

FHWA 2019 Excellence in Right-of-Way Awards

Nomination Form

Nomination Instructions

This is the official nomination form for the Federal Highway Administration (FHWA) Office of Real Estate Services (HEPR) Excellence in Right-of-Way Awards Program. Follow the instructions below to nominate a project for an award. Please ensure that you describe measurable outcomes and results as to how the nomination or nominations meet one or more criteria listed under the category. Where possible, please describe how the project, process, or organization resulted in improved realty outcomes, time or cost savings, or improved efficiencies in processes or other benefits.

1. On page 2, fill in your contact information.
2. On page 3, fill in the project title, nominated person(s)/organization, and a short project description.
3. On page 4, fill in the contact information of the person or primary point of contact for the organization nominated. If nominating more than one person, please provide an additional attachment that includes their contact information.
4. In the remaining pages, check the box next to the award category for which you would like to nominate the project. You may select as many categories as apply.
5. For each category you select, provide a description of the project as it applies to the chosen category (no more than two (2) pages) to support the nomination.
6. Submit this nomination form, written endorsement from the appropriate FHWA Division Office, and at least two (2) professional quality color prints showing the associated project or person(s) nominated via email to ROWExcellenceAwards@dot.gov. **Nomination forms must be submitted by Monday, December 17, 2018.**

If, for any reason, the email submission of entries is not possible, faxed and mailed copies will be accepted. For more information about the submission of entries, please contact ROWExcellenceAwards@dot.gov or Carolyn James at Carolyn.James@dot.gov or 202-493-0353.

This collection of information is voluntary and will be used to accept nominations for the collection for FHWA's Excellence in Right-of-Way Awards Program and Utility Relocation and Accommodation Awards Program. Public reporting burden is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 201307-2125-001. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Michael Howell Information Collection Clearance Officer, Federal Highway Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

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Nominator's Contact Information

Please enter your contact information: _____

Title (Mr., Ms., Mrs., Dr., etc.) **First Name**

Last Name

Office/Division

Organization

Address 1

Address 2

City

State

ZIP

Phone Number

Email Address

Comments:

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Project Information

Please provide the following information about the project and person(s)/organization you are nominating. If nominating more than one person, please list all names and associated organizations.

***Title:**

***Nominated Person, Group, Team, or Agency (public or private):**

***Project Summary (no more than 3-5 sentences):**

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Nominated Person(s)/Organization

Please enter the contact information for the person or primary point of contact for the organization you are nominating. If nominating more than one person, please attach an additional document which includes the appropriate contact information.

Title (Mr., Ms., Mrs., Dr., etc.)	First Name	Last Name
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Office/Division	Company/Organization Name
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Address 1

Address 2

City	State	ZIP
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Phone Number	Email Address
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Comments:

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Project Categories and Criteria

Please review the criteria on the next five pages and check the box next to the award category for which you would like to nominate the project. You may select as many categories as apply, but you must provide a description of the project as it applies to the chosen category (no more than two (2) pages) to support the nomination. The bullets are suggested examples of what can be submitted under each category.

Accelerating Project Delivery

Person, group, team, or agency (may be public or private sector) who:

- Deployed innovative procedures to accelerate project delivery by instituting at least one of the [EDC- HEPR Flexibilities](#), which resulted in a time and/or cost savings.
- Demonstrated collaboration with public or private organizations that provided effective integration of right of way with planning, environment, and/or design.
- Deployed procedures or processes related to the right of way program that reduced project or process delays.
- Demonstrated efforts to engage the public that resulted in a quicker delivery of processes or projects in relation to the right of way program.

Project description as it relates to this category:

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Innovation

Person, group, team, or agency (may be public or private sector) who:

- Implemented state of the art knowledge on “Alternative Use of the Right of Way,” which enhanced the development of a project or parcel.
- Exercised flexibility in the utilization of a “Right of Way Use Agreement.”
- Advanced the use of tools, i.e., appraisal waivers, cost estimators, check sheets or technology support, which resulted in a more effective and efficient delivery of the right of way program.

Project description as it relates to this category:

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Stewardship

Person, group, team, or agency (may be public or private sector) who:

- Demonstrated measurable actions between FHWA stakeholders, which fostered improvements in the right of way program.
- Deployed innovated actions between stakeholders in providing stewardship and oversight of the right of way program.
- Demonstrated the use of creative training techniques to educate stakeholders, thereby expanding the knowledge of the right of way program's policies and procedures.
- Demonstrated efforts to improve community connections, economic development or the quality of life of environmental justice or other disadvantaged populations.

Project description as it relates to this category:

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Leadership

Person, group, team, or agency (may be public or private sector) who:

- Encouraged measures to improve the delivery of the right of way program between Federal Land Management Agencies and stakeholders.
- Implemented innovative approaches to improving the delivery of transportation projects.
- Exercised creative methods to improve the delivery of the right of way program by utilizing innovative technologies.

Project description as it relates to this category:

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Peer of the Year

Person, group, team, or agency (may be public or private sector) who:

- Achieved successful outcomes in critical programs or projects in the right of way profession.
- Encouraged partnerships and fostered proactive efforts to enhance project development and delivery by implementing new project strategies or approaches.
- Demonstrated efforts to improve project development or delivery through the advancement of new technologies, promoted enhanced or increased program knowledge within the right of way profession, or deployed efforts “above and beyond” assigned duties and responsibilities.

Project description as it relates to this category: