



**GREENE COUNTY PLANNING BOARD  
ELLEN RETTUS ACHIEVEMENT AWARDS**

**Nomination Guidelines**

Each nomination should include a descriptive narrative limited to 500 words. The narrative should include as much of the following information as is appropriate:

1. Project name, description and location
2. Person, group or agency responsible for initiating and carrying out this project
3. Starting and completion date
4. Funding Source - Community Development funds, special federal grant, Municipal Funds, private sector or citizen contributions
5. Reason for project's initiation
6. Participating groups - municipal departments, citizens, private sector, etc
7. Implementation - process by which the project was carried out
8. Project's results (preserving buildings or open space, increased housing, expanded employment base, etc.)
9. Description of how the project is innovative or demonstrates a new technique or contributes to planning in Greene County
10. Local zoning and comprehensive plan objectives; zoning changes, if any, required to implement the project
11. Supporting Materials - Provide as much back-up materials as possible on the project submission. These include photographs, reports or news articles
12. Nominating person(s) or group.

For questions on award nomination procedures, contact Rich Schiafo at the Greene County Department of Economic Development and Planning, (518) 719-3290, [rschiafo@discovergreene.com](mailto:rschiafo@discovergreene.com)