

**TO BECOME NATIONALLY RECOGNIZED:  
APPLY BY SEPT. 11, 2015**

**TO ENTER AWARDS COMPETITION:  
APPLY BY NOV. 6, 2015**


#### Awards Program Entry Checklist:

- Verify your status as a Nationally Recognized NAHMA Community of Quality prior to Sept. 11
- Fill out the Awards Competition Entry Form from this brochure and submit prior to Nov. 6
- Attach your Essay to the Judges
- Include pictures if you're entering the Best Turnaround Awards Category

# Annual Search for Excellence in Affordable Housing Management

# 2015

## Communities of Quality® Awards Competition



# NAHMA



Sponsored by:



**You are invited** to enter the 2015 Communities of Quality Awards competition and be among the property managers and owners who **raise the bar** for **excellence** in affordable housing management.

## Benefits

Properties that earn the NAHMA Communities of Quality National Recognition receive the following benefits:

- A congratulations letter and certificate
- A draft press release for use with local media
- A draft letter for sending to congressional representatives
- Guidance on how to use the COQ trademark in promotional materials
- A free subscription to *NAHMA News* (a \$100 value)
- A listing in the National Registry of Communities of Quality on NAHMA's website

Properties that receive both National Recognition and a COQ Award receive all of the benefits listed above. In addition, they receive:

- Recognition at an AHMA awards ceremony
- Recognition at NAHMA's annual COQ luncheon
- A crystal award
- Inclusion in a press release distributed by NAHMA to national media and trade press
- Inclusion in a detailed article on award winners in *NAHMA News* and on the website

Distinctive affordable multifamily housing is the hallmark of excellence in property management. Each year, NAHMA's Communities of Quality® Awards recognize the best in the industry.

Since 1992, the Communities of Quality Awards have honored the achievements of affordable housing providers who have made an unprecedented contribution to the affordable housing industry by developing and maintaining outstanding properties that are safe and vibrant places to live. The awards competition includes five categories:

- Exemplary Family Development
- Exemplary Development for the Elderly
- Exemplary Development for Residents with Special Needs
- Exemplary Development for Single Room Occupancy Housing
- Outstanding Turnaround of a Troubled Property

**THE JUDGING PROCESS:** To conduct the judging, NAHMA will assemble an independent panel of representatives from the affordable housing arena, including government, academia and trade associations, to review the entry materials. Award winners will be notified in early January 2016, and will receive their awards in a special ceremony at the NAHMA 2016 winter meeting in Washington, D.C.

*\*Must be a COQ Nationally Recognized property to enter.*



# How to Enter



## 2015 COMMUNITIES OF QUALITY AWARDS COMPETITION

**YES, my property is a Nationally Recognized NAHMA Community of Quality and received 325 points or more in the application process.**

This property will be competing in the following category. *You are invited to enter more than one category and/or multiple entries in a single category; please copy the entry form panel and submit a separate form and separate essay for each entry.*

- Exemplary Family Development
- Exemplary Development for the Elderly
- Exemplary Development for Residents with Special Needs
- Exemplary Development for Single Room Occupancy Housing
- Outstanding Turnaround of a Troubled Property

**YES, my essay is attached.**

**YES, my "before" and "after" pictures are attached if I'm entering the Best Turnaround category**

PROPERTY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

AWARDS ENTRY CONTACT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**No, my property is not currently recognized as a National NAHMA Community of Quality—please email me more details!**

CONTACT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

### 1 STEP ONE: BECOME A NATIONALLY RECOGNIZED COMMUNITY OF QUALITY PROPERTY

To enter the 2015 Communities of Quality Awards competition, a property must first apply for and achieve National Recognition as a NAHMA Community of Quality with a minimum score of 325 points on its National Recognition application. The deadline for submitting your application to become a Nationally Recognized Community of Quality is **Sept. 11, 2015**. (For properties that have scored 325 points on past applications, see step 2.)

Detailed application information and submission materials for the NAHMA Communities of Quality National Recognition program are available on the NAHMA website at [www.nahma.org](http://www.nahma.org), click on the Communities of Quality or COQ navigation links. Or, if you would prefer to have these materials emailed to you, please check the appropriate box on the detachable panel of this brochure, insert in an envelope and mail to NAHMA, COQ National Recognition Program, 400 N. Columbus St., Suite 203, Alexandria, VA 22314.

**>> If your property initially received less than 325 points when your COQ National Recognition application was first submitted to NAHMA, you may elect to update this original application to earn more points if you have made improvements to your property since then. Simply photocopy your original COQ application (application only, not original supporting documents), and use a colored marker and highlighter to edit the form and indicate where changes have been made and new points should be awarded. Please send the updated application—and documentation that supports the edits made—directly to NAHMA at the address above, with a check payable to NAHMA for \$25 (record administration fee). Please note that this limited score updating process does not impact the requirement that every COQ property must submit a complete renewal application every two years from the original date of entry into the program; renewal applications are mailed each summer.**

### 2 STEP TWO: IF YOU'RE CURRENTLY NATIONALLY RECOGNIZED—YOU'RE READY TO ENTER

If your property has already earned National Recognition status as a NAHMA Community of Quality—and received 325 or more points on the National Recognition application—then you're ready to enter the 2015 Communities of Quality Awards competition! Properties that competed in a previous COQ Awards program but did not win are invited to reapply for the 2015 awards program; previous award winners are not eligible to re-enter.

### 3 STEP THREE: YOUR AWARDS ENTRY MATERIALS

Your COQ Awards competition entry materials will consist of the following:

1. The National COQ Recognition Program application you have already submitted. You do not need to resubmit a copy of the application; NAHMA will refer to the copy it has on file.
2. The Entry Form panel from this brochure, designating which of the five categories you will be competing in. You are invited to enter more than one category and/or multiple entries in a single category; please copy the entry form panel from this brochure and submit a separate form and separate essay for each entry.
3. An Essay of 500 to 1,500 words, outlining the outstanding features and/or aspects of the property, and why it should be selected by the judges as an award winner.
4. For Best Turnaround Property entrants only—at least four "before" and four "after" pictures.

Mail your COQ Awards entry to NAHMA by **Nov. 6, 2015**, c/o NAHMA COQ Awards Entry, 400 N. Columbus St., Suite 203, Alexandria, VA 22314.

**Questions?** Please contact Paulette Washington, 703-683-8630, ext. 110 or [pwashington@nahma.org](mailto:pwashington@nahma.org), or visit our Web page at [www.nahma.org](http://www.nahma.org).

*Please note—local Affordable Housing Management Associations (AHMAs) will also be honoring NAHMA Communities of Quality program participants. Please check locally for your AHMA's program details; a directory of the AHMAs is available at the NAHMA website.*

## Tips on Writing a Compelling Essay

The centerpiece of your award entry is a compelling essay that convinces the judges that your property is head and shoulders above other entrants. Here are suggested components of a successful essay:

- Describe your outstanding financial and physical site management and success at improving the property.
- Describe the impact on residents.
- Describe your partnerships and how they have benefited residents, the property and the greater community.
- If you turned around a troubled property, include: your strategy and timetable; your community resources; the physical condition before and after the turnaround; the obstacles you overcame.

**Please note:** All photographs and the entry materials become the property of NAHMA and may be used at any time by NAHMA for promotion of the Communities of Quality program.



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**ABOUT NAVIGATE AFFORDABLE HOUSING PARTNERS:** As a Joint Venture Partner with the Jefferson County Housing Authority in Birmingham, Alabama, Navigate is HUD's Section 8 PBCA for Alabama, Mississippi, Virginia and Connecticut. With a strong reputation for customer service and training, Navigate oversees a portfolio of over 70,000 units. Navigate has a history of developing, owning and managing HUD assisted properties in Alabama and also provides consulting and development services to public housing authorities. For further information, see [www.navigatehousing.com](http://www.navigatehousing.com).