

Funding Opportunity

Application Information Webinar: Recorded application information webinar available on [CDE’s](https://www.cde.state.co.us/healthandwellness/schoolnurseworkforcegrant) School Nurse Workforce Retention Grant webpage

[Applications Due](https://colorado.egrantsmanagement.com/): **November 21, 2024, by 4 pm**

Application will open in GAINS on October 14, 2024, and close on Thursday, November 21, 2024.

|  |
| --- |
| School Nurse Workforce Retention Grant Pursuant to the [Coronavirus Preparedness and Response Supplemental Appropriations Act](https://www.congress.gov/116/plaws/publ123/PLAW-116publ123.pdf),  2020 CDC-RFA-TP18-1802 |

EDAC stamp

**Program Questions:**

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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the School Nurse Workforce Retention Grant must be submitted in** [**GAINS**](https://colorado.egrantsmanagement.com/)**.**

Submission of application materials either in hard copy or via e-mail

will not be accepted.

The application window will open in GAINS on Monday, October 14, 2024, and close on Thursday, November 21, 2024, at 4 pm.

[More information about GAINS is available on CDE’s website.](https://www.cde.state.co.us/gains)

# Accessing GAINS

**School District and BOCES Applicants**

* Contact your district Local Access Manager (LAM) to receive access to GAINS. Documentation and training on this process for LAMs is available on [CDE’s GAINS Training webpage](https://www.cde.state.co.us/gains/gainstrainings).

**Charter School Applicants**

* Complete the [Charter School GAINS Access Request Form](https://app.smartsheet.com/b/form/6cb9159d35894e76b6875bebc7232d56)

**All Other Applicants**

* Complete the [Non-District Organization GAINS Access Request Form](https://app.smartsheet.com/b/form/33fd3633609c48e5bbd656db720f5bfe)

**School Nurse Workforce Retention Grant**

**Applications Due: Thursday, November 21, 2024, by 4 pm**

# Introduction and Purpose

As a result of the American Rescue Plan Act of 2021 (P.L. 117-2), March 22, 2021, the Centers of Disease Control and Prevention (CDC) activated CDC-RFA-TP18-1802 [Cooperative Agreement for Emergency Response: Public Health Crisis Response](https://drive.google.com/drive/u/0/folders/1s4z-qT_0_ooD7RwKNqdwf7UXFXClIxGd) to provide additional relief to address the continued impact of the COVID-19 pandemic. This funding is intended to establish, expand, train, and sustain the public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, including school nursing.

The School Nurse Workforce Retention Grant, funded through CDC’s COVID-19 Public Health Workforce Supplemental Funding, will support Local Education Providers in their efforts to retain school nurses by providing retention bonuses.

Objectives: This grant program exists to build and maintain the capacity to support public health priorities derived from COVID-19 and to retain school nurses as a critical part of the public health infrastructure.

# Eligible Applicants

Local Education Providers (LEPs) are eligible to apply for this opportunity. An eligible LEP is:

* A School District;
* A Board of Cooperative Educational Services (BOCES);
* A Charter School authorized by a School District; or
* A Charter School authorized by the Charter School Institute.
* Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b));
* The Colorado School for the Deaf and Blind or
* A consortium of two or more such local education providers.

Applicants that have previously received funds from the School Nurse Workforce Grant may apply for this current funding opportunity.

**Note:** Applications will not be accepted from individual non-charter schools and must be authorized and submitted through the LEP. Only one application per LEP will be accepted (not including charter school applicants)

**Charter Schools:**

Pursuant to [C.R.S. 22-30.5-104 (11)](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=f793ddcd-a668-40c2-88c9-13152b4e624f&nodeid=AAWAAEAACAACAAE&nodepath=%2FROOT%2FAAW%2FAAWAAE%2FAAWAAEAAC%2FAAWAAEAACAAC%2FAAWAAEAACAACAAE&level=5&haschildren=&populated=false&title=22-30.5-104.+Charter+school+-+requirements+-+authority+-+rules+-+definitions.&config=014FJAAyNGJkY2Y4Zi1mNjgyLTRkN2YtYmE4OS03NTYzNzYzOTg0OGEKAFBvZENhdGFsb2d592qv2Kywlf8caKqYROP5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A65MT-X293-CGX8-0095-00008-00&ecomp=8gf59kk&prid=b437b07b-e138-4d15-acfc-74ff860597f5), a charter school may choose to apply apart from their authorizer for a competitive grant program created by a federal or state statute or program. The charter school is considered the LEP only for the purposes of applying and determining eligibility. A charter school’s authorizer will be the fiscal agent, if funded.

* A charter school that applies for a grant shall provide to its authorizing district:
  + A copy of the grant application at the time the application is submitted to CDE; and
  + If the charter school receives the grant moneys, a summary of the grant requirements, a summary of how the charter school is using the grant moneys, and periodic reports on the charter school’s progress in meeting the goals of the grant as stated in its application.
* If a charter school intends to apply for a grant that the school’s authorizing school district is also intending to apply for, the charter school shall seek to collaborate with the school district in the application and to submit the application jointly. If the charter school and the school district are unable to agree to collaborate in applying for the grant, the charter school may apply for the grant independently or in collaboration with other charter schools.

# Available Funds and Duration of Grant

Approximately $600,000 is available for the 2024-2025 school year. Grants will be awarded for a four-month term beginning January 1, 2025, and ending April 15, 2025. **Retention bonus awards may be requested for up to $2,500 per registered nurse. Final award amounts are not guaranteed and will be determined based on available funds and application requests.** There is no guarantee that applying will result in funding or funding at the requested level.

Funded applicants for the 2024-2025 school year are not guaranteed any additional funding beyond the 2024-2025 year at this time. Funds must be expended by **April 15, 2025**. This is a federal grant requiring request for funds. All funds must be requested no later than **May 30, 2025.** There will be no carryover of funds.

# Allowable Use of Funds

A Local Education Provider that receives a grant under the program shall use the monies to provide bonuses of up to $2,500 per nurse to Registered Nurses currently employed by the school to support school nurse retention.

Allowable services or activities include:

Retention bonuses for registered nurses currently employed as a K-12 school nurse, limited to salaries and benefits.

**Notes:**

* Recipients of funds shall hold registered nurse (RN) licensure.
* Funds may not be used to supplant funding from other federal sources or matching on other federal awards.
* It is the district’s responsibility to ensure nurses employed by one or more districts may only receive retention bonuses from one district.
* Funding may not be used for food.
* **This is a federal grant that requires a request for reimbursement.**
* Indirect costs are not allowable.

# Evaluation and Reporting

Each Education Provider that receives a grant through the School Nurse Workforce Retention grant is required completed an Annual Financial Report that at a minimum includes the following information to the Department on or before **May 30, 2025.**

* The number of school nurses receiving a retention bonus
* Amount of retention bonus each nurse received
* Total amount of retention bonuses distributed

Education Providers receiving a grant through the School Nurse Workforce Retention grant may be selected for a site visit by CDE program staff during the 2024-2025 school year.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the School Nurse Workforce Retention grant. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted as part of the application must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Awarded grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information.

# Application Assistance

A recorded application training webinar will be posted on [CDE’s School Nurse Workforce Retention Grant webpage](https://www.cde.state.co.us/healthandwellness/schoolnurseworkforcegrant).

# Review Process and Notification

Applications will be reviewed by CDE staff to ensure that program eligibility is met and that all the required components have been included. Applicants will be notified of final award status no later than **Friday, December 20, 2024**.

**Note:** There is no guarantee that applying will result in funding or funding at the requested level. All award decisions are final.

# Submission Process and Deadline

Applications must be completed and submitted through [GAINS](https://colorado.egrantsmanagement.com/) by **Thursday, November 21, 2024, at 4 pm**.

Application materials and resources are available on [CDE’s School Nurse Workforce Retention Grant webpage](https://www.cde.state.co.us/healthandwellness/schoolnurseworkforcegrant).

# Required Elements

The format outlined below must be followed to assure consistency in applications. All parts of the application must be included to be considered.

Part I: Applicant Request and Budget

Part II: Program Assurances

Part III: Upload Financial Management Risk Assessment [see Attachment A]

Part IV: Upload Letter of Support  
The Letter of Support must include the following elements on District or Charter School Letterhead:

* Brief program goal (1-2 sentences)
* Number of registered nurses to be retained
* Amount of funding requested per school nurse (amount must be consistent with amount on application in GAINS)
* A brief statement that the district or Charter School supports the request for retention bonuses. (1-2 sentences)
* The Letter of Support must be signed by a member of the School Board, HR Director, or other District Administrator who can approve personnel bonuses.

Applications with incomplete Letters of Support cannot be accepted. Letters of Support must be complete for the application to be considered.

**School Nurse Workforce Retention Grant**

**Applications Due: Thursday, November 21, 2024, by 4 pm**

Applicants will complete their application in [GAINS](https://colorado.egrantsmanagement.com/).

Applications will be accepted in GAINS from October 14, 2024, through November 21, 2024, at 4 pm.

# Part I: Applicant Request and Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application Contact The person that CDE should contact if there any questions or additional information needed for this application. | | | | |
| **Name:** |  | **Title:** |  | |
| **Telephone:** |  | **E-mail:** |  | |
| **Program Contact**  The person who will be responsible for receiving communications from CDE staff about this program. | | | | |
| **Name:** |  | **Title:** |  | |
| **Telephone:** |  | **E-mail:** |  | |
| **Request Details** | | | | | |
| 1. Number of registered school nurses who will receive retention bonus. | | | |  | |
| 1. Amount of retention bonus per registered nurse, up to $2,500 each. | | | |  | |
| 1. Total amount of request (number of nurses multiplied by amount of retention bonus per nurse). | | | |  | |
| 1. Please confirm Letter of Support is uploaded with this application. | | | |  | |

**Program Budget**

The proposed program budget should equal the funding amount requested and must be completed in GAINS.

# Part II: Program Assurances

**Applicants will agree to the below assurances within the School Nurse Workforce Retention Grant application in GAINS. An upload of this document is not required.**

The applicant hereby applies for and, if awarded, accepts the state funds requested in this application. In consideration of the receipt of these grant funds, the applicant agrees that the General Assurances form for all state funds and the terms therein are specifically incorporated by reference in this application. The applicant also certifies that all program and pertinent administrative requirements will be met. In addition, grantees that accept School Nurse Workforce Retention Grant funding agree to the following assurances:

1. The grantee will provide the Colorado Department of Education with the evaluation information required in the Annual Financial Report.
2. The grantee will work with and provide requested data to CDE for School Nurse Workforce Retention Grant within the time frames specified.
3. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funds will be used to supplement and not supplant any funds currently being used to provide school nurse services and grant dollars will be administered by the appropriate fiscal agent.
5. Funded projects will maintain appropriate fiscal and program records and fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
6. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
7. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

**Duplication of Benefits**

Federal or State funds generally cannot be used to pay for the exact same cost or activity already paid for from another source of funding. This is sometimes referred to as a prohibition on duplication of benefits (DOB), or “double-dipping.” Entities using multiple funding sources should be aware of the different authorities and program requirements for each funding source, being careful to avoid DOB in instances where they are paying for similar costs or activities from multiple sources. (2CFR200.302) Subrecipients should avoid a duplication of benefits for any federal or state award. A duplication of benefits occurs when the amount of the assistance (i.e., funding) to a beneficiary exceeds the total allowable assistance (i.e., based on the total allocable expenses) to that beneficiary for that purpose.

1. Applicant certifies no duplication of benefits resulting in this funding will occur. If awarded, the Awardee (applicant) will notify in writing CDE should this occur.

**Fraud, Waste and Abuse**

Recipients of grant funds are responsible for taking steps to reduce fraud, waste, and abuse. Fraud Waste and Abuse can come in many forms, such as:

* Embezzlement, bribery, or other public corruption involving federal or state funds;
* Serious mismanagement involving federal or state programs or funds;
* Theft or misuse of Federal student aid to include knowledge of fraud, waste, or abuse involving a financial aid administrator or other entity official(s), or knowledge of fraud, waste, or abuse involving a student loan servicer or collection agency;
* Knowledge that your entity is not complying with regulations or laws involving Federal student aid or other federal or state program or operation requirements;
* Conflicts of interest-violation of arm’s length agreements;
* Contract and procurement irregularities;
* Theft or abuse of government property;
* Employee misconduct; or
* Ethics violations by officials.

Entities are required to have a procedure or methodology for timely reporting, in writing, of any noted violations that may potentially affect the federal or state award. (2CFR200.113)

1. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of fraud, waste and abuse with these, or any funds within their agency, and if an instance occurs. If awarded, the Awardee (applicant) will notify CDE in writing.

**Conflict of Interest**

The applicant hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or grant resulting from this award that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The applicant further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the Government's or Colorado Department of Education’s satisfaction, such conflict of interest (or apparent conflict of interest).

1. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of any conflicts of interest with these, or any funds within their agency. If awarded, the Awardee (applicant) will notify CDE in writing. (2CFR200.112)

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in GAINS and approved by CDE before modifications are made to the expenditures.

Approvals for this grant must be captured in GAINS from the following personnel:

* Applicant Authorized Representative
* Applicant Fiscal Manager

**Note:** For Charter School applicants, the above personnel must be from your authorizing district or CSI.

# Attachment A: Financial Management Risk Assessment

**Request for Application Financial Management Risk Assessment**

|  |
| --- |
| **Organization Name:** |
| **UEI #:**  **Expire Date:** |

**Purpose**

This survey is intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds. Information from the report will be used to assess an organization’s structure and capacity-building needs and identify any appropriate technical assistance and/or resources to strengthen operations. This survey is also an opportunity for GFMU staff to identify the potential technical assistance required, should the entity be awarded. No feedback will be provided from the score of this survey.

**Procedure**

Completion of this report is required. Applicant organizations are advised to make sure that the person or persons completing this form are those responsible for and knowledgeable about the organization’s financial management functions. This information will be taken into consideration as part of the grant application. Scores will determine if the organization’s level of risk to manage federal grant funds is high, medium, or low, and these scores will be utilized in determining potential awards.

**Risk Assessment**

The risk score determines the order in which CDE staff will evaluate and monitor the grant program.

* **High Risk –** A score over 20 requires **intensive monitoring and improvement** based on a thorough evaluation of the grant project.
* **Medium Risk –** A score between 8 and 20 requires evaluation of areas that **need improvement** and improving those areas based on the approved action plan.
* **Low Risk –** A score below 8 generally identifies that the program is at **lower** risk for potential waste, mismanagement, non-compliance, or fraud.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Scoring: The following questions will be awarded a score ranging from 0 to 25.** | | | | | | | | | | | | | | |
| 1. Is the applicant on the [Federal Debarment List](https://www.dol.gov/agencies/ofccp/debarred-list), including the [USDA National Disqualified List](https://www.eauth.usda.gov/eauth/b/usda/login?showmobilelinc=true&TRYIWA=TRUE&TYPE=33554433&REALMOID=06-780bbc2b-8189-490a-8fdf-d1c5b14bfc41&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-fmKNI27Ux5IHVTgSU5TbVjchJYAUY1oBI4Jf826DhtMvMrFuudjyAnsxHEtlYhsE1KTM%2FIXHV2dKr48%2F5hYwbGMV474HJImM%2BJdB0hvusf4GcsRbLGO0YkypujXkiBCU&TARGET=-SM-HTTPS:%2F%2Fsnp.fns.usda.gov%2Fndlweb%2FWelcome.action) and registered with the Colorado Secretary of State? (If yes, no need to go further) | | | | | | | | | | **Yes** | | | | **No** |
| 25 | | | | 0 |
| 1. Is the entity in good standing on the Secretary of State [State 501C3 list](https://www.coloradosos.gov/ccsa/pages/search/basic.xhtml?_gl=1*7l3jj2*_ga*MjU2MDQ3MjQuMTcwNzkzMjY5NQ..*_ga_JDK6PLVHDW*MTcxMTExNzQ3MC40LjEuMTcxMTExNzc1NC4wLjAuMA..)? | | | | | | | **N/A** | | | **Yes** | | | | **No** |
| 0 | | | 0 | | | | 5 |
| 1. Is this a Federal Grant Application (or Federal Funds pass-through)? | | | | | | | **N/A** | | | **Yes** | | | | **No** |
| 0 | | | 5 | | | | 0 |
| 1. Does entity have an active, no exclusion, UEI Number ([Unique Entity ID - Sam.gov](https://sam.gov/content/duns-uei))? | | | | | | | | | | **Yes** | | | | **No** |
| 0 | | | | 10 |
| 1. Has the agency or principals thereof ever been suspended or debarred from receiving state or federal grants or contracts? | | | | | | | | | | **Yes** | | | | **No** |
| 5 | | | | 0 |
| 1. Has the agency ever had a grant agreement terminated, through CDE or another agency? | | | | | | | | | | **Yes** | | | | **No** |
| 5 | | | | 0 |
| 1. Does the agency employ a finance director with at least three years of experience in accounting at this type of entity? | | | | | | | | | | **Yes** | | | | **No** |
| 0 | | | | 5 |
| 1. Does the entity use a commercial/licensed financial software system?   If Yes, what system: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | **Yes** | | | | **No** |
| 0 | | | | 5 |
| 1. Does this system ensure that grant funds are not comingled with general operating funds? | | | | | | | | | | **Yes** | | | | **No** |
| 0 | | | | 5 |
| 1. How many years has the organization been in existence? | | **<2** | | **2-5 Years** | | | | **6-10 Years** | | **11-14 Years** | | | | **15+ Years** |
| 4 | | 3 | | | | 2 | | 1 | | | | 0 |
| 1. Does the Agency have experience managing other federal, state, local or private funds? | | **0-1 Years** | | **2-4 Years** | | | | **5-7 Years** | | **8-10 Years** | | | | **>10 Years** |
| 4 | | 3 | | | | 2 | | 1 | | | | 0 |
| 1. Does the Agency have experience administering federal funds or other grants that provide funds for services to a comparable target population? | | **0-1 Years** | | **2-4 Years** | | | | **5-7 Years** | | **8-10 Years** | | | | **>10 Years** |
| 4 | | 3 | | | | 2 | | 1 | | | | 0 |
| 1. Has the entity received federal awards from the Colorado Department of Education in the past?   If Yes, which program(s) and year(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | **Yes** | | | | **No** |
| 0 | | | | 1 |
| 1. Does the entity have written procedures for procurement, time and effort (federal), and fiscal management (to include internal control procedures) of Federal or State grant funding that specifically comply with the Uniform Grants Guidance? | | | | | | | | | | **Yes** | | | | **No** |
| 0 | | | | 5 |
| 1. Amount of grant award requested for this project: | | **$300,000+** | | **$200,000-$299,999** | | | | **$100,000-$199,999** | | **$50,000-$99,999** | | | | **$0-$49,999** |
| 4 | | 3 | | | | 2 | | 1 | | | | 0 |
| 1. Single Audit Status (answer only if you receive MORE THAN $1M in federal funding from other resources):   \*Finding refers to a material weakness, significant deficiency, or questioned costs. | **No Single Audit Performed** | | **Received a Program and Fiscal Audit Finding** | | **Received a Fiscal Audit Finding** | | | | **Received a Program Audit Finding** | | | | **No Findings** | |
| 5 | | 4 | | 3 | | | | 2 | | | | 0 | |
| 1. Financial Audit (answer if not required to have a Single Audit, but instead a standard financial audit): | | **No Audit Performed for Prior Year** | | | | **Financial Audit Completed for Prior Year with no Findings** | | | | | **Audit Performed for Prior Year with Findings** | | | |
| 5 | | | | 0 | | | | | 5 | | | |
| 1. Submit a copy of most recent single audit or financial audit. Based on this submission, please indicate the percentage of grant budget being applied for as compared to total operating budget. (grant budget divided by total operating budget). | | **>40%** | | **31%-39%** | | | | **20%-30%** | | **6%-19%** | | | | **<5%** |
| 4 | | 3 | | | | 2 | | 1 | | | | 0 |
| **Total Score:** | | | | | | | | | | | |  | | |

\*As indicated on the entities most recent single audit review.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject this entity to immediate termination of a grant award agreement up to and including return of any disbursed funds.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Preparer Name (Typed/Printed) |  | Preparer Title (Typed/Printed) |
|  |  |  |
| Preparer Signature |  | Date |