



## Request for Application

# PORT SECURITY SECTOR DELAWARE BAY MASS CARE RESPONSE UNIT, MASS PATIENT EVACUATION VEHICLES, PATIENT MOVING EQUIPMENT, PPE AND PLANNING/TRAINING Delaware Bay Sector New Jersey

## I. Purpose

The purpose of this Grant is to support the development of an Emergency Medical Service (EMS) response capability for Port Security Response Sector Delaware Bay with the New Jersey Emergency Medical Services Task Force (NJEMSTF). The geographical area includes the ten (10) counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean and Salem Counties. The area in Mercer County is below Hamilton Township and the area in Monmouth is south of Long Branch. The goal is to place a Mass Care Response Unit (MCRU), Mass Patient Evacuation Vehicles, Patient Moving Equipment and Personal Protective Equipment (PPE) in the Sector Delaware Bay region. Additionally, this funding may provide for planning/training initiatives in this region. The funding for this grant was provided by a Federal Fiscal Year (FFY) 2007 Port Security Grant for Sector Delaware Bay by FEMA.

The above equipment **MUST** be available by the Host Agency for regular mutual aid to support the municipalities within the Host Agency's county, other New Jersey counties, as well as fill the need for large-scale state, interstate or intrastate, EMAC responses or as may be deemed necessary by the Captain of the Port.

## II. Background

The New Jersey Department of Health and Senior Services (DHSS), Division of Public Health Infrastructure, Laboratories and Emergency Preparedness, Office of Emergency Medical Services, is the State Coordinating Agency for the NJEMSTF.

The NJEMSTF provides a scalable, flexible method of employing personnel, plans, and equipment to respond within an "all hazards" approach to preplanned and emergency events.

The NJEMSTF utilizes MCRUs, Mass Patient Evacuation Vehicles, Patient Moving Equipment and Trailers to provide multi-casualty/mass care capabilities to all of the public health regions of the State. The MCRU meets Port Security/Sector Delaware Bay target Response Gap capabilities – Medical and EMS Surge Resources # 20 – 6.4.1.20. Additionally, the NJEMSTF utilizes PPE to ensure protection from all hazards should units be deployed to an event. The Task Force and its associated equipment address Priority Area 3, Critical Benchmark 3, as well as, the Triage and Pre-hospital Treatment, Medical Surge and Mass Care target capabilities specified in the Department of Homeland Security Target Capabilities List.

These mobile mass care platforms are designed to reduce morbidity and mortality through appropriate triage, incident management, and coordinated pre-hospital treatment due to a maritime, natural or Chemical Biological Radiological Nuclear Explosive (CBRNE) event.

The specifications for the purchase of the above equipment **MUST** be based on specifications of equipment previously purchased by the NJEMSTF. This ensures compatibility across the state should a response be needed. Construction of the MCRU **MUST** be similar in construction to the other four (4) MCRUs previously purchased and currently utilized by the NJEMSTF. This RFA provides guidance on the specifications for the MCRU, the Mass Patient Vehicles, Patient Moving Equipment and PPE in Attachments A, B, C and D, respectively.

### **III. Eligible Applicants**

The grant will be awarded to a “Host Agency” in the Port Security/Sector Delaware Bay. These counties include Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean and Salem.

The Host Agency shall be a Licensed New Jersey Mobile Intensive Care Provider with Certificate of Need responsibilities or a New Jersey EMS Provider with written agreements for pharmaceutical procurement and oversight, bio-telemetry maintenance support, and medical supervision by a New Jersey Mobile Intensive Care Provider with Certificate of Need responsibilities within applicant’s county. The EMS Agency must be a **current active** participant in the NJEMSTF, directly or through agreement, have adequate secure, weather controlled space to house vehicles and equipment, and have sufficient EMS staffing resources to rapidly staff and respond as requested. *The Host Agency may not be debarred from receiving federal funds.*

The Host Agency will also be responsible for assuring, directly or through agreement with the EMS Agency, the deployment, on-going registration, insurance, fuel, maintenance and repair of the vehicle and equipment.

The Host Agency may enter into a mutual agreement with any municipal or county governmental agency to make application.

In the event the Host Agency enters into an agreement with a municipal or county governmental agency, the governmental agency shall be responsible for the ongoing registration, insurance, fuel, maintenance and repair of the vehicle and equipment.

**Any sub-grant to an EMS agency by a governmental agency must be approved by NJDHSS and the Maritime Port Security Grant Program Fiduciary Agent (Maritime Exchange for the Delaware River & Bay).**

The DHSS will give preference to EMS Agencies (this list is not in order of priority):

- Located in the geographical areas outlined in the Port Security Grant/Sector Delaware Bay. Consideration will also be given to the vulnerability assessment, Maritime Security Risk Analysis Model (MSRAM) conducted by the US Coast Guard - Captain of the Port;
- Active EMS Agency Member of the NJEMSTF;
- Licensed New Jersey Mobile Intensive Care Provider;
- Licensed Emergency Medical Service Basic Life Support Provider;

- Existing EMS Specialized Operations Group;
- Demonstrates experience with Maritime/EMSTF emergency preparedness, planning and response;
- Demonstrates ability to quickly staff and deploy the Maritime/EMSTF asset;
- Demonstrates directly or through agreement, have adequate secure, weather controlled space to house the vehicle and equipment;
- Demonstrates the intent to collaborate with one another in the acquisition and long term support of the Maritime and EMSTF MCRU/Equipment;
- Agrees to participate and support regional Maritime and EMSTF planning, training and exercising involving the MCRU and equipment within the area outlined by Port Security Grant/Sector Delaware Bay;
- Agrees to respond to intrastate mutual aid requests;
- Agrees to respond to interstate mutual aid requests via the Emergency Management Assistance Compact (EMAC);
- Agrees to respond to Maritime/ EMSTF planning, training, exercise, response and recovery events.
- Agrees to sign a Letter of Agreement between the Maritime Response Agencies, Federal Agencies, Governmental Agencies, Hospitals and EMS and EMSTF Agencies as appropriate.

#### **IV. Availability of Funds**

The funds available for this grant shall be awarded to the host agency. The host agency shall purchase, consistent with state and federal procurement requirements, the vehicle and equipment in accordance with the specifications that were previously awarded. The amount of the award shall not exceed **\$1,600,000 (\$1,200,000 FEMA grant and \$400,000 matching by NJDHSS)**. These monies shall be used to purchase a Mass Care Response Unit (MCRU), Mass Patient Evacuation Vehicles, Patient Moving Equipment and Personal Protective Equipment (PPE) in the Sector Delaware Bay region. Additionally, this funding may provide for planning/training and equipment.

This is a reimbursement grant with a 75% Federal and 25% State share. Grantee shall submit vouchers (including supporting invoices) to the NJDHSS, who in turn submits the voucher and invoices to Maritime Exchange (Delaware River). The Maritime Exchange then submits the voucher to FEMA and 75% federal reimbursement is then sent to NJDHSS. NJDHSS then submits payment of the Grantee in the form of 75% federal and 25% state share.

## **V. Operational Concept**

The primary objective of this Port Security/Sector Delaware Bay grant is to continue the standardized and interoperable characteristics of the NJEMSTF statewide. It is imperative that vehicles and equipment purchased **MUST** be configured, maintained, and operated in the same manner statewide.

## **VI. Use of Equipment**

Vehicles, equipment and PPE shall be used to:

- Respond to maritime events in Port Security/Sector Delaware Bay incidents, training and exercises;
- Respond to local, county, intrastate and interstate incidents, as appropriate;
- Provide support to local, county, intrastate and interstate pre-planned mass gatherings and large scale events;
- Provide support to local, county, intrastate and interstate pre-planned Emergency Management, and Maritime EMS exercises;
- Promote the NJEMSTF at Port Security/Sector Delaware Bay planning, training, and conference events;
- Provide local support by the Host Agency in the normal course of its business activities when not required by the Port Security/Sector Delaware Bay and EMSTF.
- If the host agency fails to meet the intent of the requirements of this grant for which it was intended, the host agency will return the vehicle and equipment to the State of New Jersey accompanied with the appropriate title release, within 30 days **for reassignment** in the region. The State shall then have the option to offer the equipment to another host agency.

## **VII. Application Timeline and Deadlines:**

Applicants must file an application with the NJDHSS on the State of New Jersey SAGE system at [www.sage.nj.gov](http://www.sage.nj.gov).

The following is the list of dates that will affect the grant process:

**August 18, 2011 - RFA posting will be sent to eligible applicants.**

**August 25, 2011 – Sage system will be open to accept respective applications.**

**September 23, 2011 – Application must be received on the Sage System no later than 11:59pm. Applications that do not meet the criteria above will not be considered.**

**November 1, 2011 – Grant Award will be made to the selected grantee.**

**October 31, 2012 – Performance period end date.**

Completed Application proposals must be submitted through NJDHSS System for Administering Grants Electronically (SAGE) System no later than September 23, 2011 at 11:59 pm for a grant award beginning on November 1, 2011. **Hard copies of applications will not be accepted.** Because this is a competitive RFA, late applications will not be accepted.

**Each applicant must identify an Agency Administrator and Agency Staff for access to this system and then initiate an application. However, if you have previously applied in SAGE, please do not reapply. Your organization information would have already been established.**

**Instructions on how to register and apply and tutorials are available on NJDHSS SAGE web site [www.sage.nj.gov](http://www.sage.nj.gov).**

The “Forms Section” is where the majority of the work in an application must be completed. For some pages of the application, form fields will require you to supply additional information in the form of a file upload.

Not all of the “Required” Attachments in SAGE are necessary for this grant. But PHILEP does require specific documents and will not approve an application without the following:

- Organizational Chart (Pertaining to grant-funded staff)
- Proof of Indirect (Only as applicable)
- Staff Resumes
- Salary Policy
- Travel Policy
- Lease Agreements (as Applicable)
- Estimates for Equipment
- Consultant/Professional Service Agreements:

*Special Note* – For Schedule B Consultant Services Costs:

Grantee must attach copies of fully-executed professional service agreements for all consultants either partially or totally funded through this grant at the time of application. If these agreements have not yet been signed, then grant funds must first be placed in Reserve and will not be moved into the Consultant/Professional Services line until a formal budget revision request is received and approved. Such budget revision requests will not be entertained without a signed professional service agreement.

Applications are to include:

- A cover letter signed by the Host Agency, Chief Administrative Officer of the EMS Agency and the President/CEO of the Mobile Intensive Care Hospital.
- If the applicant is a municipal or county governmental agency, then a letter from the municipal or county Administrator must accompany the application.

- A narrative demonstrating:
  - o An understanding of the NJEMSTF concept
  - o How the requirements of the award will be met
  - o How the EMS Agency will support the MCRU, Mass Patient Evacuation Vehicle and PME
  - o History of participation in and support of regional planning, training and exercising
  - o Activities/events previously supported as an active EMSTF agency
- A proposed work plan with a timetable for the ordering, receipt, providing equipment, demonstration/training of personnel, etc. Grantee shall demonstrate a plan to provide training for other EMS agencies in the region with regard to the operations of the vehicle.
- Point of contact information for all phases of development and implementation.

Applications may include letters of recommendation from other allied emergency services agencies to include, other EMS agencies, Healthcare Facilities, Fire Agencies, other Emergency Services Associations, or Municipal/County Offices of Emergency Management.

### **VIII. Evaluation Criteria**

Applications will be reviewed and evaluated on their individual merit.

Awards will be based on the following criteria and scoring:

- Located in the Geographical Areas outline in the Port Security Grant/Sector Delaware Bay, Hazard Vulnerability Assessment (MSRAM) conducted by the Captain of the Port, population density population and regional risk factors. Should also include equipment already assigned to the area (5 Points);
- Active EMS Agency Member of the NJEMSTF (15 Points);
- Licensed New Jersey Mobile Intensive Care Provider  
or
- Emergency Medical Service Basic Life Support Provider (10 Points);
- Demonstrates EMS Specialized Operations Experience (10 Points);
- Demonstrated history of participation in and support of regional planning, training and exercising (15 Points);
- Demonstrates ability to quickly staff and deploy the asset, including number of EMSTF members with host agency (15 Points);
- Demonstrates directly or through agreement, have adequate secure, weather controlled space to house the vehicle and equipment (15 Points);
- Demonstrates support through letters of recommendation from other allied emergency services agencies to include, other EMS agencies, healthcare facilities, fire agencies, other emergency services associations, or municipal/county Office of Emergency Management. (15 Points);

**PLEASE NOTE:**

Other reports pertaining to specific activities may be required and shall be submitted as requested. These reports may include mileage reports and vehicle maintenance and any other Federal Requirements imposed by FEMA.

**IX. Additional Assistance**

To obtain general and technical assistance on this grant announcement, contact:

Terry Clancy, PhD  
NJ EMS Task Force Coordinator  
New Jersey Department of Health & Senior Services  
609-633-7777  
[Terry.Clancy@doh.state.nj.us](mailto:Terry.Clancy@doh.state.nj.us)

**X. Other Requirements**

Progress and expenditure reports addressing work plan activities to be submitted are located in the SAGE System:

- Progress Reports are due thirty (30) days after the end of each project period quarter.
- Expenditure Reports and Payment Invoices are due at the end of each quarter based on advanced payment schedules.
- A narrative of the Final Summary Report on the agency's activities under the grant and a Final Expenditure Report are due sixty (60) days after the end of the budget period.

It is the grantee's responsibility to ensure the completion and submission of these reports.

**PLEASE NOTE:** The instructions for the completion of "Application for Grant Funds" have been revised. It is important that you read these instructions, particularly the section that deals with the "Statement of Local Government Public Health Partnership".

Other reports pertaining to specific activities may be required and shall be submitted as requested.

**Application must include signed Federal Documents as seen in Attachment E.**

**XI. Address for Submission:**

**All applications will be submitted through the New Jersey Sage System. The grants management official will be Ray Brinson. He may be contacted at:**

[Ray.Brinson@doh.state.nj.us](mailto:Ray.Brinson@doh.state.nj.us)

## **XII. Attachments:**

### **A – Specifications of the MCRU construction and Equipment List**

The MCRU increases response capability during a mass casualty incident in which medical equipment and supply caches for 100 patients can be expeditiously deployed.

*Note: Specifications and guidance will be provided by the Department when RFA is awarded. The MCRU shall comply with current specifications that are defined by the NJEMESTF to ensure compatibility with other NJEMESTF vehicles and equipment throughout New Jersey. Applicants with specific questions regarding these specifications may contact Terry Clancy via above.*

### **B – Specifications for Mass Patient Evacuation Vehicles (Bus)**

Provides basic medical support, evacuation, and transportation services and can be used to import personnel and/or equipment and supplies into areas of need.

*Note: Specifications and guidance will be provided by the Department when RFA is awarded. The Mass Patient Evacuation Vehicle shall comply with current specifications that are defined by the NJEMESTF to ensure compatibility with other NJEMESTF vehicles and equipment throughout New Jersey. Applicants with specific questions regarding these specifications may contact Terry Clancy via above.*

### **C – Specifications for Patient Moving Equipment**

#### *Chassis and Cab Standard Features*

- Polaris Ranger 6 x 6 Chassis – Modified
- 40 HP, Up to 40 MPH
- On Demand Six Wheel Drive
- Cab – FOPS/ROPS w/ Windshield and Steel Doors
- Mirrors – Lt & Rt & Rear View
- Backup Alarm
- Deep Cycle Battery, On Board Charger, Manual Shoreline
- Skirting – Alum Tread Plate w/ Rear Step Bumper
- Switch Panel – Four Position
- Turn Signals
- A/C Heater – Generator
- Heat Control Package – Cab/Engine
- Painted Hood, A/C Cover, Black Dash
- Power Steering
- Siren and Speaker
- Tailpipe
- Underbody Storage Compartments
- All aluminum wheels -6
- Carlisle off road tires -6

### *Patient Compartment Standard Features*

- All Aluminum Construction
- Heavy Duty Extruded Frame
- Painted Interior – Zolatone Finish
- Painted Exterior – White Standard
- Bench Seat – 60” w/ Seat Belts, Seat Pads, Built in Storage
- Cot Mounting System
- Door – Aluminum Rear Rollup w/Lexan Window Slots
- Grab Handles – Interior (1) Entry Door and (1) Ceiling
- Grab Handles – (2) 30” Exterior Aluminum
- Windows – Tinted Auto Safety Glass w/ Slide Screen
- Insulation – Vinyl Covered Headliner Panel
- Insulation – Vinyl Covered Interior Wall Panels
- IV Holder – Rubber Style
- Outlet – 12 Volt Auxiliary
- ALS Cabinets Package – Upper & Lower
- Backboard Mounting Brackets
- Door – Side Access To Bench Storage

### *Lighting Standard Features*

- Headlights
- Fluorescent Dome Lights – (1) in Cab, (2) in Patient Compartment
- Tail Lights
- Rear Scene/Load Light
- Turn Signals
- Whelen TIR3 LED Emergency Lights – (1) Each Side, (2) Rear
- Whelen 30” Dominator Super LED Light Bar w/ AC

*Note: Further specifications and guidance will be provided by the Department when RFA is awarded.*

### **D – Specifications for Personal Protective Equipment (PPE)**

The following "PPE" will be for NJ EMS Task Force personnel and assigned by TF leadership:

- Highway traffic safety vests
- Morning Pride turnout gear with Hazmat CBRNE, USAR, and technical rescue standards built in to match existing gear. The gear will have a NJ EMS Task Force patch on the left sleeve. The right sleeve will have a Velcro patch that will be interchangeable from NJ EMT and NJ MICP. The rear of the jacket will be labeled "NJ EMS Task Force".
- The gear will also include CBRNE safety boots, gloves, 511 TDU wear, helmets with goggles, respirator, and storage bags for the above.

*Note: Further specifications and guidance will be provided by the Department when RFA is awarded.*

**E – Federal Documents required by Grant**

**Please see attached and complete the Standard Assurance and Certifications Regarding Lobbying; Department, Suspension and other Responsibility Matters**

# MARITIME EXCHANGE

for the Delaware River and Bay

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Project Name

Project Number

Grant Year

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**  
**(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a):

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Grantee Name

Grantee Address

City

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Project Name

Project Number

Grant Year

Name and Title of Authorized Representative

*Name*

*Title*

Signature of  
Authorized  
Representative

Date Signed

# MARITIME EXCHANGE

for the Delaware River and Bay

## STANDARD ASSURANCES

Project Name

Project Number

Grant Year

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity:

- a. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.

Grantee Name

Grantee Address

City

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ZIP

Project Name

Project Number

Grant Year

Name and Title of Authorized Representative

*Name*

*Title*

Signature of  
Authorized  
Representative

Date Signed