



PROJECT SUBMITTAL INSTRUCTIONS, CHECKLIST, AND COPY OF ONLINE APPLICATION

*****This application is for preparation and review purposes only. All project applications must be submitted via the online form.**

Thank you for your interest in submitting a project for ULI Colorado's 2021 Impact Awards.

The event based on ULI's Awards for Excellence will be held on Thursday, September 23rd, 2021. For more information, please contact ULI Colorado at 303.893.1760 or Colorado@ULI.org.

General Submittal Instructions:

1. Applicants must provide all requested information in the online project application and submittal checklist for each award. Incomplete submittals will be rejected.
2. You may submit your project in ONE category, but you may also submit as many projects as you would like. You can submit more than one project in the same category if you wish. Each project requires a separate submittal to include the application, supporting materials, and submittal fee.
3. All Project Applications should be submitted and are **only accepted through the online form**. *Please use the PDF of the Project Application reference document to organize your answers before completing the online form. You will not be able to save your application online and come back to edit it.*
4. Project images and any additional supporting documentation should be submitted in one of two possible ways:

Option One: organize the contents of the "submittal requirement checklist" into a virtual project folder and share this via cloud-based sharing platform to Colorado@uli.org. Please also send an email to colorado@uli.org to ensure the contents were received.

Option Two: organize the contents of the "submittal requirement checklist" onto a USB and mail this to the ULI Colorado local office address:

ULI Colorado, ATTN: Impact Awards, 1536 Wynkoop Street, Suite 211, Denver, CO, 80202.

Please include a cover letter noting your company and project as well as the the contents of the USB. ***Due to COVID related building requirements and remote work hours no in person or drop off deliveries will be possible. All submittal packets being mailed to us must be received on or before the application deadline date.***

5. **Award Submittal Fees:** There are two possible fee structures. If the entity submitting the application is a public organization, the fee is: \$400. If the entity submitting the application is a private company, the fee is: \$600.

Please note, you may submit your project in ONE category. You may submit as many projects as you would like. You can submit multiple projects in the same category if you wish. But you may not submit the same project in more than one category.

Important: each project requires a separate application, submittal package, and submittal fee.

[All payments must be made via Credit Card at this link.](#) If you require an invoice or if you are paying for more than one submittal, please send an email requesting an invoice copy to Colorado@uli.org. **Please note: All payments are required to have processed before the application deadline of May 7th, 2021. You do not need to wait until your project(s) have been submitted to make the submittal fee.**

****Application Checklist- Please review the following checklist to confirm you have submitted a complete application.**

1. Complete the project application form online [via this link](#).
2. Application Fee via [online payment link](#).
3. **Put together your project submittal packet in support of the online application and deliver to ULI Colorado either through a cloud based sharing platform of your choice or by mail via the above instructions.**

This packet should include the following items:

- A) A locator map showing the project's location relative to its metropolitan area.
- B) A project site plan.
- C) Additional descriptive images should be provided to reinforce your project submittal and convey an award worthy effort. Recommend 5- 10 high quality images or renderings.
- D) A brief one-line description for each image should be typed on a separate "project images" sheet. Please number each image and properly credit the photographer. You may combine image descriptions with a color "contact sheet" showing thumbnails of included images.
- E) A completed authorization form signed by the project's developer. Please see below for a copy of this form. You may also find this on the Impact Awards project submittal page.
- F) (Optional) Any further supporting financial information beyond that which is included in the application. If you would like to include any further financial information that conveys an award worthy project or you need to explain further any answers to financial questions on the application, please do so here. This piece is completely optional.

*Keep in mind that project images are instrumental in helping the jury understand your entry. In addition, images from each category finalist are used to make a video to be presented at the awards ceremony. **Images should be 1024x768 pixels or greater and formats accepted are JPG, GIF, PNG, and TIFF.***



2021 Impact Awards Project Application

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1. **Please select your project Award Category.** For specific category descriptions, please visit the Impact Awards webpage at <http://colorado.uli.org/project-awards/>

You may select ONE category from the below list. If submitting more than one project, you must fill out a separate application.

- ☐ Influence Award Category
- ☐ Infill Award Category
- ☐ Innovation Award Category
- ☐ Inspire Award Category
- ☐ Inclusive Award Category

2. **Please list the official name of your project.**
3. **Please list the primary contact for this submittal and for future communication regarding this application.**
Name:
Company:
Address:
Address 2:
City/Town:
State:
ZIP:
Email Address:
Phone Number:
4. **If the project has a website, please list it here:**
5. **Briefly describe the project as you would to a prospective client, a group of developers, or your financial partner** (suggested length is 200 words).

6. **Why is this project worthy of recognition?** Please answer in response to the Category Criteria section and all prerequisites for each award. (Detailed information is available at <http://colorado.uli.org/project-awards/>) *note: this is your opportunity to show off your project! Please be thorough with your response and tell us how your project exemplifies the description of that award category* (suggested length is 500 words).
7. **Specify the percentage of the project that has been completed, sold, or leased** (if this question does not apply to you, please enter n/a).

Percentage sold or leased:

8. **Additional phases planned?** (If so, please provide details, including total land area of next phase(s).) (if this questions does not apply to you, please enter n/a)
9. **As the purpose of the ULI Colorado Impact Awards is to identify and recognize best practices in development, entries must be broadly accepted in the marketplace. You must provide indicator(s) of financial success for your project. Please respond to a minimum of four of the following nine indicators listed below. Please note: These financial indicators will be shared with the 2021 Impact Awards jury, however, this data will not be shared publicly (and will be kept strictly confidential) in the awards marketing process.**

Lease rate as compared to market:

Leased % (sf for commercial / # of units for MF):

Social and economic impact to area (quantifiable):|

Projected payback period (or other metric) for green initiatives:

Creative financing solutions (debt and equity):

Projected equity multiple (choose appropriate range: 1.0x – 1.49x, 1.5x – 1.99x, 2.0+):

Projected IRR (choose appropriate range: 5% - 9.99%, 10% - 14.99%, 15% - 19.99%, 20%+):

Holding Period- initial vs. now/ if it changed, why?

A good use of taxpayer funds (Inspire and/or Inclusive Category only):

10. **We realize not every project fits into a traditional financing model and that COVID may have impacted projections. If you cannot respond to 4 of the above financial metrics or you feel additional information is helpful for this section, please use this open response question to tell the jury more about the financing structure of your project and/or any projections you had pre-COVID. The 2021 Impact Awards Jury will take all of this into account and appreciates any additional information you feel is helpful to understanding the financial success or expected success of your project.**
11. **For each, please include the following information: name, title, company, city, state/province, telephone, and email address.**

Developer(s):

Owner(s) (if not the same as developer):
Architect(s):
Contractors(s):
Engineer(s):
Debt/Equity participant(s):
Other(s) (counsel, contractors, public sector participants):

12. Online authorization by submitter: Please review the following statements and click yes on the online form to confirm your agreement.

I attest that:

1. ULI Colorado may use, reproduce, or make available for reproduction by others the information on this form (excluding financial information) and any supporting materials (including images) provided.
2. Using accepted accounting standards, this project is expected to meet expectations for return on the investor(s)' capital.
3. There are no pending or impending concerns with this project's financial condition, or, if there are, that they will be disclosed during a site visit or legal status.
4. As applicant, I have full power and authority to grant these rights and permissions.

By clicking yes, I affirm the above statements. If I click no, my application will not be considered.

13. Submitting images: All images should be saved to a USB and mailed to ULI Colorado. A brief one-line description for each image should be typed on a separate "project images" sheet. Please number each image and properly credit the photographer. You may combine image descriptions with a color "contact sheet" showing thumbnails of included images.

Images required are as follows:

- ☐ A locator map showing the project's location relative to its metropolitan area.
- ☐ A project site plan.
- ☐ Additional descriptive images should be provided to reinforce your project submittal and convey an award worthy effort.

Keep in mind that project images are instrumental in helping the jury understand your entry. In addition, images from each category finalist are used to make a video to be presented at the awards ceremony. Images should be **1024x768 pixels or greater** and **formats accepted are JPG, GIF, PNG, and TIFF.**

14. Signed authorization form: Please download the authorization form from the Impact Awards online page (also included below this application). This form **MUST** be signed by the projects developer, signifying that the developer approves the content shared within the application. This form should be included as part of your submittal packet that you turn into ULI Colorado as part of the application process.

Thank you for completing an application to be considered for the 2021 Impact Awards. We will be in touch after the application deadline. Applications and all supporting materials are due by end of day on Friday, May 7th, 2021.



Project Submittal Authorization Form

(must be completed by the project's developer)

I, _____ On behalf of _____ attest that:

1. *ULI Colorado may use, reproduce, or make available for reproduction by others the information on this form (excluding financial information) and any supporting materials (including images) provided.*
2. *Using accepted accounting standards, this project is expected to meet expectations for return on the investor(s)' capital.*
3. *There are no pending or impending concerns with this project's financial condition, or, if there are, that they will be disclosed during a site visit or legal status.*
4. *As the developer of this project, I have full power and authority to grant these rights and permissions.*

Date: _____

Signature: _____

Please list your contact information below, including name, company, title, phone, and address:

Thank you!