



## **Required Application Documents**

During the online application process, you will be prompted to upload several documents. To assist with preparation of your submission, those documents are listed below by application section. Additional details and requirements are included in the application.

### ***Contracted Scope***

A one-page document describing the scope of the project. See the application for additional information.

### ***Project Narrative***

A document up to four pages indicating why the project is special and why it qualifies for a national award. See the application for additional information.

If the project is being entered in the Community Service category, an additional page is required outlining why the project qualifies for the category, including information on the resources donated by the applicant.

### ***Photographs***

Up to 10 quality photographs may be uploaded. They must be in jpg format and a minimum of 300 DPI resolution. No PDFs are allowed.

If a photographs by a third-party photographer are included in the project submission, a non-exclusive agreement allowing ABC to use the photographs is required. The agreement can be found at [abc.org/EIC](http://abc.org/EIC).

### ***Safety***

Several documents are required in this section:

- OSHA Form 300A (project specific, if available) for the year(s) the project was under construction
- OSHA Form 300 (project specific, if available) for the year(s) the project was under construction with personal information redacted
- Table of contents or a one-page summary of your Safety and Health Policy Manual (*if applicable*)

- Table of contents or a one-page summary of your site-specific Safety and Health Policy Manual (*if applicable*)
- A one-page summary of your toolbox safety meetings, or an example of up to two pages (*if applicable*)
- A description of any specialized safety training (*if applicable*)
- If a GC that requires accident reports from specialty contractors, provide a description of the process
- The project's organizational chart, identifying the person responsible for safety on the project
- A copy of the table of contents or a one-page summary of your company's substance abuse policy

### **References**

Letters of recommendation are required from third parties involved with the project such as the owner and design team. The minimum requirements are listed below and additional recommendations are strongly required. Up to 10 letters may be uploaded.

If the owner is unable to provide a letter of recommendation due to company policy, upload a letter from the owner on their letterhead stating they are unable to provide a reference.

General contractors *must* submit letters from the owner (or their prime contracting entity, if not the owner) and the architect. If submitting in an industrial category, general contractors must submit a letter from the owner (or prime contracting entity, if not the owner).

Specialty contractors *must* submit a letter from the general contractor. If not working under a general contractor, specialty contractors must submit a letter from the owner. Second- and third-tier subcontractors must submit a letter from their prime contracting entity.

### **Supplemental Materials**

Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion. You may include up to five pages. The five pages may be in one file, or up to five separate files.

### **AQC Contractor- Optional**

If your company is designated as an ABC 2015 Accredited Quality Contractor (AQC) member, upload a copy of your company certificate. Note that AQC status is not required to submit for an Excellence in Construction award.

### **STEP Participant- Optional**

If your company is a Safety Training and Evaluation Process (STEP) participant, upload a copy of your company certificate (Bronze, Silver, Gold, Platinum or Diamond-level) from 2015, as well as the year(s) the project was underway (if applicable).

### **DBIA Award - Optional**

**Through an ABC partnership with Design-Build Institute of America (DBIA)**, special recognition will be given to select Eagle Award winners for projects that are design-build. To be considered for this award, the following documents must be provided:

- A written narrative of no more than one page describing what design-build best practices were applied to the project and how the information was shared across the project team.
- A copy of the project's organizational chart showing the design-build team's structure and contractual relationships.

### ***Greener Tomorrow Award - Optional***

Projects that win an Eagle and used sustainable best practices are eligible for a Greener Tomorrow Award. To be considered for the award, the following documents must be provided:

- A written narrative of one or two pages (see the application for additional information)
- Examples of ABC Green Building Toolboxes *(if applicable)*
- Green rating system used and level of certification achieved *(if applicable)*
- 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

### ***Productivity Award - Optional***

Special recognition is given to select Eagle Award winners that use innovative productivity methods. Information provided in the project narrative is used for selecting recipients of this award. The judges are looking for information related to:

- Condition of production planning facilities and meeting space
- Project- and crew-level production planning and control regimen
- Quality of the crew work assignment
- Quality of the crew work zone
- Quality of the crew assembly/conversion process