**Newton County, Texas**

**Request for Proposals – RFP # 2022-01**

**Hazard Mitigation Grant Program (HMGP)**

**DR-4485 COVID-19 Pandemic**

**Application Development, Project Management, and Grant Administration,**

Newton County is seeking Request for Proposals (RFP) from qualified firms to conduct grant application development, project management, grant administration, apply for funding for Hazard Mitigation Grant Program (HMGP) DR-4485 COVID-19 Pandemic projects. At a minimum, grant application elements will involve preparation of all state and federal application materials, benefit cost analysis, schedule and budget development and project implementation. Project management elements will include direction, supervision, and assistance for any contractors and grant administration assistance including quarterly reports and tracking.

**I.Scope of Work**

1. **Scope of Work/Nature of Services.** The non-exclusive grant application and administration services contract will encompass all grant application and administration services to the County under TDEM’s HMGP for COVID-19 Pandemic, including but not limited to the following services:
   1. **Pre-Award Services.** The selected grant administrator(s) will develop project scope and complete the HMGP application. The selected grant administrator(s) will work with the County and its Engineer(s), if applicable, to provide the concise information needed for submission of complete funding application and related documents. The required information shall be submitted in a format to be determined by FEMA/TDEM.
   2. **Post-Award Services.** Grant administrator(s) will provide services necessary to complete infrastructure, utilities, and any eligible projects approved for HMGP funding. The selected grant administrator(s) must follow all requirements of the HMGP program along with any, and all, FEMA/TDEM policies, rules and regulations. Each Respondent is to specify actual services to be performed under each of these categories.
   3. Administrative Duties
   4. Contract/Program Management
   5. Acquisition Duties
   6. Environmental Services

### II.PROPOSAL FOR SERVICES

1. **Intent.** The County is seeking to contract with competent professional administration/management grant administrators (“Respondent” or “Respondents”) experienced in grant application and administration. Specifically, the County is seeking services from those Respondents with the following qualifications:
   1. Related experience in applying for and managing grants sponsored by state and federal agencies to fund local public works construction and improvement projects related to hazards caused by hurricane and tropical storm related events, including damages caused by flooding. The County will place its emphasis on those Respondents with specific and recent experience applying for, and administering, grants awarded for the same or similar purposes, and
   2. Related experience/background with similar hazard mitigation programs and projects.
2. **Cost Proposal.** In its proposal, each Respondent shall provide a cost proposal to accomplish the scope of work outlined in this solicitation and for any additional services required. The final grant funding amount is yet to be determined and any grant administrator’s contract award is contingent upon funding of the HMGP grant by and through FEMA/TDEM. Respondent’s proposal must include all costs that are necessary to successfully complete these activities. Respondents may submit proposals for any or all contemplated activities. Please note that the lowest/best bid will not be used as the sole basis for awarding a contract.

**III. EVALUATION CRITERIA**

1. **Scoring.** The proposal received will be evaluated and ranked according to criteria and using a scoring system as reflected in the attached rating sheet (**Attachment B**):

|  |  |
| --- | --- |
| **Criteria** | **Max. Pts.** |
| Experience | 40 |
| Work Performance | 40 |
| Capacity to Perform | 15 |
| Proposed Cost | 5 |

### Total 100

1. **Factors.** The County will review and evaluate each Respondent’s proposal, including qualifications and capacity to perform. The County shall then select the most qualified Respondent(s).

### IV. SUBMISSION REQUIREMENTS

1. **Proposal**. Each Respondent shall submit a proposal demonstrating competence and expertise in the areas outlined in this solicitation. The proposal shall include a detailed cost of services. Proposals shall be limited to not more than twenty (20) pages, exclusive of required attachments.
2. **Insurance.** Each Respondent must include a copy of Respondent’s current certificate of insurance for professional liability.
3. **System for Award Management.** Respondent must include a certification that the Respondent is not debarred or suspended from the Excluded Parties List System (“EPLS”) in the System for Award Management (“SAM”) (**Attachment C**). Respondent must include verification that the Respondent, as well as the Respondent’s key employees, are not listed (are not debarred) through the SAM as indicated on the website *https://sam.gov/SAM/*. Each Respondent must enclose a printed copy of the search results (including the record date).
4. **Affidavit of Non-Collusion.** Respondent must complete and include the Affidavit of Non- Collusion (**Attachment D**).
5. **Form CIQ.** Each Respondent (and/or any key employee of Respondent) seeking to contract with a local government entity must disclose the Respondent’s (and/or any key employee of Respondent) employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. *See*, Chapter 176, TEX. GOV’T CODE. Accordingly, each Respondent (and/or any key employee of Respondent) must complete and attach Form CIQ, a copy of which is included in this RFP (**Attachment E**).
6. **Certification Regarding Lobbying.** A Certification for Contracts, Grants, Loans, and Cooperative Agreements (**Attachment F**) is included in the RFP and must be included in each Respondent’s submittal.
7. **Disclosure of Lobbying Activities.** Each Respondent must complete a Disclosure of Lobbying Activities (**Attachment G**) of the Respondent, and its key employees.
8. **Form 1295.** Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the County will require the completion of Form 1295 “Certificate of Interested Parties.” *See*, TEX. GOV’T CODE §2252.908. Each Respondent that is awarded a contract must complete and submit Form 1295 at the same time as the Respondent submits a signed contract. A copy of Form 1295 is included in this RFP for the convenience of each Respondent (**Attachment H**).
9. **FEMA Mandated Contract Provisions.** All contracts between the County and a Respondent must include the federally mandated FEMA contract clauses (**Attachment I**).

**V. DISADVANTAGED BUSINESSES**

1. **Disadvantaged Businesses Encouraged to Participate.** The County is committed to contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
2. **Affirmative Steps Required.** Where a Respondent that is awarded a contract and intends to use subcontractors, the Respondent must take the following affirmative steps:
   1. Place qualified small and minority businesses and women's business enterprises on solicitation lists.
   2. Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
   3. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
   4. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
   5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the

U.S. Department of Commerce as well as other state and local resources for sourcing disadvantaged enterprises.

1. **Disadvantaged Enterprises.** The County encourages Section 3 residents, minority business enterprises, small business enterprises, women business enterprises, and labor surplus area firms are encouraged to submit statements of qualification in response to this RFP.

**VI. DEADLINE FOR SUBMISSION**

1. **Deadline/Number of Copies.** Proposals must be **received** in the County Clerk’s Office no later than **January 19, 2022 by 4:00 p.m.** It is the responsibility of the Respondent to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether the delay was outside the control of the Respondent. Please submit one (1) original and four (4) copies to the following address:

Ms. Sandra Duckworth

County Clerk, Newton County

115 Court Street

PO Box 454

Newton, TX 75966

1. **Project Contact Person.** Any and all questions or requests for additional information shall be directed to Elizabeth Holloway, by email [Elizabeth.holloway@co.newton.tx.us](mailto:Elizabeth.holloway@co.newton.tx.us) and such email must include “RFP 2022-01-HMGP DR-4485 COVID-19 Pandemic Grant” in the subject heading thereof. All questions or requests must be submitted **no later than January 14, 2022**. The County will attempt to provide a response to such inquiry within three (3) business days.

### Attachment A

**SCOPE OF GRANT APPLICATION AND ADMINISTRATION SERVICES**

1. **Description of Services and Special Conditions.** Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in- house with existing staff or through subcontracting or partnership arrangements. Grant administration services will be provided in conformance with the guidance documents and use forms provided to the County regarding the HMGP. Respondents shall furnish pre- funding and post-funding grant application and administration services to complete the disaster recovery projects, including, but not limited to the following:
   1. **Pre-Award Services.** Grant administrators will develop project scope and complete the HMGP application, if applicable. The provider will work with the County and its Engineer(s), if applicable, to provide the concise information needed for submission of complete application and supporting documents. The required information shall be submitted in a format to be described by FEMA/TDEM; and,
   2. **Post-Award Services.** Grant administrators will manage and complete infrastructure, utilities, and eligible projects approved for disaster recovery funding. The selected administrative firm must follow all requirements of the HMGP program.

### Grant Administration Services – General.

* 1. Administrative Duties. Coordinate, as necessary, between County and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractors, subcontractors and FEMA/TDEM to effectuate the services requested.
  2. May assist in public hearings.
  3. Will work with FEMA/TDEM's system of record.
  4. Provide monthly project status updates.
  5. Funding release will be based on deliverables identified in the contract.
  6. Labor and procurement duties:
     1. Provide all labor standards officer (LSO) services,
     2. Ensure compliance with all relevant labor standards regulations,
     3. Ensure compliance with procurement regulations and policies, and
     4. Maintain document files to support compliance.
  7. Financial duties:
     1. Prepare and submit all required reports (section 3, financial

interest, etc.).

* + 1. Implementation and coordination of Section 504 requirements.
    2. Program compliance.
    3. Ensure that fraud prevention and abuse practices are in place and being implemented.
    4. Assist County with preparing and submitting all closeout

documents.

* + 1. Submit all invoices no later than sixty (60) days after the expiration of the contract. All outstanding funds may be swept after sixty (60) days. The provider may request an extension of this requirement in writing.
    2. Assist in preparation of contract revisions and supporting documents including but not limited to amendments/modifications and change orders.
  1. Construction Management:
     1. The provider will assist the County in submitting/setting up project applications in FEMA/TDEM’s system of record.
     2. The provider may compile and collate complete contract/procurement packages that meet FEMA/TDEM program requirements. The packages will contain supporting documentation that meets or exceeds the HMGP requirements. If applications do not have the necessary forms, the provider may assist the County by acquiring the necessary documentation.
     3. The provider may monitor, report, and evaluate contractor's performance; notify the County if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
     4. The provider will assist the County with project activity

draws/close out.

* + 1. The provider may assist the County by submitting all the necessary documentation for draws and to close a project activity in FEMA/TDEMS’s system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet HMGP requirements for draw requests. If applications do not have the necessary forms, the provider may assist the County by acquiring any necessary documentation.
    2. The provider may assist the County in developing architectural and engineering plans with guidance from FEMA/TDEM.
    3. The Provider shall be prepared to assist in any realignment of scope throughout the project, as necessary.

### Grant Administration Services – Infrastructure.

* 1. Administrative Duties:
     1. Ensure program compliance including all HMGP requirements and all parts therein, current Federal Register, etc,
     2. Assist County in establishing and maintaining financial processes,
     3. Obtain and maintain copies of the County’s most current contract including all related change orders, revisions and attachments,
     4. Establish and maintain record keeping systems,
     5. Assist County with resolving monitoring and audit findings,
     6. Serve as monitoring liaison,
     7. Assist County with resolving third party claims,
     8. Report suspected fraud to FEMA/TDEM,
     9. Submit timely responses to FEMA/TDEM requests for additional information,
     10. Complete draw request forms and supporting documents,
     11. Facilitate outreach efforts, application intake, and eligibility review,
     12. Perform any other administrative duty required to complete the underlying project,
     13. Utilize and assist with FEMA/TDEM's system of record to complete milestones, submit documentation, reports, draws, change requests, etc., and
     14. Submit change orders and all required documentation related to any change orders.
  2. Acquisition Duties:
     1. Submit acquisition reports and related documents,
     2. Establish acquisition files (if necessary), and
     3. Complete acquisition activities (if necessary).
  3. Environmental Services:
     1. Assist in development of a detailed scope of services,
     2. Review each project description to ascertain and/or verify the level of environmental review required (ie. Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements),
     3. Prepare, complete and submit HMGP required forms, if any, for environmental review and provide all documentation to support environmental findings,
     4. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance,
     5. Be able to perform or obtain special studies, additional assessments, or permitting necessary to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead•based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.,
     6. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency mandating or ordering further studies and/or comments from public or private entities during public comment period,
     7. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization,
     8. Complete and submit the environmental review into FEMA/TDEM’s system of record,
     9. Make one, or more, site visits to project locations and complete field observation reports necessary to support the success of the underlying projects,
     10. Prepare, and submit for publication, all public notices including, but not limited to, the Notice of Finding of No Significant Impact (FONSI),

Request for Release of Funds, and floodplain/wetland early and final notices in required order and sequence,

* + 1. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43,
    2. Process environmental review and clearance in accordance with NEPA,
    3. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required,
    4. Prepare and submit monthly status reports, and participate in regularly

scheduled progress meetings and public hearings.

**Attachment B**

Grant Administrator Rating Sheet

|  |  |  |
| --- | --- | --- |
| **Grant Recipient:** | **TDEM (HMGP)** | **DR-4485** |
| **Respondent:** | | |
| **Evaluator:** | **Date:** / / 22 | |

**EXPERIENCE:** Rate the Respondent for experience in the following areas:

|  |  |  |
| --- | --- | --- |
| **Factor** | **Max Pts.** | **Score** |
| Related Experience/Background with federally funded projects | 10 |  |
| Related Experience/Background with specific project type (flood mitigation project, acquisition of property, coordination with regulatory agency, etc.) | 10 |  |
| References from current/past clients | 10 |  |
| Familiarity with Region and Demographics | 10 |  |
| **Total Score:** | **40** |  |

**WORK PERFORMANCE:**

|  |  |  |
| --- | --- | --- |
| **Factor** | **Max Pts.** | **Score** |
| Submits requests to client/FEMA/TDEM in a timely manner | 5 |  |
| Responds to client/FEMA/TDEM requests in a timely manner | 5 |  |
| Past client/FEMA/TDEM projects completed on schedule | 10 |  |
| Work product is consistently of high quality with low level of errors | 5 |  |
| Past client/FEMA/TDEM projects have low level of monitoring findings/concerns | 10 |  |
| Manages projects within budgetary constraints | 5 |  |
| **Total Score:** | **40** |  |

**CAPACITY TO PERFORM:**

|  |  |  |
| --- | --- | --- |
| **Factor** | **Max Pts.** | **Score** |
| Qualifications of Professional Administrators/Experience of Staff | 5 |  |
| Quality of Proposal/Work Plan | 5 |  |
| Demonstrated understanding of scope of the HMGP Project | 5 |  |
| **Total Score:** | **15** |  |

**PROPOSED COST:**

|  |  |  |
| --- | --- | --- |
| **Factor** | **Max Pts.** | **Score** |
| Proposed cost within HMGP project delivery and administration fee caps. | 5 |  |
| **Total Score:** | **5** |  |

**TOTAL SCORE:**

|  |  |  |
| --- | --- | --- |
| **Factor** | **Max Pts.** | **Score** |
| Experience | 40 |  |
| Work Performance | 40 |  |
| Capacity to Perform | 15 |  |
| Proposed Cost | 5 |  |
| **Total Score:** | **100** |  |

**Attachment C**



**Attachment D**

**STATE OF TEXAS**

**COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANTI-COLLUSION AFFIDAVIT**

**BEFORE ME,** the undersigned authority, on this day personally appeared known to me to be the person whose name is subscribed to the following, who, upon oath says:

“I am the Manager, Secretary, or other Agent or Officer or the Principal of the Proposer in the matter of the proposal to which this affidavit is attached, and I have full knowledge of the relations of the Proposer with the other firms in this same line of business, and the Proposer is not a member of any trust, pool or combination to control the price of the services in this proposal, or to influence any person to submit a proposal or not to submit a proposal thereon.

I further affirm that the Proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.”

**AFFIANT FURTHER SAYETH NAUGHT**

**AFFIANT**

**SWORN TO AND SUBSCRIBED BEFORE ME** by the above Affiant, who, on oath, states that the facts contained in the above are true and correct, this day of , 2022.

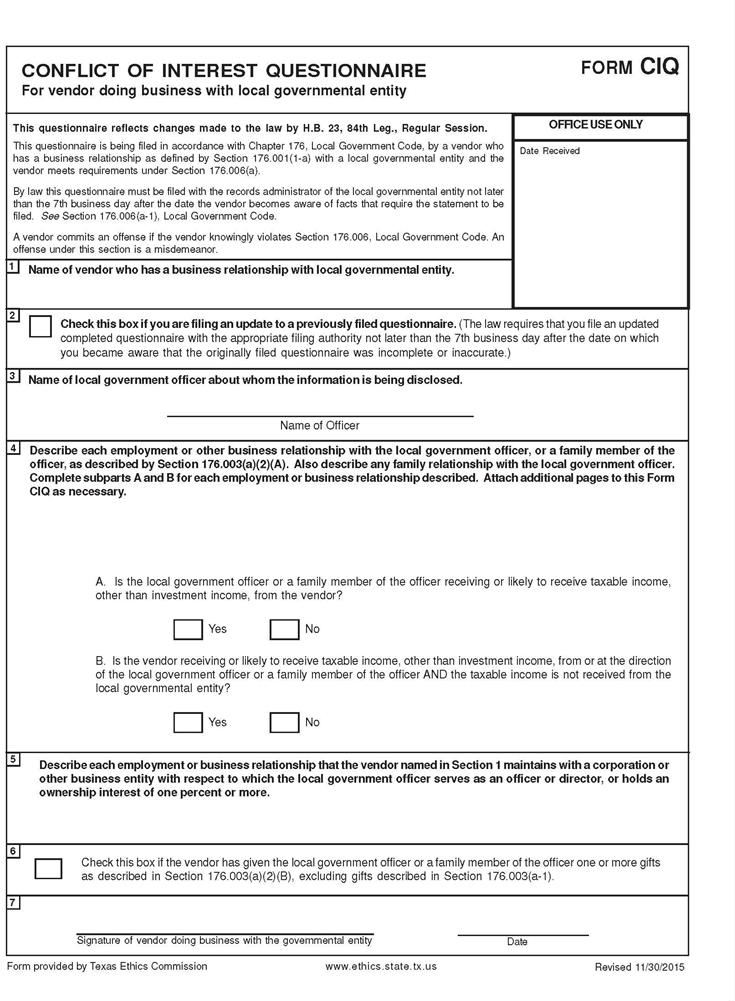
**NOTARY PUBLIC – STATE OF TEXAS**

|  |  |
| --- | --- |
| Proposer: |  |
| Signed By: |  |
| Title: |  |
| Address: |  |
| Phone: |  |
| Fax: |  |
| Email: |  |

### NOTE: PROPOSALS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED

The County of Newton, Texas is an affirmative action/equal opportunity employer. The County does not discriminate based on race, color, national origin, sex, sexual orientation, gender identity, religion, age or handicapped status in employment or the provision of services. section 3 residents, minority business enterprises, small business enterprises, women business enterprises, and labor surplus area firms are encouraged to submit proposals.

**Attachment E**



### 

### Attachment F

**CERTIFICATION REGARDING LOBBYING**

***44 C.F.R. PART 18***

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor, , certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C.Chap.38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

*Signature of Contractor’s Authorized Official Date*

*Name and Title of Contractor’s Authorized Official*

### Attachment G

### Disclosure of Lobbying Activities

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

1. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Approved by OMB 0348-0046

### Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Type of Federal Action:**   a. contract  b. grant   1. cooperative agreement 2. loan 3. loan guarantee 4. loan insurance | 1. **Status of Federal Action:**   a. bid/offer/application  b. initial award  c. post-award | | 1. **Report Type:**   a. initial filing  b. material change |
| **1. Name and Address of Reporting Entity:**  Prime  Subawardee Tier , if Known:  **Congressional District, if known:** | | **2. If Reporting Entity in No. 4 is Subawardee,**  Enter Name and Address of Prime:  **Congressional District, if known:** | |
| **3. Federal Department/Agency:** | | **7. Federal Program Name/Description:**  CFDA Number, *if applicable*: | |
| **8. Federal Action Number,** *if known:* | | **9. Award Amount**, *if known:*  **$** | |
| **10. a. Name and Address of Lobbying Registrant**  *(if individual, last name, first name, MI):* | | **b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):* | |

|  |  |
| --- | --- |
| **11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31**  **U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such**  **failure.** | **Signature: Print Name: Title: \_\_ Telephone No.: Date:** |
| **Federal Use Only** | **Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)** |

**Attachment H**

