

Rural Utilities Service

*Distance Learning and Telemedicine Program
Loan/Combination Loan-Grant Application Guide—Toolkit
Fiscal Year 2004
Forms, Worksheets and Certifications*

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Application Resources & Tips

- **APPLICATION GUIDE:** Please read and follow the *Distance Learning and Telemedicine Program Loan and Combination Loan-Grant Application Guide—Fiscal Year 2004* as you fill out the forms, worksheets and certifications in this Toolkit.
- **AS YOU FILL OUT OR SIGN EACH OF THE TOOLKIT ITEMS,** place them under the tabs of your grant application as explained by the “Putting It All Together” sections of the Loan/Combination Loan-Grant Application Guide.
- **REGULATIONS:** Keep in mind that the Program’s regulations govern the application process. Please refer to them, as they also govern the *Guide* and this Toolkit. The Program’s regulations are part of the Code of Federal Regulations, **7 CFR 1703, Subparts D, E, F and G.** You can find a copy of the regulations at the Distance Learning and Telemedicine (DLT) Branch Web page listed below.
- **CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) Number: 10.855**
- **ONLINE RESOURCES**

DLT Branch Web page	http://www.usda.gov/rus/telecom/dlt/dlt.htm
RUS Telecommunications General Field Representatives	http://www.usda.gov/rus/telecom/staff/gfr-by-state-list.htm
USDA Rural Development State Directors	http://www.rurdev.usda.gov/recd_map.html
State Single Points of Contact (SPOC)—Intergovernmental Review	http://www.whitehouse.gov/omb/grants/spoc.html
Grants.gov Information	http://www.grants.gov
Get a DUNs Number	http://www.grants.gov/RequestaDUNS

- **DLT BRANCH:** (202)720-0413
dltinfo@usda.gov

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Placeholder for SF424 Face Page

(The official version of the SF424 is only available as a PDF document. Please see The PDF version of this toolkit, or its component parts, for a copy)

Attachment 1

**U.S. DEPARTMENT OF AGRICULTURE
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**Placeholder for SF424 Instruction Page
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version of this toolkit, or its component parts, for a copy)**

Attachment 1

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**U.S. DEPARTMENT OF AGRICULTURE
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Summary Worksheet

Please print or type.

Legal Name: _____

Organization Name: _____

Contact Person: _____

Phone Number: _____ Fax Number _____

Web Site (if applicable) _____

Address: _____

Grant Requested	_____
Loan Requested	_____
Other Supplemental Funding	_____
Total Project Cost	_____

This application predominately serves Educational Medical purposes.
(If the project provides both distance learning and telemedicine services, the applicant must identify the predominant use of the system.)

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In the absence of the telecommunications systems proposed in this application, what types of Internet access are available at each site?

<i>Type Of Connection</i>	<i>Toll Local</i>		<i>Maximum information rate (bits/second)</i>
	<i>Toll</i>	<i>Local</i>	
Dial-up modem			
Cable modem			
DSL			
TSPS			
Other			

Characteristics of the system proposed in this application:

	<i>Type of Connection</i>					<i>Information Rate (bits/second)</i>
	<i>twisted pair</i>	<i>co-ax cable</i>	<i>fiber optics</i>	<i>wireless¹</i>	<i>other¹</i>	
Between Project Sites						
Connections To The World						

1. If wireless or other, describe the type of technology e.g. unlicensed spread spectrum, terrestrial 6 GHz point-to-point microwave, etc.

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Rural Calculation Table

Use the following guidelines to determine the rurality of each end-user site.

Rurality Description (Based on 2000 Census Data)	Points Awarded
Exceptionally Rural Area - Any area of the United States not included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 5,000 inhabitants.	45
Rural Area - Any area of the United States included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 5,000 and not in excess of 10,000 inhabitants.	30
Mid-Rural Area - Any area of the United States included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 10,000 and not in excess of 20,000 inhabitants.	15
Urban Area - Any area of the United States included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 20,000 inhabitants.	0

Each end-user site will receive points based on its location in accordance with the above guidelines. If a hub is utilized as an end-user site, the hub will be considered as an end-user site.

<u>End-user Site Location</u>	<u>Rurality</u> (<u>Exceptionally Rural, Rural,</u> <u>Mid-Rural, or Urban</u>)	<u>Points</u>
1.		
2.		
3.		
4.		
5.		
Average score of all end-user sites (Total Points / # of end-user sites)		

Note: This table is representative of the information required and does not restrict the applicant to only 5 sites. For more than 5 sites, make a similar table that will contain all proposed sites.

Attachment 2b

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

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Sample Budget

Description	Unit Cost	Extended Cost	RUS Funds	Other
Hub Site				
Lease or Purchase of Eligible Equipment				
1 Video webcasting/streaming software	\$14,000	\$14,000	\$14,000	\$0
1 ITV network transmission equipment	15,000	15,000	15,000	0
1 Video camera package	25,000	25,000	25,000	0
1 Computer projection panel	3,500	3,500	3,500	0
Instructional Programming				
1 Initial installation and training	30,000	30,000	30,000	0
Site Cost		\$87,500	\$87,500	\$0
End-User Site #1				
Lease or Purchase of Eligible Equipment				
5 ITV video classroom equipment	\$16,000	\$80,000	\$80,000	\$0
2 Webcast stations	12,000	24,000	24,000	0
2 VCRs for classrooms	250	500	500	0
2 32" monitors with connector boxes	1,000	2,000	2,000	0
Site Cost		\$106,500	\$106,500	\$0
End-User Site #2				
Lease or Purchase of Eligible Equipment				
6 ITV video classroom equipment	\$16,000	\$96,000	\$96,000	\$0
2 Webcast stations	12,000	24,000	24,000	0
2 VCRs for classrooms	250	500	500	0
2 32" monitors with connector boxes	1,000	2,000	2,000	0
Site Cost		\$122,500	\$122,500	\$0
End-User Site #3				
Lease or Purchase of Eligible Equipment				
6 ITV video classroom equipment	\$16,000	\$96,000	\$96,000	\$0
2 Webcast stations	12,000	24,000	24,000	0
1 VCRs for classrooms	250	250	500	0
1 32" monitors with connector boxes	1,000	1,000	2,000	0
Site Cost		\$121,250	\$121,250	\$0
Total RUS Eligible Purposes			\$437,750	\$0
Ineligible Purposes				
2 Salaries	\$40,000	\$80,000	\$0	\$80,000
4 Recurring line costs/year	12,000	48,000	0	48,000
Project Grand Total			\$565,750	\$128,000

Attachment 3

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**U.S. DEPARTMENT OF AGRICULTURE
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Sample Pro-Forma

Revenues/Appropriations	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Distance Learning										
Telemedicine										
Total Revenues										
Expenses/Expenditures										
Fixed (excluding depreciation and amortization)										
Variable (includes taxes)										
Transmission										
Salaries										
Training										
Administrative										
Total Expenses										
Earnings before interest and depreciation										
Less: Debt Service										
Interest Expense										
Principal Repayment										
Net Cash Flow										

Supplemental Information										
Depreciation Expense										
Amortization Expense										

Pro-Forma Narrative and Assumptions (required)

Please provide a detailed narrative explaining the 10-year projected Pro-Forma including any assumptions used in its development. This document should correspond exactly to any other references in the application. This is required even if your organization is funded by a state or local government on an appropriation, or equivalent, basis. Sample documentation that might support your Pro-forma might include, but is certainly not limited to:

Revenues/Budgeted Appropriations:

Subscriber growth based on _____ (demographics, new developments, school participation)

Growth of revenues based _____ (percentage of subscriber growth possibly)

Long-term contracts generating revenues

Market and Industry expectations

Expenses:

Operating expenses projected as a function of sales based on specific industry averages

Long-term contracts with telecommunications carrier

Salaries based on the number of employees

Decrease in expenses (%) based on efficiency/learning curve

Property tax rate used

Attachment 4

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**U.S. DEPARTMENT OF AGRICULTURE
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Equal Opportunity and Nondiscrimination Certification

All grants and loans made under 7 CFR Part 1703 are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR Part 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 901 *et seq.*; 7 CFR Part 15b); and Age Discrimination of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90); and as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966, 1970 Comp., p. 684).

All recipients of financial assistance from RUS, the prospective primary participant commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the RUS Distance Learning and Telemedicine Loan and Grant Programs."

The _____ (Grantee/Borrower)
hereby certifies that, as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, it will comply with the above reference laws and executive orders.

(Date)

(Signature)

(Type or Print Name)

(Title)

Attachment 5

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

**U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service**

Certificate Regarding Architectural Barriers

All facilities financed with RUS grants and/or loans funds that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to, and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. 4151 *et seq.*) and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above referenced law to the effect that all facilities must be readily accessible to and usable by handicapped persons.

The _____ (Grantee/Borrower) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Grant and Loan Program, it is in compliance, or will be in compliance upon completion of the project, with the above referenced law.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

Attachment 6

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

**U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service**

Certificate Regarding Flood Hazard Area Precautions

In accordance with 7 CFR Part 1788, if the project is in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001 through 4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropriate line below:

- ___ a) The project is not located in a 100 year flood plain; therefore, no Flood Insurance is required.
- ___ b) The project is located in a 100 year flood plain and the required insurance is or will be provided by:

The _____ (Grantee/Borrower) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Loan and Grant Program, it is in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

Attachment 7

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

**U.S. DEPARTMENT OF AGRICULTURE
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***Uniform Relocation Assistance and Real Property Acquisition
Policies Act of 1970 Certification***

The _____ (Grantee/Borrower) assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 CFR Part 24 and 7 CFR Part 21.

Specifically, the _____ (Grantee/Borrower) assures that:

Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person;

- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with sections 202, 203, and 204 of the Uniform Act,
- (b) Relocation assistance programs offering the services described in section 205 of the Uniform Act shall be provided to displaced persons, and
- (c) Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with section 205(c) (3) of the Uniform Act.

Date

Signature of President or Authorized Official of Ultimate Recipient

Attachment 8

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**U.S. DEPARTMENT OF AGRICULTURE
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***Certification Regarding Drug-Free Workplace Requirements
(Grants/Loans)***

Alternative I – For Grantees/Borrowers Other than Individuals

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant/loan.

ALTERNATIVE I

- A. The grantee/borrower certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee/borrower's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee/borrower's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant/loan be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant/loan, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
 - (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant/loan officer on whose grant/loan activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant/loan;

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- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee/borrower may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant/loan:

Place of Performance:

Street Address

City

County

State

Zip Code

Check if there are workplaces on file that are not identified here.

Organization Name

Name and Title of Authorized Representative

Signature

Date

**U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service**

***Certification Regarding Debarment, Suspension, and Other
Responsibility Matters – Primary Covered Transactions***

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed transaction.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a 3-year period preceding this proposal 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 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Attachment 10

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**U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service**

***Certification Regarding Lobbying 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 any 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 or 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. (Copies of this form may be obtained from RUS.)
- (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.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Attachment 11

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Non Duplication of Services Certificate

As a prospective primary participant recipient of assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements that no facilities using financial assistance will duplicate adequate established telemedicine services and/or distance learning services.

The _____ (Grantee/Borrower) hereby certifies that as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, that it will not use RUS grant and/or loan funds to duplicate any adequate established services as referenced above.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

Attachment 12

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

**U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service**

***Distance Learning and Telemedicine Loan and Grant Program
Environmental Questionnaire/Certification***

Environmental Project Summary:

(This description should encompass all construction in the project, no matter the source of funding. It should provide details of how the project will impact the environment (wetlands, farmlands, floodplain, cultural environment, endangered species, environmental quality, and historic preservation). If additional space is needed, continue on white bond paper and insert between the first and second pages.)

If the construction proposed in this application, as described above, will not impact the environment or historic preservation, you may sign the certification indicating that no adverse impact and skip filling out the questionnaire.

CERTIFICATION

I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.

(Signature and Date)

(Print or Type Title)

**U.S. DEPARTMENT OF AGRICULTURE
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QUESTIONNAIRE

Note: It is extremely important to respond to all questions completely to ensure expeditious processing of the Distance Learning and Telemedicine application. The information herein is required by Federal law.

Important: Any activity related to the project that may adversely affect the environment or limit the choice of reasonable development alternatives shall not be undertaken prior to the completion of Rural Utilities Service's environmental review process.

Legal Name of Applicant _____

Signature (Type, sign, & date) _____

The applicant's representative certifies to the best of his/her knowledge and belief that the information contained herein is accurate. Any false information may result in disqualification for consideration of financial assistance or the rescission of financial assistance.

I. Project Description - Detailing construction, including, but not limited to internal modifications of existing structures, and/or installation of telecommunications transmission facilities (defined in 7 CFR 1703.102), including satellite uplinks or downlinks, microwave transmission towers, and cabling.

1. Describe the portion of the project, and site locations (including legal ownership of real property), involving internal modifications, or equipment additions to buildings or other structures (e.g., relocating interior walls or adding computer facilities) for each site.

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II. For projects that involve construction of transmission facilities, including cabling, microwave towers, satellite dishes, or physical disturbance of real property of .99 acres or greater, the following information must be submitted (7 CFR 1703.109(i)(3)).

1. A map (*preferably a U.S. Geological Survey map*) of the area for each site affected by construction (include as an attachment).
2. A description of the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project and a description of the current land use and zoning and any vegetation for each project site affected by construction.
3. A description of buildings or other structures (i.e., transmission facilities), including dimensions, to be constructed or modified.
4. A description of the presence of wetlands or existing agricultural operations and/or threatened or endangered species or critical habitats on or near the project site(s) affected by construction.
5. Describe any actions taken to mitigate any environmental impacts resulting from the proposed project (use attachment if necessary).

Note: The applicant may submit a copy of any environmental review, study assessment, report or other document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from State, local or other Federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein.

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**U.S. DEPARTMENT OF AGRICULTURE
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Federal Obligations Certification on Delinquent Debt

The following statement and certification will become a part of your application currently on file for a loan from the Rural Utilities Service.

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? _____ YES _____ NO

Note: Example of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts.

If Yes, provide explanatory information.

**APPLICANT CERTIFICATION
FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT**

The Federal Government is authorized by law to take any or all of the following actions in the event that a borrower's loan payments become delinquent or the borrower defaults on its loan: (1) Report the borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the borrower's account; (4) Offset amounts owed to the borrower under other Federal programs; (5) Refer the borrower's debt to the Internal Revenue Service for offset against any amount owed to the borrower as an income tax refund; (6) Refer the borrower's account to a private collection agency to collect the amount due; and (7) Refer the borrower's account to the Department of Justice for litigation in the courts.

All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

Certification

I have read and understand the actions the Federal Government can take in the event that I fail to meet my scheduled payments in accordance with the terms and conditions of my agreements.

Signed: _____

Title: _____

Company: _____

Date: _____

Attachment 14

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