

# Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official

The Phoenix Award for Outstanding Contributions to Disaster Recovery by a Public Official is given to an individual whose efforts and contributions have enabled their community to recover successfully from a disaster. SBA will make a selection for the Phoenix Awards at the National level.

## Who is eligible to be nominated for this award?

Any public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during fiscal years 2014 or 2015. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected, yet those non-elected officials are also eligible. For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community. Corporate entities are not eligible for this award.

Public officials who suffered a physical disaster in their community during fiscal years 2014 or 2015 are eligible for nomination.

## Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one National Small Business Week 2016 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

## Where are the nominations to be sent?

Nominations must be submitted:

- 1) To the SBA Disaster Field Operations Center covering the state or territory where the nominee is located; or
- 2) Via the online nominations portal on <http://awards.sba.gov>.

## What is the deadline for nominations?

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Center in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal.
- 2) A completed nomination form (SBA Form 3304, Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

**What are the evaluation/selection criteria for this award?**

For a public official nominee:

- 1) Took quick, proactive steps to establish calm in the aftermath of the disaster.
- 2) Functioned as an organized and focused leader, communicating effectively with local and federal emergency responders while coordinating rescue and recovery efforts.
- 3) Gave selflessly of his/her time, energy, and skills to protect and reassure the public.
- 4) Deeply involved in the long-term recovery and future disaster preparedness of the community.
- 5) Effectively utilized disaster preparedness and readiness measures.

**What are the selection procedures for this award?**

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a Public Official or Private-Citizen Volunteer categories are judged on the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities by the appropriate SBA Disaster Field Operations Center. Winners will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges comprised of federal employees.