

## DESIGNATED OFFICE RULES

### DIRECTIVE No. 2

#### **FILING REQUIREMENTS FOR PROJECT PROPOSALS SUBMITTED TO A DESIGNATED OFFICE FOR EVALUATION** *(Designated Office Rules s. 8(a), (b), (c) and (d))*

1. If a proponent makes changes or additions to their project proposal during the adequacy review and, in the opinion of the Designated Office, the number or nature of changes or additions may make it difficult for interested persons or others to readily review or comprehend the proposal once the evaluation commences, the Designated Office may issue an information request requiring the proponent to submit a revised project proposal which consolidates or integrates the changes or additions.
2. A Designated Office may require a proponent to submit additional copies of their project proposal, and may specify that the copies be provided in hard copy or in a digital format.
3. Documents submitted in a digital format shall be formatted in Portable Document File (PDF) format, with the security features set to “no security.”
4. Unless otherwise agreed to by the Designated Office, individual PDF files shall be no larger than 5 MB.
5. The filename for a document submitted in a digital format shall be descriptive of the contents and not contain spaces.