



February 2012

Dear AHMA-PSW Member:

YOU are the person who knows your employees best! Here is an opportunity for you to reward your exemplary staff members in an easy “no-cost” way by submitting them for AHMA-PSW’s Supervisor, Resident Manager, Maintenance Person, Service Coordinator, Occupancy/Compliance Specialist of the Year award, or the AHMA-PSW Foundation’s “Spirit of AHMA-PSW” Award. Who in your company would you like to honor with one of these distinguished awards?

IT CAN BE AS EASY AS WRITING ONE LETTER OF NOMINATION!

Just think what a thrill it is to receive this honor, to be called to the stage at the Annual AHMA-PSW Convention/Seminar & Trade Show in front of all your peers and to be presented with accolades for a job well done. Take a look at some of the comments from some past year’s winners:

"I am honored and grateful for the award I received. Maintenance work is not usually recognized. I enjoy my job and take pride in my property. I hope AHMA continues to recognize the maintenance and porter positions to encourage the team moral and improve property operations."
Jorge Rivas, Solari Enterprises, Inc.

"To receive such prestige recognition in this industry I felt like I was receiving an Oscar or Emmy award. We exist because of our residents and the combined blessing of good supervisors and a great management company which helps us regain or develop the “Spirit” that is required to succeed in this wonderful industry."
Oscar Mendoza, Thomas Safran & Associates

Now is the time for you, as a Management Agent, to honor your outstanding staff members who have done such a great job for your company and your properties. Make sure to address each item in the checklist attached for each category. Please restrict your nominations to one per category. The deadline for submissions is March 23, 2012. Just being nominated will give your employee(s) a sense of pride and accomplishment that they will never forget.

Complete details are enclosed. Send in your nominations NOW!

Very truly yours,

Priscilla Gilliam
President

ANNOUNCING THE 30th ANNUAL



2012 Industry Awards of Excellence

CALL FOR NOMINATIONS

Supervisor of the Year

Compliance Specialist of the Year

Resident Manager of the Year

- Family ■ Senior ■ Persons with Disabilities/Special Needs

Maintenance Professional of the Year

Service Coordinator of the Year

- Family ■ Senior ■ Persons with Disabilities/Special Needs

“Spirit of AHMA-PSW” Award



AHMA-PSW Members:

You are cordially invited to submit **one** outstanding candidate in each category from your company for Supervisor of the Year, Resident Manager of the Year, Maintenance Professional of the Year, Occupancy/Compliance Specialist of the Year, Service Coordinator of the Year and Spirit of AHMA-PSW Award. The criteria for all of the categories are included in this brochure. You will want to take advantage of this easy, excellent “no-cost” opportunity to recognize the unsung heroes on your staff who help make your properties so successful!

NOW is the time to submit your recommendations on your company letterhead, using the checklists below to be sure that you have included the required information.

The Awards Committee reviews each candidate by their letter of recommendation, be sure all required information is contained in your letter.

Each person (or couple) submitted will not only receive personal recognition, but recognition for your company as well:

- Introduction before 800+ of their peers at the Monday Opening Session of the AHMA-PSW Seminar
- Special ribbons for winners and nominees
- Article in Seminar Program featuring all winning candidates
- Lovely engraved plaque for all winners

Here is a great opportunity for your company to reward the quality people at your properties with an award of excellence! Eligible nominees must be responsible for supervision / compliance / management / maintenance at an affordable housing complex which is managed or owned by a current AHMA-PSW member.

Special Note:

Focus should be on the accomplishment of the individual – not the merits of the properties.



Nomination Checklist for Supervisor of the Year Award

(More than one award may be given)

- Nominee's name
- Responsible for #_____ properties
- Responsible for #_____ units
- Outstanding personal achievements
- Special citations/awards received in connection with the management company/complex/community
- Demonstration of commitment to professionalism through participation in ongoing education and training, including industry designation
- Description of nominee's personal involvement in the following:
 - Implementation of programs at properties or for Management Company
 - Improvement at properties seen through increase in cash flow, physical betterment, property stabilization

Please include this checklist with submission!

Submissions are due by Friday, March 23, 2012 to:

**AHMA-PSW Industry Awards
275 E. Hillcrest Drive, Suite 215
Thousand Oaks, CA 91360**

(866) 698-AHMA (2462) or info@ahma-psw.org



Nomination Checklist for Occupancy / Compliance Specialist of the Year Award

(More than one award may be given)

- Nominee's name
- Responsible for #_____ of units or # _____ communities
- Brief description of the Nominee's job responsibilities.
- Outstanding professional achievements.
- Demonstration of commitment to professionalism through ongoing education and training, including industry designations (CPO, HCCP, SHCM, COS, FHC, etc.)
- Description of nominee's professional involvement in the continued compliance with their community's regulatory agreements.
- In what way does the Nominee contribute to the Affordable Housing Industry as a whole?
- Brief description of relationships with managers, residents, local and state agencies, such as HUD, PHA, CTCAC, CalHFA, etc.

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Nomination Checklist for Resident Manager of the Year Award

(Note: Awards will be presented in each of the categories listed below; please identify the appropriate one in your submission. More than one award may be given.)

Category of Nomination:

- Family
- Senior
- Persons with Disabilities/Special Needs

- Nominee's name
- Special citations/awards received in connection with the management company/complex/community including industry designations
- Demonstration of commitment to professionalism through participation in ongoing education and training, including industry designations
- Description of nominee's personal involvement in the following:
 - Community/property participation: i.e. safety meetings, seminars, neighborhood watch programs, etc.
 - Resident participation: newsletters, gang and drug intervention, trips/parties, resident involvement
 - Site's physical needs and daily operations
 - Anything over and above required managerial duties

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Nomination Checklist for Maintenance Professional of the Year Award

(More than one award may be given)

- Nominee's name
- Special citations/awards received in connection with the management company/complex/community including industry designations
- Demonstration of commitment to professionalism through participation in ongoing education and training, including industry designations
- Description of nominee's personal involvement in the following:
 - Relations with residents
 - Physical needs of the complex
 - Maintenance systems in place
 - Turnaround time on maintenance requests

Please include this checklist with submission!

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Nomination Checklist for Service Coordinator of the Year Award

(Note: Awards will be presented in each of the categories listed below; please identify the appropriate one in your submission. More than one award may be given.)

- Nominee's name
- Special citations/awards received in connection with the management company/complex/community
- Demonstration of commitment to professionalism through participation in ongoing education and training, including industry designations

Description of nominee's personal involvement in the following:

- Family
 - Youth A+: i.e. creating/facilitating successful after school programs, exercise and sports; recruiting and monitoring tutors/mentors/volunteers, drug and gang diversion; social responsibility; stay-in-school incentives; scholarship programs
 - Healthy Families and Individuals: Parenting classes; responsible fatherhood; unwed and teenage mothers; child development; immunization and wellness clinic; nutrition resources; disability resources
- Senior
 - Older Adults/Persons with Disabilities: coordinate appropriate resident activities and resident in-services; publish informative resident newsletter; on-site volunteer coordination; coordinate and monitor supplemental programs; develop informal support networks; promote self-sufficiency; provide necessary mediation; older adult/disabled person's employment, volunteer and educational opportunities; advocacy
- Family and Senior
 - Upward Mobility: i.e. assisting individuals and families to improve economic circumstances; adult education or GED; financial literacy; résumé help, job search, interviewing skills; moving out of assisted housing/home ownership
 - Refugee and Immigrant Integration: ESL classes; Citizenship classes; maximizing community resources; lease compliance; cultural integration training; advocacy
 - Referral Management/Resource Specialist: demonstrated broad-spectrum resource knowledge to residents, coworkers and management; Resident Resource Directory containing local resources, providers and supportive services for self-referral; successful emergency interventions; on-line resource assistance to residents; follow-up and ongoing assessment of resources; agency participation in on-site programs
 - Best Practices: innovative practice(s) that have brought value and improvement to the lives of the residents
 - Above and Beyond: going above and beyond job requirements to the benefit of the residents

Please include this checklist with submission!

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**Industry Awards
Call for Nominations**

DEADLINE IS MARCH 23, 2012



“SPIRIT OF AHMA-PSW” AWARD

Recognizes an AHMA-PSW Member or resident who represents the true spirit of the AHMA-PSW Foundation

What a wonderfully exciting way to honor a colleague or friend! This person should personify the AHMA-PSW Foundation’s commitment to enhance the quality of life for youth, families, seniors and persons with disabilities/special needs living in member communities in addition to the well being of those in the larger community.

Eligibility – This Award is open to:

Supervisors Social Service Coordinators Associate members Residents On-Site Staff

(AHMA-PSW Board Members and AHMA-PSW Foundation Board Members are ineligible)

A letter of nomination is all that is needed. Your nomination will be reviewed and considered by a committee of the Foundation Board. Winners and nominees will be acknowledged at the Annual AHMA-PSW Seminar in May. Thank you for recognizing the extraordinary caring of this special individual and for furthering the mission of the AHMA-PSW Foundation by taking the time to articulate your nominee’s kind efforts.

Checklist for the “Spirit of AHMA-PSW” Award

(More than one “Spirit of AHMA-PSW” award may be given each year.)

Check all that apply to this nominee!

- Name of nominee
- Name of person/company submitting nominee
- Name of residential community/management company/associate member

Description of the nominee’s personal involvement in the following:

AHMA-PSW Foundation programs and activities, i.e.:

- | | |
|--|---|
| <input type="checkbox"/> Scholarship Program | <input type="checkbox"/> Success Skills |
| <input type="checkbox"/> “AHMA-PSW Drug Free Kid” Calendar Contest | <input type="checkbox"/> Financial Literacy |

Other programs and activities of the Resident Community, i.e.:

- | | |
|---|---|
| <input type="checkbox"/> Mentoring endeavors / tutoring | <input type="checkbox"/> Older adults activities and programs |
| <input type="checkbox"/> Cultural or educational activities | <input type="checkbox"/> Health and wellness activities |
| <input type="checkbox"/> Youth organizations/activities on site | |

Programs of the Greater Community

- | | |
|--|---|
| <input type="checkbox"/> Neighborhood Watch | <input type="checkbox"/> Local school activities |
| <input type="checkbox"/> Community theater and other performing arts | <input type="checkbox"/> Local senior center functions |
| <input type="checkbox"/> Citywide celebrations | <input type="checkbox"/> Local youth activities |
| | <input type="checkbox"/> Crime-Free multi-housing program |

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