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**TO:** Board of Estimates, Office of the Comptroller

**FROM:**

**SUBMITTING AGENCY:**

**DATE:**

**SUBJECT:**

**CONTRACT/GRANT NUMBER:**

**ACTION REQUESTED OF B/E:**

**PERIOD OF CONTRACT/AGREEMENT:**

**AMOUNT AND SOURCE OF FUNDS:**

**BACKGROUND/EXPLANATION:**

**MBE/WBE PARTICIPATION:**

**COUNCIL DISTRICT:**

**EMPLOY BALTIMORE:**

**LIVING WAGE:**

**LOCAL HIRING:**

**1% FOR PUBLIC ART:**

*The headers below are for use by reviewing departments ONLY. Please leave them as blank spaces for official endorsements and signatures.*

**FINANCE HAS REVIEWED:**

**LAW DEPARTMENT HAS REVIEWED:**

**MWBOO HAS REVIEWED:**

**AUDITS HAS REVIEWED:**

**APPROVED BY THE BOARD OF ESTIMATES:**