In Texas, we know one thing is certain: ***Texas Agriculture Matters!***

To support GO TEXAN businesses and promote their Texas made products and the overall GO TEXAN Program, the Texas Department of Agriculture (TDA) invites cities, communities and organizations who coordinate public festivals and events across the state to apply for Texas Event Grant funding to support their activities.

The maximum award amount will be up to **$5,000** in approved, event-related expenses from TDA’s GO TEXAN marketing program, pending funding allocations. All activities, including but not limited to conferences, fairs, tradeshows, and festivals are encouraged to apply. By partnering with these events through grants, TDA aims to increase awareness for both the GO TEXAN Program and the individual GO TEXAN businesses that may be participating by showcasing, sampling, and selling their GO TEXAN certified products. Events can use these funds to assist with advertising costs, create additional collateral and increase attendance.

**Eligibility:**

1. Event must be conducted between January 1, 2021 – December 31, 2021.
2. Limit of one application for funding per event.
3. The event must be put on by a current GO TEXAN Product or Associate Partner – to join as a GO TEXAN partner apply online at <https://licensing.texasagriculture.gov/>.
4. Applicants must complete the application, sign the certification, and include additional applicable documents (listed below) to be eligible. Applications will not be considered until complete.
5. Deadline for submitting applications for calendar year 2021 events is December 15, 2020.
6. Applications must be complete and have all required documentation to be considered. TDA reserves the right to request additional information or documentation to determine eligibility. Applications missing documentation or otherwise deemed incomplete will not be considered for funding until sufficient information has been received. TDA reserves the right to deny applications if the applicant is unable to provide required documentation within the deadline provided by TDA when requesting the information. All determinations regarding eligibility of expenses and funding amounts are final.

**Requirements:**

1. The event must incorporate a benefit or opportunity for participation by GO TEXAN businesses and/or promote the GO TEXAN Program.
2. GO TEXAN must be mentioned in event literature, marketing materials, advertisements, and/or social media, in compliance with the GO TEXAN mark specifications document (to be provided by TDA at time of award).
3. Any creative materials or event opportunities not identified in your application packet must be provided to TDA for review and approval to ensure the licensed GO TEXAN trademark is used correctly and the proposed opportunity is beneficial to GO TEXAN businesses. An email describing the event opportunity, amendments to previously approved information, or advertising drafts should be submitted to [GOTEXAN@TexasAgriculture.gov](mailto:GOTEXAN@TexasAgriculture.gov).

**Eligible Use of Funds**

The program is designed to provide flexibility and encourage recognition and participation of the GO TEXAN Program and businesses. Payments will be processed by TDA on a cost reimbursement basis. Grantees must submit a list of expenditures with receipts/invoices with proof of payment for requested reimbursement amount.

Reimbursable qualified expense categories are indicated below; other expenses may qualify but only upon TDA review and approval.

| **Eligible Expenses** | **Ineligible Expenses** |
| --- | --- |
| * Advertising (print, radio, social media) * Event signage – design and printing * Printing costs – flyers, outreach materials, educational literature * Equipment rental, including tables, chairs, tents, audio equipment, etc. | * Food & beverage, including alcohol * Entertainment * Event personnel * Contributions, charitable or political * Indirect Costs (including routine maintenance) * Equipment – Tangible property costing over $5,000 per unit and having a useful life over one year * Travel – NO transportation, lodging, meals * Expenses that are not adequately documented or that do not meet the intent of the grant program. |

**Submission Information:**

Complete application with signature and all required documentation must be submitted to [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov).

The e‐mail subject line must contain the Program name and applicant identification (Ex: 2021 TDA Event Grants – Wine Walk). The Applicant is solely responsible for ensuring that their complete application, regardless of method of delivery, is sent to, and received by TDA in a timely manner and at the proper destination server. Applicant will receive an email from TDA confirming receipt of application as soon as administratively possible.

For questions regarding submission of the application and/or application requirements, please email [GOTEXAN@TexasAgriculture.gov](mailto:GOTEXAN@TexasAgriculture.gov). For questions regarding the grant after submission, email [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov).

**Compliance Reporting and Required Documentation**

Documents to be submitted within thirty (30) days of the conclusion of each event:

1. Event Assessment Form (Form will be provided post award);
2. Request for Reimbursement (Form will be provided post award);
3. Minimum of three (3) photos of the event showing how the GO TEXAN Program was highlighted during the event and how GO TEXAN businesses took full advantage of your event to showcase their products.
4. Provide copies of advertisements or promotional materials that have the GO TEXAN mark included as part of your event marketing collateral.

**Evaluation Criteria:**

* Discounts provided for GO TEXAN partners
* GO TEXAN highlighted in advertising and outreach forums
* Whether this event has received funding from TDA in the past three years.

**Documents to be submitted with Application:**

IRS Form W-9

Application for Texas Identification Number (TINS)

Direct Deposit form (complete if you prefer to be paid via DD instead of a hard check)

**Section A.1. Business Information**

|  |  |
| --- | --- |
| Event Name: |  |
|  | |
| Event Website: |  |
|  | |
| Full Legal Business Name: |  |
| *(payment will be issued in this name)* | |

|  |  |
| --- | --- |
| DBA ‘Doing Business As’ Name:  *(if applicable)* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event Mailing Address of Business: |  | | | |  |
|  | Street Address | | | | Texas County |
|  |  | |  | |  |
|  | City | | State | | Zip Code |
|  |  | | | |  |
|  | |  | |  | | |

GO TEXAN Account # Event Date(s) Expected Attendance #**ect**

**ion B. Contact Personnel**

|  |
| --- |
| **(1)** **Name of Primary Contact** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  | |  | | | Mr.  Dr.  Ms.  Other |
|  | *First* | | *Last* | | |
| Title/Position: | |  | | | | |
| Email Address: | |  | | | | |
| Phone: | (     )       -       Ext. | | | Alt: | (     )       - | |

|  |  |
| --- | --- |
| **(2) Name of Authorized Official** *(This person is authorized to enter into legal agreements on behalf of the applying entity. This person’s name will appear on the Agreement for signature.)* | |
| **Same As Above** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: | |  | | |  | | | Mr.  Dr.  Ms.  Other |
|  | | *First* | | | *Last* | | |
| Title/Position: | | | |  | | | | |
| Email Address: | | |  | | | | | |
| Phone: | (     )       -       Ext. | | | | | Fax: | (     )       - | |

**Event Summary:**

In 200 words or less, please describe your event.

**What benefit, discount, or opportunity are you providing for GO TEXAN businesses who participate in your event?**

**Please list the advertising channels you will use to highlight GO TEXAN:**

Example: Print, social media, radio

**Have you received funding from TDA for this event during any of the past three years? If yes, when?**

**Budget Summary:**

Please provide your budget (planned) for the amount requested. Examples: Signage, social media, advertising.

| **Expense Category** | **Amount** |
| --- | --- |
| Advertising | $ |
| Signage | $ |
| Printing costs | $ |
| Equipment rental | $ |
| Other | $ |
| Other | $ |
| Other | $ |
| **Total Cost** | $ |

**Budget Details:**

Please describe additional details of the budget you proposed in the summary. Include relevant information including, but not limited to the following:

* Advertising – type (print, radio, social media), number of ads or airtime; estimated number of impressions
* Signage – costs associated with design, printing, or displaying; details of size, location of signage, estimated views
* Printing – description of outreach materials or other marketing pieces
* Equipment rentals – description of number of items, justification for need and/or use of items
* Other – description and justification

## Grant Application Certifications

|  |  |  |  |
| --- | --- | --- | --- |
| **By signing below, Applicant:** | | | |
| 1. Certifies all information provided in connection with this application is true and correct to the best of Applicant’s knowledge; 2. Certifies compliance with all permitting requirements, including, but not limited to: Department State Health Services, and other safety and food permits, as required by local law. 3. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application; 4. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of USDA, Office of the Inspector General, U.S. Government Accountability Office, TDA and the State Auditor’s Office, or any of their representatives or successors, to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with these agencies in the conduct of the audit or investigation, including allowing them to inspect Applicant’s premises and providing all records requested; 5. Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant’s owing any debt to the State of Texas, and if Applicant is an individual, that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guarantee student loan and for failure to pay child support; and 6. By submission of this application, Applicant certifies that it has read, reviewed, and agrees to all terms and conditions of the TDA Event Grant, attached to this application. | | | |
| **Applicant further certifies that:**   1. Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. Applicant understands that if, after receiving a grant, Applicant is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the grant with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053 of the Texas Government Code, not later than the 120th day after the date the public agency, state or local taxing jurisdiction, or economic development corporation notifies Applicant of the violation; 2. No state or federal tax liens have been filed against Applicant or Applicant’s property; and 3. Applicant has not been convicted of any felony or a misdemeanor involving moral turpitude. 4. Applicant acknowledges that if applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award, or TDA may take one or more corrective or remedial actions for noncompliance in accordance with 2 CFR 200.388, as appropriate in the circumstances; 5. Applicant authorizes TDA to review, verify and authenticate all information provided in this application; and 6. Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by an Applicant from the records of such agencies, organizations, facilities or third parties.   **Notice of Penalties:  The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable state law.** | | | |
| *X* |  | */      /* | |
| *Applicant Signature* | | | *Date* | |

**Texas Department of Agriculture**

**Award Specific Terms and Conditions**

**TDA Event Grant Program**

**1. Program Purpose and Grant**

1.1 This Agreement is for the TDA Event Grant Program to promote new GO TEXAN partner opportunities at various events.

**2. Licensing Requirements**

2.1 Grantee is always required to maintain current applicable permits during the term of this Agreement (health, TABC, etc). Failure to comply with all local, state and federal requirements for food handling disbursement or other licensing requirements may result in the immediate termination of this Agreement and disallowance of eligible costs expended prior to termination.

**3. Reimbursement of Expenses and Reporting Requirements**

3.1 Only costs incurred in the promotion of GO TEXAN partners and partner event opportunities will be allowed. Funds not used to promote GO TEXAN in some capacity will not be reimbursed.

3.2 In order to receive a full reimbursement, within 30 days of an event, the following must be submitted:

* 1. Completed event assessment form.
  2. A complete copy of all promotional materials produced with program funds under the grant agreement, regardless of media type, and including printed, recorded and electronic materials which describe or publicize the project, including but not limited to brochures, press clippings, audio and video tapes of sites and signs;
  3. Minimum of three (3) photographs of the event, showing promotion of GO TEXAN and partner opportunities.
  4. Final invoice of expenditures with receipts showing payment in full or proof of payment; and
  5. A completed Request for Reimbursement document.

3.3 Funds may not be used for expenditures that are not made in compliance with any applicable State purchasing laws and regulations.

3.4 Grantee may not verbally disparage or distribute materials that negatively reflect on any other agricultural commodity, whether conventionally or organically grown.

3.5 Funds may not, under any circumstances, be used for alcoholic beverages, entertainment or charitable or political contributions.

3.6 Failure of Grantee to utilize Grant funds to showcase, highlight or promote GO TEXAN as described in Grantee’s application shall result in the withholding of payments, denial of request for reimbursement, or revocation of the Grant. In the event that it is determined that Grantee misused grant funds following payment of reimbursement of funds by TDA, Grantee shall be responsible for repayment of grant funds received, a determination that Grantee is ineligible for future Program funds and participation for a determined amount of time, or the assessment of other sanctions or remedies as provided by law, including, without limitation, those remedies and enforcement provisions outlined in 2 CFR 200.388.

3.7 The Agreement is subject to the availability of state, federal or private funds. If such funds become unavailable during the Term of Agreement and Grantor is unable to obtain sufficient funding for the Agreement, the Agreement will be reduced or terminated.

3.8 Grantee understands that to be eligible for payment from Grantor, Grantee must be in good standing with the Texas Comptroller of Public Accounts.

3.9 Grantor, to the extent allowed by law, shall reimburse Grantee only for actual, reasonable and necessary expenses, in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and only to the extent such expenses have been incurred by Grantee in the fulfillment of the objectives.

3.10 Funds reimbursed under the Agreement must be classified as “grants” for financial reporting purposes.

3.11 Grantor will deny any requests for reimbursement and/or require repayment of Grant funds disbursed to Grantee if:

1. Grantee fails to submit a complete request for reimbursement including all required documentation within **30 days** of an event.
2. Grant funds are misused.
3. Grantee violates any term, condition, or provision of this Agreement; or
4. Grantee made any misrepresentations to Grantor in obtaining this Grant.

**4. Agreement Modifications**

4.1 The Agreement cannot be changed, terminated, or modified in any manner other than as provided for herein. Grantor is not obligated to approve requests for modification.

4.2 Grantee may request changes to the Agreement, budget, or objectives by submitting the requested change to Grantor in writing. Except as otherwise provided in the Agreement, requested changes shall only become effective upon written approval of Grantor. Written notice of approval or denial of Grantee’s request will be sent to the requestor.

**5. Compliance**

5.1 Access to Records. During the Term of Agreement and for at least three years after termination of the Agreement, Grantee shall allow representatives of Grantor and/or the State Auditor’s Office upon request by such, access to and the right to examine the premises, books, accounts, records, files and other papers or property belonging to or in use by Grantee and pertaining to the Agreement. Such records shall be maintained by Grantee at a location that is readily accessible to Grantor and/or the State Auditor’s Office.

5.2 Authority to Audit and Investigate. Grantee understands that acceptance of grant funds under the Agreement acts as acceptance of the authority of USDA, Office of the Inspector General, U.S. Government Accountability Office**,** TDA and the State Auditor’s Office, or any of their representatives or successors, to conduct an audit or investigation in connection with such funds. Grantee further agrees to cooperate fully with these agencies in the conduct of the audit or investigation, including providing all records requested and providing them with access to any information they consider relevant to the investigation or audit. Grantee shall ensure that the clause concerning the authority to audit funds received indirectly by any subcontractors used by Grantee and their requirement to cooperate is included in any subcontracted awards.

5.3 Records Retention. All records relating to this Agreement and the use of grant funds are required to be maintained by Grantee for three years after the expiration or termination of the Agreement, or any litigation or audit is completed, whichever is longer.

5.4 Copies of Financial Audit. If Grantee has a financial audit performed in any year during which Grantee receives funds from Grantor, and if Grantor requests information about the audit, Grantee shall provide such information to Grantor or provide information as to where the audit report can be publicly viewed, including the audit transmittal letter, management letter, and any schedules in which Grantor’s funds are included.

5.5 Notification of Subcontract/Assignment. Any delegation by Grantee to a third party of any of the duties and responsibilities under the Agreement shall not relieve Grantee of its responsibility to Grantor for its proper performance under the Agreement. Grantee cannot subcontract or assign any of its duties under the Agreement without advance written notice to Grantor and prior written approval of Grantor, which shall not be unreasonably withheld. Lack of notice may be grounds for termination of the Agreement.

5.6 Funding Statement. All materials produced because of the Grant Project must include a statement that the work was funded, in whole or in part, by the Program as administered by the Texas Department of Agriculture.

**6. Remedies for Noncompliance**

6.1 If Grantee materially fails to comply with the terms of this Agreement, Grantor may take one or more of the following actions, or impose other sanctions, as appropriate in the circumstances:

1. Temporarily withhold reimbursements pending correction of the deficiency by Grantee.
2. Disallow all or part of the cost(s) of the activity(ies) or action(s) not in compliance.
3. Wholly or partly suspend or terminate the award made under this Agreement.
4. Withhold further awards for the Program;
5. Require reimbursement to Grantor for any funds that were not properly expended under this Agreement; or
6. Take other remedies that may be legally available.

**7. Termination of Agreement**

7.1 Agreement Termination. The Agreement may be terminated at any time by mutual consent. In addition, either party may terminate the Agreement, without cause, upon thirty days’ written notice via registered or certified mail, return receipt requested, to the other party. Early termination of the Agreement shall not relieve Grantee from the obligation of providing final performance and budget reports regarding the expenditure of grant funds received prior to termination. If one party terminates the Agreement, pursuant to this section, then the effective date of termination is thirty days from the date that the non-terminating party receives the notice of termination.

7.2 Immediate Termination. Any default or breach of the Agreement, including but not limited to Grantee’s failure to fulfill any obligation under the Agreement, shall constitute cause for immediate termination of the Agreement. Such termination is effective upon written notification by Grantor by mailing written notice via registered or certified mail, return receipt requested, to Grantee. The effective date of termination is three days after Grantor mails Grantee notice of termination.

**8. General Terms and Conditions**

8.1 Delegation to Third-Party. Grantee is not relieved of its duties and obligations imposed by the Agreement through delegation by Grantee to a third-party.

8.2 Agreement Binding. The Agreement shall be binding on and inure to the benefit of the parties and their officers, executives, administrators, legal representatives, and successors except as otherwise specified herein. Neither party may assign or transfer the Agreement without the written consent of the other party. The parties intend to be legally bound and have executed the Agreement as evidenced by their signatures on the date indicated below. The Agreement is not effective unless and until it has been signed by both parties.

8.3 Grantee Responsible for Compliance. Grantee shall be solely responsible for compliance with all applicable federal, state, and municipal laws, ordinances, regulations, and purchasing or contracting guidelines, including 7 CFR Part 1291 and 2 CFR Part 200, in the accomplishment of the Grant Project funded by the Agreement, and failure to comply with such shall constitute cause for immediate termination of the Agreement in accordance with Section 7.2 of this Attachment.

8.4 Agreement does not Create Debt. The Agreement shall not be construed as creating any debt on behalf of the State of Texas, and/or Grantor in violation of Article III, Section 49, of the Texas Constitution. In compliance with Article VIII, Section 6, of the Texas Constitution, all obligations of the State of Texas or Grantor hereunder are subject to the availability of appropriations and authorization to pay by the Texas Legislature.

8.5 Indemnification. Grantee shall indemnify and hold harmless, to the extent allowed by the laws and Constitution of the State of Texas, Grantor, its executives, officers, agents and employees, from any and all claims, demands, and causes of action arising from or related to Grantee’s performance under the Agreement, including reasonable attorney’s fees and settlement costs incurred in defending or settling any such claims.

8.6 Grantee Not Employee of Grantor. Grantee, its employees, contractors, and/or subcontractors shall not present themselves as or be construed as employees or agents of Grantor. Neither Grantee nor its employees have an employer-employee relationship with Grantor.

8.7 Representations and Warranties of Grantee. Grantee represents and warrants that: it has the full right and authority to enter into the Agreement and to bestow on Grantor the rights and privileges set forth in the Agreement; it has obtained all necessary approvals prior to execution of the Agreement; it is in good standing with the Texas Comptroller of Public Accounts, and in all other jurisdictions in which it is required to be so qualified for performance of the Agreement; and it has paid all necessary fees, and it has obtained all necessary certifications, registrations, approvals and licenses necessary to perform the Agreement.

8.8 Applicable Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Exclusive venue shall lie in the District Courts of Travis County, Texas.

8.9 Dispute Resolution. The Agreement is subject to the dispute resolution procedures set forth in Chapter 2260 of the Texas Government Code.

8.10 Uniform Grant Management Standards. The Agreement shall comply in all respects with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

8.11 Texas Public Information Act. Grantee acknowledges that all information provided by Grantee pursuant to the Agreement, including information and material referred to in the Agreement, is subject to the Public Information Act, Texas Government Code, Chapter 552, and may be subject to disclosure to the public.

8.12 Headings. Captions and headings of the sections or paragraphs of the Agreement are for convenience and reference only and shall not affect, modify or amplify the provisions of the Agreement, nor shall they be employed to interpret or aid in the construction of the Agreement.

8.13 Severability. If any part of the Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, such portion shall be deemed severed from the Agreement and the remaining part shall remain in full force and effect, and the parties shall promptly negotiate to replace invalid or unenforceable provisions that are essential parts of the Agreement.

8.14 Waiver. A waiver by Grantor of any provision hereunder shall not operate as a waiver of any other provision, or a continuing waiver of the same provision in the future.

8.15 Force Majeure. Neither Grantee nor Grantor shall be liable to the other for any delay in, or failure of performance, of any requirement included in the contract caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as: (A) acts of God, acts or failure of government or governmental authorities, war, fires, explosions, hurricanes, tornadoes, floods, extreme weather, strikes, riots, civil disturbance or unrest, failure of transportation, or disruption of supply chain(s); or (B) acts, causes, circumstances, events and matters related to public health, whether local, state, regional, national or worldwide, including, without limitation, disease, epidemic, pandemic, viral or bacterial outbreaks, or contamination of or disruption to food or water supply. To constitute an event of force majeure, the act, cause, circumstance, event or matter must: (i) directly result in damage, loss, harm, destruction, disruption or calamity to the party declaring an event of force majeure of such magnitude that a reasonably competent and prepared entity or individual could not be expected to continue operations or perform services under such circumstances; (ii) be beyond the reasonable control of the party declaring a force majeure; and (iii) be of such a nature that by exercise of due foresight the party declaring a force majeure could not be reasonably have been expected to avoid, and which, by the exercise of all reasonable diligence, such party in unable to overcome. The party declaring a force majeure shall provide at least seven days written notice to the nondeclaring party of the force majeure and the actions or remedies it is taking as a result of the force majeure. If either party is unable to continue operations or provide services as a result of a force majeure, only after providing notice of a force majeure as required by this section and making a legitimate effort to continue operations and/or provide services, such party may terminate this contract by providing written notice to the nondeclaring party. If this contract is terminated because of an event of force majeure, Grantor shall be responsible for payment of only reasonable and customary charges for necessary services actually provided by Grantee up to the date of termination, not to exceed the sums specified in the contract.

This Agreement is executed by the Parties in their capacities as stated below.

**Accepted and Agreed:**

**Grantor:**

**Texas Department of Agriculture**

**P.O. Box 12847**

**Austin, Texas 78711**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karen Reichek, Administrator for Trade and Business Development

**Grantee:**

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

Event Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Official Signature

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

Print Name and Title of Authorized Official