



# 2020 Excellence in Construction Awards Program Application

## Project Entry Requirements & Forms

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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 New Orleans/Bayou Chapter 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 ABC New Orleans/Bayou Chapter Awards Gala.

## Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email questions to [eic@abc.org](mailto:eic@abc.org) or call Debra Ebel at 504-468-3188 in our Chapter Office.

**NOTE: Frequently-Asked-Questions & application tips are listed at [www.abc.org/eic](http://www.abc.org/eic)**

### ABC New Orleans/Bayou Chapter Membership

Only ABC New Orleans/Bayou Chapter contractor members are eligible to enter. 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. If your project was completed by a joint venture and not all parties are ABC members, email [eic@abc.org](mailto:eic@abc.org) for eligibility requirements if you have any questions.

### Safety Policy

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Oct. 16, 2019-Oct. 15, 2020) is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be.

A company that experienced a safety-related fatality of a direct employee in the United States within two or three years of the current program year is required to provide additional information regarding action that has been taken following the fatality. (See Safety Requirements for additional details).

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 National EIC Committee by emailing [eic@abc.org](mailto:eic@abc.org) prior to submission of the project.

### Project Entry Deadlines & Fees

- **Project Binder w/ Application Forms Submission** – Each project binder, including application form and entry fees, must be received in our Chapter office **no later than 4:00pm on Thursday, September 10, 2020.**
- **Project Binder Entry Fee** – Each project binder entry fee is **\$350**; if submitting multiple entries, you may combine the fees into one check payment if the project binder entries are being mailed or hand-delivered in the same package. Please make check payable to:

**ABC New Orleans/Bayou Chapter  
Attn: 2020 EIC Awards Program  
101 Riverbend Drive  
St. Rose, LA 70087**

## Overview of Awards

Awards may be presented in 50 categories. The 31 categories for General Contracting/Construction Management are outlined on page 10 of this document. The 19 categories for Specialty Contracting as outlined in this document.

**Excellence**  
100-90 Points

**Merit Gold**  
89-80 Points

**Merit Silver**  
79-70 Points

**Honorable Mention**  
Chapter's Discretion

## Judging Criteria

### Read each section carefully.

The panel of judges represents a cross section of construction industry experts, including owners, architects, engineers and other industry leaders. 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"x12" inches.
- Company name, project name, and category are included on the spine and cover of the binder.
- Documents must be on single-sided 8.5"x11" sheets. Points will be deducted for font that is too small to be easily read.
- Points will be deducted for grammatical errors, spelling mistakes and typographical errors.
- Tabs are used with a label for each of the Sections 1-8 (tabs 7 & 8 are optional).
- Project information form, Project Award Category Form, Safety Form and Project Entry Qualification, And Rights & Agreement forms are to be completed and included in the binder.

## Project Information Form

### 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-owned/minority-owned business: \_\_\_\_\_ WBE \_\_\_\_\_ MBE

### Primary Contact Information for Award Notification (if different than above)

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 10 & 11) \_\_\_\_\_

Primary Architect: (firm name, contact name, title & email) \_\_\_\_\_

Primary Engineer (firm name, contact name, title & email) \_\_\_\_\_

General Contractor, if you are a Specialty Contractor (firm name, contact name, title & email) \_\_\_\_\_

Client/Owner (firm name, contact name, title & email) \_\_\_\_\_

Starting date of construction: \_\_\_\_\_ Substantial completion date of Construction: \_\_\_\_\_

Was this project completed by a joint venture?  Yes  No

If yes, are all parties of the joint venture ABC members?  Yes  No

\*On a one-page document, outline the ownership percentage & responsibilities of each Partner.

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 yes, circle the status of the LED certification below:

Under Review                      Certified as \_\_\_\_\_ Level                      Do not Submit

\*Write a brief project description between 30 and 40 words highlighting the most impressive/unique aspects on the job. (One page following the Project Information Form)

## Tab 1 Requirements: Contracted Scope (10 points)

Ensuring legibility when selecting font design and size, provide a description (no more than one full page) of the scope for this project with the following information:

- Type of construction (i.e. Lump Sum, Time & Materials, Construction Management at Risk, Cost Plus, etc.)
- Size of project
- Contract value
- Duration of project
- Percentage of labor that is self-performed
- Any subcontracted work performed by fellow ABC members, suppliers or associates/industry professionals, if applicable.
- 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](http://abc.org/eic)\*

## Tab 2 Requirements: Project Narrative (30 points)

Ensuring legibility when selecting font design and size, provide a written narrative (no more than four pages\*) indicating why this project is special and why it qualifies for a national award. The focus of the narrative should be the construction (i.e. erection, installation, modification, grade footprint, etc.) of the project. Four pages are highly recommended and photos/images may be incorporated. 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 relating to productivity.

\*Projects entered into the Community/Public Service categories are allowed one additional page (for a total of five pages) dedicated to describing why the project qualifies for the category. This will be added separately following the project narrative and should include a detailed description of the resources your company donated.

## Tab 3 Requirements: Photographs (8 points)

It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative. To obtain maximum points, all projects should include “in progress” photos in addition to the completed project. Restoration and Renovation projects should also include “before and after” images.

- Provide a short descriptive caption for each photograph
- Ensure the photographs are free of any safety violations.
- Submit up to ten high quality photographs of the project in JPG or PNG format on a flash drive or disc, as well as the printed photos included in the binder. Photographs are strongly recommended. Files should be a minimum of 300 DPI resolution.

Flash drive or CD must be properly labeled and securely fastened and easily identifiable.

Occasionally, entrants have asked that certain photos not be used in programs or on public sites, due to certain sensitivities, such as the exterior layout of an embassy. Indicate if any of the photos submitted above meet this condition and specify which ones must remain private.

**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. In order to comply, you must submit a copy of the signed licensing agreement found in this application. No changes are allowed to this document.

## Tab 4 Requirements: Safety (31 points)

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Oct. 16, 2019-Oct. 15, 2020) is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be.

A company that experienced a safety-related fatality of a direct employee in the United States within two or three years of the current program year is required to provide additional information regarding action that has been taken following the fatality (details on the next page).

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.

If there is a question regarding these application requirements, the applicant should request clarification from the National EIC Committee prior to submission by emailing [eic@abc.org](mailto:eic@abc.org).



## Tab 4 continued Project Safety Form

- This form is mandatory and must be complete in its entirety. **This is the first page in the Safety Section.**

- 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 program year (Oct. 16, 2019-Oct. 15, 2020)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, your company is not eligible.

- Did your company have a safety-related fatality within two or three years of the current program year (Oct. 16, 2015-Oct. 15, 2017)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, answer the questions below.

- What was the violation type as determined by OSHA (i.e. Willful, Serious, Repeated, Other-than-serious, No, Violation was cited)? Circle one
- Date and location of incident \_\_\_\_\_ date \_\_\_\_\_ location
- Were there any fines, citations or penalties issued? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is, by whom (i.e. OSHA, Police, Department of Transportation, etc.)? Circle one
- Provide a written report up to five pages that details the following:
  - A full account of the incident and the investigation
  - What corrective actions were taken immediately?
  - What corrective actions were taken culturally?
  - How was accountability addressed?
  - What procedural changes were made?
  - Was there an overall evaluation of the company safety policies, and if so, what changes were made?
  - If the fatality occurred with two or three years prior to this program year (Oct. 16, 2015 – Oct. 15, 2017), provide details as to how your company has implemented the changes discussed above and how it has affected the overall safety performance.
- 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. **Place these forms behind the Project Safety form.**
- Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at [drugfreeconstruction.org](http://drugfreeconstruction.org)? \_\_\_\_\_ Yes \_\_\_\_\_ NO

If no, your company is not eligible. **Please place a copy in the Safety section.**

- 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 was implemented on the project.

- 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.

- 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.

- Provide the project's organizational chart identifying the person responsible for safety.

- Does your company conduct a new employee safety orientation? \_\_\_\_ Yes \_\_\_\_ No

If yes, include a copy of the agenda.

- Were toolbox safety meetings held with employees? \_\_\_\_ Yes \_\_\_\_ No

If yes, were these meetings documented and what was the 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 beginning work on this project? \_\_\_\_ Yes \_\_\_\_ No

If yes, provide at least one example.

- Did your company have a process in place to record near-miss cases on this project? \_\_\_\_ Yes \_\_\_\_ No

**If yes, provide supporting documentation of this process and how your company uses this information. Note this does not indicate near-misses occurred.**

- Was specialized training conducted on this project? \_\_\_\_ Yes \_\_\_\_ No

**If yes, indicate types on a separate page.**

- Provide additional information regarding any innovative safety and health programs used on this project or the company's overall safety program.

- Calculate your company's Total Recordable Incident Rate (TRIR) =  $\text{Number of recordable accidents} \times 200,000 / \text{total manhours for the project}$

- Total manhours 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

\*General contractors and construction managers also must include all specialty contractors' hours and recordables on this project.

- For general contractors or construction managers: Do you require accident reports from specialty contractors? \_\_\_\_ Yes \_\_\_\_ No If yes, provide information on the process.
- Provide the name, title, phone, email and signature for the person responsible for safety on this project and attesting to these accident rates. (Provide this information and attached to back of safety form.

## Tab 5 Requirements: References (10 points)

Include up to 10 letters of recommendation from third-parties involved with the project, such as the owner and design team. 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 (this letter will qualify for only five 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 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**

## Tab 6 Opportunities: Supplemental Materials (2 points)

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

## Tab 7 Opportunities: Accredited Quality Contractor (AQC) (2 points)

If your company has achieved ABC's Accredited Quality Contractor (AQC) credential in the current program year, submit a copy of the company certificate. The certificate must indicate the chapter that you are submitting your project through because the AQC credential is chapter-specific. If necessary, a copy of the certificate may be requested by emailing [aqc@abc.org](mailto:aqc@abc.org). Please note that requests will be processed in the order in which they are received; be sure to put your request in early.

The AQC credential is not required to submit for an Excellence in Construction award.

For more information about the AQC program, visit [abc.org/aqc](http://abc.org/aqc) or email [aqc@abc.org](mailto:aqc@abc.org).

## Tab 8 Opportunities: STEP Safety Management System (2 points)

If your company is a STEP participant, SUBMIT A copy of the company certificate(s) from the current program year, as well as any year(s) the project was performed.

If your company does not have an electronic copy of your STEP certificate(s), contact [eic@abc.org](mailto:eic@abc.org). Please note that requests will be processed in the order in which they are received; be sure to put your request in early.

STEP participation is not required to submit a project for an Excellence in Construction Award.

For more information about STEP, visit [abc.org/step](http://abc.org/step) or email [step@abc.org](mailto:step@abc.org).

## Project Award Category Form – General Contracting/Construction Management

You may select 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 up to \$100 million  
Multifamily and condominium up to \$100 million

### **Special Projects**

Construction not specifically referred to in the prior categories (e.g. 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

You may select 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: 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

**Electrical**

All projects  
More than \$10 million

**Mechanical: Commercial Schools, hospitals, institutional, shopping centers**

Less than \$2 million  
\$2 to \$10 million

**Mechanical: Industrial**

Manufacturing plants, processing plants and pneumatic controls  
Less than \$10 million

**Mechanical**

All projects  
More than \$10 million

**Exteriors: Masonry / Precast / Stone**

Masonry, precast or stone  
All contract amounts

**Exterior Finishes**

All other exterior finishes not specifically referred to in the prior category  
All contract amounts

**Interiors: Acoustical / drywall / millwork / plaster**

Acoustical, drywall, millwork or plaster  
All contract amounts

**Interior Finishes**

All other interior finishes not specifically referred to in the prior category  
All contract amounts

**Sitework / Landscape / Hardscape**

Interior/exterior, landscaping and parking lots  
All contract amounts

**Specialty Construction: Commercial**

Commercial construction not specifically referred to in the prior categories  
Less than \$10 million  
More than \$10 million

**Specialty Construction: Industrial**

Industrial construction not specifically referred to in the prior categories  
Less than \$10 million  
More than \$10 million

Specific questions may be directed to the ABC National office by sending an email to [eic@abc.org](mailto:eic@abc.org). Frequently asked questions and application tips are listed at [abc.org/eic](http://abc.org/eic).

## Project Entry Qualifications, Rights & Agreement Form

\*All applicants are required to sign off on the following releases.

### 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.

### 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.

### Notification and News Releases

ABC National Excellence in Construction Award winners will be notified within weeks of the December judging process. News releases will be held until after the awards ceremony takes place in March 2021 in Dallas, Texas. Until that time, the winners' information is embargoed. ABC will provide winners with a news release and photograph(s) within several weeks of the ceremony.

### Applicant Agreement

I understand entry must be received no later than 3:00pm on Friday, 13 September, in order to be eligible for judging, and I submitted a check payable to "ABC New Orleans/Bayou Chapter" in accordance with the entry fee of \$350 per project binder entry requirements. **I understand the entry fee is non-refundable.**

I hereby give permission to the ABC New Orleans/Bayou Chapter to use the photographs and any information submitted to the 2020 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: \_\_\_\_\_

## EIC Project Entry Checklist

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

- Project Information Form**
- Entry fee** – Submit payment of \$350 per project binder entry. Be sure payment is made out to ABC New Orleans/Bayou Chapter. If you are submitting multiple entries, you may combine the fees into one check if all binder entries are delivered in the same package.
- Project Award Category Form**
- Contracted Scope**
- Project Narrative**
- Up to 10 Photographs**
- Project Safety – in order as listed below**
  - Include the **Project Safety Form** found in 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)
- Project Entry Qualifications, Rights and Agreement Form**



**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 ABC New Orleans/Bay 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 (print): \_\_\_\_\_

Photographer’s Phone/Email: \_\_\_\_\_

Photographer’s Name (signature): \_\_\_\_\_

Date: \_\_\_\_\_