

July 26, 2006

Dear BEP Deferred Compensation Plan Participants:

The following are guidelines for completing the application to serve as a member of the BEP Deferred Compensation Plan Administration Committee. Interested Plan Participants will need to submit the application appended to this document. Properly completed applications will be forwarded by CVPC to the Director, for consideration in making appointments to the Committee. Plan participants may serve on the Committee for a term of two years and may be reappointed twice. Plan participants who are appointed will serve at the discretion of the Director.

The Retirement Plan Administration Committee consists of the following seven members:

- * Deputy Director, Specialized Services
- * Chief Counsel
- * Chief, Accounting Section
- * Program Manager, BEP
- * Three Plan Participant-members, one of which is a current member of CVPC

Vendor-members are appointed by the DOR Director to act on behalf of participants and their beneficiaries. They must sign an Acceptance and Acknowledgement form accepting a position as a member of the Plan Administration Committee. Their duties include:

- Act for the exclusive benefit of participants.
- Make decisions with the level of care and diligence that any prudent person would use under the same circumstances.
- Use care to prevent breaches in protocol.
- Act according to the terms of written plan documents unless the documents are in conflict with applicable California or federal law.

The Deferred Compensation Administration Plan Committee will consider how it wishes to operate, the committee may meet on a regular basis, as determined by the committee, so interested individuals must be willing to

travel to Sacramento for such meetings.

The Department has arranged for Fiduciary Liability Insurance through the Department of General Services to cover Deferred Compensation Administration Plan Committee members.

If you are interested in serving on this committee, please complete the attached form and return it to the CVPC Executive Secretary, Janis Friesen, 2000 Evergreen Street, Sacramento, California 95815 postmarked by August 30, 2006. All forms will be submitted to the Director of DOR. The Director may then select and appoint the three Plan participants to the Administration Committee.

If you have questions, please contact me. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony R. Candela". The signature is written in a cursive, somewhat stylized font.

Anthony R. Candela
Deputy Director
Specialized Services Division

cc: Catherine Campisi, DOR Director
Kelly Hargreaves, Chief Counsel, Legal Affairs
John Westbrook, Program Manager, BEP
Janis Friesen, CVPC Executive Secretary
Michael Hatch, CVPC Chair

Application for Department of Rehabilitation Business Enterprises Program
Deferred Compensation Plan Administration Committee

BEP Deferred Compensation Plan Participants

Name:

Please check one:

- Current Vendor, non-CVPC
- CVPC member
- Retired

Years of Service: _____

List all committees or organizations (BEP or Non BEP) of which you have been a member.

Please state why you would like to be a member of the Deferred Compensation Plan committee.

Please provide additional information about your expertise in retirement or other investment plans.