



2000 Nomination Process

HUD Best Practices
"Building a Better Tomorrow"

Building A Better Tomorrow

Best Practices 2000 Nomination Process

Defining a Best Practice

A Best Practice must be replicable in other areas of the country, region, or local jurisdiction and generate a significant and demonstrable positive impact on those being served or managed. The nomination must also demonstrate at least one of the following characteristics:

- Effectively use partnerships among government agencies, nonprofit organizations, and private businesses;
- Creative problem solving;
- Overcome serious obstacles to program implementation; or,
- Demonstrate efficiencies achieved (i.e., time saved, resources saved, etc.).

Special consideration will be given to those projects or programs that either:

- Address two or more of HUD's six Strategic Goals within the same project or effort. HUD's six Strategic Goals are:
 - Fighting for fair housing
 - Increasing affordable housing and homeownership
 - Reducing homelessness
 - Promoting jobs and economic opportunity
 - Empowering people and communities
 - Restoring public trust
- Use newly developed concepts, technology and/or resources to significantly improve the delivery of housing and community development services, or
- Demonstrate the effective use of multiple HUD programs and resources, as well as private resources, to significantly improve the quality of life throughout the community.

Best Practices 2000

The 2000 Best Practices program is revitalizing efforts to demonstrate how HUD programs work and provide technical assistance to those in need. HUD staff are being asked to iden-

tify nearly 1,500 Best Practices as a result of their monitoring and compliance efforts. The remainder will be nominated based on staff knowledge of Best Practices that should be recognized and replicated across the country. Outside partners, industry groups and individuals may also nominate programs/projects for replication. This will provide the Department with an adequate supply of programs/projects that can be highlighted and used to improve overall performance among HUD programs.

Given this ambitious effort, you should begin submitting your Best Practice nominations for consideration. Go to HUD's web site and start sending us your nominations for review.

Receipt of Nominations

All nominations should be electronically submitted this year via the Best Practices Information System (BPIS) accessible through HUD's intranet and internet web sites. However, for those situations in which an electronic submission is not possible, paper submissions will be accepted and manually transferred into the BPIS database. Please send these forms to U.S. Department of Housing and Urban Development, 409 3rd Street, SW, Suite 310, Washington, DC 20024.

Technical assistance questions regarding the above system should be directed to Matt Turner at the BPIS Help Desk, 202-708-0614 x6205. Hours of operation are Monday through Friday from 9:00am to 5:00pm.

Review and Selection of Nominations

Before a nomination can be considered for a Best Practice Award, it must go through a review and acceptance process consisting of the following four separate levels. All levels have the ability to accept, return for re-submission or reject nominations for ineligibility based on pre-determined program criteria. This process, administered electronically, is as follows:

- **First Level**—The Office of Management and Planning (OMAP) serves as the central inventory control and distribution center for management and processing of all nominations. This is to ensure that every nomination submitted is reviewed and that the nomination process moves forward smoothly and efficiently. OMAP reviews all nominations for

initial completeness based on pre-determined minimum requirements criteria. Once a nomination is accepted, OMAP is responsible for identifying the program office under which the nomination falls. The nomination is then electronically routed to the respective program office for further review and distribution.

➤ **Second Level**—The Program Office (PO) reviews all nominations accepted by OMAP to ensure that the nomination is indeed appropriate for their program area to review and that it conforms to their specific program standards and methodologies. Like OMAP, the Program Office has the authority to accept, return for re-submission or reject all nominations within their jurisdiction. If the nomination is accepted, the Program Office electronically routes it to the appropriate Field Office for further review and acceptance.

➤ **Third Level**—The Field Office reviews all nominations accepted by OMAP and their respective Program Office to ensure that the nomination is factually accurate and to certify that it conforms, to the best of their knowledge, to all compliance regulations. The Secretary's Representative/Senior Community Builders are responsible for final Field Office acceptance.

➤ **Fourth Level**—The Compliance Group, composed of the Office of the General Counsel (OGC), the Enforcement Center, Real Estate Assessment Center (REAC), Fair Housing and Equal Opportunity (FHEO), and the Office of the Inspector General performs the final review of all nominations accepted by OMAP, the Program Offices and the Field Offices. OGC has the lead responsibility for reviewing and accepting nominations through this compliance process.

The Best Practices team members, listed below, work closely with the Program Offices and other designated Best Practices working group members to ensure that each nomination received is thoroughly reviewed and researched. The Best Practices team members contact nominees to discuss their submissions and solicit additional documentation to ensure that the best presentation of the project is put forward. The Best Practices team members do not have the authority to accept or reject a nomination.

1. Oscar L. Rider, Public and Indian Housing, 202-708-4806 x143
2. Lorna Campbell, Community Planning and Development, 202-708-4806

3. Tony Morgan, Housing, 202-708-4806
4. Denise Williams, Fair Housing, 202-708-4806 x140
5. Julie Stewart, PDR, OGC, REAC, FPM, etc. 202-708-4806 x145

Recognition by the Headquarters Support Offices, Program Areas and Field Offices

An estimated 3500 Best Practice Nominations will result from the above review and acceptance process. Of these 3500 nominations:

- Each program office may select, based on pre-determined and approved program criteria, approximately 50 nominations from their specific pool of nominations for department-wide recognition and consideration for a Best Practice Award.
- Each Secretary's Representative may select 12 nominations from their jurisdiction for department-wide recognition and consideration for a Best Practice Award.
- Each Senior Community Builder may select 18 local nominations for submission to their respective Secretary's Representative for consideration for geographic and department-wide recognition and consideration for a Best Practice Award.
- Other departments, such as International Affairs, may submit nominations for department-wide recognition and consideration for a Best Practice Award.

It is expected that each Assistant Secretary or Office Director endorse all nominations submitted for department-wide recognition.

Selection of the Top 100 Best Practices

Finally, an executive selection panel comprised of the Deputy Secretary, Assistant Secretaries, Secretary's Representatives, Senior Community Builders and HUD Program Partners will review the above department-wide nominations and, based on pre-determined and approved best practice criteria, will select the Top 100 Best Practice Award winners. Each of the Top 100 winners will be presented with an award at the Annual Best Practices 2000 Symposium to be held in Washington, D.C. from August 7th through the 10th, 2000 at the Washington Hilton and Towers.

Secretary's Message

The U.S. Department of Housing and Urban Development understands the challenges faced by America's communities. That's why we're committed to being your reliable partner, and why we've designed our programs to give you as much flexibility as possible. We want to help you meet those challenges - so that you can turn your vision for your community into a practical reality.

I'm encouraged to see that in thousands of cities, towns, and counties across the country, men and women just like you are making a real difference in the lives of families in their communities. They've achieved excellence by using HUD's programs in new or innovative ways. If you or someone in your community has already taken the initiative, found that success, made a difference, then we believe you should be recognized and

rewarded. We want to honor your achievements, but even more important, your unique approach or well-planned actions can help other communities that face challenges similar to your own.

Because we know that success breeds success, we're working right now to identify the 'best of the best' of all HUD-related activities and programs in America. Our goal is to identify what we call "Best Practices" and share those local success stories with thousands of cities, towns and neighborhoods across the country. When we publicly recognize your achievements, not only do we give you our highest honor but we're also helping others see how they, too, can innovate, take the initiative, and use HUD's programs to their community's advantage.

The 2000 Best Practices nomination process opened March 20, 2000 and runs through May 31, 2000. Submitting a Best Practices nomination has never been easier: this year, we have the capability to receive electronic nominations; track nominations throughout the review process; and make all of our Best Practices information readily available to the entire country.

Thank you for your continued commitment to meeting your challenges and taking advantage of opportunities that bring hope and a chance for a better way of life to all Americans - especially the people, neighborhoods, and communities left behind. I look forward to celebrating one or more of your outstanding achievements at the Department's Best Practices 2000 Technical Assistance Symposium in Washington, D.C. in August.

2000 Best Practices Categories

Economic Development

- Brownfield Redevelopment
- Business Development
- Microenterprise
- Adaptive Reuse
- Historic Preservation
- Business Incubator
- Tax Incentives
- Financing

Management

- Technology
- Administrative System
- Overcoming Barriers
- Program Requirements

Special Needs Housing

- Elderly House
- Housing for Persons with Disabilities
- Housing for Persons with AIDs
- Supportive Housing
- Emergency Shelter
- Transitional Housing
- Single Room Occupancy

Fair Housing

- Partnerships
- Enforcement
- Testing
- Accessibility
- Equivalency
- Complaint Processing
- Advocacy
- Analysis of Impediments
- Lending

Homeownership

- Counseling
- Low-Income
- Reverse Mortgage
- Rehabilitation
- Refinancing
- Loss Mitigation
- Property Disposition
- Historic Preservation
- Condominium/Cooperative

Community Organizing

- Citizen Participation
- Faith Based
- Resident Organizations
- Resident Patrols

Native American Programs

- Housing
- Community Development
- Economic Development

Rental Housing

- New Construction
- Rehabilitation
- Refinancing
- Property Management
- Property Disposition
- Accessibility
- Partnerships
- Mixed-Used
- Mixed-Income
- Adaptive Reuse
- Historic Preservation

Youth Empowerment

- After School Program
- Employment Skills
- Education
- Recreation

Resident/Client Services

- Computer Learning Centers
- Tenant Organizations
- Employment Training
- Life-Skills Training
- Employment Services
- Tenant Services
- Self-Sufficiency Training
- Substance Abuse
- Mental Health
- Homeless Prevention
- Family Unification

Planning/Design

- Building Architecture
- Building Design
- Site Planning
- Program Planning
- Consolidated Planning
- Neighborhood Planning
- Community Planning

Rental Assistance

- Tenant Based
- Project Based

Restoring the Public Trust

Safety and Security

- Physical Design
- Law Enforcement
- Drug Elimination
- Violence Reduction/Gun Buyback
- Community Policing
- Crime Awareness
- Resident Patrols

Community Development

- Community Facilities
- Infrastructure Improvement
- Social Services

University Partnerships

Community Builder Initiatives

Veteran's Affairs

Welfare to Work

Lead Hazard Control

For application assistance or additional information, contact the Best Practices Help Desk at 202-708-1992

To expedite your application, submit your nomination on-line at: <http://www.hud.gov/bestpractices> or for a hard copy of the application, please call HUD Customer Service at 1-800-767-7468.

