

FREQUENTLY ASKED QUESTIONS

Does a Citizen Corps Council have to be registered to apply for a National Citizen Corps Achievement Award?

All nominated Citizen Corps Councils must be registered and approved on www.citizencorps.gov as of May 17, 2010 to be considered for a National Citizen Corps Achievement Award.

What are the different award categories?

There are several award categories for local Citizen Corps Councils:

- Outstanding Citizen Corps Council Award
- Collaborative Preparedness Planning Award
- Preparing the Public Award
- Preparing Community Organizations Award
- Volunteer Integration Award

There is also an award category for state/territory/tribal Citizen Corps Councils: the Outstanding State/Territory/Tribal Citizen Corps Initiatives Award.

How do I know whether my Council should apply?

FEMA encourages all Councils to summarize their activities and submit an awards application. Your efforts and achievements are important contributions to the nationwide community preparedness movement and FEMA is eager to learn about your hard work.

Can a Citizen Corps Council apply for multiple National Citizen Corps Achievement Awards?

Each Citizen Corps Council should submit only one application. All submissions will be considered for all award categories except the Outstanding State/Territory/Tribal Citizen Corps Initiatives Award.

Do award applications need to specify the award category for which they want to be considered?

Each local application will be considered for all award categories except the Outstanding State/Territory/Tribal Initiatives Award. Winners will be selected as those that best exemplify each award category.

Can anyone nominate a Council for a National Citizen Corps Achievement Award?

All National Citizen Corps Achievement Award applications must be submitted by the individual Council that is to be considered for an award. If a Council would like the support of a state, territory, their state Citizen Corps Council, or another entity or individual, they may include letters of recommendation and endorsements as part of their supporting materials.

Can a local Citizen Corps Program Partner or Affiliate (CERT, MRC, Fire Corps, VIPS, Neighborhood Watch, etc) apply for a National Citizen Corps Achievement Award? Can a CERT and MRC team apply jointly for a National Citizen Corps Achievement Award?

Only registered Citizen Corps Councils can be nominated for a National Citizen Corps Achievement Award. Program partners and affiliates are encouraged to contact their local Council to include their activities in their community's nomination package.

If there is more than one initiative that our Citizen Corps Council has been working on, should there be one application that includes all of the initiatives or applications for each initiative?

Since each Citizen Corps Council may only submit one award application, Councils should focus their applications on their best initiatives, programs, or events.

What is the period during which the Council's activities or programs must have occurred in order to be eligible for a 2010 National Citizen Corps Achievement Award?

The Citizen Corps Council's activities, initiatives, or programs must have occurred during the period from January 1, 2009 – May 17, 2010 in order to be considered for a 2010 National Citizen Corps Achievement Award.

How should a Citizen Corps Council submit an application?

The narrative portion of each application may not be longer than THREE 8 ½" by 11" pages and have three headers: Summary of Activities; Participants; Goals, Impact, Local Significance

Applicants may also use the National Citizen Corps Achievement Award template, available online at:

http://www.citizencorps.gov/downloads/pdf/news/awards/2010_NATL_CC_Awards_APP.pdf

Applications may be submitted electronically or through the mail. In addition, Councils may submit supporting materials in electronic formats (either as file attachments, web links, or on CDs, DVDs, or flash drives).

How should a Council submit the completed application electronically?

Application and supporting materials may be emailed to citizencorps@dhs.gov with the subject line: "2010 Citizen Corps Awards Application" by midnight E.D.T. May 17, 2010.

How should a Council submit the completed application by mail?

The narrative application and supporting materials on CDs, DVDs, or flash drives should be mailed as one complete package. Please include a digital copy of your application with your supporting materials. If you choose to mail your application package, please also send a notification email to citizencorps@dhs.gov with the subject line: "2010 Citizen Corps Awards." Please mail your submission to: 2010 Citizen Corps Awards; 11420 Rockville Pike; Rockville, MD 20852. All submission must be received by midnight E.D.T. May 17, 2010.

How will the Council know their application has been received?

You will receive a confirmation email once your application has been received.

We will be mailing our National Citizen Corps Achievement Awards application via Overnight Express or Express Service, what phone number should we use on the shipping label?

Please use the following phone number for the destination contact information when shipping award applications: (301) 770-5800.

How will the award submissions be reviewed?

Award submissions will be reviewed and evaluated by regional and national FEMA representatives. Areas of evaluation for awards include government/nongovernment collaboration; efforts to include targeted populations such as youth, elderly, pet-owners and

people with disabilities, economic challenges, and language and cultural differences; creative and innovative local problem-solving; and measures of effectiveness.

Are there any monetary awards associated with the National Citizen Corps Achievement Awards?

There is no cash award associated with the National Citizen Corps Achievement Awards. The Federal Emergency Management Agency (FEMA) will, however, provide free travel, lodging, and expenses for two representatives from the winning Council in each award category to attend an awards presentation and community preparedness roundtable in the Washington, DC area. In addition, winning Councils will be featured in national Citizen Corps outreach materials, webinars, and on the National Citizen Corps Website.

When will the results be made public?

All applicants will be notified of award results by August 2, 2010.

What is meant by “community preparedness roundtable” in Washington, DC?

The winning Councils will receive their awards during a ceremony and will then participate in a meeting with other award winners to share their community preparedness information, ideas, solutions, and questions with selected officials.

Where can I get the application guidance?

All information about the 2010 National Citizen Corps Achievement Awards is available on the website at: <http://www.citizencorps.gov/news/awards/index.shtm>.

Please email further questions to citizencorps@dhs.gov, with the subject line: 2010 Citizen Corps Awards.