

**2018 Florida First Coast Chapter
Excellence in Construction Awards
Project Entry Requirements and Forms**



The Florida First Coast Chapter of Associated Builders and Contractors invites your company to enter its best projects in the 2018 Excellence in Construction Awards competition.

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Program Overview

Your company has the opportunity to compete for honors in the construction industry's premier annual awards program – the ABC Excellence in Construction Awards competition – that recognizes the outstanding merit shop projects of the year. Use this application and the enclosed forms to enter your company's best project(s).

All award winners will be recognized at the August 24, 2018 awards celebration. The ceremony will feature a multimedia presentation highlighting the Eagle and Pyramid winners, as well as Projects of the Year (General and Specialty Contractors) and other awards. Winners will be featured in a special Excellence in Construction Awards Supplement to the *Jacksonville Business Journal*.

Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email questions to info@abcfirstcoast.com.

ABC Membership

Only ABC members are eligible to enter. If your project was completed by a joint venture and not all parties are ABC members, please email info@abcfirstcoast.com for eligibility requirements.

Joint Venture Projects

Projects completed through a joint venture must include a document outlining the ownership percentage and responsibilities of each partner. Include the document with the Project Information section. If the majority partner is an ABC member but not all partners are ABC members, only the majority contractor is eligible to enter.

Project Safety

No project that involves prime, multi-prime or sub-trade contractors with a safety-related fatality is eligible to be considered for an award. If there is a question regarding this policy and application requirement, the applicant may request clarification from the ABC EIC Committee by emailing info@abcfirstcoast.com prior to submission of the project.

Completion of Project

To be eligible for award consideration, the project must be completed by May 31, 2018.

Project Entry Steps

- 1. Mailed or Delivered Project Binder with Application Forms** – All project binders including application forms must be mailed or delivered to the ABC Florida First Coast Chapter office with a postmark or shipping service pick-up date no later than **Monday, June 11, 2018** at 5:00pm. Only one copy of the binder is required. Note that the binders become the property of ABC and will not be returned.
- 2. Project Entry Fee** – Each project binder must be submitted with a \$395 check made payable to Associated Builders and Contractors. If you are submitting multiple projects, you may combine the fees in one check if the entries are being sent to ABC in the same package.
- 3. Late Entry Option** – For an additional fee of \$100, entries will be accepted after the deadline. Late entries must be submitted by 5:00 pm on Monday, June 18, 2018, and include the Late Project Entry Fee of \$495.

Entry Deadlines

The deadlines stated above are firm.

Mailing Address for Payment

Associated Builders & Contractors / 8657 Baypine Road / Suite 101 / Jacksonville, FL 32256.

More Information

Specific questions may be directed to the ABC office by sending an email to info@abcfirstcoast.com.

Overview of Award Categories

Awards may be presented in 50 categories. The 31 categories for General Contracting/Construction Management are outlined on page 7 of this document. The 19 categories for Specialty Contracting are outlined on page 8 of this document. For further descriptions of each category, visit the Excellence in Construction webpage at abc.org/eic.

Eagle Award

Eagle Awards may be presented in each category. Award winners will receive a specially designed eagle sculpture to signify construction's highest honor.

Pyramid Award

Up to two construction projects in each category will be eligible for a Pyramid Award. Award winners will receive a specially designed pyramid with an engraved plaque.

Greener Tomorrow Award

Special recognition may be given to select Eagle Award winners whose projects utilized sustainable best practices. To be considered for this award, be sure to complete the Greener Tomorrow Award section in the application (page 4) and indicate if it is a LEED project in the Project Information section (page 5).

Productivity Award

Special recognition may be given to select Eagle award winners that use innovative productivity methods. Information provided in the project narrative will be used for selecting recipients of this award. No additional action is required.

Winners will be featured in the *Excellence in Construction Awards* supplement to the *Jacksonville Business Journal*.

Judging Criteria

Read each section carefully.

The panel of judges represents a cross section of construction industry experts. The competition is comparative, using a point system to assist in the comparisons. A project entry can earn a total possible score of 100 points. The different evaluative sections and their point values are listed below. Answers to questions should be clear and succinct, as directed; the quality of an entry's presentation will have a great impact on its opportunity to win. Use the checklist at the end of this document to review your entry prior to submittal.

Overall Presentation and Conformance to Entry Requirements (5 points)

- Entry must be in a three-ring binder not to exceed 12 X 12 inches.
- Use tabs with a label for each of the sections 1 through 8 (7 and 8 are optional) listed below.
- Indicate the following on the spine and cover of the binder: company name, project name and entry category.
- Include the Project Information Form, Project Award Category Form, Safety Form, and Project Entry Qualifications, Rights and Agreement in the binder. Each form is available in this document.
- All documents included in the binder must be on single-sided 8 ½" x 11" sheets. No oversized paper is permitted.
- Do not send videos, DVD presentations or oversized documents.
- Do not include a table of contents or cover letter.
- Points will be deducted for font that is too small to easily read.
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.

Contracted Scope (Tab Section 1) (10 points)

- Include up to one full page, ensuring legibility when selecting font design and size.
- Provide a description of your scope for this project including the following information:
 - type of construction
 - size of project
 - contract value
 - length of project
 - percentage of labor that is self-performed
- Describe the opportunities you provided to the construction community to participate based on merit.

Samples of Contracted Scopes may be viewed online at abc.org/eic

Judging Criteria (continued)

Project Narrative (Tab Section 2) (30 points)

- Include up to four pages, ensuring legibility when selecting font design and size. Four pages are highly recommended and photos may be included.
- Provide a written narrative indicating why this project is special and why it qualifies for an award. The focus of the narrative should be the construction (i.e. erection, installation, modification, grade footprint, etc.) of the project. Be sure to include the following items:
 - Describe any innovative programs relating to quality control.
 - Describe any innovative programs relating to scheduling.
 - Describe any value analysis/engineering process used on the project.
 - Indicate any special obstacles you overcame in completing the project.
 - Describe any difficulties or extenuating circumstances encountered in completing the project.
 - Describe any innovative programs or methods related to productivity.
- Projects entered into the Community/Public Service categories may include one additional page (for a total of five pages) dedicated to describing why the project qualifies for the category. Include a detailed description of the resources donated by your company.

Photographs (Tab Section 3) (8 points)

- Submit photographs of the project on no more than 10, **single-sided 8 ½” by 11”** sheets. Two photos may be included (as a split image, single jpeg file) on 4 of the 10 pages, however 8-10 total photos are recommended.
- To obtain maximum points, include “in progress” photos for new construction or “before and after” photos for restoration and renovation projects in addition to completed project photos.
- It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative.
- A CD or flash drive with your digital photos saved at a minimum of 300 dpi resolution is required. Include the CD or drive in a vinyl sleeve, **properly labeled** and **securely** fastened. The label should include the company name and the project name. Note that the CDs and flash drives will be separated from the binder during judging, and must be identifiable.
- Provide a short descriptive caption for each photograph in the printed binder, but keep the electronic images clear of any labels or captions.
- Ensure the photographs do not include any safety violations.
- The photographs must be a minimum of 300 dpi resolution.
- The photographs must not be submitted within a software program such as PowerPoint or Acrobat and must not include any text or framing that affects the photo.
- Absolutely no videos are accepted.
- **Photographer’s Use Authorization:** If any photos being submitted were taken by a third-party photographer, the photographer’s written authorization to use the photos is required. There are two ways to comply: (1) the photographer can sign and date the licensing agreement included in this document, or (2) the applicant must submit a letter from the photographer giving ABC authorization to use the photos, which must follow the licensing agreement in this document. No changes are allowed to this document. The letter may be emailed to info@abcfirstcoast.com.

Project Safety (Tab Section 4) (33 points)

- No project that involves a prime, multi-prime, subcontractor or any trade-related work (regardless of the type of contract) with a safety-related fatality is eligible for an Excellence in Construction Award.
- No company that experiences a safety-related fatality with the current program year (August 2017 to August 2018) is eligible to submit a project.
- Complete the separate Project Safety section on pages 9 and 10 of this application.
- You must include your company’s OSHA Form 300A (project specific, if available) for the year(s) the project was under construction.
- You must also include your company’s OSHA Form 300 (project specific, if available) for the year(s) the project was under construction, **with personal information redacted**.
- Include the additional documents requested on the Project Safety Form.
- In order to be eligible to win an award, the company must sign the Drug- and Alcohol-Free pledge found at drugfreeconstruction.org.
- In order to be eligible to win an award, the company must have a written Safety and Health Policy Manual.

Judging Criteria (continued)

References (Tab Section 5) (10 points)

- Include letters of recommendation from third parties involved with the project, such as the owner and team. If the owner is unable to provide a letter of recommendation due to company policy, include a letter from the owner on its letterhead stating it is unable to provide a reference (this letter will qualify for only 5 points).
- General contractors must submit letters from at least the owner (or the general contractor's prime contracting entity, if not the owner) and the architect. If submitting in an industrial category, general contractors must submit letters from at least the owner (or the general contractor's prime contracting entity).
- Specialty contractors must submit a letter from at least the general contractor, if working under a general contractor. If not working under a general contractor, specialty contractors must submit a letter from at least the owner. Second- and third-tier subcontractors must at least submit a letter from their prime contracting entity.
- Letters will be assessed for their level of quality (content and position of author). In some cases, a single letter could earn the maximum number of points; however, additional letters are highly recommended.

Supplemental Materials (Tab Section 6) (2 points)

- Up to five pages.
- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, awards and promotion.

AQC Contractor (optional) (2 points)

- If your company is designated as an ABC 2018 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. AQC status is not required to submit a project for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing aqc@abc.org.
- The certificate must indicate the chapter through which you are submitting your project because AQC membership is chapter specific.

For more information about AQC and to download an application, visit abc.org/aqc

STEP Participants (optional) (2 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate from the year(s) the project was performed or from 2018. STEP participation is not required to submit a project for an Excellence in Construction award. If you do not have a copy of your certificate, contact your chapter, or email safety@abc.org.
- The certificate must indicate the chapter through which you are submitting your project because STEP participation is chapter specific.

For more information about STEP and to download an application, visit abc.org/step

Greener Tomorrow Award (optional bonus award; must be an Eagle winner to be eligible)

Any project that wins an Eagle Award and used sustainable best practices is eligible for a Greener Tomorrow Award. To be considered, include the information outlined below. Note that LEED certification is not required.

Part One:

- Provide a written narrative (one or two pages, ensuring legibility when selecting font design and size).
 - Describe the sustainable building initiatives, if any, that required your company's participation.
 - Describe your company's involvement in the design phase, if any.
 - Describe any obstacles or challenges related to achievement of the project's green initiatives.
 - Indicate if the company is an ABC Certified Green Contractor (bonus opportunity).
 - Include a sample of a toolbox talk and sign-in sheet if ABC Green Building Toolbox talks were used.

Part Two:

- If applicable, include the green rating system used and level of certification achieved.
- If it is a LEED project, include the LEED scorecard.
- If another rating system was used, list the criteria used to establish the rating achieved.

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. If you have any questions regarding this application, you may call the ABC at (904) 731-1506 or email info@abcfirstcoast.com. **Do not alter or recreate this form in any way.**

Contractor Information

Name of contractor firm: _____

Company principal and title: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Indicate if you are a women- or minority-owned business: _____ WBE _____ MBE

Social Media

Facebook: _____ Twitter: _____

LinkedIn: _____ YouTube: _____

Instagram: _____

Primary Contact Information

Contact name and title: _____

Phone: _____ Email: _____

Project Information

Name of project: _____

Project location (city/state): _____ Final contract amount: \$ _____

Award entry category, including volume range (see pages 8 and 9): _____

Primary architect (official firm name and contact): _____

Primary engineer (official firm name and contact): _____

General contractor, if applicant is a specialty contractor (official firm name and contact): _____

Client/owner (official firm name and contact): _____

Starting date of construction: _____ Substantial completion date of construction: _____

ABC Chapter Information

Chapter through which this project is being submitted: _____

Does this chapter have an awards program? _____ Yes _____ No

Has this project won an ABC chapter award? _____ Yes _____ No

If yes, indicate the award category and level: _____

Other Project Information

Was this a design-build project, with design and construction services under one contract with a single point of responsibility? _____ Yes _____ No

Was this a Leadership in Energy and Environmental Design (LEED) project through the U. S. Green Building Council? _____ Yes _____ No

If it was a LEED project, circle the status of the LEED certification below:

Under Review Certified as _____ Level Did not Submit

Social Media & Entry Samples

Social Media

Throughout the year, we feature our EIC winners on ABC's Facebook page and website. A photo from the entry is posted online, with the company name, project name and category. The first project will be featured in September, and photos will be posted through June.

If your project is awarded, indicate below if you would like to be featured in 2018 after the awards gala:

_____ Yes, promote our project via ABC's social media accounts, such as Twitter and Facebook.

_____ No, DO NOT promote our project via social media.

Entry Samples

Members often request samples of EIC applications. In order to assist those applying for the first time, we would like to have winning samples available.

Project Scope

ABC posts samples of scopes from winning projects online. If your project is awarded, are you willing to allow ABC to share the scope from this project as a sample?

_____ Yes _____ No

Project Narrative

ABC would also like to have samples of narratives available for future applicants. If your project is awarded, are you willing to allow ABC to share the narrative from this project as a sample

_____ Yes _____ No

Project Award Category Form – General Contracting/Construction Management

Check only ONE category indicating the dollar amount of the contract for the project.

ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced in a different category. ABC also reserves the right to redistribute the contract volume levels within a category.

Mega-Projects

All projects regardless of type
More than \$100 million

Commercial

Office buildings, banks, retail facilities, hotels and mixed use
Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Community/Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor
All contract amounts up to \$100 million

Federal Government/Military

All projects owned by the federal government, with the exception of transportation infrastructure and utilities
Less than \$10 million
\$10 to \$100 million

Health Care

Hospitals, assisted living, nursing homes and other licensed medical facilities
Less than \$10 million
\$10 to \$25 million
\$25 to \$100 million

Historical Restoration/Renovation

Restoration of buildings registered as historical, or eligible to be registered as historical
Less than \$25 million
\$25 to \$100 million

Industrial

Manufacturing plants and facilities, refineries and similar types of construction
Less than \$5 million
\$5 to \$15 million
\$15 to \$25 million
\$25 to \$100 million

Infrastructure: Heavy

Streets, highways, parks, dams and bridges
All contract amounts up to \$100 million

Institutional

Projects owned by schools, churches and local governments, with the exception of health care facilities.
Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Pre-Engineered Building

Institutional, shopping centers, banks and manufacturing plants
All contract amounts up to \$100 million

Public Works/Environmental

Water treatment plants and sewage treatment plants
All contract amounts up to \$100 million

Renovation

Non-historical, existing buildings where more than 50 percent of the contracted dollar value was used for renovation or restoration
Less than \$4 million
\$4 to \$10 million
\$10 to \$100 million

Residential

Residential, including independent living retirement communities
Single-family projects up to \$100 million
Multifamily and condominium projects up to \$100 million

Other Construction

Construction not specifically referred to in the above categories. Examples include theme parks, zoos, skate parks, water parks and other unique types of projects
Less than \$2 million
\$2 to \$100 million

Project Award Category Form – Specialty Contracting

Check only ONE category indicating the dollar amount of the contract for the project.

ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced by the change to the new category. ABC also reserves the right to redistribute the contract volume levels within a category.

Community/Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor

All contract amounts

Electrical

All projects

More than \$10 million

Electrical: Commercial

Schools, hospitals, outdoor lighting, institutional, shopping centers

Less than \$2 million

\$2 to \$10 million

Electrical: Industrial

Manufacturing plants, processing plants, instrumentation and testing facilities involving motor control

Less than \$2 million

\$2 to \$10 million

Mechanical

All projects.

More than \$10 million

Mechanical: Commercial

Manufacturing plants, processing plants and pneumatic controls

Less than \$2 million

\$2 to 10 million

Mechanical: Industrial

Manufacturing plants, processing plants and pneumatic controls

Less than \$10 million

Exteriors

Masonry, precast or stone

All contract amounts

All other exterior finishes

All contract amounts

Interiors

Acoustical, drywall, millwork or plaster

All contract amounts

All other interior finishes

All contract amounts

Sitework/Landscape/

Hardscape

Interior/exterior, landscaping and parking lots

All contract amounts

Other Specialty Construction:

Commercial

Commercial construction not specifically referred to in the above categories

Less than \$10 million

More than \$10 million

Other Specialty Construction:

Industrial

Industrial construction not specifically referred to in the above categories

Less than \$10 million

More than \$10 million

Project Safety Form

This form is mandatory and must be completed in its entirety. A company that experiences a safety-related fatality in the United States within the current program year (August 2017-August 2018) is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct member versus part of a larger corporation member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same corporation may be.

A project that involves a prime, multi-prime, subcontractor or any trade-related work (regardless of the type of contract) with a safety-related fatality is NOT eligible for an Excellence in Construction Award. If there is a question regarding these application requirements, the applicant should request clarification from ABC prior to submission by emailing info@abcfirstcoast.com. **Do not alter or recreate this form in any way.**

- Did this project have a safety-related fatality? _____ Yes _____ No
If yes, this project is not eligible.
- Did the applying company have a safety-related fatality within the current _____ Yes _____ No
program year (August 2017 – August 2018)? If yes, your company is not eligible.
- Include copies of the OSHA Form 300 and OSHA Form 300A for your company (project specific, if available) for the year(s) the project was under construction **with personal information redacted**.
If omitted, your company is not eligible.
- Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at drugfreeconstruction.org? If no, your company is not eligible. _____ Yes _____ No
- Does your company have a written Safety and Health Policy Manual? _____ Yes _____ No
If yes, include its table of contents or provide a one-page summary. If no, your company is not eligible.
- Indicate the following details and then calculate the project's Total Recordable Incidence Rate (TRIR)*:
 - Total man-hours for all disciplines included in your contract on this project: _____
 - Company NAICS and SIC codes: _____
 - Number of OSHA-recordable accidents on this project: _____
 - Number of OSHA job transfer or restriction cases on this project: _____
 - Number of OSHA days away from work cases on this project: _____
 - Compute the project's Total Recordable Incidence Rate:
TRIR = Number of recordable accidents x 200,000 / total man-hours for the project: _____

*General contractors and construction managers must also include all specialty contractors' hours and recordables on this project.
- If a general contractor or construction manager, do you require accident reports from the specialty contractors?
If yes, provide information on the process. _____ Yes _____ No
- Were toolbox safety meetings held with employees? _____ Yes _____ No
Were these meetings documented? _____ Yes _____ No
Frequency of meetings: _____
Include a one-page summary or an example up to two pages.
- Did your company regularly establish pre-task safety planning prior to _____ Yes _____ No
beginning work on this project? If yes, provide at least one example.
- Was a site-specific Safety and Health Policy Manual developed for this project? _____ Yes _____ No
If yes, include its table of contents or provide a one-page summary.
- Did your company record near-miss cases on this project? _____ Yes _____ No
If yes, provide an example of how your company uses this information.

Project Safety Form continued

- Does your company have a written substance abuse policy? _____ Yes _____ No
If yes, provide a copy of the table of contents and explain how it is implemented on the project.
- Was specialized training conducted on this project? _____ Yes _____ No
If yes, indicate types on a separate page.
- Does your company conduct a new employee safety orientation? _____ Yes _____ No
If yes, include a copy of the agenda.
- Provide the project's organizational chart identifying the person responsible for safety.
- Additional information regarding any innovative safety and health programs used on this project or the company's overall safety program may be included.

Provide the below information about the person responsible for safety on this project and attesting to these accident rates:

Name: _____ Title: _____

Phone: _____ Email: _____

Signature: _____

Project Entry Qualifications, Rights and Agreement

Property

All entries become the property of Associated Builders and Contractors (ABC).

Entry Category Reassignment

ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced with a different category. ABC also reserves the right to redistribute the contract volume levels within a category.

Photographs (This section may be copied to a separate page for ease of gaining signature. No amendments will be accepted.) Photographs submitted with the application have been licensed by the photographer to be used by ABC. Applicant has obtained the signature of any third-party photographer to reprint the photographs without limitations.

License to Use: The undersigned photographer hereby grants Associated Builders and Contractors ("ABC") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC National Excellence in Construction Awards competition ("Competition"). This license grants ABC an unlimited right to use, reproduce, crop, resize, publicly display, distribute and transmit electronically including on the Internet, my photographs in connection with the Competition including but not limited to the promotion of the Competition and the announcement and promotion of any awards, without payment of any royalty or license or other fee by or from ABC or applicant or agent or other representative of ABC or applicant. ABC will provide photo credit whenever possible.

Photographer's Name (signature): _____ Date: _____

Photographer's Name (print): _____ Phone/Email: _____

Grant of Rights

The applicant hereby grants to ABC the following non-exclusive rights: the right to reproduce and distribute copies of the work throughout the year as part of the competition materials described above, including the right to reprint the work, or any part thereof, whenever necessary and to license the use of the work, or any part thereof, in any medium or form of communication; and the right to use the applicant's name, photographs and biography in connection with the work. The applicant reserves all rights not specifically granted herein.

Safety Provision

No project that involves a prime, multi-prime, subcontractor or any trade-related work (regardless of the type of contract) with a safety-related fatality is eligible for an award.

Warranty

The applicant warrants that the work is original, that its publication will not infringe on the rights of others, and that it has the full power to make this grant.

Applicant Agreement

I have mailed a check payable to "Associated Builders and Contractors" in accordance with the entry fee requirements or submitted payment via credit or debit card and understand payment must be received no later than June 11, 2018 in order to be eligible for judging.

I hereby give permission to Associated Builders and Contractors (ABC) to use the photographs and any information submitted to the ABC National Excellence in Construction Awards competition in ABC awards materials, including presentations and printed matter, as well as promotional materials and news releases.

Print name: _____

Title: _____

Signature: _____

Date: _____

Email address: _____

Phone: _____

Fax: _____

EIC Entry Checklist

Prior to submitting your entry to ABC, complete the checklist below to be sure you have included all required elements.

- Project Information Form**
- Entry fee** – mail a check for \$395; \$495 if it's a late submission. You may also call your chapter to submit payment over the phone via credit or debit card. Be sure check payment is made out to Associated Builders and Contractors. If you are submitting multiple entries, you may combine the fees into one check.
- Project Award Category Form**
- Contracted Scope**
- Project Narrative**
- Up to 10 pages Photographs**
- Project Safety**
 - Include the **Project Safety Form** found on pages 9 and 10 of this application.
 - Include your OSHA Form 300A.
 - Include your OSHA form 300, with personal information redacted.
 - Including the following, if applicable:
 - A one-page summary of, or the table of contents of, the company's Safety and Health Policy Manual
 - A one-page summary of, or the table of contents of, a site-specific Safety and Health Policy Manual
 - A one-page summary or an example of toolbox safety meetings (up to two-pages)
 - Explanation of specialized training
 - Information on the process of collecting accident reports from specialty contractors
 - Project's organizational chart identifying the person responsible for safety
 - A copy of the table of contents of the company's substance abuse policy
- Reference Letters**
- Supplemental Materials**
- Option Materials**
 - AQC Certificate (current year)
 - STEP Certificate (year the project construction was performed)
- Option Bonus Awards**
(You must indicate participation on the **Project Information Form** on page 5)
 - Greener Tomorrow Requirements
 - Productivity Award Requirements (included in the project narrative)
- Social Media & Entry Samples**
- Project Entry Qualifications, Rights and Agreement Form – electronic signature**