



# Economic Development Administration Excellence in Economic Development Awards 2009 Entry Brochure

## Overview

The Economic Development Administration’s (EDA) Excellence in Economic Development Awards 2009 recognize innovative economic development projects or strategies of national significance. The awards are designed to showcase best practices and highlight outstanding results.

EDA is currently accepting entries for Excellence in Economic Development Awards 2009. The deadline for submitting an entry is April 16, 2009. A selection panel, appointed by the Assistant Secretary of Commerce for Economic Development, will evaluate the entries. The awards are commemorative and will be presented by senior officials from the U.S. Department of Commerce in ceremonies in the winners’ respective communities. Members of the winners’ congressional delegations will be invited to join in the award presentation.

If you have any questions regarding the awards, please contact Ms. Barbara Earman at the U.S. Department of Commerce, Economic Development Administration, Legislative and Intergovernmental Affairs Division, 1401 Constitution Avenue NW, Room 7816, Washington, D.C. 20230, or at 202-482-4521.

## Key Dates for EDA’s Excellence in Economic Development Awards 2009

<b>April 16, 2009</b>	<b>Entry deadline</b>
<b>May 15, 2009</b>	<b>Finalists announced</b>
<b>May 29, 2009</b>	<b>Winners announced</b>

## Entry Procedure

Entries may be submitted by any eligible organization or individual, excluding selection panel members. Information on how to submit an entry and the rules and procedures governing the competition for the awards are provided in this brochure, which may be accessed on EDA’s Web site at [www.eda.gov](http://www.eda.gov). All entries must be submitted in accordance with the instructions provided in the brochure and the contact information form must be completed and included in the entry submitted to EDA.

A bona fide representative of the entrant must certify the entry and must serve as their organization’s official representative, unless EDA is advised otherwise.

EDA will contact finalists and winners by phone and will post their names at [www.eda.gov](http://www.eda.gov).

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## Entry Eligibility

### Eligible entries include:

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

### Entries may discuss:

- Specific projects of national importance; or,
- Cumulative activities of the nominee.

*Individuals and for-profit institutions are not eligible.*

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## Entry Categories

*Entries may be submitted in only one of the following seven categories:*

### 1. Excellence in Urban or Suburban Economic Development

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

### 2. Excellence in Rural Economic Development

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

### 3. Excellence in Environmental or Energy Economic Development

- The entry promotes innovative strategies in the development of environmental-led or energy-led projects that attract substantial private capital investment and create higher-skill, higher-wage jobs.

### 4. Excellence in University-led Strategies

- The entry successfully links a university, industry and technology transfer to promote an innovative business environment that leverages substantial private capital investment and creates higher-skill, higher-wage jobs.

### 5. Excellence in Economic Diversification Strategies

- The entry advances economic adjustment strategies in response to economic dislocations, such as natural disasters, the closure of a plant or military base, to promote economic diversification that leverages substantial private capital investment and creates higher-skill, higher-wage jobs.

### 6. Excellence in Community and Faith-Based Social Entrepreneurship

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

### 7. Excellence in Historic Preservation-led Strategies

- The entry makes significant use of regional historic assets (including heritage tourism) to advance innovative economic development strategies that result in higher-skill, higher-wage jobs and substantial private capital investment.

# Selection Criteria

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

## **1. The entry is market-based and results driven.**

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

## **2. The entry has strong organizational leadership.**

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

## **3. The entry advances productivity, innovation and entrepreneurship.**

- The entry 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.

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

- The entry 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 clusters or attracting new regional economic drivers.

## **5. The entry demonstrates a high degree of commitment by exhibiting:**

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

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## Selection Process

**EDA** employees will review each nomination received for completeness and adherence to competition rules. Each complete and eligible entry is forwarded to the selection panel to be competitively evaluated by at least three panelists according to the selection criteria provided. The top three nominations in each of the seven award categories advance as finalists. Using the announced criteria, the selection panel ranks the finalists for consideration by the Assistant Secretary of Commerce for Economic Development who will select 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 once the initial announcement is made.

EDA staff and selection panel members reserve the right to contact the representative certifying the entry in order to verify information submitted or to obtain additional information necessary to evaluate the entry. The representative is under no obligation to provide this information, but should recognize that failure to provide the information may lower the chances of the entry being selected as a finalist or as a winner.

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## Selection Panel

In any given year, the selection panel is composed of as many as seven individuals selected by the Assistant Secretary of Commerce for Economic Development in the following categories:

- one practitioner from the non-federal economic development community;
- one member from academe;
- two EDA representatives; and,
- three at-large members.

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

# Instructions for Preparing and Submitting an Entry

- An entry may be submitted in only one of the seven categories.
- An entry should address each of the five selection criteria. You may include a statement totaling no more than five pages to discuss achievements in the five selection criteria.
- Please do not include any additional materials, such as promotional materials, annual reports or planning documents. These items will not be considered by the selection panel.
- An entry may include as many as three letters of support. To be considered by the selection panel, each support letter must be attached to the entry when it is submitted. Support letters that arrive after the submission deadline or separately from an entry will not be considered by the selection panel.
- An entry may include as many as three print or electronic photographs. All photographs must be attached to or embedded in an entry. Photographs, in any format, that arrive after the submission deadline or separately from an entry will not be considered by the selection panel. EDA is unable to return submitted photographs.
- For entries mailed or sent by a courier service, please provide an original plus four copies of a complete entry package. For entries sent electronically, please attach all documents to only one e-mail. Please do not send an entry in multiple e-mails.
- An entry may be sent by U.S. Postal Service, courier service or electronically. U.S. Department of Commerce mail security measures may delay receipt of mail sent by U.S. Postal Service. Therefore, delivery by a courier service such as FedEx or UPS is recommended. A complete entry must be sent by only one of these methods.
- Entries must be received in EDA by close of business on April 16, 2009.
  - Courier or mail one original and four copies of a complete entry to:  
**Attention: EDA Excellence in Economic Development Awards 2009**  
**Economic Development Administration**  
**Department of Commerce, Room 7816**  
**1401 Constitution Avenue NW**  
**Washington, D.C. 20230**
  - Or e-mail **one complete** entry to:  
**[awards@eda.doc.gov](mailto:awards@eda.doc.gov)**

Please attach all portions of an entry to one e-mail. Please do not send portions of an entry in multiple e-mails.

- EDA will send an e-mail to the representative of the entry to confirm that the complete entry has been received in good condition.
- If you have any questions, please contact Barbara Earman in EDA's Legislative and Intergovernmental Affairs Division at 202-482-4521.

# Entry Contact Information Page 2009

This information page must be completed and attached as the cover page to your entry.  
Click here to complete this page as a **fillable MSWord document** and send it either electronically or as hard copy with your entry.

Entry name: \_\_\_\_\_

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

City, State and ZIP Code: \_\_\_\_\_ Congressional District(s): \_\_\_\_\_

\*Preferred contact person and telephone number: \_\_\_\_\_

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

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

*\*EDA will contact this person at this number to announce finalists and winners.*

## Check **only one** of the following to indicate the nomination category:

- Excellence in Urban or Suburban Economic Development;
- Excellence in Rural Economic Development;
- Excellence in Environmental and Energy Economic Development;
- Excellence in University-led Strategies;
- Excellence in Economic Diversification Strategies;
- Excellence in Community and Faith-Based Social Entrepreneurship; and,
- Excellence in Historic Preservation-led Strategies.

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

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

Timely receipt of complete application

Yes  No

Statement(s) included

Yes  No

Number of support letters included \_\_\_\_\_

## Check **only one** of the following to indicate the type of entry:

- Overall effort of the organization, or
- Specific program or project of the organization:

Provide name of specific program or project: \_\_\_\_\_

Yes  No

EDA is hereby authorized to publish a summary of this entry if it qualifies as a finalist.

Yes  No

EDA is hereby authorized to publish contact information, including address, phone, fax, e-mail and Web site, as provided in this entry.

## Entry Certification

Signature of Entry's Representative: \_\_\_\_\_

I certify that I have the authority to represent the entrant in public matters. I also certify that, to the best of my knowledge, the substantive statements in this entry are true. I understand that if this entry is found to contain substantive and willful misrepresentations, the entry will be disqualified from the award competition.

Electronic signatures will be accepted on electronic submissions.

## Please provide the following contact information for the representative of the entry:

Name: \_\_\_\_\_

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

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

Preferred email 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

Excellence in Economic Development Awards are commemorative only and do not constitute an endorsement of any revenue-producing goods, publications or services a winner may offer.



## **EDA's Mission**

**To lead the federal economic development agenda  
by promoting innovation and competitiveness,  
preparing American regions for growth and success  
in the worldwide economy.**

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 and expires 08/31/2011.

The information is used by EDA to recognize outstanding economic development activities of national importance and to determine which applicants that meet 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 the Office of Management and Budget, Washington, D.C. 20503.