

Nominee Name:
Nominee E-mail:

Primary Contact:
Phone:

FEMA Individual and Community Preparedness Awards Checklist

I. **Application Package Checklist:** Please complete the following application checklist by placing an “X” on the respective line. All applicants are required to submit a completed checklist with their application submission.

a. FEMA Individual and Community Preparedness Awards Guidance Document

Reviewed the instructions provided in the “FEMA Individual and Community Preparedness Awards Guidance,” prior to completing the application.

b. FEMA Individual and Community Preparedness Awards Application Form

Completed all requested fields/questions.

Aware that the name indicated in the “Nominee Name” field will be used on the certificate, if awarded.

Selected no more than two categories.

c. Attachments

Provided the “File Name” and the “Description” for each attachment.

Noted web links of any additional supplemental materials.

d. Description of Achievement

Used the following headers, guidance, and order to organize the “Description of Achievement”:

1. **Problem Statement:** Provide a clear and concise description of the problem/issue(s) that the work you are presenting in this application is meant to address.
2. **Resolution:** Briefly describe what you plan to do to address the problem/issue(s) outlined in your problem statement.
3. **Project/Program Description:** Summarize your project/program activities and achievements, and how they helped you to resolve the problem/issue(s) outlined in your problem statement.
4. **Results/Impact:** Describe the results/impact your activities had on your community and its population.

Limited the application to a minimum of two pages, but no more than five pages in length and used Arial font size 12.

e. Submission/Saving Instructions:

Ensured that the total email submission size is no more than five megabytes (5 MB).

Named/Saved the Application Form per the required naming format indicated in the “FEMA Individual and Community Preparedness Awards Guidance Document.”

Ensured that each file attachment is one of the following file types:

- Application Form and Checklist: PDF or Word
- Attachment file(s): PDF, Word, Excel, JPEG and PNG

Temporary internet files that connect to an original file will not be accepted.