified. If you have submitted the application erroneously or prematurely and would like to add/modify an aspect within the submission period please contact [Terwilliger.Award@uli.org](mailto:Terwilliger.Award@uli.org) describing your circumstances, and requesting your application to be reopened for proper completion. Incomplete submissions are not evaluated by the jury.

Prior to the final submission of a project ULI does not have access to the form and the related information being provided. Please allow time for uploading your submission materials. **Note that the final submission deadline is March 6, 2017.**

You will receive a notification once your submission has been received. Once your submission is reviewed for completion prior to jury review you will receive an approval notification.

### **Submission Images and Attachments**

Projects are required to include a Kemp Award Unit Mix Table, 5 to 10 photo attachments, as well files of the project's financial information. Minimum dimensions of 8.5 x 11 inches or A4 at 300 pixels per inch or better. Do not include any border, logo, number, or other collage added element in the images. Common drawing/mapping conventions are acceptable in the relevant plans and other support drawings or diagrams. Final project renderings in any form other than for site and locator plans are not accepted and may disqualify the entire entry. Some diagrammatic/conceptual images might be relevant depending on the project.

Images are used by the jury to have a first assessment of the overall visual impression of the project and are critically important to sustain the application narrative. These are often the visual narrative that drives the conversation as the jury meets and evaluates all entries. Please choose images that are relevant to the characteristics that make the project a viable award candidate.

These images also form the basis of the featured projects once the awards are announced. These typically include all winners and finalists, but also selected applicants of note that match the criteria are often featured in relevant ULI research and communications. They are often used to make the video to be presented during the various annual meetings, ceremonies, and related events. Thus, the higher the quality, the better.

Minimum requirements:

5 images:

- The first image, should be a locator map showing the project's location relative to its metropolitan area.

- The second image, should be a project site plan.
- The third image, should be the exterior.
- The fourth image, should be the interior.
- The fifth image, should be the context of its surroundings.

In addition to the 5 images, at least one file is required to include the capital budget which will include a breakdown of costs for the project.

### Naming Protocol

We strongly recommend naming the different images and files in a manner that identifies the project clearly, and the order in which they should be accessed by the jury.

A preferred naming protocol would consist of:

AbbreviatedProjectName\_AbbreviatedLocation\_ImageNumber

e.g.: whitehouse\_dc\_01

By submitting a project, the submitter attests that ULI may use or reproduce any supporting information provided (including images), unless noted otherwise. The submitter attests that she/he has full power and authority to grant these rights and permissions.

### Other materials

Applicants have the option to include 2 files supporting financial information, and a video or URL with supporting documentation.

However please note that this additional information is typically only of significant value to support applications that advance through the evaluation process and that any initial assessment by the assigned jury member, or during the first group meeting focuses on the overall application and project details.

### **The Jury Process**

Members of the ULI Jack Kemp Housing Awards Jury are selected nationally to achieve regional balance and represent several facets of development expertise, including finance, architecture, land planning and development, public affairs, design, and professional services.

Jury members typically rotate through a three-year service period, which guarantees a diverse and different jury each cycle with new points of view and expertise that reflect the broad diversity of ULI's membership.

Jurors operate independently, applying the highest standards of evaluation and professional practice as reflected in the code of ethics of the Urban Land Institute. After an extensive awards briefing, each juror is assigned a specific number of submissions to review in advance of the first group meeting. During this first meeting, typically over the course of two days, each juror presents to the rest of the group his or her assigned submissions for debate, evaluation, and qualification. This process typically results in a first group of projects subject for a final round of evaluation. It is from this final session that the selected finalists emerge. Finalists and non-finalists will be notified of their status shortly after this meeting.

While ULI aims to provide adequate feedback and comments to all submitters regardless of whether they progress to the finalist stage or not, it cannot guarantee that this will be the case given the overall volume of submissions. Submitters interested in resubmitting in the future, or with specific feedback requirements are encouraged to reach out individually to [Terwilliger.Award@uli.org](mailto:Terwilliger.Award@uli.org) for additional information once the finalists have been announced.

If your project is selected as a finalist, during the following months jurors are assigned to visit each finalist project for a closer evaluation on site, where they meet with those responsible for the success of each initiative. At least one juror visits each selected finalist. The goal is to gather closer and profound insights into the operations of each project with a detailed understanding of aspects such as financial performance, community impact, development history, and design elements.

The jury convenes in a second final meeting where they review each project again. The member of the jury who visited the project starts the debate with a brief presentation to the rest of group about the newly gathered insight. Typically, after a long day of deliberations, the final group of ULI Jack Kemp Housing Award winners are selected.

Please do not hesitate to contact ULI at [Terwilliger.Award@uli.org](mailto:Terwilliger.Award@uli.org) with any comments or questions you may have. We are looking forward to support you in your submission process.

Please visit <https://orgsync.com/60522/forms/244819> to start your application.

Winners will be announced in Fall of 2017.