2020 CTP Recognition Program
Nomination Process and Submittal Form
CTP Recognition Program Nomination Rules

Nomination Eligibility Rules

1. Contractors, CTPs and FEMA staff may nominate a CTP for the CTP Recognition Program
2. CTPs must have an **active** Memorandum of Understanding (MOA) with their Region
3. A CTP cannot nominate itself
4. CTPs may be nominated by any other CTP stakeholder

**NOTE:** CTPs may raise awareness about their work to solicit nominations via:
- The CTP Collaboration Center
- Leveraging the CTP Collaboration Monthly

The goal is to describe Best Practices and successes by your organization in the areas of **Program Management**, **Tools and Resources**, or **Communications/Community Outreach** that align with and advance the goals of the **National Mitigation Investment Strategy**.

**National Mitigation Investment Strategy Goals:**

- **Show how mitigation investments reduce risk**
- **Coordinate mitigation investments to reduce risk**
- **Make mitigation investment standard practice**
The National Mitigation Investment Strategy (NMIS)

National Mitigation Investment Strategy Goals:

1. Show how mitigation investments reduce risk
   1.1: Make mitigation investment relevant
   1.2: Increase mitigation investment by building the capacity of communities to address their risks
   1.3: Use common measures to aid decision-making for mitigation investment

2. Coordinate mitigation investments to reduce risk
   2.1 Make risk information more available and easier to use
   2.2 Align program requirements and incentives
   2.3 Make funding for mitigation easier to access

3. Make mitigation investment standard practice
   3.1 Encourage communities to adopt and enforce up-to-date building codes
   3.2 Strengthen critical infrastructure and lifelines
   3.3 Use and expand financial products and approaches to reduce and transfer risk

Do you know a CTP who’s work embodies and/or advances these goals? Nominate them!

For additional guidance, the August 2019 NMIS is available here on FEMA.gov:
CTP Recognition Program Process Timeline

1. Nomination Period (October 22, 2019 – January 15, 2020)
2. FEMA Review (January 15 – February 15)
3. Notify Nominees (February 15)
4. Nominees Review and Update their Nominations as needed (February 15-29)
5. CoP reviews the nomination forms (March 1-15)
6. *CoP pre-vote to select the top three nominees for the live vote (Survey will be sent late March)
7. CoP live vote at the April CoP General Meeting (mid-April)
8. CTP Recognition Program winner and honorable mention are notified via email.
9. CTP Program prepares for the reveal of the winners at ASFPM

Note: *While contractors may nominate a CTP, they may not participate in the pre-vote to select the top three nominees for the live vote. Only CTPs and FEMA staff who receive a link to the voting survey may vote. The link may not be passed on to other staff members.
Voting Criteria for the Nominees

The CTP Recognition Nomination Criteria:

- Name
- Location
- Best Practice Category: **Alignment to the National Mitigation Investment Strategy** (NMIS)
  1. **Program Management:** The nominee offers an impactful solution or implementation of good project management skills or resources as a best practice
  2. **Tools and Resources:** The nominee offers a product or innovative solution which can be used by other CTPs and/or FEMA to advance the NMIS goals.
  3. **Communications/Outreach:** The nominee demonstrates success with outreach initiatives and processes that advance the NMIS goals.

**Summary of the Best Practice:** Description of the Challenge, the proposed solution and results and outcomes of the best practice you are showcasing

- Challenge for which you are providing a solution.
- The solution and its impact.
- Results and/or outcomes of the best practice.
Nomination Form for the CTP Recognition Program
Please submit this form to CTPAdmin@RiskMAPCDS.com

Submission by:
Insert Name and organization – any member of the CoP Stakeholder community may nominate a CTP (includes Contractors, CTPs and FEMA staff)

Nomination Location:
- FEMA Office in which the agreement is held (i.e., Region 1 or FEMA HQ)
- Point of Contact (POC) at FEMA

Nominee Information:
- Agency Name
- Agency POC
- Agency web address if available

Title of Project/Program Activity for Nomination: Insert Title

Category: Project Management, Tools and Resources, or Communications/Outreach

Type of Work:
Insert summary of case study highlighting your best practice for the nomination. Include web addresses and 2-3 graphics as available. This section should be no more than 250 words.