



FEMA

ICP AWARDS

OUTSTANDING INDIVIDUAL
AND COMMUNITY PREPAREDNESS



Frequently Asked Questions (FAQs) FEMA Individual and Community Preparedness Awards

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General

1. What are the FEMA Individual and Community Preparedness Awards?

The FEMA Individual and Community Preparedness Awards is a national recognition program that highlights innovative local practices and achievements by honoring individuals, organizations, and jurisdictions that have made outstanding contributions toward strengthening their community to prepare for, respond to and recover from a disaster.

2. What is the deadline for application submissions?

The deadline for award application submissions is May 30, 2017 11:59 P.M. E.T.

3. What are the application form requirements?

Applicants must complete a FEMA Individual and Community Preparedness Award Application Form, which includes a Description of Achievement section (available at <http://www.ready.gov/preparedness-awards>). Although applicants may apply for up to two (2) awards categories, applicants can only submit one (1) application form.

4. What is the eligible time period for achievements to be considered for a 2017 FEMA Individual and Community Preparedness Award?

All submissions must feature achievements occurring between January 1, 2016 and May 30, 2017.

5. Are there different award categories? What are they?

There are 10 competitive award categories. The category qualifications and descriptions are available in the *How to Apply for a FEMA Individual and Community Preparedness Award*. The categories are as follows:

- Outstanding Citizen Corps Council
- Community Preparedness Champions
- Awareness to Action
- Technological Innovation
- Outstanding Achievement in Youth Preparedness
- John D. Solomon Whole Community Preparedness Award
- Outstanding Private Sector Initiatives
- Outstanding Community Emergency Response Team Initiatives
- Outstanding Citizen Corps Partner Program
- Prepareathon in Action



6. Are there any new award categories for the 2017 FEMA Individual and Community Preparedness Awards?

No, the categories remain the same for this year.

Eligibility and Criteria

7. Who can apply for a FEMA Individual and Community Preparedness Award in 2017?

The eligibility requirements are as follows:

- Applicants may apply for up to two (2) categories and must meet the specific qualifications of the category or categories applied for.
- Recipients of a 2016 honorable mention are welcome to apply; however, winners of a 2016 ICP Award are ineligible to submit an application for a 2017 Award.
- All applicants and achievements must comply with all FEMA policies and guidance.
- All achievements indicated in your Application Form must demonstrate that you have organized actions or activities to enhance preparedness among historically underserved populations within your community, to include populations disproportionately affected by disasters. Such actions or activities may include using preparedness information that is accessible to all audiences, including those of varying socio-economic status, diverse cultures, people with disabilities, and those with access and functional needs.

8. Can I submit an application for my own organization or does my organization need to be nominated by someone else?

Yes, you may submit an application for your own organization, be nominated by someone else, or nominate an organization you believe deserves recognition.

9. Can applicants apply for more than one award category?

Yes, applicants can apply for up to two (2) award categories. Only one (1) Application Form should be submitted per applicant.

10. Does an application need to address a specific award category?

Yes, applicants should write a Description of Achievement to demonstrate excellence for a specific award category. Applicants should highlight specific initiatives, events, programs, and outreach efforts aligned to the category that they are applying for.

11. Does a Citizen Corps Council or a CERT have to be registered to be nominated for an award?

Yes, all applicants nominated by Citizen Corps Councils and CERTs must be registered and approved on the Citizen Corps registration site, <https://www.citizencorps.fema.gov/cc/secure/index.do>, as of May 30, 2017 11:59 P.M. E.T. to be considered for a FEMA Individual and Community Preparedness Award.



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12. Can a CERT and Medical Reserve Corps team be jointly nominated for a FEMA Individual and Community Preparedness Award?

Yes, multiple individuals and organizations may be jointly nominated for an award. Applications for award categories honoring organizations, programs or jurisdictions cannot be submitted to recognize a single individual.

13. Can previous applicants try again this year?

Yes, 2016 applicants and honorable mentions are encouraged to apply for the 2017 FEMA Individual and Community Preparedness Awards for actions or activities which took place within the dates of consideration. Winners of a 2016 FEMA Individual and Community Preparedness Award are ineligible to apply in 2017, but are encouraged to apply for an award in 2018.

14. Can previous winners apply again this year?

Unfortunately, 2016 FEMA Individual and Community Preparedness Award winners are not eligible to apply in 2017; however, winners from previous years are encouraged to apply again this year. We also encourage winners of a 2016 FEMA Individual and Community Preparedness Award to nominate others for a 2017 award.

15. Can anyone endorse or write a letter of recommendation for a FEMA Individual and Community Preparedness Award applicant?

Written endorsements and letters of recommendation must come from a local government official or community organization (e.g. tribal leadership, a Citizen Corps Council, Partner Program, or Affiliate). Letters of endorsement may strengthen your application, but are not required.

Submitting an Application

16. How do I submit an awards application?

Applicants, or those nominating others, must email the Application Form, including no more than three (3) attachments, to: fema-icp-awards@fema.dhs.gov with the subject line: “2017 FEMA Individual and Community Preparedness Award Application” by May 30, 2017 11:59 P.M. E.T.

17. Once an application is submitted how will the sender know the application was received by FEMA?

Once an award application is submitted and received by FEMA, a notice of receipt will be sent back to the sender’s email address within two (2) business days. Please ensure you use the required subject line “2017 FEMA Individual and Community Preparedness Award Application” or you may not receive a receipt message.

18. What if I have questions or do not receive a confirmation notice that FEMA received my application?

Should you encounter any problems or difficulty in submitting your application materials or if you have any questions, please contact: fema-icp-awards@fema.dhs.gov.



19. How can I include supplemental materials with my application? Are there any restrictions?

Supplemental materials are welcome, but not required. If included, your email attachments (such as any additional documents or image files) should not exceed three attachments and must be entered into the Attachments section of the Application Form. Acceptable email attachment file types include: PDF (.pdf), Word (.doc), Excel (.xls), PowerPoint (.ppt), JPEG (.jpg) and PNG (.png). Temporary internet file attachments that connect to an original file will not be accepted. Additionally, your total application submission must be no larger than five megabytes (5 MB).

Your email attachments may include a letter of recommendation or a written endorsement from a local government official or community organization, tribal leadership, a Citizen Corps Council, Partner Program, or Affiliate. Letters of endorsement are not required.

You may also include up to three (3) website links to supporting materials, videos, and information. You must enter the website address and the description of each website link into the Website Links section of the Application Form.

20. How can I reduce the file size of attachments to comply with the supporting material file size guidelines?

You may reduce the file size of attachments by reviewing the instructions on the links below:

- Compressing image files within documents: <https://support.office.com/en-US/article/Reduce-the-file-size-of-a-picture-8DB7211C-D958-457C-BABD-194109EB9535>
- Converting files to PDF: <https://support.office.com/en-gb/article/Save-or-convert-to-PDF-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>

Note: By reducing the resolution of the picture, it will reduce the quality of the picture.

Selection Process and Awards

21. Who will review the award submissions?

Award submissions will be reviewed by FEMA and partners from the emergency management industry. Finalists for the John D. Solomon Whole Community Preparedness Award category will also be reviewed by members of the John D. Solomon family.

22. What criteria will be used to review the applications?

FEMA will assess each application based upon the following criteria:

- Category Alignment:** Does the applicant meet the category qualifications and does the applicant's program, partnership, initiative, or activity align and support the category description for which it is being considered?
- Inclusiveness:** Has the applicant organized actions or activities to enhance preparedness among historically underserved populations within their community, to include populations disproportionately affected by disasters? Such actions or activities may include using preparedness information that is accessible to all audiences, including those of varying socio-economic status, diverse cultures, people with disabilities, and those with access and functional needs.



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- Clarity: Is it clear what the applicant is trying to express about the value and impact of the program, partnership, activity or initiative that is being submitted?
- Mission: Does the applicant use a community approach to develop or enhance preparedness in their area? Does the applicant's program, partnership, initiative, or activity support the FEMA mission?
 - FEMA's mission is to support our citizens and first responders to ensure that as a Nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.
- Innovation: Does the applicant display originality, innovation, and/or the ability to make the most of limited resources or find alternative or unconventional solutions?
- Background: Does the applicant support their submissions with quality results, sustaining documentation, findings, sufficient evidence or examples?

23. When will winners of the 2017 FEMA Individual and Community Preparedness Awards be announced?

Winners of the 2017 FEMA Individual and Community Preparedness Awards will be announced in the fall of 2017.

24. Are there any monetary awards associated with the FEMA Individual and Community Preparedness Awards?

There are no cash awards associated with the FEMA Individual and Community Preparedness Awards.

25. How are FEMA Individual and Community Preparedness Award winners and honorable mentions recognized?

FEMA recognizes winners and honorees by promoting their achievements nationwide through various media channels, organizing meetings to engage with leaders from the emergency management industry, and providing them with a national platform to share their insight and experiences.

26. Can I view last year's winners and finalists or those from previous years?

Yes, you can learn more about the FEMA Individual and Community Preparedness Award honorees from previous years by visiting <http://www.ready.gov/preparedness-awards>.

Please e-mail additional questions to fema-icp-awards@fema.dhs.gov.