June 15, 2015

Dear Friends and Colleagues:

On behalf of the New Jersey Department of Community Affairs, the New Jersey Housing and Mortgage Finance Agency and the New Jersey Economic Development Authority, we invite you to submit a nomination(s) for the 2015 Governor's Excellence in Housing and Economic Development Awards.

The Awards will be presented at the Governor's Conference on Housing and Economic Development on October 28, 2015.

The goal of the Governor's Excellence in Housing and Economic Development Awards is to recognize projects and professionals that are on the cutting edge of innovation in the fields of affordable housing and economic development. This year's categories were selected to reflect current community needs and challenges.

This year's award categories are:
- Leading Housing Revitalization Award
- Leading Public-Private Economic Development Partnership Award
- Leading Supportive Housing Development through Creative Partnerships Award
- Leading Mixed-Income Development Award

It is important to showcase the success of our state’s affordable housing and economic development projects, so we strongly encourage you to nominate a project that you consider worthy of recognition.

Nominations must be submitted by close of business on July 31, 2015. Please reference submission and evaluation criteria available online at www.njhousingconference.com and below in the attached award nomination packet.

If you have any questions or concerns, please contact Danielle Esser at (609) 278-7384 or via email at desser@njhmfa.state.nj.us.

We look forward to receiving your nominations.

Sincerely,

Awards Committee
2015 Governor’s Conference on Housing and Economic Development
NOMINATION ENTRY PACKET

Nomination Submission Rules:

Qualified Entry:

Each entry must consist of the cover nomination form, housing or economic development nomination form, and the entry narrative.

1. **Cover Nomination Form**: Cover form for nominations. Each entry must provide contact information or a person who can be reached with regard to the nomination.

2. **Housing or Economic Development Project Nomination Form**: Choose correct form depending on what type of project is being nominated.

3. **Entry Narrative**: Maximum of three (3) pages single-spaced, typed pages, text only, with one-inch margins, and 11-point minimum size font. The entry narrative should explain how the submission fulfills each of the category’s evaluation criteria. The name of the project should appear on the top right hand corner of each page.

Supplemental/Optional Materials:

- **Visual Aids**: Visual aids such as pictures, publications, news articles, and marketing materials are encouraged, but not required.
  - **Images**: Up to ten (10) images are allowed to be submitted. Images should illustrate various aspects of the project. For example, before and after results, exteriors from a variety of angles, interior shots, community revitalization, green features, etc.

Eligibility:

- **Eligible entities**: For-profit and non-profit groups, civic groups, individuals, and government entities involved in affordable housing and economic development are eligible to nominate a project.

- **All projects must be placed in service between July 1, 2013 and July 1, 2015**. Proof of project being placed in service must be included.

- **Energy Star (as applicable)**: If the project has an Energy Star Certificate, a copy of the certificate with the rating is required.

Deadline:

**All entries must be submitted online by close of business on Friday, July 31, 2015.**
QUESTIONs & ANSWERS

How does the process work?
You can nominate your own organization, another organization, an individual or a group who has contributed to housing revitalization, supportive housing, or economic development in New Jersey. Resubmissions of past nominations are welcome, so long as they are still eligible. Please see the nomination criteria for specific requirements.

How do I nominate a candidate?
1. Review the awards descriptions and their specific eligibility requirements.
2. Complete the nomination forms.
3. Fulfill the nomination requirements
4. Submit by the July 31, 2015 due date. (Any nomination packets received after this date will be disregarded.)

Who does the judging?
The winner will be selected by the Conference Awards Committee. The Awards Committee will judge nominees according to the criteria described under each award. The decisions made by the Awards Committee are based on the information received within each nomination entry packet. Including supplementary materials will strengthen your submission.

When will I know who won?
Winners will be advised of the status of their nomination several weeks prior to the Conference.

What happens if my nomination wins?
Awards are presented during the Governor’s Conference on Housing and Economic Development luncheon, Wednesday October 28, 2015, at the Harrah’s Resort in Atlantic City. If your project wins, you will be notified and encouraged to attend the luncheon, with your nominee as applicable, to receive the award.

How do I submit my nomination?
Nominations are to be submitted online only through the Awards Portal. Detailed instructions are included below in Submission of Award Nomination section.

Where can I get more information?
Contact Danielle Esser at (609) 278-7384 or via email: desser@njhmfa.state.nj.us.
SUBMISSION OF AWARD NOMINATION

Nominations are to be submitted **online only**, using the secure Awards Portal (instructions below).

Using the Awards Portal, you will be able to upload each of your documents, no matter the size, in a private and secure folder online.

You will need to register to use the portal, even if you used this tool last year.

**Awards Portal Instructions**

1. **Go to:** [https://secure.njhmfaserv.org/eheda/](https://secure.njhmfaserv.org/eheda/).

2. **Click Register.**

3. **Fill in requested information.**
   - When providing a username, please enter the project name with no spaces.
   - Provide a valid email address. You will receive an email once your account is registered which will contain an activation code.

4. You will receive an email from the Portal Administrator ([desser@njhmfa.state.nj.us](mailto:desser@njhmfa.state.nj.us)).

5. **Activate your account.** Follow the instructions in the email.

6. **Login** to the 2015 Governor’s Conference on Housing and Economic Development Awards at [https://secure.njhmfaserv.org/eheda/](https://secure.njhmfaserv.org/eheda/).

7. **Upload Nomination Packet.**

If you have any questions or concerns, please contact Danielle Esser at (609) 278-7384 or via email at [desser@njhmfa.state.nj.us](mailto:desser@njhmfa.state.nj.us).
AWARD CATEGORIES & EVALUATION CRITERIA

Leading Housing Revitalization
This award recognizes achievement in an affordable housing revitalization project. Projects must demonstrate the revitalization or redevelopment of distressed or blighted neighborhoods while including substantial affordable or workforce housing component.

Eligible nominees will be judged on the following project criteria:
- Includes a key partnership of residents, stakeholders and/or local government in the initiative;
- Achieves integration and housing revitalization through specific design consideration and location;
- Located near existing development and infrastructure;
- Leverages a variety of funding sources;
- Uses advanced technology to reduce energy consumption, such as NJ ENERGY STAR Homes or EPA ENERGY STAR Homes;
- Offers an array of supportive services for tenants;
- Advances the vitality of the neighborhood and strengthens local economic growth;
- Provides transit/transportation linkage;
- Promotes job creation/retention; and
- Demonstrates the potential to have a lasting impact on the community.

Leading Supportive Housing Development through Creative Partnerships
This award recognizes achievement in the creation of supported housing designed to serve special needs populations such as: homeless; victims of domestic violence; persons with mental, physical, or developmental disabilities; persons with HIV/AIDS; and youth aging out of foster care.

Eligible nominees will be judged on the following project criteria:
- Innovative partnership made possible by the collective vision and leadership of at least two partner agencies (i.e. for-profit, non-profit, community agency, local government, faith-based organization, public housing authority);
- Promotes affordability within the community by providing affordable housing to a targeted population;
- Incorporates design excellence that addresses the needs of the tenants;
- Offers an array of supportive services to assist tenants to move towards independence and self-sufficiency;
- Leverages a variety of funding sources; and
- Promotes diversity, social inclusion, integration, and adds to the quality of life of neighborhood residents.
Leading Mixed-Income Development Award
This award recognizes an innovative mixed-income development project that provides affordable housing and promotes sustainable economic growth. The project should advance the state’s overall vision for building tomorrow's living and working communities.

Eligible nominees will be judged on the following project criteria:
- Incorporates a mixture of unit types, with at least 20% of the units affordable;
- Includes a key partnership of residents, stakeholders and /or local government in the initiative;
- Advances the vitality of the neighborhood and strengthens local economic growth;
- Achieves integration and housing revitalization through specific design consideration and location;
- Located near existing development and infrastructure;
- Promotes job creation/retention;
- Uses advanced technology to reduce energy consumption, such as NJ ENERGY STAR Homes or EPA ENERGY STAR Homes;
- Leverages a variety of funding sources;
- Provides transit/transportation linkage; and
- Demonstrates the potential to have a lasting impact on the community.

Leading Public-Private Economic Development Partnership Award
This award recognizes a partnership between a New Jersey-based business that has partnered with the state, a community or local economic development organization to advance the redevelopment and revitalization of downtowns and enhance the quality of life for residents. The partnership should advance the state’s overall vision for building tomorrow's living and working communities.

Eligible nominees will be judged on the following project criteria:
- Strength of partnership;
- Impact/benefit to neighborhood/community/region;
- Job creation/retention;
- Private investment;
- Innovation/creativity; and
- Sensitivity to environment (including sustainable design and transit-oriented development).