

FHWA 2014 Excellence in Right-of-Way Awards Nomination Form

Nomination Instructions

This is the official nomination form from 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.

On each page of the Nomination Form, an asterisk (*) marks the information you must enter for the form to be accepted.

1. On page 1, fill in your contact information.
2. On page 2, fill in the project title, nominated person(s)/organization, and a short project description.
3. On page 3, 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(s) 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 and at least two (2) professional quality color prints showing the associated project or person(s) nominated via email to FHWAHEPR@dot.gov. **Nomination forms must be submitted by Monday, December 2, 2013.**

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 Bruce Bradley at bruce.bradley@dot.gov or 202-493-0564, or Emily Futcher at emily.futcher@dot.gov or 617-494-3465.

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:

*Salutation (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	Fax Number	*Email Address
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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(s)/Organization:**

***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.

*Salutation (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	Fax Number	*Email Address
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Comments:

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Project Categories and Criteria

Please review the criteria on the next nine pages and check the box next to the award category(s) 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.

Innovation

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

- Employs Innovate research and development.
- Envisions and implements creative right-of-way solutions.
- Adopts and implements a product or process that improves the agency's right-of-way program.
- Protects property owner's rights.
- Adopts, utilizes and harnesses technology.
- Improves right-of-way practices and processes with technology, examples include:
 - Record storage and retrieval
 - Electronic appraisal
 - Right-of-Way spatial data technology
- Improves public access to right-of-way program information, examples include:
 - Public internet access to policies, procedures and general right-of-way information.
 - Public forums to discuss transportation projects involving right-of-way.

Project Description as it relates to this category:

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Leadership

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

- Demonstrates a commitment to integrate right-of-way considerations into organization's culture.
- Achieves clear commitment of staff and resources.
- Demonstrates team building and sharing of responsibilities in the right-of-way program.
- Meets right-of-way challenges creatively.
- Demonstrates a lifetime commitment to the field of right-of-way.
- Fosters collaboration with Tribal, Federal, State or local agencies.

Project Description as it relates to this category:

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Stewardship

State or local public agency that:

- Uses effective measures to guard against fraud, waste and abuse.
- Fosters measurable process improvement.
- Uses creative techniques to educate employees and local public agency staff.
- Employs interactive workshops to explore new ways to deliver programs while protecting property owner rights.
- Uses new techniques to estimate project costs to deliver projects at or under budget.
- Continuously updates the right-of-way procedural manual for effective stewardship.
- Continuously updates guidance and training for local public agencies to ensure effective processes.
- Uses effective quality assurance during program delivery.
- Monitors local public agencies for quality assurance.

Project Description as it relates to this category:

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Streamlining and Integration

Public or private organization that:

- Demonstrates right-of-way's role in the multidisciplinary design process:
 - Examples of success where effective integration of right-of-way with planning, environment, and design have improved the project development process.
 - Examples of success where integration process implementation saves money and time on the project(s) for the sponsoring agency/project owner.
 - Examples of success where right-of-way acquisition was a key component of the successful implementation of one or more the current key FHWA national initiatives as part of right-of-way activities.
- Demonstrates reduced project and process delays.
- Integrates and enhances interagency coordination.
- Incorporates innovative mitigation and enhancement measures.
- Builds partnerships and enhances proactive public involvement.
- Increases amount and range of public involvement.
- Increases public access to information.
- Uses state-of-the-art technology to enhance access.
- Promotes the efficient use of public funds.

Project Description as it relates to this category:

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Peer of the Year Award

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

- Exhibits a history of consistent volunteering.
- Goes "above and beyond" their assigned duties and responsibilities.
- Plays key roles in achieving successful outcomes in numerous critical programs or projects in the right-of-way profession.
- Enhances project development by implementing new project strategies and duties.

Project Description as it relates to this category: