



Texas Association of Local Housing Finance Agencies

2008 Awards Committee

August 15, 2008

ATTENTION TALHFA MEMBERS!

It is time for TALHFA's 2008 Annual Achievement Awards competition! These awards will recognize accomplishments for 2008, and the Awards Committee requests assistance from all individual members and agencies in doing so. This is your opportunity to show appreciation to your agency, your fellow members, associates and clients for the excellent work they do in the affordable housing industry and in service to TALHFA and its members.

Affordable housing has many people, agencies, organizations, housing programs and transactions worthy of recognition. We encourage you to nominate an individual or group, program or publication that you have worked on or with, or are familiar with, this year for the 2008 TALHFA Achievement Awards Competition!

Each Housing Finance Corporation or Affiliate may nominate only one project or program for each Award category during this round of solicitations. It will only take a few minutes of your time and will give someone a great amount of pride to know their work is truly recognized and appreciated by their peers. (It also comes in handy when boasting about your agency and its programs or projects.)

Enclosed is an entry form and explanation of the requirements for the various categories. I encourage you to fill out the form and return it TODAY. All nominations, along with supporting documents and visual aids, must be received at the TALHFA office by **Wednesday, September 17th**.

- All entries must be based on accomplishments that have occurred since the last competition (September 2007).
- All entries must be submitted by **current, paid** members of TALHFA.
- All nominees must be **current, paid** members of TALHFA.
- All entries must be submitted **to the TALHFA office** (5766 Balcones Drive, Ste 102, Austin, TX 78731-4201) **by Wednesday, September 17th**.
- **Do NOT submit entries to the Committee Chair or to any Committee members.**

The announcement of the winning entries and the presentation of the **2008 TALHFA Achievement Awards** will be made on October 30th at the TALHFA Annual Educational Conference in Austin.

If you have any questions, please call me at (972) 205-2343 or e-mail me at garlandhfc@yahoo.com. The Awards Committee and I look forward to receiving your entries, and to seeing you in Austin for the Conference.

Thank You for your participation!

Ed Jackson

Chair, TALHFA Awards Committee

Please Note: The TALHFA Awards Committee reserves the right to select more than one winner within a category when, in the Awards Committee's opinion, more than one outstanding entry has been received. The committee also reserves the right to *not* select a winner, when the Committee determines that submissions do not meet the high standards TALHFA holds for its members.

Committee Chair

Ed Jackson
Garland HFC

Committee Members

R. Douglas Milner
Regions Bank

Jeff Wall
Heart of Texas HFC

Richard Hagen
Chapman and Cutler LLP

Cheri Whitford
Wells Fargo Bank

David H. Saling
Chase Bank

Ron Williams
Southeast Texas HFC

2008 TALHFA ANNUAL ACHIEVEMENT AWARDS PROGRAM

NOMINATION FORM

This form MUST be included in package

Achievement Awards will be presented at the
2008 Annual Educational Conference, October 30, in Austin.

All nomination packages must be received at the **TALHFA office**
no later than September 17, 2008 for consideration.

Person/Agency Submitting Nomination: _____

Contact person: _____

Phone: _____ Fax: _____

Email: _____

NOMINEE (Person/Agency/Project being nominated for an award)

Category: (Please select appropriate category)

_____ Best Marketing Material or Event

_____ Special Achievement ___ A, ___ B, or ___ C

_____ Member of the year

Name of Person, Program or Project as it should appear on the plaque:

All packages and their contents will become the sole possession of TALHFA and cannot be returned. Mail **EIGHT** copies of your nomination package including this form and application to the TALHFA office. Please provide **EIGHT complete** sets of submitted photographs, newspaper clippings, or other materials (also non-returnable), so each judge may have the benefit of seeing them. If you have any questions, please contact Ed Jackson, Chairman of the Awards Committee, at (972) 205-2343. **Post or FedEx for arrival at TALHFA's office no later than September 17, 2008, to:**

Kathy Whatley
Texas Association of Local Housing Finance Agencies
5766 Balcones Drive, Suite 102, Austin, TX 78731-4201

(512) 481-9933 ❖ www.TALHFA.org

SELECTION CRITERIA

Except for Member of the Year, each criterion will receive equal weight; the order in which they appear here does not imply relative importance. To help you in your nomination for special achievement, please specifically address each of the following categories.

1. Extraordinary Benefit to the Community

- Meets needs of low- and moderate-income segment of the community
- Achieves member/community public purpose goals at low cost to the member
- Targets particular neighborhood(s) for revitalization

2. Innovation

- In financing mechanisms, financing sources, partnerships
- In use of land or buildings
- In exceptional physical design components

3. Replicability

- Extent to which the program or project could serve as a model or demonstration for other members, or could/will be replicated within the community

4. Affordability

- Percentage of units with rents affordable to low- and moderate-income tenants
- Degree to which program or project serves households at relatively low percentages of area median income
- Tenure of affordability

5. Serving Needs of Special Groups

- Physically or mentally disabled
- Single-family households
- Homeless
- Other groups targeted for assistance in its community
- Elderly
- Large families
- Minorities

NOMINATION PACKAGE **(MUST include 8 copies of the FULL package)**

1. Thorough Description of Project or Program (on 8 1/2 " x 11" paper or on CD):

- Describe the project specifically in terms of the above five categories;
- Include the date the project or program was initiated, the amount and the type of financial resources involved, and the number and characteristics of the people served;
- Discuss the goals, objectives, and anticipated long-range benefits of the project or program and indicate how these goals have been met to date; and
- Discuss the role/reaction of the community and identify all major participants (including community officials and private sector players) and their roles in developing the project or program

2. Visual Aids (non-returnable) may include, but are not limited to:

- Maps and photographs
- Architect's renderings
- **All visuals must be on a CD or DVD (8 COPIES)**

3. Supporting Documents (non-returnable) may include, but are not limited to:

- Official statements
- Press releases
- Press accounts
- Relevant portions of Program Descriptions

NOTE: Documents mentioned in (2) and (3) above may **not** stand alone to describe the project or program as required in (1) above.

Electronic nominations are acceptable provided they meet all the selection criteria and other requirements enumerated above. Email electronic submissions to kathy@TALHFA.org.

PROGRAM GUIDELINES

Each Housing Finance Corporation or Affiliate may nominate only **one project or program for each category** during each round of solicitations. The categories are listed below.

Except for Member of the Year, all submissions will be judged using the same criteria. Please directly address each criterion in your submission.

The 2008 Awards Committee was appointed by TALHFA's Board President and is listed in your packet.

If a Selection Committee member's agency nominates a project or program, that member must abstain from judging any proposals in that category of competition.

Judging will be subjective but the Selection Committee will be mindful of the variation across agencies in financial resources, staff capacity, types of housing problems, legal authority to undertake various activities, etc. The Committee has the right to select multiple winners in a single category considering large communities and small communities.

The Selection Committee will not consider nominations for projects or programs that are not complete AND in operation. However, the Committee is looking for recent innovation and benefit to the community, therefore projects or programs should not have been completed and in operation for more than **two years**.

NOTE: Nominations will only be accepted from TALHFA members in good standing!

Awards Committee

Ed Jackson, Chair	Garland HFC	garlandhfc@yahoo.com
Richard Hagen	Chapman and Cutler LLP	rhagen@chapman.com
Doug Milner	Regions Bank	Doug.milner@regions.com
David H. Saling	Chase Bank	david.h.saling@chase.com
Jeff Wall	Heart of Texas HFC	jwall@ci.waco.tx.us
Cheri Whitford	Wells Fargo Bank, NA	Cheri.d.whitford@wellsfargo.com
Ron Williams	Southeast Texas HFC	rwilliams@sethfc.com

SELECTION CATEGORIES

Category I **Best Marketing Material or Event** *(print or electronic communication)*

This category recognizes educational or public relations publications or communications directed to the general public or target groups. Entries may include videos, DVDs, CDs, handbooks, brochures, supplements, special newspaper sections, newsletters, etc. **You must include a copy of the publication or communication.**

Category II **Special Achievement**

A. Special achievement by an individual, employee or employee team.

Intended primarily for individuals/groups below the director level. This category seeks to recognize special achievements in operations, provision of social services, etc.

B. Special Achievement by a Housing Finance Corporation/Agency

C. Special Achievement by a Community Development Agency, CDC, CDFI, Public Agency, Private organization or Non-profit.

Intended to recognize and honor groups/agencies whose hard work and efforts benefit the programs and people served by TALHFA members. (This would usually be the appropriate category if nominating a development)

Category III **Member of the year**

This category allows TALHFA members to recognize outstanding colleagues. Please nominate an individual member of TALHFA who exemplifies TALHFA's standards and goals, or has made a significant contribution to the TALHFA organization and/or its members this year.