



2025 ACHP/HUD Secretary's Award for Excellence in Historic Preservation

Overview

About the ACHP/HUD Secretary's Award for Excellence in Historic Preservation

The Advisory Council on Historic Preservation (ACHP) partners with the U.S. Department of Housing and Urban Development (HUD) to recognize developers, organizations, and agencies for their success in advancing the goals of historic preservation while (1) providing affordable housing to low- and moderate-income families and individuals and (2) supporting community and/or economic development. Nominated projects or activities will be judged for the success they have achieved in preserving, rehabilitating, restoring, and interpreting our architectural and cultural heritage. One award will be presented in the summer of 2025. Eligible projects must meet the following criteria:

- Promote the use of historic buildings for affordable housing
- Support community development and/or expanded economic opportunities
- Contribute to local and/or tribal community revitalization efforts
- Include HUD funds, financing, or other assistance
- Meet preservation guidelines

Important Dates

- **November 2024:** Online application portal opens.
- **January 22, 2025 (11:59 pm PST):** Deadline for online applications.
- **Spring 2025:** Notification to winner.
- **Summer 2025:** Award ceremony.

To review descriptions of previous award-winning projects, go to <https://www.huduser.gov/portal/about/HistoricPres-intro.html>

Nomination Information

Nomination Questions

Nominations must answer all the following questions by number. Please be concise.

1. **One-page Summary:** Please provide a one-page summary of the nominated project or activity. The one-page summary should describe the historical significance of the site, the challenges faced, the project's outcomes, its benefits, and what makes the project exemplary.
2. **Project Name and Location:** What is the project or activity's name, and where is it located? Please note if the project or activity is in a historic district.
3. **Affordable Housing:** How does the nominated project or activity facilitate the continued or adaptive use of historic structures for affordable housing? Please include the number of units, unit size (e.g., number of one-bedroom units), income restrictions on the units, etc.
Note: Housing units must be included within the physical historic structure that has been rehabilitated or restored, i.e., not only in new construction adjacent to the property as part of a larger project.
4. **Community Impacts:** What are the impacts of the nominee's project on the community? Community impacts may include (but are not limited to) social and economic benefits, resiliency strategies, cultural integrity, youth engagement, and sustainability.
5. **Community Revitalization:** Is the project or activity in an area that is part of a locally developed, overall community revitalization effort, or part of a community revitalization plan?
6. **Impact on Low- and Moderate-Income Families and Individuals:** How does the project benefit low- or moderate-income families and individuals? Please detail benefits related to expanded economic opportunities for families and individuals, if applicable.
7. **Project Completion:** When was the project completed?
 - a. Projects completed within three years of nomination are eligible. Nominated projects must be completed by the date of the submission of the nomination. "Completed" for the purposes of this nomination means that the development is being utilized for its intended purpose (e.g., some of the housing units are leased, businesses have signed leases for the commercial space, etc.).
 - b. Long-term projects or programs are eligible if substantial achievements have been made within the last three years.
8. **Difficulty:** What are the qualities and degree of difficulty of the project or activity?
9. **Pioneering:** How is the project or activity unusual or pioneering?
10. **Example to Others:** Can the project or activity serve as an example for others?
11. **Funding:** What sources of funding were used to complete the project or activity (e.g., HUD assistance, Opportunity Zone funding, other public funds, private funds, tax credits, etc.)? Clearly state which sources are HUD funding.
12. **HUD Assistance:** What role did HUD assistance play in the project or activity?
13. **HUD Programs:** What HUD programs are active in the project or activity (e.g., Housing Choice Voucher program, Jobs Plus, etc.)?
14. **Section 106 Review:** Nominated projects must have undergone Section 106 review. What finding of effect resulted from the Section 106 review of the project? (Was it a "no adverse effect" finding? Did a Memorandum of Agreement [MOA] resolve the adverse effect?)

Nomination Attachments

In addition to your response to the 14 nomination questions, each nomination must include the following attachments:

- Complete contact information for the nominator and key partners (list no more than six). Include name, title, organization/business, mailing address, telephone number, and email address.
- A brief project budget that includes the total cost of the project, details of funding sources along with their respective amounts, and the specific HUD program(s) that provided assistance (e.g., CDBG, ICDBG, HOME, RAD, 221(d)(4), etc.).
- One to five supporting materials (e.g., project brochures, fact sheets, published news stories).
- One to three letters of recommendation.
- A list of past awards this project received.
- A copy of the Section 106 concurrence letter from the State Historic Preservation Officer (SHPO), Part 2 Historic Tax Credit approval, or executed Section 106 Agreement Document.
- Five to 10 high-quality jpeg digital images totaling no more than 25 MB combined. Each image must be numbered and identified with the project name, a very brief description (e.g., #1 Stanley Hall, rear façade), and photo credit information. Horizontal photos are preferred. Photos should show some of the outstanding preservation work the nominee has accomplished; before and after images are helpful. Submit only digital images that are not copyrighted and may be reproduced by HUD and the ACHP without a fee, charge, or copyright infringement.

Nominations must be completed electronically as a Word or PDF document and submitted following the instructions provided at: <https://www.huduser.gov/portal/about/ExcellenceHistPres-submit.html>

Nomination Guidelines

All nominations are due by 11:59 p.m. PST on January 22, 2025.

Complete submissions must be received by January 22, 2025, to be considered. Supplemental information received after the deadline will not be considered.

Award Process

Nominations submitted by January 22, 2025, will be reviewed by a jury consisting of HUD and ACHP representatives.

The winner will receive notification in the spring of 2025.

The public award announcement and presentation will take place at a special ceremony in the summer of 2025.

Contact 1-800-245-2691 or helpdesk@huduser.gov with any questions.