

**2022 OSY RFP ATTACHMENTS**

* + - 1. Pay-for-Performance Model
			2. Proposal Packet Cover Sheet
			3. Proposal Packet Table of Contents
			4. Narrative Header: Organizational Information
			5. Required Documents Packet Cover Sheet
			6. Required Documents Packet Table of Contents
			7. Delinquent Personal Property Tax Affidavit
			8. Conflict of Interest Disclosure Form
			9. Budget Template (Excel Document)

 

**OUT-OF-SCHOOL YOUTH (OSY) PROVIDER PERFORMANCE – ATTACHMENT A**

**WIOA Common Measures**

United States Department of Labor (USDOL) establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of programs, including Adult, Dislocated Workers and Youth programs. Subrecipients are primarily responsible for meeting and/or exceeding all performance metrics established by USDOL, Workforce Development Board of Central Ohio (WDBCO), and the Franklin County Department of Job and Family Services (FCDJFS).

Area 11 (Franklin County) places a higher emphasis on performance outcomes, therefore the selected provider must ensure that each performance quarter, their performance meets or exceeds the PY21/22 expected performance levels.

|  |
| --- |
| **Achieve More and Prosper (AMP)** |
| **WIOA Common Measures** | **Area 11 Negotiated Standard** |
| Employment, Education, or Training 2nd Quarter After Exit | 67.0% |
| Employment, Education, or Training 4th Quarter After Exit | 65.0% |
| Median Earnings 2nd Quarter After Exit | $2,300 |
| Credential Attainment | 50.0% |
| Measurable Skill Gain | 37.0% |

**Failure to Perform on WIOA Common Measures**

If the provider fails to perform according to the agreement, the WDBCO and/or FCDJFS will notify the provider. If there is a continued lack of performance on the same measure for two quarters in a row, the WDBCO and/or FCDJFS may declare the provider in default, and this shall require a progressive corrective action plan approved by WDBCO and/or FCDJFS.

Failure to successfully implement the progressive corrective action plan and improve performance may result in a material breach of contract. Once there is a material breach of contract, WDBCO and/or FCDJFS reserve the right to terminate the contract.

**Pay-For-Performance**

To ensure continued system improvement, improved outcomes, and effective use of tax dollars, WDBCO and FCDJFS seek to leverage a *Pay-For-Performance* structure for the **2022-2023 Achieve More and Prosper Youth Employment Program**, wherein contractors or sub-recipients receive portions, or all of their reimbursable costs based on their program’s success oroutcomes

Additionally, the WDBCO and FCDJFS have established additional performance metrics that include the following:

**Career Services/Training Services**

*Customers engaged with WIOA services and training*

* Youth employed in a high priority occupation, post-secondary education, or military
* Youth earning $15 or over
* Youth who complete work experiences in their career pathway
* Youth that enters an apprenticeship
* Youth that successfully complete or starts a pre-apprenticeship
* Successful Individual Training Account (ITA) completions
* High-school seniors who obtain a high school diploma or equivalent

**Pay- For-Performance: Achieve More and Prosper (OSY)**

Each of the additional performance metrics as identified below will account for **35%** of the total reimbursable costs of the contract in the first and second year, or an annual approximation based upon WDBCO’s allocation of WIOA funds, FCDJFS’ TANF funds, and the actual contract amount.

Each performance metric has been assigned a "performance success target” which is the minimum level of performance the provider must meet to be reimbursed up to 100% of their contract.

WDBCO in partnership with the FCDJFS will weigh the performance metrics performance payment pool based on their strategic importance. Additionally, WDBCO and FCDJFS will follow a payment structure based on the provider's ability to exceed the performance success targets for each performance metric as shown below.

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|  |  |  |
| --- | --- | --- |
| **Performance Metric** | **Performance Success Target** | **Performance Payment Pool** |
| **Career Services** | **1 Year Goal** | **35%** |
| Youth employed in high-priority occupation, post-secondary education, or the military | 75% | 5% |
| Youth earning over $15/hour | 70% | 5% |
| Youth who complete work experiences in their career pathways | 70% | 5% |
| Youth that enters an apprenticeship | 5% | 5% |
| Youth that successfully complete or starts a pre-apprenticeship | 5% | 5% |
| Successful Individual Training Account (ITA) completions | 80% | 5% |
| High-school seniors who obtain a high school diploma or equivalent | 70% | 5% |

**Required Performance Reporting: State-Required Database Documentation**

The provider assumes responsibility to submit all reports, forms, and data as required by ODJFS, WDBCO, and FCDJFS utilizing Ohio’s state-required database. The Subrecipient will:

* Utilize Ohio’s state-required database as the system of record is a strict requirement for this program.
	+ The state of Ohio, WDBCO, and FCDJFS use this system to monitor performance, expenditures, and compliance.
	+ Anything that is invoiced that is not documented in the system will be removed from the invoice until it is properly entered into the database.
	+ Failure to properly, completely, and timely enter information and documentation into the database will delay or deny payments.

**Schedule: Year 1**

Enrollment and Service Delivery – July 1, 2021 – June 30, 2022

Performance Validation – Reconciliation

**Definitions**

**Apprenticeships** –Apprenticeship is a combination of on-the-job training and related technical instruction. A student must be at least 16 years of age except where a higher minimum age standard is required by law. An apprenticeship program must be registered with The Ohio Apprenticeship Council to teach a skilled occupation pursuant to a registered apprenticeship agreement.

Apprenticeship is limited to skilled occupations and trades that meet basic criteria through On-the-Job (OJT) Training and Related Technical Instruction (RTI).

Apprentice occupations are:

* Customarily learned in a practical way through a structured, systematic program of on-the-job supervised training supplemented by related technical instruction;
* Clearly identified and commonly recognized throughout an industry; and
* Involve the acquisition of manual or technical skills and knowledge. There are currently over 950 occupations that have been recognized as apprentice occupations are continually being added to the list.

Apprenticeship is a highly desirable form of training for workers because it is learning job skills while earning an income, wage progression, and a widely recognized and portable certificate of completion and proficiency.

Apprenticeship programs are operated by both the public and private sectors. Employers, employer associations and labor-management committees sponsor and operate apprenticeship programs. Apprenticeship sponsors typically pay the training costs, although some financial incentives and assistance may be available.

Related instruction is commonly provided in the classroom, but other types of instruction, such as on-line learning and individualized instruction are also permitted. Federal rules recommend that apprentices complete at least 144 hours of related instruction per year, which many apprenticeship programs choose to require. In many apprenticeship programs, the related instruction can also lead to a college degree, thereby providing the individual with an opportunity to earn both academic and occupational credentials simultaneously. companies usually hire apprentices for skilled work (e.g.  welding, precision machines) and expect the apprentice to work for them as a full-time employee after the apprenticeship

An apprentice is someone who:

* May or may not be in school;
* Knows what type of career pathway he/she wants to pursue;
* Is almost always paid; and
* Works (longer term than other work-based learning) side-by-side with expert employees on typical project work or in on-the-job training.

**Career Pathway** – A combination of rigorous and high-quality education, training, and other services that:

* Align with the skill needs of industries in the economy of the State or regional economy involved;
* Prepares an individual to be successful in any of the full range of secondary and postsecondary education options, including apprenticeships;
* Includes counseling to support an individual in achieving the individual's education and career goals;
* Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
* Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the education and career advancement of the individual to the extent practicable;
* Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
* Helps an individual enter or advance within a specific occupation or occupational cluster.

**High-Priority Occupation** –An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy as determined by the State and local boards. [The list of Ohio’s top jobs can be found here](https://topjobs.ohio.gov/static/statewide-topjobs-list.pdf).

**Pay-for-Performance (PFP)** – An A.M.P. Pay-for-Performance (PFP) contract strategy is a specific type of performance-based contract strategy that places a higher emphasis on performance outcomes and drives better results.

**Post-secondary School** –Any schooling that follows graduation from high school or completion of high school equivalency, including community colleges, four-year colleges, universities, and technical and trade schools.

**Performance Metric** – Parameters established to gauge whether or not a program is reaching the desired results.

**Performance Payment Pool** –The maximum amount of funds allocated to a specific performance metric.

**Performance Success Target** – The desired level of performance that the WDBCO has identified as contract performance. The targets also represent success at achieving the long and short-term outcomes established by the WDBCO**.**

**Pre-apprenticeship Program** – Programs or set of strategies designed to prepare individuals to enter and succeed in Registered Apprenticeship programs and have a documented partnership with at least one, if not more, Registered Apprenticeship programs.

**Registered Apprenticeship Program** - A program meeting Federal and State standards of job preparation that combines paid on-the-job training and related instruction to progressively increase workers’ skill levels and wages.

**Work Experience** - A planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid or unpaid.

**PROPOSAL PACKET COVER SHEET – ATTACHMENT B**

**2022 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR OUT-OF-SCHOOL YOUTH AND YOUNG ADULTS**

**PROPOSAL PACKET**

**BIDDER/ORGANIZATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAY 2022**

**A.M.P. RFP OSY**

The Workforce Development Board of Central Ohio (WDBCO) and Franklin County Department of Job and Family Services (FCDJFS) requires the following information from Bidders that submit proposals in response to any WEDBCO and/or FCDJFS Requests for Proposals (RFPs). WDBCO and FCDJFS reserve the right to reject the Bidder’s proposal if not completed accurately, in its totality. Bidders are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted.

**PROPOSAL PACKET TABLE OF CONTENTS – ATTACHMENT C**

**Bidder/** **Organization Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_

**Title of RFP: 2022 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR OUT-OF-SCHOOL YOUTH AND YOUNG ADULTS**

***Submit ONE (1) Original Packet (signatures in blue ink); ONE (1) Original Required Documents Packet (signatures in blue ink); and ONE (1) Jump Drive that includes both packets***

1. Cover Sheet Page(s) # \_\_\_\_\_
2. 2022 A.M.P. OSY Services and Management Narrative Page(s) # \_\_\_\_\_
3. Required Attachments Page(s) # \_\_\_\_\_
	1. Job Descriptions for All Positions Page(s) # \_\_\_\_\_
	2. Resumes and Licenses for Existing Program Staff Page(s) # \_\_\_\_\_
	3. Worksite Agreements and Documentation Page(s) # \_\_\_\_\_
	4. Table of Organization for the Bidder Page(s) # \_\_\_\_\_
	5. Table of Organization for the A.M.P. Services Page(s) # \_\_\_\_\_
4. Subcontract/Partnership Agreements *(if applicable)* Page(s) # \_\_\_\_\_
5. Optional Attachments Page(s) # \_\_\_\_\_
6. Budget Document Page(s) # \_\_\_\_\_

**NARRATIVE HEADER: ORGANIZATIONAL INFORMATION – ATTACHMENT D**

|  |  |
| --- | --- |
| **RFP TITLE:** | **PROPOSAL DUE DATE:** |
| **Achieve More and Prosper Services and Management for Out-of-School Youth and Young Adults** | **Friday, May 6, 2022** |
| **BIDDER’S LEGAL NAME:** | **BIDDER’S FEDERAL TAX ID #:** |
|  |  |
| **BIDDER’S MAILING ADDRESS:** | **BIDDER’S CORPORATE ADDRESS:** |
|  |  |
| **BIDDER’S PHONE #:** | **BIDDER’S FAX #:** | **BIDDER’S WEBSITE:** |
|  |  |  |
| **TYPE OF ORGANIZATION:** | **FAITH BASED?** |
| [ ]  **501 (c)(3) Non-Profit**[ ]  **For-Profit Business**[ ]  **Government Entity**[ ]  **Education Institute**[ ]  **Other *(please describe):*** | [ ]  **Faith Based*****Note for Faith-Based Organizations:*** *Subaward funds may not be used to fund any inherently religious activities such as worship, religious instruction or proselytization. Bidders may still engage in inherently religious activities, but such activities must be separate in time and/or location from the funded program and participation in such activities by individuals receiving services from the Subrecipient or a Subcontracts must be voluntary.* |
| **EXECUTIVE DIRECTOR/PRESIDENT/CEO:** |
| **Name:****Direct Line:****Email:** | **Is this person authorized to:****Sign Contracts:** [ ]  **Yes** [ ]  **No****Modify Budgets:** [ ]  **Yes** [ ]  **No****Modify Program:** [ ]  **Yes** [ ]  **No****Sign Invoices:** [ ]  **Yes** [ ]  **No** |
| **CHIEF FINANCIAL OFFICER:** |
| **Name:****Direct Line:****Email:** | **Is this person authorized to:****Sign Contracts:** [ ]  **Yes** [ ]  **No****Modify Budgets:** [ ]  **Yes** [ ]  **No****Modify Program:** [ ]  **Yes** [ ]  **No****Sign Invoices:** [ ]  **Yes** [ ]  **No** |
| **PROGRAM SUPERVISOR:** |
| **Name:****Direct Line:****Email:** | **Is this person authorized to:****Sign Contracts:** [ ]  **Yes** [ ]  **No****Modify Budgets:** [ ]  **Yes** [ ]  **No****Modify Program:** [ ]  **Yes** [ ]  **No****Sign Invoices:** [ ]  **Yes** [ ]  **No** |
| **PRIMARY PROGRAM CONTACT:** |
| **Name:****Direct Line:****Email:** | **Is this person authorized to:****Sign Contracts:** [ ]  **Yes** [ ]  **No****Modify Budgets:** [ ]  **Yes** [ ]  **No****Modify Program:** [ ]  **Yes** [ ]  **No****Sign Invoices:** [ ]  **Yes** [ ]  **No** |
| **SECONDARY PROGRAM CONTACT:** |
| **Name:****Direct Line:****Email:** | **Is this person authorized to:****Sign Contracts:** [ ]  **Yes** [ ]  **No****Modify Budgets:** [ ]  **Yes** [ ]  **No****Modify Program:** [ ]  **Yes** [ ]  **No****Sign Invoices:** [ ]  **Yes** [ ]  **No** |
| **PRIMARY BILLING/INVOICE CONTACT:** |
| **Name:****Direct Line:****Email:** | **Is this person authorized to:****Sign Contracts:** [ ]  **Yes** [ ]  **No****Modify Budgets:** [ ]  **Yes** [ ]  **No****Modify Program:** [ ]  **Yes** [ ]  **No****Sign Invoices:** [ ]  **Yes** [ ]  **No** |
| **SECONDARY BILLING/INVOICE CONTACT:** |
| **Name:****Direct Line:****Email:** | **Is this person authorized to:****Sign Contracts:** [ ]  **Yes** [ ]  **No****Modify Budgets:** [ ]  **Yes** [ ]  **No****Modify Program:** [ ]  **Yes** [ ]  **No****Sign Invoices:** [ ]  **Yes** [ ]  **No** |

**REQUIRED DOCUMENTS PACKET COVER SHEET – ATTACHMENT E**

**2022 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR OUT-OF-SCHOOL YOUTH AND YOUNG ADULTS**

**REQUIRED DOCUMENTS PACKET**

**BIDDER/ORGANIZATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAY 2022**

**A.M.P. RFP OSY**

The Workforce Development Board of Central Ohio (WDBCO) and Franklin County Department of Job and Family Services (FCDJFS) requires the following information from Bidders that submit proposals in response to any WEDBCO and/or FCDJFS Requests for Proposals (RFPs). WDBCO and FCDJFS reserve the right to reject the Bidder’s proposal if not completed accurately, in its totality. Bidders are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted.

**REQUIRED DOCUMENTS PACKET TABLE OF CONTENTS – ATTACHMENT F**

**Bidder/Organization Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_

**Title of RFP: 2022 ACHIEVE MORE AND PROSPER SERVICES AND MANAGEMENT FOR OUT-OF-SCHOOL YOUTH AND YOUNG ADULTS**

***Submit ONE (1) Original Packet (signatures in blue ink); ONE (1) Original Required Documents Packet (signatures in blue ink); and ONE (1) Jump Drive that includes both packets***

1. Certificate of Professional Liability Insurance Page(s) # \_\_\_\_\_
2. Certificate of Continued Existence or

 Certificate of Good Standing from Ohio Secretary of State Page(s) # \_\_\_\_\_

1. Worker’s Compensation Certificate Page(s) # \_\_\_\_\_
2. Delinquent Personal Property Tax Affidavit Page(s) # \_\_\_\_\_
3. Conflict of Interest Disclosure Form Page(s) # \_\_\_\_\_
4. W-9 Form Page(s) # \_\_\_\_\_

**DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT – ATTACHMENT G**

This affidavit should be properly completed by the authorized representative of your firm and will be incorporated as part of the Workforce Development Board of Central Ohio and Franklin County Department of Job and Family Services Purchase of Service Subaward/Contractor Agreement with:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Organization Name)*

State of Ohio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of Franklin, ss: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn, deposes and says that he/she is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Title)* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Subrecipient/Contractor)* and as the Subrecipient/Contractor’s duly authorized representative states that as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022:

* The Subrecipient/Contractor is not charged with delinquent property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.
* The Subrecipient/Contractor is charged with delinquent property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.

COUNTY: TOTAL AMOUNT *(PENALTIES AND INTEREST):*

Franklin $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Affiant)*

Sworn to and subscribed this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Notary Public)*

Sections 5719.042 O.R.C. *(Seal)* My Commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

**CONFLICT OF INTEREST DISCLOSURE FORM – ATTACHMENT H**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe below any and all relationships and/or connections you have to any WDBCO and/or FCDJFS employee(s) that could contribute, or could be viewed as potentially contributing, to a conflict of interest:

* I have no conflict of interest, or potential conflict of interest, to report
* I have the following conflict of interest, or potential conflict of interest, to report (please identify the individual(s) with whom you have, or may have, a personal, familial, or business relationship, or to whom you are otherwise connected):
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge, and that I have reviewed and agree to abide by the Conflict of Interest and Ethics Compliance Certification and Disclosure provisions contained in the RFP.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Signature) (Date)*