

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: D G S

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) approves Amendment 2 to Interagency Agreement 400-09-005 with the Department of General Services to allow the Commission to transfer up to \$50 million in total, into the Energy Efficient State Property Revolving Fund from money received by the Commission under the the American Recovery and Reinvestment Act of 2009 to be used for the purposes of the federal State Energy Program. This amendment will also extend the term of the agreement for five years to April 30, 2017. (ARRA-SEP funding.)

FURTHER BE IT RESOLVED, that this document authorizes the Executive Director to execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on February 8, 2012.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat

Exhibit A

SCOPE OF WORK

I. BACKGROUND

The California Energy Commission (Energy Commission) will receive \$226 million in funds through the American Recovery and Reinvestment Act of 2009 (ARRA) through the U.S. Department of Energy's (DOE) State Energy Program (SEP). ARRA is designed to promote economic recovery through investments in energy independence and environmental protection. The SEP is designed to increase energy efficiency, reduce reliance on imported energy resources, improve the reliability of electricity and fuel supply and the delivery of energy services, and reduce environmental impacts of energy production and use.

The Energy Efficient State Property Revolving Fund (Loan Fund) is established pursuant to Public Resources Code Sections 25470 through 25474. Pursuant to Public Resources Code Section 25471 (c), twenty-five million dollars (\$25,000,000) will be transferred into the Loan Fund from SEP funds received by the Energy Commission. Pursuant to Public Resources Code Section 25471 (d), the Energy Commission may transfer up to an additional fifty million dollars (\$50,000,000) in SEP funds to the Loan Fund. These additional SEP funds may be transferred to the Loan Fund during the 2011-2012 and 2012-2013 fiscal years. The purpose of the Loan Fund is to provide loans to state departments and agencies for energy projects on State-owned buildings and facilities in order to achieve greater long-term energy efficiency, energy conservation, and energy cost and use avoidance.

The Loan Fund will be administered by the Department of General Services (DGS), which is responsible for the property management, operations, and maintenance of many government buildings in the State. DGS has identified, benchmarked, and categorized government buildings for the purpose of energy efficiency retrofits. DGS will provide reports to the Energy Commission in a manner consistent with the reporting requirements of ARRA, the SEP, and Public Resources Code Section 25473.

II. GOALS/OBJECTIVES

The purpose of this Interagency Agreement (Agreement) between the Energy Commission and DGS is to establish the roles of the Energy Commission and DGS in developing a revolving loan program to utilize the Loan Fund, as well as establishing the reporting requirements for the ARRA funds used for the Loan Fund. The goals and objectives of the revolving loan program include identifying and funding projects that: (1) reduce electricity loads during peak electricity demand periods; (2) have enduring energy savings; and (3) have the potential for job creation and/or job preservation, especially in areas of substantial economic need.

III. TASKS

Task 1. Program Development and Marketing

The goal of this task is to develop a Program Development Plan for the revolving loan program to fund improvements intended to increase energy efficiency in State buildings and facilities. Pursuant to Public Resources Code Section 25472, DGS, with the assistance of the Energy Commission, will establish a process for project identification and funding allocation. DGS will create a Program Development Plan that will include, but not be limited to, the following: project goals, eligible applicants and projects, evaluation criteria, the application process, application contents, minimum and maximum loan amounts, loan rates and terms, a loan agreement template, project assessment and management, program marketing, and measurement, verification, and evaluation (MV&E).

The Energy Commission will provide DGS with loan templates and other supporting materials related to its Energy Conservation Assistance Account (ECAA) Program as possible models for program development.

The Program Development Plan shall identify how the initial Loan Fund amount of \$25 million will be allocated. The Plan will provide that the First-Cycle Projects (defined as those projects which utilize the initial \$25 million deposited into the Loan Fund) be allocated such that approximately \$12.5 million will be used for projects with a payback period of five (5) years or less. The determination of the expected payback period (in years) for a project will be based on the total capital cost of the proposed measures (less any utility incentives, rebates or other available funds applied to the project) divided by the expected annual savings. In addition, funding for First-Cycle projects must be encumbered (award notification by DGS) by September 30, 2010 and the projects completed by April 30, 2012.

In event that the full amount of funds allocated for projects with a payback period of 5 years or less cannot be encumbered by the September 30, 2010 deadline, the remaining portion of these funds shall be used for projects with a longer payback period in order to meet the encumbering deadline. If DOE extends the encumbering deadline for the Energy Commission's SEP funds, the encumbering deadline under this Agreement will be extended accordingly.

DGS shall flow down the applicable provisions of this Agreement through its subcontracts and other form agreements. In addition, DGS will coordinate with the Energy Commission to create a Marketing Plan and marketing materials, and will market the program. The Energy Commission will consult with DGS in developing and distributing marketing materials to prospective borrowers.

If the Energy Commission transfers additional SEP funds to the Loan Fund pursuant to Public Resources Code Section 25471(d), the Program Development Plan will be revised to address these additional funds.

DGS will:

- Create a Program Development Plan for its revolving loan program.
- Create a Marketing Plan for its revolving loan program.

Task 1. Deliverables:

- Revolving Fund Program Plan.
- Marketing Plan.

Task 2. Project Identification

The goal of this task is to identify potential projects, using the Plan. DGS will summarize its findings in the form of spreadsheets and reports, such as Project Identification Reports and Energy Audit Reports. It will also meet with the Energy Commission at least quarterly to maintain a steady flow of projects. Meetings will take place in accordance with Task 6.

Pursuant to Public Resources Code Section 25472(d), evaluation criteria will prioritize projects that are cost-effective and will yield immediate and sustainable energy efficiency, energy conservation, energy use cost savings, and cost avoidance. Projects may include one or more energy efficiency measures in a building or group of buildings or facilities, such as hospitals and other state institutions. Program terms will include DGS's benchmarking goals of reducing kilowatt hours, identifying technologies to be implemented, and identify the geographic location of projects.

DGS will:

- Identify potential projects.
- Draft Project Identification Reports.
- Draft Energy Audit Reports (when applicable).

Task 2. Deliverables:

- Project Identification Reports.
- Energy Audit Reports (when applicable).

Task 3. Project Selection and Award Notification

The goal of this task is to select projects and notify applicants of the award decision. DGS will convene an evaluation committee that will include the Energy Commission. The evaluation committee will use the selection criteria created in the Plan to rank and select projects.

DGS will:

- Convene an evaluation committee.

- Evaluate, rank, and select projects.
- Issue award notification letters to successful applicants.

Task 3. Deliverables:

- Award notification letters.

Task 4. Issuance of Loan Agreements

The goal of this task is to issue loan agreements to successful applicants. DGS will issue the loan agreements developed in the Plan.

DGS will:

- Issue loan agreements.

Task 4. Deliverables:

- Copies of loan agreements.

Task 5. Reporting

The goal of this task is to comply with federal and state reporting requirements. The requirements are subject to change in accordance with Federal or State law, regulation, or policy. DGS must report any information reasonably requested by the Energy Commission or required by Federal law, regulation, or policy. The parties recognize that the reporting requirements under ARRA and/or SEP ~~are still being designed and implemented, and~~ could change over time. These reporting requirements will remain in effect until no longer required by both state and federal reporting requirements.

The Energy Commission will keep DGS informed of all changes and updates to the reporting requirements and will assist DGS to make the reporting process as efficient as practicable.

DGS must obtain a Data Universal Numbering System (DUNS) number and also maintain current registrations in the Central Contractor Registration (<http://www.ccr.gov>), the Federal government's primary registrant database. Its subrecipients and vendors must comply with these requirements.

Task 5.1. Monthly Progress Reports

DGS will:

- Provide the Energy Commission with the information below not later than 3 calendar days after the end of each month in a format to be specified by the Energy Commission, in order for the Energy Commission to prepare required reports pursuant to section 1512 of ARRA and the U.S. Department of Energy (DOE) State Energy Program (SEP). The Energy Commission may also require DGS to enter the information below into the California ARRA Accountability Tool (CAAT) system. Standard data elements and federal instructions for use in complying with reporting requirements under section 1512 of ARRA are pending review by the federal government, were published in the Federal Register on April 1, 2009 (74 FR 14824), and will be provided online at www.FederalReporting.gov. The data elements will include but not be limited to the following:
 - **ARRA Section 1512 Progress Report**
 - Name.
 - Address.
 - Type of entity (i.e. State government).
 - Transaction type.
 - Program source.
 - Dun and Bradstreet Data Universal Numbering System (DUNS) number.
 - Central Contractor Registration (CCR) information.
 - Award number.
 - North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number.
 - Cumulative amount received as of reporting period end date
 - Total amount awarded.
 - Date of award.
 - Award period.
 - Primary place of performance, including city, state, congressional district, and country.
 - Area of benefit (i.e. State, County, City, School District).
 - Names and total compensation of DGS's five most highly compensated officers, if:
 - DGS received in its preceding fiscal year: (1) 80% or more of its annual gross revenues in Federal awards; and (2) \$25,000,000 or more in annual gross revenues from Federal awards; and
 - The public does not have access to information about the compensation of DGS's senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 (26 U.S.C. § 6104).
- [DGS is excused from reporting this data element because it did not receive i) 80% or more of its annual gross revenues from Federal

awards and ii) \$25,000,000 or more in annual gross revenues from Federal awards.]

- Project name.
- Project description.
- Project status.
- Job creation and retention narrative and number.

Vendor Data Elements (for purchases of goods or services greater than \$25,000)

- Vendor name.
- Vendor DUNS number.
- Vendor zip code.
- Description of vendor's product or service.
- Amount paid to vendor.

○ **U.S. Department of Energy SEP Progress Report**

- A comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met.
- A discussion of what was accomplished under these goals during this reporting period, including major activities, significant results, major findings or conclusions, key outcomes, or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information.
- Cost Status. Show approved budget by budget period and actual costs incurred.
- Schedule Status. List milestones, anticipated completion dates, and actual completion dates.
- Any changes in approach or aims, and reasons for change.
- Actual or anticipated problems or delays, and actions taken or planned to resolve them.
- Any absence or changes of key personnel or changes in consortium/teaming arrangement.
- A description of any product produced or technology transfer activities accomplished during this reporting period, such as:
 - Publications (list journal name, volume, issue); conference papers; or other public releases of results.
 - Web site or other Internet sites that reflect the results of this project.
 - Networks or collaborations fostered.
 - Technologies/techniques.
 - Inventions/patent applications.

- Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.
 - Tracking and reporting on surplus money investment fund (SMIF) earnings and how they are used to support the program.
- ARRA Progress and Reporting Metrics
- Activities
 - Number of buildings retrofitted, by sector.
 - Square footage of buildings retrofitted, by sector.
 - Number of audits performed, by sector.
 - Floor space audited, by sector.
 - Auditor's projection of energy savings, by sector.
 - Number and monetary value of loans given.
 - Number of contacts in which energy efficiency or renewable energy measures were recommended, by sector.
 - Outcomes
 - Number, type, and duration of jobs created.
 - Energy (kwh/therms/gallons/BTUs/etc.) saved.
 - Renewable energy installed capacity and generated.
 - GHG emissions reduced (CO2 equivalents).
 - Energy cost savings.
 - Funds leveraged.

5.1. Deliverables:

- Section 1512 Progress Report.
- U.S. Department of Energy SEP Progress Report.
- Energy Commission will submit final reports to the appropriate agencies or reporting entities.

Task 5.2. California Legislative Reports

In accordance with Public Resources Code Section 25473, DGS will collaborate with the Energy Commission to submit to the California Legislature an annual report that includes an initial list of projects identified and planned for the 2009-10 fiscal year, and for each fiscal year thereafter. The report will include the anticipated cost of each project, an analysis of the results of program methodology, and an estimate of energy savings to be achieved. The annual report is due to the Legislature by January 1, 2010, and annually thereafter.

DGS will also collaborate with the Energy Commission to submit to the Legislature an update to the January 1, 2010 report on or before July 1, 2010.

DGS will:

- Submit a Draft Legislative Report to the Energy Commission on or before December 10, 2009.
- Submit a Legislative Report to the Energy Commission on or before January 1, 2010, and annually thereafter.
- Submit a Draft Legislative Report Update to the Energy Commission on or before June 15, 2010.
- Submit a Legislative Report Update to the Energy Commission on or before July 1, 2010.

Task 5.2. Deliverables:

- Draft Legislative Report (December 10, 2009).
- Legislative Report (January 1, 2010).
- Draft Legislative Report Update (June 1, 2010).
- Legislative Report Update (July 1, 2010).
- **Subsequent Annual Legislative Reports**
 - **Draft Report to Energy Commission by December 10.**
 - **Final Report to Energy Commission by January 1.**

Task 6. Meetings

The Energy Commission and DGS will meet quarterly at a minimum to discuss program status, review loan applications, and review program management. Meeting participants will include the Energy Commission's Contract Manager and technical staff, DGS's Contract Manager, and any other individuals selected by the Energy Commission or DGS to participate.

DGS will:

- Collaborate with the Energy Commission to determine the location, date, and time of each meeting. The meetings may take place at the Energy Commission or another location.
- Collaborate with the Energy Commission's Contract Manager to prepare an agenda in advance of the meeting.
- Send the Energy Commission's Contract Manager a list of expected participants in advance of the meeting.
- Attend the meeting.

Task 6. Deliverables:

- List of expected participants.
- Schedule of quarterly meetings.

DELIVERABLES AND DUE DATES TABLE

DELIVERABLES	DUE DATES
Task 1. Program Development and Marketing	
Program Development Plan	10-30-2009
Marketing Plan and materials	10-30-2009
Task 2. Project Identification	
Project Identification Reports	12-1-2009 to 4-30-2010
Energy Audit Reports	12-1-2009 to 4-30-2010
Task 3. Project Selection and Award Notification	
Award notification letters	1-1-2009 to 5-31-2010
Task 4. Issuance of Loan Agreements	
Copies of draft loan agreements	10-30-2009
Task 5. Reporting	
Monthly Progress Reports	3 days after end of month
Draft Legislative Report	12-10-09
Legislative Report	1-1-2010
Draft Legislative Report Update	6-15-2010
Legislative Report Update	7-1-2010
<u>Subsequent Annual Legislative Reports</u> <ul style="list-style-type: none"> ▪ <u>Draft Report to Energy Commission</u> ▪ <u>Final Report to Energy Commission</u> 	<u>Annually</u> <u>▪December 10</u> <u>▪January 1</u>
Task 6. Meetings	
List of quarterly meeting participants	14 days after the beginning of each calendar quarter
Schedule of quarterly meetings	14 days after the beginning of each calendar quarter

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION


 New Contract - - Amendment to Existing Contract: 400-09-005 Amendment Number: 2

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Gabriel D. Taylor	25	916-654-4482	6/26/08

Contractor's Legal Name	Federal ID Number
Department of General Services	68-1042725

Title of Project
Energy Efficient State Property Revolving Fund

Term	Start Date	End Date	Amount
New/Original Contract	9 / 30 / 09	4 / 30 / 12	\$ 25,000,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
2	04/30/17	Up to \$50,000,000

Business Meeting Information			
Proposed Business Meeting Date	4/11/12	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Gabriel Taylor	Time Needed:	10 minutes

Agenda Item Subject and Description
In compliance with Public Resources Code 25471(d), possible approval of Amendment #2 to Interagency Agreement 400-09-005 to allow the Commission to transfer up to fifty million dollars (\$50,000,000), in total, into the Energy Efficient State Property Revolving Fund from money received by the Commission pursuant to the American Recovery and Reinvestment Act of 2009 to be used for the purposes of the federal State Energy Program. This amendment will also extend the term of the agreement for five years. (ARRA-SEP Funded) Contact: Gabriel Taylor

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- Contracts less than \$10k (*Policy Committee's signature is also required*)
- Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
<p>The Energy Efficient State Property Revolving Fund (Loan Fund) was established pursuant to Public Resources Code Sections 25470 through 25474. The purpose of the Loan Fund is to provide loans to state departments and agencies for energy projects on State-owned buildings and facilities in order to achieve greater longterm energy efficiency, energy conservation, and energy cost and use avoidance. The Loan Fund is administered by the Department of General Services (DGS), which is responsible for the property management, operations, and maintenance of many government buildings in the State.</p> <p>This Interagency Agreement between the Energy Commission and DGS establishes the roles of the Energy Commission and DGS in developing and managing the revolving loan program, as well as establishing the reporting requirements for the ARRA funds used for the Loan Fund. The goals and objectives of the revolving loan program include identifying and funding projects that: (1) reduce electricity loads during peak electricity demand periods; (2) have enduring energy savings; and (3) have the potential for job creation and/or job preservation, especially in areas of substantial economic need.</p>

CONTRACT REQUEST FORM (CRF)



California Environmental Quality Act (CEQA) Compliance

1. Is Contract considered a "Project" under CEQA?
 Yes: skip to question 2 No: complete the following (PRC 21065 and 14 CCR 15378):
 Explain why contract is not considered a "Project":
 Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the contract involves financial transfer of funds and program development and does not involve activities that will negatively impact the environment.

2. If contract is considered a "Project" under CEQA:
 a) Contract **IS** exempt. (Draft NOE required)
 Statutory Exemption. List PRC and/or CCR section number: _____
 Categorical Exemption. List CCR section number: _____
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why contract is exempt under the above section:

b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$ 0		TOTAL: \$ 0			TOTAL: \$ 0			

Reimbursement Contract #: _____ Federal Agreement #: _____

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Jim Derby	Name:	Barbara Browne
Address:	707 Third Street	Address:	707 Third Street
City, State, Zip:	West Sacramento, CA 95605	City, State, Zip:	West Sacramento, CA 95605
Phone/ Fax:	(916) 376-1695	Phone/ Fax:	(916) 375-4671
E-Mail:	james.derby@dgs.ca.gov	E-Mail:	barbara.browne@dgs.ca.gov

Contractor Is

Private Company (including non-profits)
 CA State Agency (including UC and CSU)
 Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

Solicitation Select Solicitation Type Solicitation #: - -
 Non Competitive Bid (Attach CEC 96)
 Exempt Interagency

Civil Service Considerations

Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
 Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



- The Services Contracted:
- are not available within civil service
 - cannot be performed satisfactorily by civil service employees
 - are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- The Services are of such an:
- urgent
 - temporary, or
 - occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:

N/A

Payment Method

- A. Reimbursement in arrears based on:
- Itemized Monthly Itemized Quarterly Flat Rate One-time
- B. Advanced Payment
- C. Other, explain: Written notice to the State Controllers Office per PRC 25471(d)(2).

Retention

1. Is contract subject to retention? No Yes
- If Yes, Do you plan to release retention prior to contract termination? No Yes

Justification of Rates

N/A

Disabled Veteran Business Enterprise Program (DVBE)

1. Not Applicable
2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
- Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: _____
3. Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- No Yes
- If yes, check appropriate box: SB MB DVBE

Is Contractor subcontracting any services?

- No Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- | | | | | |
|---|--|-----------------------------|-----------------------------|-------------------------------|
| ABM, Inc | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| Aircon Energy, Inc. | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| Cogent Energy, Inc. (See attachment for remaining subcontractors) | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

Miscellaneous Contract Information

1. Will there be Work Authorizations? No Yes
2. Will there be IT expenditures? No Yes
3. Is the Contractor providing confidential information? No Yes
4. Is the contractor going to purchase equipment? No Yes
5. Check frequency of progress reports
- Monthly Quarterly _____
6. Will a final report be required? No Yes
7. Is the contract, with amendments, longer than a year? If yes, why? No Yes
- The term of the contract conforms with the specifications of Public Resources Code 25470-25474.

CONTRACT REQUEST FORM (CRF)



The following items should be attached to this CRF		
1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached

 Contract Manager Date Office Manager Date Deputy Director Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

 Presiding Policy Committee Date Associate Policy Committee Date Executive Director Date