



EXECUTIVE COMMITTEE

Special Meeting

July 16, 2018 at 3:45 pm

CVRPC Office, 29 Main Street, Suite 4, Montpelier

Page **AGENDA**

3:45¹ Adjustments to the Agenda

Public Comment

2 3:55 System for Award Management Administrator (enclosed)²

Authorize Chair to sign letter appointing an Entity Administrator and attesting to registration information accuracy.

4:00 Adjourn

Next Meeting: August 6, 2018

¹ All times are approximate unless otherwise advertised

² Anticipated action item.



July 16, 2018

Federal Service Desk
ATTN: SAM.gov Registration Processing
460 Industrial Blvd
London, KY 40741-7285

Subject: Information Required to Activate SAM Entity Registration

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, Juliana Potter, Chair, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Central Vermont Regional Planning Commission (Entity). This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number: 158842195

Legal Business Name: Central Vermont Regional Planning Commission

Physical Address: 29 Main Street, Suite 4, Montpelier, VT 05602

Entity Administrator Contact Information

Full Name: Bonnie Waninger, Executive Director

Phone Number: 802-229-0389

Email Address: waninger@cvregion.com

**The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

Account Administration Preference:

- ☒ **Self-Administration Confirmation:** For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the box to the left of this

paragraph to indicate that the designated Entity Administrator is not a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

Juliana Potter

Chair

jpotter@gmail.com

Central Vermont Regional Planning Commission

29 Main Street, Suite 4

Montpelier, VT 05602

STATE OF VERMONT
WASHINGTON COUNTY, ss.

This instrument was acknowledged before me this ____ day of July, 2018, by
Julianna Potter, Chair, Central Vermont Regional Planning Commission.

☐ Personally Known

☒ Produced Identification

Type of ID _____

Number on ID _____

Before me, _____
(signature)

(printed name)

Notary Public, State of Vermont

My Commission expires: ____ / ____ / ____