

File No. 150626

Committee Item No. 1

Board Item No. 43

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date July 9, 2015

Board of Supervisors Meeting

Date JULY 21, 2015

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
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| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Email Correspondence - 06/11/2015</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Referral FYI - 06/17/2015</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Presidential Action - Transfer/Waiving 30-Day - 06/26/2015</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>AVELA PPT - 07/09/2015</u> |
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Completed by: Erica Major

Date July 2, 2015

Completed by: ERICA MAJOR

Date JULY 15, 2015

[Administrative Code - Language Assistance and Services at Board of Supervisors Meetings]

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Ordinance amending the Administrative Code to require the Office of Civic Engagement and Immigrant Affairs to provide interpretation services upon request at every meeting of the Board of Supervisors between September 1, 2015 and July 31, 2016; and to require the Office of Civic Engagement and Immigrant Affairs to translate agendas of Board of Supervisors meetings and certain public notices and the public document listing all legislation introduced at each Board of Supervisors meeting during that period.

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NOTE: **Unchanged Code text and uncodified text** are in plain Arial font. **Additions to Codes** are in *single-underline italics Times New Roman font*. **Deletions to Codes** are in *strikethrough-italics Times New Roman font*. **Board amendment additions** are in double-underlined Arial font. **Board amendment deletions** are in ~~Arial font~~. **Asterisks (* * * *)** indicate the omission of unchanged Code subsections or parts of tables.

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Be it ordained by the People of the City and County of San Francisco:

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Section 1. The Administrative Code is hereby amended by revising Section 2.6-2, to read as follows:

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SEC. 2.6-2. PROVISION FOR INTERPRETING LANGUAGE ASSISTANCE AND SERVICES.

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(a) It is the policy of the Board of Supervisors that ~~interpreting language assistance and~~ services shall be provided as required by the Sunshine Ordinance (Administrative Code Chapter 67) and the Language Access Ordinance (Administrative Code Chapter 91). at all meetings of the Board of Supervisors and of its Committees as needed. The Clerk of the Board ~~is hereby directed to include~~ funding shall take into account the need for interpreting language assistance and services in developing the budget of the Board of Supervisors for future fiscal years.

1 **(b)** There is hereby established an 11-month pilot program under which the Office of Civic
2 Engagement and Immigrant Affairs ("OCEIA") shall provide interpretation and translation services to
3 the public as provided in this subsection 2.6-2(b). The pilot program shall begin September 1, 2015
4 and end July 31, 2016 (the "Pilot Period").

5 **(1)** By August 15, 2015, OCEIA shall transmit to the Clerk of the Board a proposed
6 protocol for providing the translation and interpretation services required under subsections (b)(2) and
7 (b)(3). The Clerk of the Board may amend the protocol in her discretion consistent with subsections
8 (b)(2) and (b)(3), and shall approve a final protocol by no later than September 1, 2015.

9 **(2)** During the Pilot Period, staff from OCEIA shall attend every regular and special
10 meeting of the Board of Supervisors, and shall provide upon request interpretation of the proceedings
11 in any language spoken by a Substantial Number of Limited English Speaking Persons, as defined in
12 Administrative Code Section 91.2. In its discretion, OCEIA also may assign staff to attend and provide
13 interpretation at meetings of any committees of the Board of Supervisors. In advance of any Board of
14 Supervisors or committee meeting attended by OCEIA staff to provide interpretation services, OCEIA
15 shall provide to the Clerk of the Board the names of the staff members and the anticipated times of their
16 attendance, and shall request that the Clerk of the Board assign space for those staff members in the
17 Board of Supervisors chamber or committee room. OCEIA may also provide transmitter and hearing
18 device headsets to members of the public to aid interpretation services when the Office of the Clerk of
19 the Board so requests.

20 **(3)** **(A)** During the Pilot Period, whenever the Clerk of the Board prepares and
21 posts on its website either (A) the agenda for a regular or special meeting of the Board of
22 Supervisors or (B) either (i) Public Notice Information, as defined in subsection (3)(B), or (ii) a
23 document listing titles of the legislation introduced at a meeting of the Board of Supervisors (commonly
24 known as the Legislation Introduced at Roll Call document), the Clerk of the Board shall transmit a
5 copy of the document to OCEIA. Within three business days of receiving the document, OCEIA shall.

1 to the extent practicable in light of staffing constraints, translate the document into each language
2 spoken by a Substantial Number of Limited English Speaking Persons, as defined in Administrative
3 Code Section 91.2, and shall transmit the document in each language to the Clerk of the Board. The
4 Clerk of the Board shall post the translated documents on its website within 24 hours of receipt. This
5 subsection (b)(3) requires translation of the Legislation Introduced at Roll Call document but does not
6 require translation of the contents of legislation the titles of which appear in that document.

7 (B) For the purpose of this subsection (3), Public Notice Information
8 shall mean information posted by the Clerk of the Board on its website stating the time, date,
9 location, and subject matter of any public hearing for which State or local law requires the
10 Clerk of the Board to publish or mail notices at least ten days prior to the date of the hearing.
11 By way of example and without limitation, Public Notice Information includes information
12 regarding the time, date, location and subject matter of appeal hearings under Administrative
13 Code Chapter 31 regarding environmental review determinations, hearings regarding new or
14 increased regulatory fees, and hearings regarding proposed zoning moratoria under California
15 Government Code Section 65858.

16 (4) It shall be City policy to provide sufficient funding for OCEIA and the Clerk of
17 the Board to fulfill the duties imposed by this Section 2.6-2 during the Pilot Period.

18 (c) The failure of OCEIA or the Clerk of the Board to adhere to the requirements of this
19 Section 2.6-2 or to translate or interpret fully or accurately the contents of any document or meeting
20 shall not affect the validity of any legislation or other matter considered by the Board of Supervisors.
21 In adopting this Section 2.6-2, the City is assuming an undertaking only to promote the general welfare,
22 and this Section 2.6-2 does not impose on the City or any of its officers or employees an obligation for
23 breach of which the City may be liable in money damages to any person who claims that such breach
24 proximately caused injury.

1 (d) Unless the Board of Supervisors provides otherwise by ordinance, the City Attorney
2 shall cause subsections (b), (c), and (d) of this Section 2.6-2 to be removed from the Administrative
3 Code after August 1, 2016.

4
5 Section 2. No Conflict with Federal or State Law or Voter-Approved Measures.
6 Nothing in this ordinance shall be interpreted or applied so as to create any requirement,
7 power, or duty in conflict with any federal or state law, including the Ralph M. Brown Act,
8 California Government Code Section 54950 et seq., or any local law adopted by the voters,
9 including the San Francisco Sunshine Ordinance, Administrative Code Chapter 67.

10
11 Section 3. Effective Date. This ordinance shall become effective 30 days after
12 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
13 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
14 of Supervisors overrides the Mayor's veto of the ordinance.

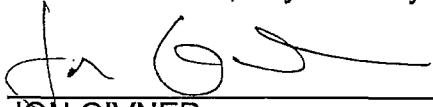
15
16 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
17 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
18 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
19 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

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additions, and Board amendment deletions in accordance with the "Note" that appears under the official title of the ordinance.

APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: 

JON GIVNER
Deputy City Attorney

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AMENDED LEGISLATIVE DIGEST
(7/14/2015 - Amended in Board)

[Administrative Code - Language Assistance and Services at Board of Supervisors Meetings]

Ordinance amending the Administrative Code to require the Office of Civic Engagement and Immigrant Affairs to provide interpretation services upon request at every meeting of the Board of Supervisors between September 1, 2015 and July 31, 2016; and to require the Office of Civic Engagement and Immigrant Affairs to translate certain public notices and the public document listing all legislation introduced at each Board of Supervisors meeting during that period.

Existing Law

Under the San Francisco Sunshine Ordinance, the Board of Supervisors must provide translators at each of its regular meetings and all meetings of its committees when a member of the public submits a request to the Clerk of the Board at least 48 hours before the meeting. But the law does not require City staff to attend Board of Supervisors meetings to provide translation unless the Clerk receives a request.

The Language Access Ordinance requires City departments to provide language services in languages other than English that are spoken by 10,000 or more City residents. That ordinance requires boards and commissions to translate meeting notices, agendas, and minutes upon written request.

Amendments to Current Law

The proposed ordinance would create an 11-month pilot program from September 1, 2015 through July 31, 2016. During that period, staff from the Office of Civic Engagement and Immigrant Affairs ("OCEIA") would attend all regular and special meetings of the Board of Supervisors to provide live interpretation services to members of the public upon request in each of the languages spoken by 10,000 or more City residents. Additionally, during the pilot program period, staff from OCEIA would translate into those languages the Legislation Introduced at Roll Call document listing titles of the legislation introduced at each Board meeting, as well as hearing notices that the Clerk's Office must publish in the newspaper or issue by mail at least ten days before the hearing. OCEIA would have three business days to translate each of the documents and provide it to the Clerk of the Board for posting on the Board's website. The ordinance would require OCEIA to translate only the Legislation Introduced document and certain hearing notices, not the content of any legislation.

The ordinance would require OCEIA to draft a proposed protocol to carry out the duties under the ordinance, and would authorize the Clerk of the Board to amend and approve that protocol. And during the pilot program period, OCEIA would coordinate with the Clerk of the Board in providing the services required by the ordinance.

FILE NO. 150626

The ordinance would also state that it will be City policy to provide sufficient funding for OCEIA and the Clerk of the Board to fulfill the duties imposed by the ordinance.

Background Information

This legislative digest reflects amendments made by the Government Audit and Oversight Committee on July 9, 2015 and the Board of Supervisors on July 14, 2015.

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BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

GOVERNMENT AUDIT AND OVERSIGHT COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Norman Yee, Chair
Government Audit and Oversight Committee

FROM: Erica Major, Assistant Committee Clerk

DATE: July 13, 2015

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**
Tuesday, July 14, 2015

The following file should be presented as a **COMMITTEE REPORT** at the Board meeting, Tuesday, July 14, 2015. This item was acted upon at the Government Audit and Oversight Committee Meeting on July 9, 2015 at 10:30 a.m., by the votes indicated.

Item No. 46 File No. 150626

Ordinance amending the Administrative Code to require the Office of Civic Engagement and Immigrant Affairs to provide interpretation services upon request at every meeting of the Board of Supervisors between September 1, 2015, and July 31, 2016; and to require the Office of Civic Engagement and Immigrant Affairs to translate the public document listing all legislation introduced at each Board of Supervisors meeting during that period.

AMENDED, AMENDMENT OF THE WHOLE BEARING NEW TITLE



Vote: Supervisor Norman Yee - Aye
Supervisor Julie Christensen - Aye
Supervisor London Breed - Aye

RECOMMENDED AS AMENDED AS A COMMITTEE REPORT

Vote: Supervisor Norman Yee - Aye
Supervisor Julie Christensen - Aye
Supervisor London Breed - Aye

Committee Report Memo
Government Audit and Oversight Committee
July 13, 2015
Page 2

cc: Board of Supervisors
Angela Calvillo, Clerk of the Board
Rick Caldeira, Legislative Deputy Director
Jon Givner, Deputy City Attorney






City and County of San Francisco
OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS


GAO COMMITTEE MEETING
**Item#1: Language Assistance and Services at
Board of Supervisors Meetings**


July 9, 2015


Adrienne Pon, Executive Director
Sarah Hooker, Associate Director of Policy & Language Access

SAN FRANCISCO SNAPSHOT

Major Hub
Transit  Finance  Tech Innovation 

High Density
Pop. of 837,442
in 47 sq. miles 

Diverse
1:3 immigrants
1:2 POC 
1:2 female

Changing Population
Outmigration of communities
 Families
 African Americans
 Low-income 

SF LANGUAGE DIVERSITY

languages spoken

LEP

Speak a language other than English at home


Top 5 LEP Languages

- 54% Chinese
- 20% Spanish
- 6% Filipino
- 4% Vietnamese
- 3% Russian

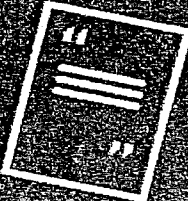


KEY DEFINITIONS

INTERPRETATION is SPOKEN



TRANSLATION is WRITTEN



LANGUAGE ACCESS INITIATIVE

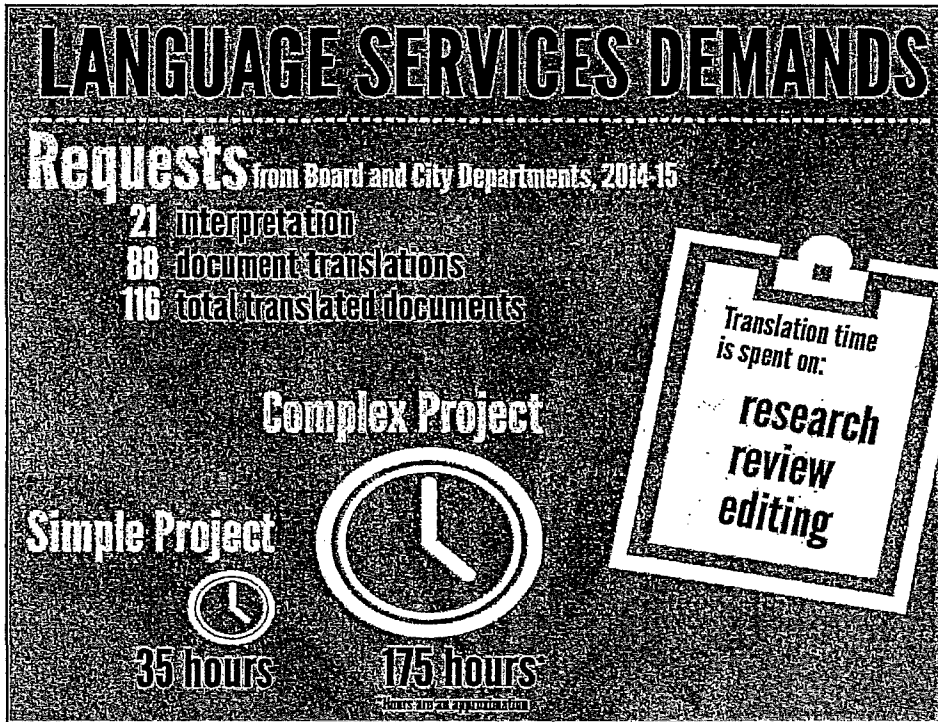


- ❑ SF LAO passed 2001, amended in 2009 and 2015
- ❑ Training and technical assistance for City Departments, annual data analysis and reporting
- ❑ Outreach, needs assessment, & community interpreter training
- ❑ Language access community grants

LANGUAGE SERVICES UNIT



- ❑ 24/7 crisis, emergency and public safety interpretation and translation services
- ❑ Cantonese, Mandarin, Spanish, Filipino and Russian
- ❑ Board hearings, town halls, fires, public safety meetings
- ❑ Citywide telephonic language services contracts





LANSF

LANGUAGE ACCESS NETWORK
OF SAN FRANCISCO

FILE 150626
RECEIVED VIA EMAIL 7/7/2015

July 7, 2015

Board of Supervisors
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Language Assistance and Services at Board of Supervisors Meetings

Dear Supervisors,

On behalf of the Language Access Network, I am writing in support of the proposed amendment to the San Francisco Administrative Code, which would provide interpretation services and translation of certain documents at the Board of Supervisors meetings.

The Language Access Network was founded in 2013 and is currently comprised of the following community-based organizations: African Advocacy Network, Arab Resource and Organizing Center, Central American Resource Center, Chinese for Affirmative Action, Filipino Community Center, Mujeres Unidas y Activas, and People Organizing to Demand Environmental & Economic Rights. All of the network partners have long-time community ties, working in and on behalf of the limited English proficient (LEP) immigrant communities in San Francisco. All organizations provide community outreach and education, provide direct services, and conduct advocacy on behalf of the underserved, low-income, LEP neighborhoods of San Francisco.

We support this effort to increase language assistance at the Board of Supervisors as a critical tool to improve civic engagement at City Hall. For many of our constituents, language barriers are the biggest challenge to social and civic engagement on issues that directly impact them. We also believe this ordinance will alleviate a significant burden that community-based organizations have traditionally experienced: expending time and resources to provide interpretation or translation of critical issues being debated at the full board meetings.

We urge the Board of Supervisors to pass and implement this pilot program to ensure that our multiracial, multilingual democracy will have the full participation of all communities.

Sincerely,

Grace Lee
Policy Director, Chinese for Affirmative Action
On Behalf of the Language Access Network of San Francisco

Major, Erica (BOS)

(COMMITTEE REPORT REQUEST)

From: Scanlon, Olivia (BOS)
Sent: Thursday, July 02, 2015 9:07 AM
To: Major, Erica (BOS)
Subject: Re: GAO Agenda FINAL - July 9, 2015

That is fine

Sent from my iPhone

On Jul 2, 2015, at 8:50 AM, Major, Erica (BOS) <erica.major@sfgov.org> wrote:

Hi Olivia,

Here is the final agenda for the GAO special for July 9th at 10:30 a.m. Let me know if there are any further changes, otherwise I will be posting after your deadline time of 10 a.m.

Best,

Erica Major
Assistant Committee Clerk
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102
Phone: (415) 554-4441 | Fax: (415) 554-5163
Erica.Major@sfgov.org | www.sfbos.org

<image001.png> Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

Hi Jen,

Attached is the updated GAO agenda with the updated committee report requests (150626, 150692, and 150613) and the memo consolidated into one memo per your request.

Let me know if I could be of further assistance.

Best,

Erica Major
Assistant Committee Clerk
Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102
Phone: (415) 554-4441 | Fax: (415) 554-5163
Erica.Major@sfgov.org | www.sfbos.org

<image001.png> Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

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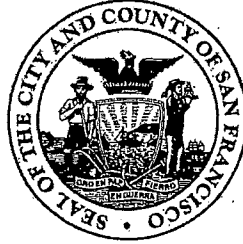
Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

<07.09.2015 GAO Agenda FINAL.pdf>

<07.09.2015 Comm Report Request.doc>

<07.09.2015 GAO Agenda FINAL.pdf>

President, District 5
BOARD of SUPERVISORS



London Breed

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7630
Fax No. 554-7634
TDD/TTY No. 544-5227

*Orig: Rules Clerk
CC: GAO Clerk, COB
Leg. Deputy
BOS - 11, Aides*

PRESIDENTIAL ACTION

Date: 6/26/15

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. 150626 Yee
(Primary Sponsor)

Title. Language Assistance and Services at Board of S

Transferring (Board Rule No. 3.3)

File No. 150626 Yee
(Primary Sponsor)

Title. Language Assistance and Services at Board of S

From: Rules Committee

To: Government Audit & Oversight Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor _____

Replacing Supervisor _____

For: _____ Meeting
(Date) (Committee)

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2015 JUN 26 PM 2:19

London Breed, President
Board of Supervisors

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Adrienne Pon, Executive Director, Office of Civic Engagement & Immigrant Affairs

FROM: Alisa Somera, Clerk, Rules Committee
Board of Supervisors

DATE: June 17, 2015

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Supervisor Yee on June 9, 2015. This matter is being referred to you for informational purposes since it affects your department.

File No. 150626

Ordinance amending the Administrative Code to require the Office of Civic Engagement and Immigrant Affairs to provide interpretation services upon request at every meeting of the Board of Supervisors between September 1, 2015, and July 31, 2016; and to require the Office of Civic Engagement and Immigrant Affairs to translate agendas of Board of Supervisors meetings and the public document listing all legislation introduced at each Board of Supervisors meeting during that period.

If you wish to submit any reports or documentation to be considered with the legislation, please send those to me at the Board of Supervisors, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 or by email at alisa.somera@sfgov.org.

Caldeira, Rick (BOS)

From: Johnston, Conor (BOS)
Sent: Thursday, June 11, 2015 3:27 PM
To: Caldeira, Rick (BOS)
Cc: Breed, London (BOS)
Subject: FW: language access

Rick, could you please add LB as a cosponsor to the language assistance leg that Sup. Yee introduced on Tuesday (150626)?

From: Low, Jen (BOS)
Sent: Thursday, June 11, 2015 3:11 PM
To: Johnston, Conor (BOS)
Subject: FW: language access

Hi Conor,

Could you ask the Clerk's office to add Supervisor Breed as a co-sponsor to [Administrative Code - Language Assistance and Services at Board of Supervisors Meetings]? She spoke with Supervisor Yee yesterday.

Thank you!

Jen

From: Norman Yee [<mailto:norman@normanyee.com>]
Sent: Wednesday, June 10, 2015 8:25 PM
To: Low, Jen (BOS)
Subject: language access

Supervisor Breed agree to co-sponsor

--

Norman Yee
www.normanyee.com

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Supervisors Yee, Avalos, Campos, Mar

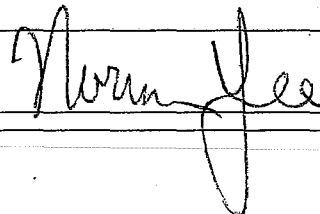
Subject:

Administrative Code - Language Assistance and Services at Board of Supervisors Meetings

The text is listed below or attached:

See attached.

Signature of Sponsoring Supervisor:



For Clerk's Use Only:

