



January 11, 2024

Dear AHMA-PSW Member:

AHMA-PSW is now accepting Nominations for the Industry Awards to be presented at the 47<sup>th</sup> Annual California Conference & Expo. Awards Categories include:

- **Resident Manager**
- **Service Coordinator**
- **Maintenance Professional**
- **Supervisor and Occupancy / Compliance Specialist**
- **Spirit of AHMA**

Is there anyone you would like to honor with one of these distinguished awards from you company?

**All you need to do is write a Nomination Letter and submit it with the appropriate completed checklist.**

Just think how exciting and unexpected it would be for your staff to receive this honor at the **47<sup>th</sup> Annual AHMA-PSW Conference & Expo** and to be presented with accolades for a job well done.

Now is the time for you to **honor your outstanding staff members!**

Make sure to address each item in the checklist attached for each category. Please restrict your nominations to one per category. Submit your nominations to Jazmin Ceballos, Executive Director, at [ED@ahma-psw.org](mailto:ED@ahma-psw.org). **The deadline for submissions is Friday, April 12, 2024.**

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 TODAY!

Sincerely,

*Gabriela Chavez*

Gabriela Chavez  
President, Board of Directors

AHMA-PSW  
PO BOX 226969  
Los Angeles, CA 90022  
(866) 698-AHMA (2462) - [ed@ahma-psw.org](mailto:ed@ahma-psw.org)



AHMA-PSW Members:

You are cordially invited to submit **one** outstanding candidate in each category from your company for:

- Resident Manager
- Service Coordinator
- Maintenance Professional
- Supervisor and Occupancy / Compliance Specialist
- Spirit of AHMA

The criteria for these categories is attached. Take advantage of this opportunity to recognize the unsung heroes who help make your properties so successful!

**NOW** is the time to submit your nominations **on your company letterhead**. Use the checklist attached for each category to write your nomination letter. Submit your nominations to Jazmin Ceballos, Executive Director, at [ED@ahma-psw.org](mailto:ED@ahma-psw.org).

The Industry Awards Committee reviews each nomination letter, therefore be sure all required information is contained in your letter.

Each awardee will be recognized, as follows:

- Acknowledgement during the Industry Award Luncheon on Monday
- Engraved plaque for all winners
- Check from AHMA-PSW for \$100

Here is a great opportunity for your company to reward the quality people at your properties with an award of excellence!

Eligible nominees must hold a position with responsibilities in in category being nominated in at an affordable housing complex which is managed or owned by a current AHMA-PSW member.

**PLEASE NOTE:** Industry Award winners will receive complimentary registration to the 47<sup>th</sup> Annual CA Conference & Expo.

If you have any questions or need additional information, please call 1.866.698.AHMA (2462)

**NOTE: Nominations are due Friday, April 12, 2024!**

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## Nomination Checklist for **RESIDENT MANAGER** of the Year Award

Nominee's Name: \_\_\_\_\_

Name of Person submitting Nominee: \_\_\_\_\_

Email address of person submitting Nomination Letter: \_\_\_\_\_

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

City / County: \_\_\_\_\_

**Property Type:**  Family                       Elderly                       Disabled

Please include the following information on the Nomination Letter, as applicable:

- 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: safety meetings, seminars, neighborhood watch programs, etc.
- Resident participation: newsletter, gang and drug intervention, trips/parties, resident involvement
- Site's physical needs and daily operations
- Anything over and above required managerial duties

**Please include this checklist with submission!**



## Nomination Checklist for **SERVICE COORDINATOR** of the Year Award

Nominee's Name: \_\_\_\_\_

Name of Person submitting Nominee: \_\_\_\_\_

Email address of person submitting Nomination Letter: \_\_\_\_\_

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

City / County: \_\_\_\_\_

**Property Type:**     Family                       Elderly                       Disabled

### **Description of nominee's personal involvement in the following:**

- Family / Youth: 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-service; 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: Assisting individuals and families to improve economic circumstances; adult education or GED; financial literacy; resume 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 Practice: 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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## Nomination Checklist for **MAINTENANCE PROFESSIONAL** of the Year Award

Nominee's Name: \_\_\_\_\_

Name of Person submitting Nominee: \_\_\_\_\_

Email address of person submitting Nomination Letter: \_\_\_\_\_

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

City / County: \_\_\_\_\_

**Property Type:**  Family                       Elderly                       Disabled

Please include the following information on the Nomination Letter, as applicable:

- 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, staff, and vendors
- Physical needs of the complex
- Maintenance systems in place
- Turnaround time on maintenance requests

**Please include this checklist with submission!**



## Nomination Checklist for **Supervisor** of the Year Award

Nominee's Name: \_\_\_\_\_

Name of Person submitting Nominee: \_\_\_\_\_

Email address of person submitting Nomination Letter: \_\_\_\_\_

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

City / County: \_\_\_\_\_

Responsible for #\_\_\_\_\_ properties

Responsible for #\_\_\_\_\_ units

Please include the following information on the Nomination Letter, as applicable:

- 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**



## Nomination Checklist for **Occupancy / Compliance Specialist** of the Year Award

Nominee's Name: \_\_\_\_\_

Name of Person submitting Nominee: \_\_\_\_\_

Email address of person submitting Nomination Letter: \_\_\_\_\_

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

City / County: \_\_\_\_\_

Responsible for # \_\_\_\_\_ units or # \_\_\_\_\_ communities

Brief description of 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.

**Please include this checklist with submission**



**“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 Conference in May.

**Nomination Checklist**

- Nominee’s name and contact information (email, phone number)
- Name of person / company submitting nominee
- Name of residential community / management company / associate member

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

Check all that apply to this nominee!

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

- Scholarship Program
- “AHMA-PSW Drug Free Kid” Calendar Contest

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

- Mentoring endeavors/tutoring
- Older adults’ activities and programs
- Cultural or educational activities
- Health and wellness activities
- Youth organizations/activities on site

**Programs of the Greater Community**

- Neighborhood Watch
- Local school activities
- Community theater; performing arts
- Local senior center functions
- Citywide celebrations
- Local youth activities

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