



2017 ULI Robert C. Larson Housing Policy Leadership Award

Project Submission Instructions

The Urban Land Institute invites the submission of projects to the 2017 Robert C. Larson Housing Policy Leadership Award. Submissions are accepted digitally only through the fulfillment of the online form hosted at <https://orgsync.com/63107/forms/244824>. 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.

Introduction

A guiding principle of the Urban Land Institute is that the achievement of excellence in land use practice should be recognized and rewarded. The Robert C. Larson Award recognizes innovative state and local policy efforts that support the creation and preservation of affordable and workforce housing.

The Robert C. Larson Award recognizes multiple factors of each program or policy, such as: mixed-income housing and communities, innovation, replicability, and results.

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.

A key purpose of the ULI Robert C. Larson Award is to identify and recognize the best practices in state and local policy and programs. Submitted entries must have a positive impact in their communities by creating or sustaining mixed-income housing and/or communities.

Authorization

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

- 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.

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 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 at least 5 image files in TIFF or JPEG formats. All submitted images must include a label, description, and photo credit, if applicable. This information can be included in a separate document. 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. Some diagrammatic/conceptual images might be relevant depending on the project. Applicants also have the option to include up to 4 supporting information files.

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.

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

Up to 4 optional files with related and relevant information, such as statutes, legislation, letters of support, new clippings, additional images or videos, etc. can be submitted.

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 Robert C. Larson 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 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, design elements, and building innovation.

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 Robert C. Larson Award winners are selected.

Please do not hesitate to contact ULI at 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/63107/forms/244824> to start your application.