

**29<sup>th</sup> Annual CTF Transportation Awards**  
**Checklist for Awards Nomination Submission**  
Form Due March 1, 2018



Thank you for submitting a nomination to the CTF Transportation Awards. Following this checklist will help the Awards jury evaluate the case you are making.

### **Checklist to Ensure Your Nomination Submission is Complete.**

- Complete a separate nomination form (attached) for each nomination. Submit as many nominations as you wish.
- Nominations for Elected Officials, People and Organization: complete nominator information, check one box on page 1 and complete pages 4 - 5.
- Nominations for Projects and Programs: complete nominator information on page 1, then complete pages 2 – 5.
- Choose only one category per nomination.
- Project or Program Team on page 3: we are looking for the **organizations** that are part of the team, not multiple people from the same organization.
- First project summary is no more than 95 words. Other information is on the second summary and optional attachments.
- You may include up to 10 pages of any type of supporting documents. Photos do not count toward the supporting document page limit.
- Nomination submission must include:
  - Ten hard copies of each nomination collated into packets which should include:
    - Nomination form
    - Minimum 6 photos in hard copy format. Ensure each packet includes all photos.
    - Optional supporting documents. Ensure each packet includes all supporting documents.
    - Flash drive or CD with all the above information.
- For flash drive or CD:
  - Photos should be individual jpeg documents, not embedded into another document, in a collage or in a PDF. They should be high resolution.
  - Do not send a scanned nomination form. We may need to cut and paste your summary into our Awards Luncheon program.
- Ship your nomination submission to CTF at 581 La Sierra Drive, Sacramento, CA 95864 916-489-1629 for arrival by **March 1**.
- Do not send any part of this nomination via email.



Recognize • Remember • Educate

# 29<sup>th</sup> Annual CTF Transportation Awards Nomination Form for Achievement in 2017

Download and Complete at [www.transportationfoundation.org](http://www.transportationfoundation.org). Do not scan this form.

Form and Attachments due March 1 at 4:00pm

Nominator Name \_\_\_\_\_

Nominator Organization \_\_\_\_\_

Contact Person Name (if different than above) \_\_\_\_\_

Contact Person Phone \_\_\_\_\_ Email \_\_\_\_\_

Awards may be given in any or all categories at the discretion of CTF. **In order to be considered you must complete the entire form.** Each application must be for one category only. Additionally, CTF reserves the right to recognize achievement beyond the listed categories and to reassign projects to categories.

## Award Categories (Go to next page for Project or Program awards)

**Check one if applicable.**

- Elected Official of the Year.** Nominate a federal, state or local elected official for transportation achievement, in 2017. Must have been in office in 2017.

Name of Nominated Elected Official \_\_\_\_\_

Title \_\_\_\_\_ Staff Contact \_\_\_\_\_

Staff Email \_\_\_\_\_ Staff Phone \_\_\_\_\_

- Organization of the Year.** Nominate a company, government agency, non-profit organization, community group, etc. for statewide transportation achievement in 2017.

Name of Organization \_\_\_\_\_

Organization Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

- Person of the Year.** Nominate a person who made an extraordinary contribution to Transportation in California in 2017. Examples include citizen activists, program or project managers, agency executives, and private, public and nonprofit organization staff, anyone other than an elected official.

Name and Title of Nominated Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

To continue for People and Organizations go to page 4. Projects and Programs go to page 2.

## What the Jury is Looking For

The CTF Transportation Awards recognize excellence in transportation. We know that projects and programs are unique and can't be judged by identical standards. The Awards jury, however, will be looking for the following as they judge the nominations, so make sure the following aspects are covered **if** they apply to your nomination. If your project or program excels in some other way describe what made the project or program exceptional.

- Project Impact (i.e. number of people who directly benefit) • Project Need • Partnership • Innovative Financing
- Sustainability • Technology Solution • Creativity/Innovation & Uniqueness • Delivery Timeline • Budget Performance

## Project Award Categories

Select **ONE** category if applicable. You may mention in your summary and supporting docs that the project had benefits from more than one category, for example a local street project with a bicycle component.

- Emergency Response/Repair** – Quick response to storm or other damage to any type of trans project.
- Freeway/Expressway** – Multi-lane divided facilities with full or partial access control.
- Interchange** – Provides grade-separated access between a local street and a freeway/expressway.
- Conventional State Highway** – State Highway that serves as a connector between communities while providing local access.
- Local Street** – A roadway with features such as traffic signals, street lights, and sidewalks.
- Structure** – Carries highway or rail traffic above or below a transportation facility or waterway.
- Transit/Rail** – Facilities which support bus transit, light, urban, commuter, intercity, or freight rail.
- Aviation** – Airport-related infrastructure, including terminals, runways, and landside access.
- Pedestrian/Bicycle** – Facilities which support bicycle, pedestrian, and equestrian modes of travel.
- Ports/Marine** – Wharves, buildings, terminals, port-related rail facilities, and landside access.
- Other** – Unique project not covered above.

**Project Name** \_\_\_\_\_ **Completion Date\*** \_\_\_\_\_

\*Date project was completed (cones off the road, all signage complete, etc.) and first open to the public between Jan. 1, 2017 and Dec. 31, 2017. Projects qualify based on the date the completed project was first opened to the public, **not when it was accepted by a public agency.**

## Program Award Categories

- Public Outreach** – Stakeholder involvement and/or public communications in support of transportation projects/programs.
- Sustainable Transportation/Environmental Enhancement** – Program that implements policies or improvements which enhance social, economic, and/or environmental sustainability or improvements.
- Operational Efficiency** – Project or program that improves transportation operations through technological or management solutions.
- Other** – Unique program not covered above.

**Program Name** \_\_\_\_\_

**Date Program became operational or achieved a significant milestone in 2017.** \_\_\_\_\_

**Program or Project Team.** Tell us what jurisdiction(s), organization(s), firm(s), community groups, etc. should be recognized as part of the winning team. **Check each that apply, up to 7 entities.** Choose only the most important organizations. **Nominations missing this information will be returned.**

Owner – Governmental Organization Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner – Governmental Organization Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineering services - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineering services - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Environmental services - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Environmental services - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Construction services - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Construction services - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architectural services - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Technical specialties including but not limited to geotechnical, hydraulic, economic:  
Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Technical specialties including but not limited to geotechnical, hydraulic, economic:  
Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

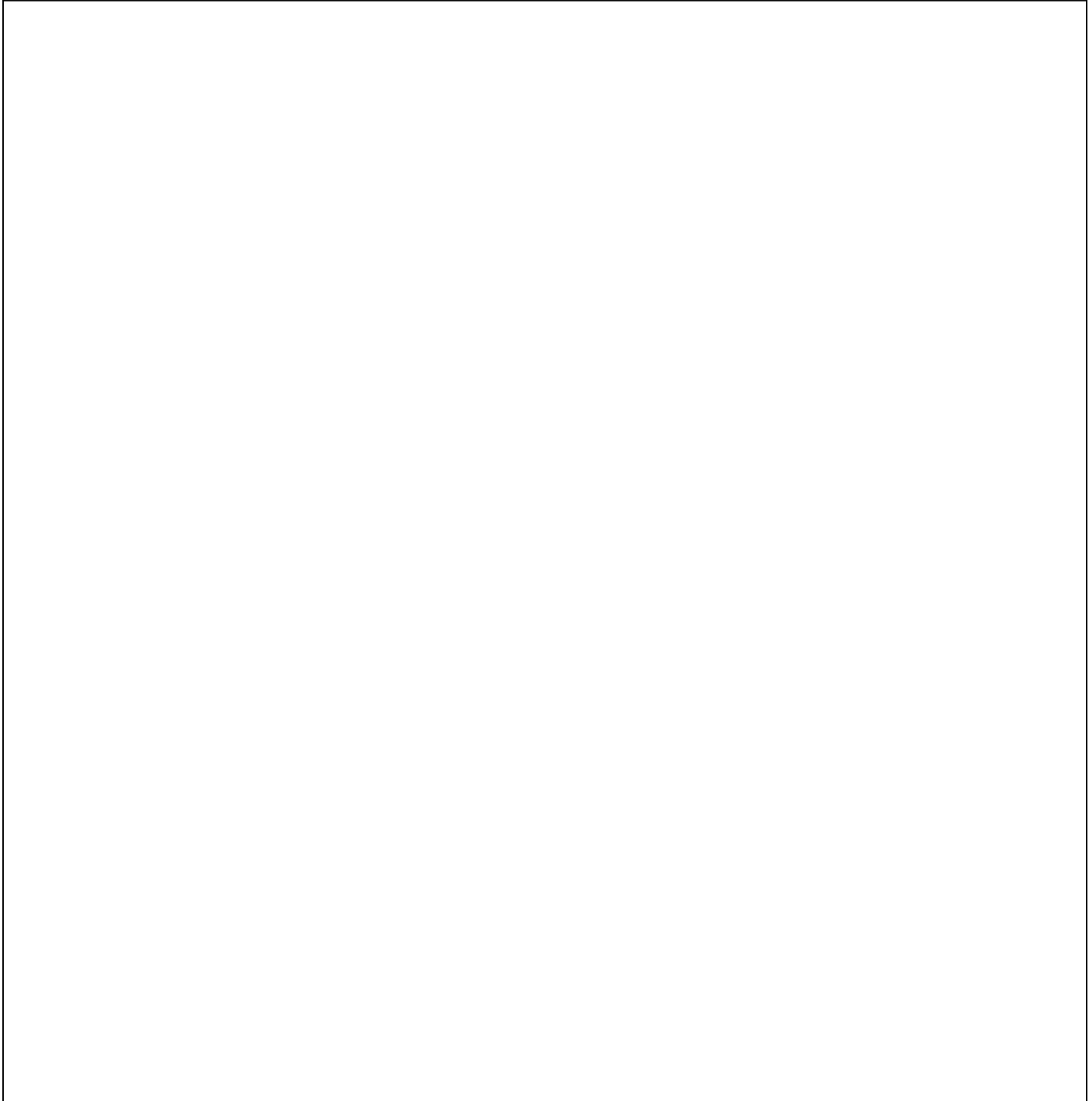
Outreach - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other entity - Org/Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**95-Word Summary for All Nominations**

Provide a 95-word summary that will be used in the Transportation Awards program should your nomination be a top three finalist. You may start with "This project" or "This program" because the name will be listed at top. For Person, Elected Official, Organization please use the name in the first line. If more than 95 words we will cut beginning on word 96. CTF reserves the right to edit.

**Nomination Summary.** In the space provided describe your nomination, explaining why it should win. Tell us what extraordinary achievement the Organization/Person accomplished in 2017, or why the Program or Project is exceptional. Use attachments for any additional information. For multi-year programs describe the milestone achieved in 2017. **Do not use font smaller than 11 point.**



**Attachments.** Submission must include 10 hard copies of each nomination collated into packets that include: nomination form, at least 6 photos, up to 10 pages of optional supporting documents. Ensure each hard copy nomination packet includes all photos and attachments. **Also provide the same information on a flash drive or CD.** In the electronic submission, photos should be high resolution. Do not send scanned form. Photos do not count toward the supporting document page limit. No part of this nomination will be returned.