





Dear Colleagues:

President Bush has said, "The role of government is to create conditions in which jobs are created, in which people can find work." The twin goals of his Administration are to increase the productivity and wealth of the American economy; and to ensure that all communities share in economic opportunity.

The challenge for today's state and local officials and economic development organizations is to fashion action-oriented, market-based strategies to ensure they are positioned not just to compete, but thrive in the 21st century's global economy. The use of such best practices is a key strategy in achieving successful results.

EDA is proud to present the Excellence in Economic Development Awards 2005, which will highlight best practices nationwide, at the Economic Development Administration's "Symposium for 21st Century Economic Development." The symposium will be held on September 22, 2005 at the Ritz-Carlton Pentagon City in Arlington, Virginia.

Nominations for the Excellence in Economic Development Awards 2005 will be accepted for the following categories:

- Excellence in Urban or Suburban Economic Development
- Excellence in Rural Economic Development
- Excellence in Enhancing Regional Competitiveness
- Excellence in Economic Adjustment Strategies
- Excellence in Technology-led Economic Development
- Excellence in Community and Faith-Based Social Entrepreneurship
- Excellence in Innovation

The competition is open to nonprofit organizations, local, state and regional government entities, universities and colleges. A highly qualified and independent panel of economic development practitioners, academics, and government representatives will make the award selections. The nomination criteria and application information follow.

If you have any questions please contact EDA's Office of Intergovernmental Affairs at 202-482-2900. We look forward to receiving your nominations for the Excellence in Economic Development Awards 2005.

Sincerely,

A handwritten signature in black ink, appearing to read "D. A. Sampson".

David A. Sampson  
Assistant Secretary  
for Economic Development



## Overview

The Excellence in Economic Development Awards (Awards) 2005 recognizes innovative economic development strategies of national significance. The Awards are designed to showcase best practices and highlight outstanding results. Nominations are made in specific categories, provided below. A Selection Panel, appointed by the Assistant Secretary of Commerce for Economic Development, then evaluates nominees. Award recipients will receive a commemorative award at EDA's "Symposium for 21st Century Economic Development" held on September 22, 2005 at the Ritz Carlton Pentagon City in Arlington, Virginia.

This announcement describes the rules governing the Excellence in Economic Development Awards 2005 competition, including eligibility, selection criteria, nomination and selection processes, Selection Panel members, and other information needed to submit a nomination. A nomination form is included in this package.

## Nomination Procedure

Nominations for the EDA Excellence in Economic Development Awards 2005 may be submitted by any eligible organization or individual, excluding selection panel members. A bona fide representative of the nominated organization must endorse the nomination. Unless informed otherwise, this individual will serve as the official representative of the organization for purposes of requesting additional information.

Nominations must be submitted in accordance with the instructions provided in this packet. Additional copies of the nomination materials and rules of the competition may be obtained directly from the Economic Development Administration, either on the agency's Web site, [www.eda.gov](http://www.eda.gov) or by contacting: U.S. Department of Commerce, Economic Development Administration, Office of Intergovernmental Affairs, 1401 Constitution Ave., NW, Washington, DC 20230; (202) 482-2900.

### Eligibility

Eligible nominees include:

- Nonprofit organizations;
- Local, state and regional governments; and,
- Universities and colleges.

For profit firms and institutions are not eligible.

Nominated investments may include:

- Specific projects of national importance; or
- The cumulative activities of the nominee.



## Selection Process

**EDA** employees review each nomination received for completeness and adherence to the rules of the competition. Each complete nomination is then forwarded to the Selection Panel, where it is reviewed by at least three members. Each review ranks the nominee on a numeric scale for each of the selection criteria.

The top three nominees in each award category advance as finalists. The selection panel ranks the finalists, for consideration by the Assistant Secretary for Economic Development, using the announced criteria. The Assistant Secretary then selects the winners. If no finalist in an award category achieves the level of excellence contemplated in this award, the Assistant Secretary may decide not to make an award in that category.

EDA may amend the selection process from one year to the next, but shall not alter the rules for a given year after the initial announcement is made. EDA staff and the Selection Panel reserve the right to contact nominees in order to verify information submitted or to obtain additional information necessary to evaluate the nomination. Nominees are under no obligation to provide this information, but should recognize that failure to provide the information may lower their chances of being selected as a winner.

### **Key Dates for EDA Excellence in Economic Development Award 2005**

**EDA must receive your nomination by August 12, 2005**

**Finalists will be notified by August 30, 2005**

**Winners will be notified by September 7, 2005**

**EDA will telephone the Finalists and Winners and their names will be available on [www.eda.gov](http://www.eda.gov)**

## Selection Panel

In any given year, the Selection Panel is composed of as many as seven individuals, selected by the Assistant Secretary for Economic Development, and includes the following:

- one representative of the nonfederal economic development practitioner community;
- one member from academe;
- two representatives of the Economic Development Administration; and,
- two at-large members

Selection Panel members may not be employees, officers, consultants, or contractors of any nominated organization. In the event such a conflict of interest is discovered, either the Selection Panel member must be removed from the selection process or the nominated organization shall withdraw its entry. The Assistant Secretary may replace any Selection Panel member who resigns. The term of the Selection Panel members shall be one year.



# **Award Categories for EDA Excellence in Economic Development Awards 2005**

## **Excellence in Urban or Suburban Economic Development**

- Nominee utilizes innovative, market-based strategies to improve urban or suburban economic development results.

## **Excellence in Rural Economic Development**

- Nominee utilizes innovative, market-based strategies to improve rural economic development results.

## **Excellence in Enhancing Regional Competitiveness**

- Nominee enhances regional competitiveness and supports long-term development of the regional economy.

## **Excellence in Economic Adjustment Strategies**

- Nominee helps communities plan and implement economic adjustment strategies in response to sudden and severe economic dislocations.

## **Excellence in Technology-led Economic Development**

- Nominee supports technology-led economic development and reflects the important role of linking universities and industry and technology transfers.

## **Excellence in Community and Faith-Based Social Entrepreneurship**

- Nominee advances community and faith-based social entrepreneurship in redevelopment strategies for areas of chronic economic distress.

## **Excellence in Innovation**

- Nominee incorporates innovative strategies for maximum results.



## Five Selection Criteria

*Nominations will be competitively evaluated on their ability to meet or exceed the following selection criteria:*

### **The nomination is market-based and results-driven.**

- The nomination capitalizes on a region's competitive strengths and will positively move a regional economic indicator, such as: an increased number of higher-skill, higher-wage jobs; increased tax revenue; or increased private sector investment.

### **The nomination has strong organizational leadership.**

- The nomination has strong leadership, excellent project management, and includes significant commitment of human resources talent to ensure the project's successful execution.

### **The nomination advances productivity, innovation and entrepreneurship.**

- The nomination embraces the principles of entrepreneurship, enhances regional clusters, and leverages and links technology innovators and local universities to the private sector to create the conditions for greater productivity, innovation, and job creation. Provide demonstrative evidence that the nomination advances productivity, innovation and entrepreneurship.

### **The nomination looks beyond the immediate economic horizon, anticipates economic changes, and diversifies the local and regional economy.**

- The nomination is part of an overarching, long-term comprehensive economic development strategy that enhances a region's success in achieving a rising standard of living by supporting existing industry clusters, developing emerging new clusters, or attracting new regional economic drivers.

### **The nomination demonstrates a high-degree of commitment by exhibiting the following:**

- High levels of local government or non-profit matching funds and private-sector leverage.
- Clear and unified leadership and support by local elected officials.
- Strong cooperation between the business sector, relevant regional partners and local, state and federal government.



## Instructions for Preparing and Submitting your Nomination

- Your nomination may be submitted in only **one** of the seven categories.
- Your nomination should address each of the five selection criteria provided on page five. You may include **a statement totaling no more than five pages** to discuss the nominee's achievements in the five criteria.
- Please do not include any additional materials, such as promotional materials, annual reports, etc. Such items will not be considered by the selection panel.
- Your nomination may include as many as three letters of support. Each letter **must** accompany your nomination. Support letters arriving after the submission deadline or separately from your nomination will not be considered by the selection panel.
- Your nomination may include as many as three print or electronic photographs. Photographs **must** accompany your nomination. Photographs, in any format, arriving after the submission deadline will not be considered by the selection panel. EDA is unable to return submitted photographs.
- Your nomination may be sent by US mail, by courier service or electronically. However, your complete nomination may only be sent by **one** of these methods.
- Please mail or courier your nomination to:
  - U.S. Department of Commerce
  - Economic Development Administration
  - Room 7816
  - 1401 Constitution Avenue, NW
  - Washington, DC 20230
- Please e-mail your nomination to: ***awards@eda.doc.gov***
- Nominees are encouraged to remember that issues may arise that could delay your mail delivery in Washington, DC.
- Nominations must be received by close of business on **August 12, 2005**.
- Electronic copies of this nomination brochure may be downloaded from [www.eda.gov](http://www.eda.gov). Additional copies may be requested by calling EDA, Office of Intergovernmental Affairs at 202-482-2900.

**Please provide the following information and place this page on top of your complete nomination for the EDA Award for Excellence in Economic Development 2005**

Organization name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State and ZIP Code: \_\_\_\_\_

Preferred telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Web address: \_\_\_\_\_

*Check **only one** of the following categories:*

- Excellence in Urban or Suburban Economic Development
- Excellence in Rural Economic Development
- Excellence in Enhancing Regional Competitiveness
- Excellence in Economic Adjustment Strategies
- Excellence in Technology-led Economic Development
- Excellence in Community and Faith-based Social Entrepreneurship
- Excellence in Innovation

*Check **only one** of the following types of nomination:*

- The organization's overall efforts, or
- A specific program or project of the organization:

Yes  No EDA is hereby authorized to publish a summary of nominee's project if it qualifies as a finalist.

Yes  No EDA is hereby authorized to publish nominee's contact information, including address, phone, fax, e-mail and website.

**For Agency Use Only.** Logged by: \_\_\_\_\_

Date received: \_\_\_\_\_

timely receipt of application  Yes  No

statement included  Yes  No

No. of letters of support included \_\_\_\_\_

Date sent to Panel: \_\_\_\_\_

**Nominee Certification**

Signature of Nominee Representative: \_\_\_\_\_

*I certify that I have the authority to represent the nominee organization in public matters. I also certify that, to the best of my knowledge, the substantive statements in this application are true. I understand that if this application is found to contain substantive and willful misrepresentations, the nominee will be disqualified from the award competition. [Your typed and printed signatures will be accepted on electronic submissions.]*

**Please complete the following contact information of Nominee Representative:**

Print Name of Nominee Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Preferred telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Confidentiality**

The selection scores and content deliberations used to select finalists and winners will not be disclosed except to the extent provided by law.

**Endorsements**

The Award for Excellence in Economic Development is honorary only, and does not constitute an endorsement of any revenue producing goods, publications, or services the winner may offer.



Additional copies of the Excellence in Economic Development Awards 2005 application brochures can be downloaded from the EDA Web site at [www.eda.gov](http://www.eda.gov). Additional copies may also be requested by calling EDA Headquarters, Office of Intergovernmental Affairs at 202-482-2900.

*Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number. The OMB Approved Number for this Collection is 0610-0101 expires 06/30/2008.*

*The information is used by EDA to recognize outstanding economic development activities of national importance and to determine those applicants best meeting the preannounced criteria. No confidentiality for the information submitted is promised or provided except that which is exempt under 5 U.S.C. 552(b)(4) as confidential business information.*

*The public reporting burden for this collection is estimated to average 3 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Economic Development Administration, Herbert C. Hoover Building, Washington, D.C. 20230, and to the Office of Information and Regulatory Affairs of Management and Budget, Washington, D.C. 20503.*

