

# FHWA 2017 Excellence in Right-of-Way Awards Nomination Form

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## 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, process, group, or individual 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 2, fill in your contact information.
2. On page 3, fill in the project title, nominated individual(s)/organization, and a short description of why the nominee should receive an award.
3. On page 4, fill in the contact information of the person or primary point of contact for the project, process, group, or individual nominated. If nominating more than one person, please provide an additional attachment that includes contact information for all nominees.
4. In the remaining pages, check the box next to the award category(s) for which you are submitting a nomination(s). You may select as many categories as apply.
5. For each category you select, provide a description of the project, process, group, or individual as it applies to the chosen category (no more than two (2) pages) to support the nomination.
6. Submit this nomination form, a written endorsement from the appropriate FHWA Division Office, and at least two (2) professional quality color prints showing the associated project, process, group, or individual(s) nominated via email to [Carson.Poe@dot.gov](mailto:Carson.Poe@dot.gov). **Nomination forms must be submitted by Monday, October 17, 2016.**

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 Carolyn James at [Carolyn.James@dot.gov](mailto:Carolyn.James@dot.gov) or 202-493-0353, or Carson Poe at [Carson.Poe@dot.gov](mailto:Carson.Poe@dot.gov) or 617-494-2765.

*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 FHWA's 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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**Information as It Relates to Your Nominated Project, Process, Group, or Individual**

Please provide the following information about the project, process, group, or individual you are nominating. If nominating more than one person, please list all nominee names and associated organizations.

**\*Title:**

**\*Nominated Person(s)/Organization:**

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



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### Project Categories and Criteria

Please review the criteria on the following pages and check the box next to the award category(s) for which you would like to nominate a project, process, group, or individual. You may select as many categories as apply, but you must provide a description as it applies to the chosen category (no more than two (2) pages) to support the nomination.

#### **Innovation**

Project, process, group, or individual (may be public or private sector) who:

- Employs innovative practices in 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 owners' 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.

Description as it relates to this category:

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### **Leadership**

Project, process, group, or individual (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.

Description as it relates to this category:

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### **Stewardship and Oversight**

Project, process, group, or individual (may be public or private sector) who:

- 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 owners' rights.
- Uses innovative and effective cost estimation processes to deliver accurate project costs.
- Updates the right-of-way procedural manual, as needed, for effective stewardship.
- Updates guidance and delivers training for local public agencies to ensure effective processes.
- Uses effective quality assurance processes to ensure successful program delivery.
- Monitors local public agencies for quality assurance.

Description as it relates to this category:

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### **Streamlining and Integration**

Project, process, group, or individual (may be public or private sector) who:

- Demonstrates right-of-way's role in the multidisciplinary design process, contributing to success:
  - Where effective integration of right-of-way with planning, environment, and design have improved the project development process.
  - Where integration process implementation saves money and time on the project(s) for the sponsoring agency/project owner.
  - 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 processes or activities that reduced project or 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 public access to information.
- Promotes the efficient use of public funds.

Description as it relates to this category:



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### **Peer of the Year Award**

Person or group (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.

Description of why this person or group should receive the Peer of the Year Award: