



Powering Strong Communities

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January 23, 2018

Ms. Samantha Dravis
Senior Counsel/Associate Administrator Office of Policy
U.S. Environmental Protection Agency
1200 Pennsylvania Ave NW
Washington, DC 20004

Dear Samantha:

Thank you for agreeing to serve as an instructor for the following pre-rally seminar at the 2018 Legislative Rally:

- **Cooperative Federalism Under the Clean Air Act** (*along with Bob Jagusch, Director of Engineering & Policy Analysis for the Minnesota Municipal Utilities Association, and Kelly Poole, Senior Project Manager, Environmental Council of the States, Washington, DC*)

Monday, February 26
8:30 a.m. – Noon

The following outlines our agreement:

Conference Information

All pre-rally seminars will be held at The Mayflower Washington (1127 Connecticut Ave. NW, Washington, D.C., 20036). We'll provide more information on the room name, as we get closer to the event.

Course Schedule

- Your course will be held from **8:30 a.m. – Noon on Monday, February 26.**
- Because there will be multiple courses running concurrently, we'd like to standardize break times. As you develop your course agenda, please plan for a morning break from 10-10:15 a.m.
- You can find the latest course description on the event website, as well as other Leg Rally updates: www.PublicPower.org/LegislativeRally.

Handouts, Agenda, and Learning Outcomes

- APPA will duplicate your handouts provided that we receive a copy of your materials by **Monday, Feb. 5. Please note:** If you can't meet this deadline, APPA won't be able to duplicate the materials for you, but we will reimburse you for duplication.
- Because participants will earn Continuing Education Units (CEUs), I will need a timed agendas and learning outcomes for the course. Please provide these to me as soon as possible, but no later than **Monday, Feb. 5. See attached document on developing learning objectives—we're also happy to help with these.**

- I've included a copy of the APPA Academy PPT template if you'd like to use that. If you prefer to use your own, please incorporate the Academy logo. We're happy to help with any PPT template modifications as well.

Room Set-Up and Audio-Visual Equipment

- The meeting room will be set in crescent rounds of 5 people; however, if you have another preference, please let me know as soon as possible.
- I will have the following AV for you. If you have changes, please let me know:
 - Screen
 - LCD projector
 - APPA laptop with presentations preloaded

If the terms in this letter are acceptable, please sign, date, and return a copy to me by **Wednesday, January 31.**

Please feel free to contact me if you have questions or need assistance in any way (HLambert@PublicPower.org); Ex. 6 I look forward to working with you!

Sincerely,



Heidi Lambert
Director of Education

Attachments: Learning Outcomes and Timed Agendas document; APPA Academy PPT template and logo

Name

Date

Organization