



Flowchart of Federal Electronics Challenge Facility Partner Activities

Updated: 7/5/2012

PURPOSE

Facility Partners progress through a series of simple steps to participate in the Federal Electronics Challenge (FEC). The attached flowchart (see page 2) outlines this process for new and existing Facility Partners.

FLOWCHART OF PARTNER PARTICIPATION

Instructions for New Facility Partners

- Complete Step 1 (Registration) at any time.
- Complete Step 2 (Baseline) within six weeks of completing Step 1.
- Continuously work on Step 3 (Implementation), following completion of Step 2.
- Complete Steps 4 (Annual reporting) and 5 (Award application) by January 31 of each year.
 - Facility Partners that join after September 30 each year do not need to submit an Annual Reporting Form for the fiscal year prior to them joining. Facility Partners that join after September 30 are also not eligible for an Award recognizing activities for the fiscal year prior to them joining.
 - New Facility Partners should try to report data for the entire fiscal year when completing the Annual Reporting Form, even if they were not partners for the entire fiscal year.
 - New Facility Partners may use activities completed within fiscal year, including those completed prior to partnership, for their Award application.

Example: Facility X joins on or before September 30, 2012. Facility X must submit their Annual Reporting Form for FY2012 by January 31, 2013. Facility X may submit a 2013 Award Application for activities they complete in fiscal year 2012.

Facility Y joins after September 30, 2012. Facility Y does not need to submit an Annual Reporting Form for FY2012 and may not submit a 2013 Award Application for activities they complete in fiscal year 2012.

Instructions for Existing Facility Partners

- Continuously work on Step 3 (Implementation).
- Complete Steps 4 (Annual reporting) and 5 (Award application) by January 31 of each year.

Submitting Forms and Applications

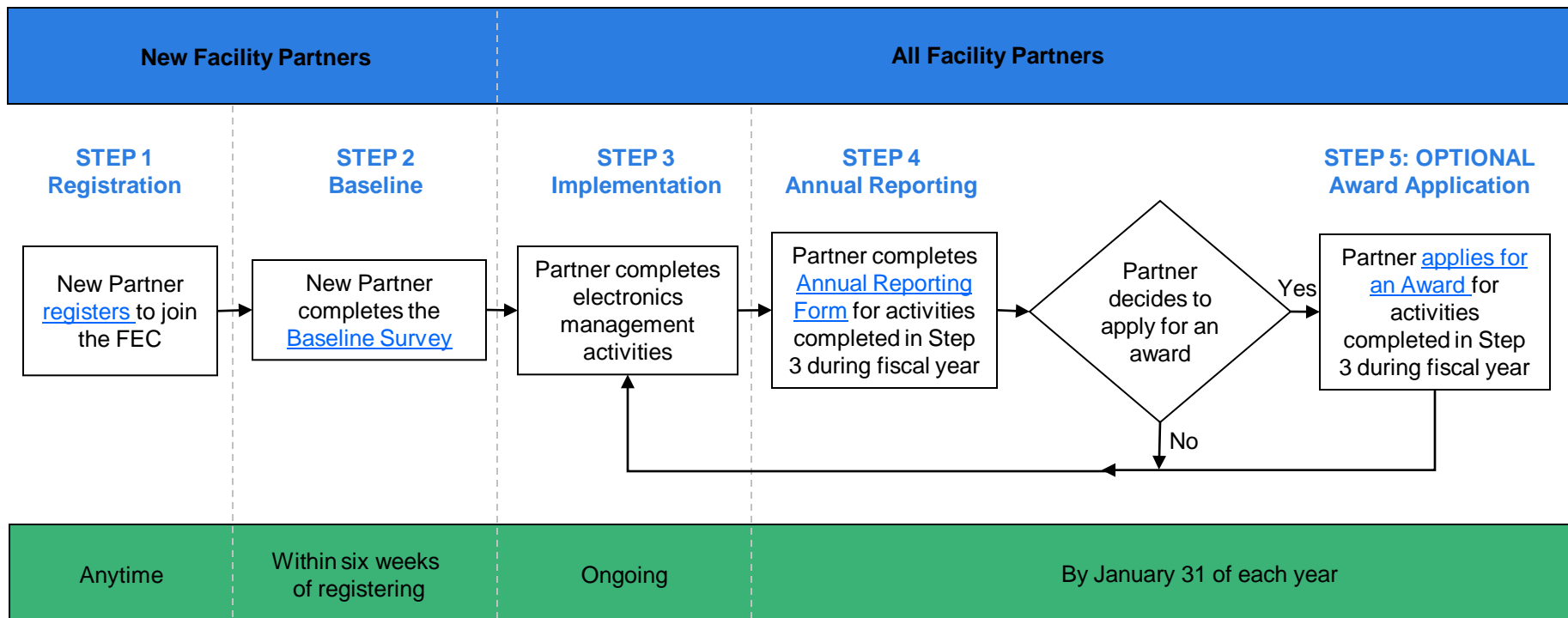
- Registration must be submitted online, please see: <http://www2.epa.gov/fec/forms/join-us#form>.
- The Baseline Survey and Annual Reporting Forms must be submitted online, please see: <http://www2.epa.gov/fec/baseline-survey-reporting>.
- Award Applications must be submitted online, please see: <http://www2.epa.gov/fec/awards>.

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion: <http://www2.epa.gov/fec/technical-assistance>.

Visit the FEC online: <http://www2.epa.gov/fec/>

E-mail the FEC: fec@epa.gov



NOTE: Facility Partners that join after **September 30 each year** do not need to submit an Annual Reporting Form for the fiscal year prior to them joining.

Facility Partners that join after **September 30 each year** are not eligible for an Award recognizing activities for the fiscal year prior to them joining.