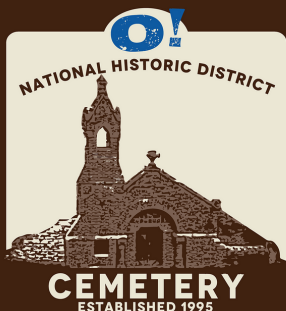


OTTUMWA HISTORIC  
PRESERVATION COMMISSION

# EXCELLENCE IN PRESERVATION AWARDS

PROGRAM RULES, CATEGORIES  
AND NOMINATION FORM

2023



## AWARDS PROGRAM RULES

### Nomination Process

Nominations for the 2023 Excellence in Preservation Awards must be received by Wednesday, April 5, 2023 at 4:30p.m. Any entries received after that date will not be considered for an award.

- All nominations must be submitted via email or mail. Email submissions should be sent to [simonsonz@ottumwa.us](mailto:simonsonz@ottumwa.us). Mail submissions should be sent to:

Historic Preservation Commission  
105 Third Street East  
Ottumwa, IA 52501

- An individual may submit more than one nomination but may not nominate the same property, project or person in multiple award categories.

### Eligibility

Any property or project nominated for an award must have been completed within five (5) years of the date of submission except for the Preservation Advocate Award.

Who is eligible?

- Individual recipients, properties and projects are ineligible to receive the same award for 10 years after acceptance.
- Self-nominations are accepted for all categories except the Preservation Advocate Award.
- Projects and properties must be located within the city limits of Ottumwa. Members of the Historic Preservation Commission may be nominated for awards but may not self-nominate for any award.
- Individuals nominated for the Preservation Advocate Award are not required to live in Ottumwa but must have made specific, significant contributions to preservation in Ottumwa.
- Properties and projects nominated for awards must conform to Ottumwa building codes and property maintenance codes. All permits required must have been lawfully obtained.

### Application

Each nomination must include the following:

1. Nomination Form.
2. Summary of Entry. (Up to 250 words)

3. Narrative on the historic significance of the nominated property (if applicable). (Up to 500 words)
4. Narrative on how the entry satisfies the specific award criteria. (Up to 1,000 words)
5. Letters of support. Each nomination may include up to five (5) letters of support. Letters may not be written by the nominator or anyone directly involved in a project. Letters for Preservation Advocate Award should not be written by the nominated individual.
6. Images. For projects and properties, please include five (5) digital images which are copyright-free with captions.
  - a. Images should provide context and show the entry's results.
  - b. Captions should be between 15 and 25 words.For the preservation advocate award:
  - a. Include at least one recent photo of the nominated individual.
  - b. Include up to five (5) images which represent or illustrate the person's most significant work.

## Judging and Awards Ceremony

The Historic Preservation Commission and City staff will review projects to select finalists. Finalists will be judged by an impartial jury. Jurors may selected multiple winners in some categories. Jurors are under no obligation to grant an award in any category. Nominators will be notified of the decision by [date].

Excellence in Preservation Award winners will be presented with a personalized award and will be featured on the City website and social media. The Historic Preservation Commission will provide one award statue per winner. Additional awards can be provided for \$75 per statue. The nominator will have one week after they are informed of the award decision to pay for additional award statues.

## AWARD CATEGORIES

### Preservation Advocate Award

This award recognizes an individual who has personally contributed to the advancement of historic preservation in the City of Ottumwa. Candidates for this award could include historians, architects, contractors, elected officials and other policymakers, educators, nonprofit leaders and any other activist in world of preservation.

#### Eligibility:

Individuals may not self-nominate for the Preservation Advocate Award.

### Excellence in Adaptive Reuse

This award recognizes an outstanding historic rehabilitation project which converted a historic structure for a new or compatible use while retaining its architectural integrity. Partial renovation projects are generally acceptable, but the project should show a conversion of use.

#### Eligibility:

Individuals may self-nominate for this award. This award is open to all properties in the City of Ottumwa of historic significance. Scoring preference will prefer properties which are contributing to a National Register Historic District or which are listed individually on the National Register.

### Excellence in Commercial Rehabilitation

This award recognizes an outstanding historic rehabilitation of a commercial structure. Partial renovation of projects is acceptable, such as an excellent facade rehabilitation.

#### Eligibility:

Individuals may self-nominate for this award. This award is open to all properties in the City of Ottumwa of historic significance. Scoring preference will prefer properties which are contributing to a National Register Historic District or which are listed individually on the National Register.

### Excellence in Institutional Rehabilitation

This award recognizes an outstanding historic rehabilitation of an institutional structure. Institutional structures include government buildings, schools, hospitals, universities, train stations and similar uses. Partial renovation of projects is acceptable, such as an excellent facade rehabilitation.

**Eligibility:**

Individuals may self-nominate for this award. This award is open to all properties in the City of Ottumwa of historic significance. Scoring preference will prefer properties which are contributing to a National Register Historic District or which are listed individually on the National Register.

**Excellence in Residential Rehabilitation**

This award recognizes an outstanding historic rehabilitation of a residential structure. Single-family homes and purpose-built multi-family buildings are eligible. Residential conversions which convert historic single family homes into multi-family are generally not eligible unless historic appropriateness for multi-family use can be established.

**Eligibility:**

Individuals may self-nominate for this award. This award is open to all properties in the City of Ottumwa of historic significance. Scoring preference will prefer properties which are contributing to a National Register Historic District or which are listed individually on the National Register.

**Excellence in Preservation of a Sacred Place**

This award recognizes an outstanding historic rehabilitation of a sacred place. Sacred places include churches, synagogues, monuments, cemetery buildings, mausoleums and similar uses. Partial rehabilitation projects may be eligible.

**Eligibility:**

Individuals may self-nominate for this award. This award is open to all properties in the City of Ottumwa of historic significance. Scoring preference will prefer properties which are contributing to a National Register Historic District or which are listed individually on the National Register.

**Outstanding Preservation Special Project**

This project recognizes projects which help to tell the story of the City of Ottumwa and promote preservation of Ottumwa's historic resources. Films, books, websites, podcasts, plays, academic journal articles, paintings, poetry and other similar materials are eligible for this award.

**Eligibility:**

Individuals may self-nominate for this award.

## NOMINATION FORM

Nominations for the 2023 Excellence in Preservation Awards must be received at submission email address or mailing address listed on page 1 of the Awards Program Rules by Wednesday, April 5, 2023 at 4:30p.m. Any entries received after that date will not be considered for an award.

I nominate \_\_\_\_\_  
for a 2023 Excellence in Preservation Award.

This submission is to be entered in the category of:

\_\_\_\_\_

### Section A – Attachments

*The attachments outlined in the "Eligibility and Information Section" of the 2023 Excellence in Preservation Awards Rules and Categories document are mandatory. Submissions lacking these attachments will not be considered.*

### Section B – Nominator Information

Please provide the name of an individual to be coordinate your nomination. The nominator may be asked to work with the Commission Awards Coordinator to obtain additional information and materials from winning entries in preparation for the awards presentation ceremony. **You may nominate your own property or project. Self-nominations will not be accepted for the Preservation Advocate Award.**

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Section C – Notification

Please provide the names of any individuals, other than the nominator, to be notified in the event this submission is selected to receive an award. If the submission is for the Preservation Advocate Award, that person must be listed below. Additional names may be included on a blank page.

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

Affiliation: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Section D – Award Information

Should this submission be selected, the following information will be included on the award.

Name of the entity or entities receiving award: \_\_\_\_\_

Name of project or plan (if applicable): \_\_\_\_\_

Number of award statues requested: \_\_\_\_\_

Names to be engraved on the award(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Historic Preservation Commission will provide one award statue per winner. Additional awards can be provided at a cost of \$75 per award statue.



I certify that the parties credited did the submitted work and meet all eligibility requirements. I understand that any entry which fails to meet submission requirements may be disqualified.

Signature of Nominator: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_