

LABOR RELATIONS



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March 2, 2021

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Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Wagner:

As a matter of general interest, the Postal Service is updating Handbook PO-631, *Growth and Delivery Point Management Program*.

The purpose of this revision is to update and clarify the roles and procedures to control, to the maximum extent possible, the conversion, establishment, and extension of new and existing delivery points through directing modes of delivery.

Enclosed is a final draft copy of the Handbook PO-631, *Growth and Delivery Point Management Program*.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosure

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1 Growth Management Introduction

Growth and delivery point management involves controlling, to the maximum extent possible, the conversion, establishment, and extension of new and existing delivery points through directing modes of delivery and through Postal Service™ Headquarters (HQ)-sponsored initiative(s). This includes customer contact, equipment inventory management, and management of mode of delivery issues for new and current delivery points. It is a cross-functional program and includes rural and highway contracts as well as city delivery.

Revisions to the *Postal Operations Manual* (POM) reflect standards that give the Postal Service the ability to establish the most efficient mode of delivery, including type of equipment and location of boxes. These revisions, coupled with today's changing mail-mix (declining letter mail and increasing package volume), have resulted in the need to evaluate new and existing delivery modes (see update in *Postal Bulletin* 22334, April 5, 2012).¹

As stated in the POM, the Postal Service's preferred mode of delivery is centralized delivery, which has been determined to be the most efficient, cost effective, and safest method of providing service to our customers. Specifically, all new delivery developments should utilize Cluster Box Units (CBUs) as the mode of delivery, to be established in the planning stages of any new development. All new delivery must be established in the following order of preference, as determined by the Postal Service in its sole discretion:

- a. CBU delivery to the maximum extent possible.
- b. Curbside delivery (preferably with a T4 box) or sidewalk delivery (preferably with a T4 box).

In addition to the policy set forth above on directed mode of delivery, any voluntary conversions from other delivery modes to centralized or curb delivery, for any reason, must be approved by the district manager and area vice president. Currently, delivery managers can go into any delivery territory where delivery has been established for over 1 year and solicit to convert the mode of delivery. Where there is no homeowners' association or other property management company with authority to request a conversion on behalf of the owners, residents, or the community, customer signatures must be obtained prior to any conversion. In single-family housing areas (including

1. The Coronavirus Aid, Relief, and Economic Security (CARES) Act, signed into law March 27, 2020, includes language to the effect that during the COVID-19 outbreak, the Postal Service may establish temporary delivery points, in such form and manner as the Postal Service determines necessary, to protect employees of the Postal Service and individuals receiving deliveries from the Postal Service.

manufactured housing and mobile homes) where the residences and lots are owned, each owner must agree to the conversion in writing. Owners who do not agree must be allowed to retain their current mode of delivery.

The district determines program personnel, their responsibilities, and inventory management. These decisions are central to consistent application of USPS® policy, achieving district goals for delivery and service, and consistent messaging to local builders/developers on mode of delivery and equipment issues. Growth and delivery point management coordinators monitor compliance with national policy and district goals.

This handbook includes seven modules that describe an approval process for determining mode/method of delivery, an appeal process for builders/developers seeking review of the mode of delivery determinations, and the duties and responsibilities necessary for the delivery team to manage an effective delivery growth program.

2 Modules

2-1 Module 1: Roles and Responsibilities

Area Responsibility

- Appoints an area growth and delivery point management coordinator.

Area Growth and Delivery Point Management Coordinator Responsibility

- Ensures route stability by incorporating new delivery onto existing or newly created routes.
- Manages growth in delivery units through the mail count and route inspection or minor route adjustment process.
- Works through district and local office management on growth and delivery point management issues.
- Details responsibilities for cross-functional groups to report information to coordinator.

District Responsibility

- Appoints a district growth and delivery point management coordinator.

District Growth and Delivery Point Management Coordinator Responsibility

- Has authority to direct, inform, and teach local and district resources in support of growth program.
- Has purchasing authority and responsibility for delivery equipment.
- Possesses clear understanding of national policy on establishment and extension of delivery.
- Possesses good working knowledge of route structure and route inspection process for city and/or rural delivery.
- Promotes centralized delivery as a core part of an efficient, secure, and customer-friendly growth management program.
- Serves as primary Postal Service resource for developers, builders, and owners on all discussions of establishment or extension of delivery.
- Provides standardized letters to municipalities, planning agencies, developers, builders, and owners.
- Builds a network of builders and developers within the district.
- Serves as a primary point of contact for builders and owners in resolving disputes and addressing questions.

- Coordinates equipment supplies where necessary.
- Prepares cost comparison analysis for types of delivery (rural vs. city vs. highway contract route).
 - Assigns the type of delivery (rural or city) by route number.
- Prepares cost benefit analysis for modes of delivery (central vs. curb).
- Contacts delivery unit for preliminary notification and discussion of new or conversion developments.
- Is the primary conduit and contact for local municipalities, zoning, and planning commissions for new construction or renovation/rehab.
 - Reviews preliminary plans of development for mode of delivery.
 - Reviews preliminary addressing of development for potential address format issues.
 - Reviews plans for possible centralized delivery application and potential site locations.
- Meets with developers to discuss mode of delivery options and matches delivery type to type of construction being developed. Makes recommendations for the mode of delivery to the manager, Operations Programs Support (MOPS).
- Reaches agreement with builder on modes of delivery and types of service after approval from the MOPS.
 - Discusses timelines for development.
 - Discusses modes of delivery.
 - Discusses locations of centralized delivery equipment where applicable.
 - Secures signed Mode of Delivery (MOD) Agreement, and when applicable, secures signed MOD attachment sheets for installation and maintenance agreement.
 - Begins discussions on locations for centralized delivery equipment or location of curbside T4 boxes (two to a post).
 - Discusses and agrees to timelines if builder thresholds on the “10 percent rule” (see POM 641.2) are met when curblane delivery is permitted.
 - Discusses modes of delivery if single-point bulk drops due to student housing, transient development, or institutions.
 - Discusses commitments of equipment and installation, where applicable.
- Contacts the Address Management System (AMS) office for notification of new or converted development and zone where development is being built. Provides point-of-contact name for delivery unit.
 - Forwards copy of plot map to AMS.
 - Provides diagrams, if applicable, with map for centralized delivery.
- Contacts district rural route customer service analyst for impact on rural route where applicable.

- Orders agreed-upon equipment for centralized delivery through eBuyPlus only; no exceptions or waivers are permissible.
- Coordinates with delivery unit on timelines for delivery of equipment.
- After delivery equipment is installed, updates master inventory control logs to reflect ownership and location of delivery equipment.
- Submits copy of district equipment inventory to the area growth and delivery point management coordinator.
- Provides training and information to field personnel as needed to ensure knowledgeable contacts for site managers.
- Posts program documentation to the district's website.
 - Posts any conversion information to the Change Suspension Discontinuance Center (CSDC) website at: http://hqcsopps.usps.gov/po_dis2/csdc_home.cfm.

Delivery Unit Responsibility

- Promotes centralized delivery in accordance with POM 631.2.
- Implements delivery *after* development plans and mode of delivery agreements are approved by the MOPS.
- Verifies delivery equipment installation, location, and field inventory.
- Contacts area distribution or transportation specialist if a highway contract route (HCR) is being considered.
- Maintains replacement equipment inventory and spare parts where applicable.
- Is responsible for information flow to the district growth and delivery point management coordinator on new developments or demolition/renovation.
 - Determines, in conjunction with the MOPS, if delivery route is an auxiliary route or new route.
- Is responsible for carrier-based activity on edit books, to include the following:
 - Sending diagrams to AMS for centralized delivery where applicable.
 - Accurately accounting delivery statistics.
 - Carrier information through street supervision or developer contact.
- Monitors and reviews carriers' edit book activity prior to submission.
 - Prepares diagrams of centralized delivery where appropriate.
- Monitors route delivery performance after new delivery points are added.
 - Contacts the district Delivery Operations Information System (DOIS) coordinator to adjust base data to reflect new or converted delivery.
 - Analyzes performance for any special count and inspection.

2-2 Module 2: Approval Process for Mode and Method of Delivery

Local Unit

- Has no approval authority.
- Local Unit Role
 - Forwards recommendation request with appropriate support documentation to the district MOPS for approval.

Districts, Manager, Operations Program Support

- Has approval authority.
 - Centralized – preferred mode of delivery.
 - Has no approval authority for curb, sidewalk, or door delivery.
- MOPS Role
 - Refers to the area manager, Delivery Programs Support, for curb, sidewalk, or door delivery approval, if appropriate, with district manager's concurrence.

Area Manager, Delivery Programs Support

- Has approval authority.
 - Curbside delivery – two boxes to a post (preferred T4 boxes).
 - Sidewalk delivery – two boxes to a post (preferred T4 boxes).
 - Door delivery with district manager concurrence.
- MDPS Role
 - Returns the Mode/Method of Delivery packet to district MOPS.
 - Retains the Mode/Method of Delivery packet copy at the area office.

2-3 Module 3: Appeal Process for Builders and Developers

- First level of appeal is to the district manager who has 30 days to respond to builder/developer.
- Second level of appeal is to the area manager, Delivery Programs Support (MDPS) who has 30 days to respond to builder/developer.
- Third and final level of appeal is to the area, vice president, who has 30 days to respond to builder/developer.

2-4 Module 4: Distribution of Customer Letter Standard Operating Procedure

- Management conducts Growth Management Service Talk (see page 11) with carriers about implementing delivery service to new delivery points and Mode of Delivery conversions.
- The carrier notifies postmaster/manager of new developments and potential conversions (the carrier does not begin delivery to new delivery points until authorized).
- The postmaster/manager sends the customer letter to the builder/developer or owner.
- If the builder/developer or owner does not respond to the customer letter within 15 days, the postmaster/manager follows up with an in-person visit to the delivery location.
- If the postmaster/manager or owner has been unable to speak with the builder/developer or owner after an in-person visit, then the postmaster/manager forwards the notification of new or conversion development to the district growth and delivery point management coordinator who follows up with the builder/developer or owner within 30 days of initial notification.

2-5 Module 5: District, Area, and National Outreach Policy

- **District:** The district growth and delivery point management coordinator identifies local builder, home, and business owner associations and mails out the Postal Service's Builders Growth and/or Mode of Delivery Conversion Packet(s) monthly to these associations. *(Note: coordinators will maintain a log of associations that have received packet and the date mailed).*
Include the following in the Builders Growth Packet:
 - Builders and Developers Introduction Letter.
 - Builders and Developers Guide (Handbook PO-632).
 - Publication 265 - A: *Residential Application Pamphlet*.
 - Publication 265 – B: *Commercial Application Pamphlet*.
 - Publication 265 – C: *Garden Application Pamphlet*.
- **Area:** The area growth and delivery point management coordinators *will review the district's growth and conversion log monthly.*
- **National:** The headquarters growth and delivery point management coordinator *will review the area's growth and conversion log quarterly.*

2-6 Module 6: Mode of Delivery Conversion Standard Operating Procedures

Business Mode Conversion

- The local Post Office™ identifies potential business conversion.
- If it is determined that there will be a significant savings, local management meets with the property owner to discuss the potential mode conversion.
- If both parties agree to the conversion, a Mode of Delivery Agreement (see [Exhibit 1](#)) must be completed and signed by the USPS® representative, property representative, district manager, and area vice president.
- After meeting with the property owner, the local Post Office™ enters delivery mode conversion information into the CSDC website to document the responsible party for payment of conversion, number of potential deliveries converted, and estimated time savings after conversion.
- After the Mode of Delivery Agreement has been signed by all parties and the USPS Business Mode Conversion order summary has been completed, the area submits both forms to the district growth and delivery point management coordinator who then sends this documentation to the headquarters growth and delivery point management coordinator via email.
- Upon receiving both order forms, the headquarters growth and delivery point management coordinator creates an eBuyPlus for the requested equipment and returns a copy of the eBuyPlus number to the district growth and delivery point management coordinator so that he/she can see that an eBuyPlus has been placed.
- Once the eBuyPlus approval chain has been completed, the headquarters growth and delivery point management coordinator forwards a copy of both the eBuyPlus number and purchase order number (in the format: "Order#: xxxxxxxx") to the district growth and delivery point management coordinator and postal-approved manufacturer (the Postal Service's designated provider of centralized delivery equipment) so that vendor can begin fulfilling the order.
- After the local Post Office has received the equipment, the district is responsible for laying the concrete slab and installing the CBU equipment. In some instances, the business owner may be responsible for these items in accordance with the terms of the MODA.
- Once the conversion has been completed, the local Post Office conducts a PS Form 3999 and updates the CSDC website with actual date changes that were made in AMS, and posts the PS Form 3999 installation date, PS Form 3999 installation time in hours/hundredths, and projected route adjustment date.
- If the conversion requires concrete slab installation, the growth and delivery point management coordinator submits the request to the

National Facilities Response Line via email at NFRL@USPS.GOV or on the Blue Page under Essential Links, Facilities Response Line Self Service, and retains a copy of the order with the Mode of Delivery Agreement package.

- The district completes follow up and monitoring of this process.
- Headquarters Delivery Operations retains copies of conversions.

Residential Mode Conversion

- The customer contacts the local Post Office about a request for mode conversion or the Postal Service reaches out to the customer about change in delivery mode.
- The postmaster/manager contacts the district growth and delivery point management coordinator about the request.
- The growth and delivery point management coordinator meets with the customer and a Mode of Delivery Agreement is completed and signed by the USPS representative, property representative, district manger, and area vice president.
- The growth and delivery point management coordinator forwards copies of all documents to the MOPS to retain for 20 years.
- If the conversion requires concrete slab installation, the growth and delivery point management coordinator submits the request to the National Facilities Response Line via email at NFRL@USPS.GOV or on the Blue Page under Essential Links, Facilities Response Line Self Service (and retains a copy of the order with Mode of Delivery Agreement package).
- The local Post Office enters delivery mode conversion information into the CSDC website to document the responsible party for financial responsibility, number of potential deliveries converted, and estimated time savings after conversion.
- Once the conversion has been completed, the local Post Office conducts a PS Form 3999 and updates the CSDC website with actual date changes that were made in AMS, and posts the PS Form 3999 installation date, PS Form 3999 installation time in hours/hundredths, and projected route adjustment date.

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Appendix A

Employee Service Talk

Growth Management Service Talk – Implementing Delivery Service to New Delivery Points and Mode of Delivery Conversions

The Postal Service offers a variety of “package friendly” mailboxes designed to accommodate the majority of packages delivered through the U.S. Mail.

As such, many packages are delivered to doorsteps and are susceptible to weather damage and to theft. Many aesthetically pleasing options for centralized delivery are available; these provide customers with convenience and security when receiving all types of mail.

The *Postal Operations Manual* provides standards for the Postal Service to establish the most efficient mode of delivery, including type of equipment and location of boxes.

To ensure that delivery to new and converted addresses is implemented according to national policy, the following procedures should be followed:

1. If you notice new development activities or if a customer informs you that they are interested in a Mode of Delivery conversion, please notify management immediately so that they can meet with the developer or owner to explain mail delivery options.
2. DO NOT begin delivery to any new or converted address without approval from the manager/postmaster.
3. All new delivery addresses must be included in your edit book as a NO STAT until approval is given to effect delivery.
4. Any Mode of Delivery conversion will remain the same in your edit book until approval is given to effect delivery.
5. Management ensures that the mail receptacles for a new or converted delivery area are installed in the correct locations and that the new or converted delivery area is safe for you to enter to effect mail delivery.
6. After the above has been completed, the NO STAT indicator for new deliveries will be removed from your edit book and a Mode of Delivery conversion will be changed in your edit book and then you will be able to deliver to the customer on the street.

Your responsibilities are listed in the following handbooks:

City Carriers: Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, Sections 253.1 and 253.2.

Rural Carriers: Handbook PO-603, *Rural Carrier Duties and Responsibilities*, Sections 164.1 and 164.2.

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Appendix B

Letter to Local Politicians



Honorable XXXXX
Address
Washington, DC XXXX

RE: Mode of Mail Delivery

Dear XXX:

The United States Postal Service® is proud to continue its vital role in today's changing mail environment. That role includes the responsibility for establishing the method or mode of delivery, the type of mailbox, and location of the mailbox for each street delivery address. Centralized delivery, through the use of Cluster Box Units (CBUs), is our preferred delivery method and box type. These CBU boxes have the advantage of being "package friendly," in that they are designed to accommodate the majority of packages delivered through the U.S. Mail.

Online ordering of merchandise has dramatically increased package volume. Many residential delivery mailboxes in use today are designed on the basis of specifications implemented nearly a century ago and are too small to accommodate contemporary parcel volume. As a result, packages delivered by our carriers often cannot fit into residential mail receptacles and must be redelivered, retrieved at a Post Office™, or left on adjacent doorsteps, thereby leaving the packages susceptible to weather damage and possible theft. Centralized delivery minimizes these risks.

The Postal Service™ is directed by statute for reliable and efficient service. Centralized delivery fulfills our responsibility to provide safe, efficient delivery for both the customer and the Postal Service as we move into the 21st Century. *Postal Operations Manual* section 631.2 explains the standards used by local postal managers in determining the mode through which such delivery is to be provided, including type of equipment and location of boxes. The Postal Service will continue to be available to your constituents to discuss these methods of delivery.

Please let me know if you have any questions or would like to discuss in further detail.

Sincerely,

Local Postmaster

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Appendix C

Letter to (Local) Developers/Builders



Name
Address
City, ST XXXXX

RE: Local New Mode of Mail Delivery for Developers/Contractors

Dear Mr./Ms. XXX:

The United States Postal Service® is proud to continue its vital role in today's changing mail environment. That role includes responsibility for establishing the method or mode of delivery, the type of mailbox, and location of the mailbox for each street delivery address. Centralized delivery, through the use of Cluster Box Units (CBUs), is our preferred delivery method and box type. These CBU boxes have the advantage of being "package friendly," in that they are designed to accommodate the majority of packages delivered through the U.S. Mail.

Online ordering of merchandise has dramatically increased package volume. Many residential delivery mailboxes in use today are designed on the basis of specifications implemented nearly a century ago and are too small to accommodate contemporary parcel volume. As a result, packages delivered by our carriers often cannot fit into residential mail receptacles and must be redelivered, retrieved at a Post Office™, or left on adjacent doorsteps. This latter option leaves the packages susceptible to weather damage and possible theft. Centralized delivery minimizes these risks.

The Postal Service™ is directed by statute to provide reliable and efficient service. Centralized delivery fulfills our responsibility for safe, efficient delivery for both the customer and the Postal Service as we move into the 21st Century. *Postal Operations Manual* section 631.2 explains the standards used by local postal managers in determining the mode through which such delivery is to be provided, including type of equipment and location of boxes.

I am available to meet with you in the early planning stages of community development or redesign to ensure that all options are provided to you and that mailboxes are installed in an approved location. Meeting early in the planning process will help avoid potential service problems or disruptions.

As a developer, we believe you will be interested in learning more about centralized mail delivery. For residents and local businesses, centralized delivery creates convenience and security benefits. For property owners, it provides a valuable amenity and reduces liability and inconvenience related to lost and stolen packages.

Please let me know if you have any questions or would like to discuss in further detail.

Sincerely,

Local Postmaster/ Growth Coordinator
Title

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Appendix D

Letter to Business Owners



Subject: Mode of Mail Delivery

Dear Business Owner:

In light of today's changing mail environment, the Postal Service™ is working to develop efficient and effective mail delivery, including establishing the method or mode of delivery, the type of mailbox, and location of the mailbox for each address. Centralized delivery, through the use of Cluster Box Units (CBUs) is our preferred method and box type. Our Centralized Mail Delivery Program offers mailbox equipment to business properties for conversion to a centralized mail delivery method.

CBUs provide secure delivery for each tenant, an outgoing mail slot, and parcel lockers for packages. A benefit of this method of delivery is the convenience of mail receipt even if your business is closed on weekends. The carrier will continue to come to your business with items needing a signature.

This is a national initiative with significant benefits to our customers and for the Postal Service. CBUs provide security at a time when identity theft is prevalent throughout the world. CBUs also come equipped with parcel lockers that allow customers to receive large items at the delivery location without going to USPS® to retrieve them.

If you are interested in pursuing this change in delivery method or have any questions, please feel free email us at Delivery.Growth@usps.gov or to call me at (XXX) XXX-XXXX.

Sincerely,

Local Postmaster

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Appendix E

Letter to Homeowner or Homeowners Association



Subject: Mode of Mail Delivery

Dear Homeowner or Homeowner Association:

In light of today's changing mail environment, centralized delivery is a convenient way to receive mail and packages that enhance customer convenience. There is a variety of "package friendly" Postal Service™ approved mailboxes designed to accommodate the majority of packages delivered through the U.S. Mail. These mailboxes are called Cluster Box Units (CBUs). CBUs provide secure delivery for each tenant, an outgoing mail slot, and parcel lockers for packages.

This is a national initiative with significant benefits to our customers and for the Postal Service. CBUs provide security at a time when identity theft is prevalent throughout the world. CBUs include locked parcel lockers that allow customers to receive large items at their home delivery location without having to go to the Post Office to retrieve a package. These lockers also avoid the problem of deposit of packages at adjacent doorsteps, which leaves them susceptible to weather damage. We believe CBUs represent a win-win for both residents and the Postal Service.

If you are interested in pursuing this delivery option or have any questions, please feel free to email us at Delivery.Growth@usps.gov or call me at (XXX) XXX-XXXX.

Sincerely,

Local Postmaster

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Appendix F

Letter to Builder or Developer Associations



Name
Address
City, ST XXXXX

RE: New Mode of Mail Delivery for Builder or Developer Associations

Dear Builder or Developer Association:

The United States Postal Service® is proud to continue its vital role in today's changing mail environment. That role includes responsibility for establishing the method or mode of delivery, the type of mailbox, and location of the mailbox for each street delivery address. Centralized delivery, through the use of Cluster Box Units (CBUs), is our preferred delivery method and box type. These CBU boxes have the advantage of being "package friendly," in that they are designed to accommodate the majority of packages delivered through the U.S. Mail.

Online ordering of merchandise has dramatically increased package volume. Many residential delivery mailboxes in use today are designed on the basis of specifications implemented nearly a century ago and are too small to accommodate contemporary parcel volume. As a result, packages delivered by our carriers often cannot fit into residential mail receptacles and must be redelivered, retrieved at a Post Office™, or left on adjacent doorsteps. This latter option leaves the packages susceptible to weather damage. Centralized delivery minimizes these risks.

The Postal Service™ is directed by statute to provide reliable and efficient service. Centralized delivery fulfills our responsibility for safe, efficient delivery for both the customer and the Postal Service as we move into the 21st Century. *Postal Operations Manual* section 631.2 explains the standards used by local postal managers in determining the mode through which such delivery is to be provided, including type of equipment and location of boxes.

I am available to meet with you or any members of your association in the early planning stages of community development or redesign to ensure that all options are provided to you and that mailboxes are installed in an approved location. Meeting early in the planning process will help avoid potential service problems or disruptions.

As a developer, we believe you will be interested in learning more about centralized mail delivery. To find out more information, contact the growth and delivery point program coordinator at Delivery.Growth@usps.gov.

Sincerely,

Growth Coordinator
Title

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Exhibit 1

Mode of Delivery Agreement

This Agreement outlines the commitments made by the United States Postal Service® (“USPS®” or “Postal Service™”), and by the business/property owner either on its own or by and through its agent, manager, or representative (collectively, “Property Agent”), for establishment or conversion of a delivery mode and for the installation, maintenance, and replacement of a Cluster Box Unit (the “Delivery Equipment”) at the site and delivery points listed below for the property addresses covered by this Agreement (individually, a “Property” and collectively, the “Properties”). This Agreement is entered into voluntarily by the parties and is for a permanent establishment of or change in the mode of delivery.

1. General Information

District	
Area	
Postal Service Representative	
Property Management Company	
Management Representative	
Primary Address of Location and Addresses Covered by this Agreement	
City, State, Zip Code	
Range of Possible Deliveries (Start-End)	
Number of Possible Deliveries Converted	
Route #	

2. Commercial Property (if residential, leave blank and proceed to Section 3)

This project is: **New Construction** _____ **Renovation** _____

Estimated 1st Occupancy Date: _____ 10% Occupancy: _____

Completion: _____

Delivery options will be explained by a Postal Service representative.

Type of Project	Deliveries	Equipment-Type / #	Pad size
Office Bldg. (_ Floors)			
Shopping Mall			
Strip Mall			
Other			

Additional Comments:

Postal Service shall:

- Label all keys and the insides of the Delivery Equipment by suite numbers.
- Provide a key directory for distribution to tenants.
- Provide a letter of introduction and instruction "How to Use the CBU and Parcel Lockers."

3. Residential Property (if commercial, leave blank and proceed to Section 4)

Type of Project	Deliveries Equipment-Type #	Pad size
Apartment complex (walk)		
Apartment complex (other)		
Mobile Homes		
Townhouses		
Condos		
Single family homes		
Other		

Additional Comments:

- Customer signatures must be obtained prior to a conversion.
 - In single-family housing areas (including manufactured housing and mobile homes) where the residences and lots are owned, each owner must agree to the conversion in writing. Owners who do not agree must be allowed to retain their current mode of delivery.
 - If an owners' association or developer represents the community, it may be able to direct the mode of delivery for the community.
 - In rental areas, such as apartment complexes and mobile home parks, the owner or manager may be able to approve a conversion.
- When a residence is sold, the prior mode of delivery cannot be changed before the new resident relocates. The existing mode of delivery must be retained absent an agreement otherwise.

4. Equipment Provided and Installation Requirement

Equipment (Enter # Of Pieces)

type I	Type II	TType III	Type IV	Type V	Type VI	Total

Comments:

Date of Installation: _____

Circle the Responsible Party

Property Agent	USPS	Shall pay for every cost associated with the purchase of the Delivery Equipment.
Property Agent	USPS	Shall pay for every cost associated with the issuance of keys to occupants.
Property Agent	USPS	Shall pay for every cost associated with the changing of locks to the Delivery Equipment.

Location and installation of all Delivery Equipment must be approved by a Postal Service representative to confirm ready and reasonable access to the Delivery Equipment, as well as compliance with any applicable federal laws. See attached site map of complex, for pad(s) location and box configuration onto pad(s). This notice will serve as an Agreement/Letter of Consent between the Postal Service and the Property Agent for the placement of Delivery Equipment at the agreed upon location(s) indicated on the plot map. Property Agent accepts the Delivery Equipment pursuant to the Bill of Sale in Section 5 below.

5. Bill of Sale

- a. In consideration for the agreement by Property Agent to consent to centralized delivery, or to modify the mode of delivery to centralized delivery, for the address(es) described in this Agreement, USPS does hereby sell, convey, transfer, and deliver to Property Agent the following personal property:

The Delivery Equipment and any fixtures to attach that Delivery Equipment to the property of the Property Agent (collectively, the "Personal Property"), subject, however, to USPS's right to uninstall Delivery Equipment in the event that the installation and use of the Delivery Equipment on the property of the Property Agent violates any laws, rules, regulations or ordinances applicable to USPS.

- b. USPS warrants that USPS is the legal owner of the Personal Property and that the Personal Property is free of all liens and encumbrances.
- c. Except as set forth in item b. immediately above, the Personal Property is transferred in "as is" condition without representations or warranties of any kind, expressed or implied, of merchantability, fitness for a particular purpose, condition, design operation, capacity or otherwise.
- d. The Personal Property shall be delivered to Property Agent on the Date of Installation agreed upon in this Agreement.
- e. This Bill of Sale shall be governed by and construed in accordance with Federal law.
- f. This Bill of Sale shall bind and inure to the benefit of Property Agent and USPS and their respective successors and assigns.

6. Installation and Maintenance

- a. Property Agent shall pay for every cost associated with the installation of the Delivery Equipment.
- b. Property Agent shall pay for every cost associated with the current and future maintenance and replacement of the Delivery Equipment, except in the limited circumstances regarding keys and locks if the Responsible Party is noted as USPS in Section 4 above.
- c. The builder/developer of the Properties covered by this Agreement shall not be responsible or liable for maintenance of the Delivery Equipment. Such maintenance shall be the responsibility of the homeowners association (HOA), the Property Agent, the homeowners, or the Postal Service, as may be indicated in this Agreement or any related agreement.

7. General Terms and Conditions

Binding on Successors and Assigns. Property Agent, on behalf of itself and each and every owner of the Properties, understands and agrees that this Agreement binds and shall inure to the benefit of Property Agent and to each and every owner of the Properties covered by this Agreement and their respective successors and assigns, agents, employees, servants, tenants, occupants. All parties hereto agree that the owner of each Property shall

include this Agreement in any document transferring rights in the Property to any successor in ownership for that Property. This Agreement and any obligation for future maintenance and replacement of the Delivery Equipment contained herein shall survive any expiration, termination or modification of this Agreement. Property Agent represents that it is or acts on behalf of (a) the only person or entity with an interest in the Property; and (b) the only person or entity with authority to enter into this Agreement and bind owner(s) to the terms and conditions set forth herein; and (c) it has the legal capacity to execute this Agreement, including but not limited to, in the case of a Property Agent that is an individual, being of sound mind, being capable of understanding the language of this Agreement, and being of the age of majority.

Notice. Any notice hereunder shall be given in writing to the party for whom it is intended to the following addresses or such future addresses as may be designated in writing:

Property Agent: Notice will be sent to the address provided for registration above.

United States Postal Service: Notice should be provided to [provide USPS contact information.

No Waiver. If either the Property Agent or USPS shall overlook, excuse, condone or suffer any default, breach, non-observance, improper compliance or non-compliance by the other of any obligation hereunder, this shall not operate as a waiver of such obligation in respect of any continuing or subsequent default, breach, or non-observance, and no such waiver shall be implied but shall only be effective if expressed in writing.

Integration. This Agreement constitutes the full and complete agreement between the parties and supersedes any and all prior representations, promises, and/or understandings pertaining to the subject matter hereof. No modifications to this Agreement are binding unless made in writing and signed by the parties.

Severability. Should any provision or provisions of this Agreement be illegal or not enforceable, it or they shall be considered separate and severable from this Agreement and its remaining provisions shall remain in force and be binding upon the parties hereto as though the said provision or provisions had never been included.

Interpretation, Construction, Choice of Law. This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the Parties hereto. This Agreement shall be governed by the Federal laws of the United States.

Claims and Disputes. This Agreement, and any dispute arising hereunder, is subject to the Contract Disputes Act of 1978 (41 U.S.C. §§ 7101-7109).

Attachments. In the event that one or more Attachments are intended to be included with this Agreement, then any such Attachments appended hereto are made a part of this Agreement and are incorporated herein by this reference.

By signing below, the parties agree to be bound by the terms and conditions of this Agreement, its Bill of Sale, and any applicable attachments as determined below and attached hereto.

Attachments (circle if applicable): USPS-MOD-A1 USPS-MOD-A2

(type name/title)
USPS Signature and Date

(type name/title)
Property Agent Signature and Date

(type name/title)
District Manager Signature and Date

(type name/title)
Area Vice President Signature and Date