

**MEMORANDUM OF AGREEMENT AND UNDERSTANDING
BETWEEN**

_____*

Agency (Name – Office/Unit, etc.)

**AND
THE DEPARTMENT OF COMMERCE**

By this agreement, the _____ agrees to transfer **\$25,000** to the Department of Commerce, Office of the CFO to provide support to and membership in the National Academy of Public Administration’s Center for Improving Government Performance Consortium beginning October 1, 2003 and ending September 30, 2004. The Consortium’s purpose is to design and conduct a program to assist member agencies in successful implementation of the Government Performance and Results Act of 1993 (Results Act), performance-based management initiatives and linkage to the President’s Management Agenda. The program is developed by the members. Memberships in the Performance Consortium are on a functional (as opposed to Departmental) basis.

Membership in The Performance Consortium for this period includes*: (1) Monthly Discussion Forums; (2) Emerging Ideas Meetings; (3) Workshops; (4) Leadership Forums; (5) Discounted rate for attendance at The Annual Performance Conference; (6) Sharing of state of the art performance practices. Consultant Services for specific areas of interest are available through the Center for Improving Government Performance. These include Project Management Services, Research Studies, Targeted Technical Support, and Computer Assisted Decision Facility Usage**. (*Conference attendance and facility use require additional fees; but Consortium members receive discounted rates.) (**The Academy is paid separately for Agency specific projects, which are negotiated through contracts with the client agencies.)

APPROVALS/CLEARANCES

Revised - 10/09/03CB

<p><u>DEPARTMENT CERTIFICATION</u></p> <p>PROGRAM APPROVAL:</p> <p>AGENCY: _____ OFFICE: _____</p> <p>_____ Signature/Name _____ Date _____</p> <p>Title: _____ Telephone: _____ Fax: _____</p> <p>FINANCIAL/BUDGET APPROVAL:</p> <p>_____ Signature/Name _____ Date _____</p> <p>Title: <u>(Budget/Finance)</u> _____ Telephone: _____ Fax: _____</p> <p>_____ Agency Location Code for OPAC</p> <p>_____ Billing Address</p> <p>Fiscal Year Funding: _____ FY _____</p> <p>_____ Appropriations and Accounting Code</p> <p>DUNS Number _____</p>	<p><u>DEPARTMENT OF COMMERCE</u></p> <p>_____ Barbara A. Retzlaff _____ Date _____ Director, Budget Office U.S. Department of Commerce (202) 482-4648 (202) 482-3361 (fax)</p> <p>[Contact: Peter Maxey (202) 482-5220]</p> <p>_____ Lucia Homick _____ Date _____ Director, Office of Executive Budgeting Ref: 50SAAA70046 (202) 482-4458</p> <hr/> <p>MAIL ORIGINAL TO: Ms. Barbara Retzlaff, Director, Budget Office, U.S. Department of Commerce, 1401 Constitution Avenue, NW, Room 5818, Washington, DC 20230, Tel: (202) 482-4648, Fax: (202) 482-3361.</p> <p>FAX COPY TO: Larry Dempsey, c/o The National Academy of Public Administration, 1100 New York Avenue, NW, Suite 1090-East, Washington, DC 20005, Fax: (202) 393-0993. For more information or assistance, please contact Larry Dempsey (202) 347-3190 ext 3217; email: ldempsey@napawash.org.</p>
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