Task Agreement Number P15AC01722 / UNM-120
Under
Cooperative Agreement P14AC00921
Between
The United States Department of the Interior
National Park Service
And
Regents of the University of New Mexico
DUNS No: 868853094
EIN No: 85-6000-642
1700 Lomas Blvd NE, Suite 2200, MSC01 1247
Albuquerque, NM 87131-0001

CFDA: 15.945
Project Title: Developing Skills and Methods for Landscape Scale Inventory and Evaluation of Cultural Resources
Park Unit: Valles Caldera National Preserve (VALL)
PI: Robert Dello-Russo, PhD, rdellorusso@unm.edu (505) 277-5853
ATR: Todd Chaudhry, Todd.Chaudhry@nps.gov, Office 928-523-6638
Amount of Federal Funds Obligated: $9,995
Total Amount of Task Agreement Award: $9,995
Funding source: Resilient Landscapes, WBS PF.FRIM02015.00.1
Student Involvement: Yes
Sensitive Information: Yes

ARTICLE I – BACKGROUND AND OBJECTIVES

Cooperative Agreement Number P14AC00921 was entered into by and between the Department of the Interior, National Park Service, (NPS), and University of New Mexico (hereafter referred to as ‘Recipient’) for the purpose of providing research, technical assistance, and/or education, as described below. Unless otherwise specified herein, the terms and conditions as stated in the Cooperative Agreement will apply to this Task Agreement.

For performance under this task agreement, the regulations set forth in 2 CFR, Part 200, supersedes OMB Circulars A–21 (2 CFR 220), A–87 (2 CFR 225), A–110, and A–122 (2
CFR 230); Circulars A–89, A–102, and A–133; and the guidance in Circular A–50 on Single Audit Act follow-up. The recipient shall adhere to 2 CFR, Part 200 in its entirety in addition to any terms and conditions of the master agreement not superseded by 2 CFR 200, as well as the terms and conditions set forth in this agreement. In the event of a conflict between the original terms of the master agreement and 2 CFR, Part 200, relating to this task agreement, 2 CFR, Part 200 shall take precedence.

A. Project Title:
Developing Skills and Methods for Landscape Scale Inventory and Evaluation of Cultural Resources

B. Project Description:
Background: Cultural resource inventory clearance and management is generally undertaken at the project level to fulfill the requirements of (NHPA) Section 106. Federal land managers including the National Park Services are rapidly moving towards a landscape-scale approach to resource assessment and management. We incorporate powerful data bases such as LANDFIRE in assessing condition and technical approaches to data acquisition such as LiDAR to assess, evaluate, collaboratively plan and implement natural resource management over broad ecological and multijurisdictional landscapes. These tools are being applied on the Valles Caldera National Preserve (VALL) to improve the efficiency and quality of our efforts to restore the resiliency of the preserve’s natural systems. There is a need to incorporate a landscape-scale approach into a student’s curriculum, especially at the graduate level.

Project Description: Through this cooperative effort, we are proposing to establish a professional development opportunity for students of archaeology and anthropology at the University of New Mexico to gain practical experience and increase their knowledge, skills and abilities in approaching the assessment of cultural resources at the landscape scale.

This project would engage students and the University of New Mexico (UNM) Office of Contract Archaeology (OCA) team in reviewing landscape-scale natural resource data and existing cultural resource data for the purpose of proposing a strategic plan for creating an integrated landscape-scale approach to inventory, monitoring and evaluation of cultural resources and compliance with Section 106 of the National Historic Preservation Act. Based on this project we would plan a second phase of the project – to work with students to test and refine this approach on the VALL Resilient Landscapes project.

C. Public Purpose:
This project fulfills a Public Purpose of support or economic stimulation via the following CESU objectives:

1. The project engages students and UNM and the UNM/OCA in shared environmental stewardship as part of the Resilient Landscapes program on VALL. The overall VALL Resilient Landscapes program has 23 official
collaborating groups/agencies, and the UNM/OCA project will be integrated with projects and participation of these many collaborators. Students will have access to land managers, as well as researchers and other students, allowing them to explore the relationships among human use, occupancy and natural resources at the landscape scale within a unique system (volcanic caldera).

2. The scientific community and/or researchers external to NPS will gain new knowledge provided by these efforts through the dissemination of natural, cultural and/or historical resource information. The project will (1) provide usable knowledge to support informed decision making by integrating a landscape-scale approach to evaluating cultural resources; (2) create and maintain effective partnerships among the federal agencies and universities (including students) to share resources and expertise by fostering and expanding an existing partnership between the Valles Caldera National Preserve and UNM/OCA, and (3) manage federal resources effectively by providing information and decision support for landscape-scale approaches to management that integrate our evaluation of cultural and natural resources at similar scales.

3. NPS will have a Substantial Involvement in the project: NPS is involved with the recipient in describing the goals, and in jointly developing the scope and the activities to be accomplished. NPS staff at VALL will be sharing existing site and GIS data, and will provide technical assistance with field site selections, sampling design, performance requirements, coordination with crews, and assistance with field work as needed to ensure the success of the project.

ARTICLE II – LEGAL AUTHORITY

54 U.S.C. §101702(a) Cooperative Agreements, Transfer of Services Appropriate Funds
54 U.S.C. §101702(b) Cooperative Agreements, Cooperative Research and Training Programs
54 U.S.C. §100703 Cooperative Study Units

ARTICLE III – STATEMENT OF WORK

A. Statement of Work:
Students and UNM/OCA staff will work closely with the VALL cultural and natural resource staff to retrieve corporate cultural resource datasets including GIS and tabular data. Continuing to work in consultation with VALL cartography, cultural and natural resource specialists, students and UNM/OCA staff will design a strategy including a schedule and budget for a landscape-scale approach to the assessment, monitoring and evaluation of priority treatment areas for restoration. This strategy will consider conceptualizing and initiating the development of a sensitivity model (modeling the applicability of sampling approaches vs. total survey coverage) to improve the efficiency of planning and execution of pedestrian surveys, establishing monitoring sites for measuring the effectiveness of mitigation measures in protecting cultural resources from the effects of planned restoration activities, and finally completing cultural resources.
inventory on approximately 5000 acres of priority treatment areas (treatments include integrated forest thinning, biomass disposal, road closure and/or maintenance, riparian restoration, post fire rehabilitation, and other related similar activities).

B. Project Schedule and Products:
This compilation and review of data would be completed over the final quarter of FY 15 and first quarter of FY16.

1. September 2015 – VALL staff will review the corporate data available for the VALL with students and UNM/OCA.
2. Based on their review of the available data, students and UNM/OCA will develop a strategy and schedule in support of the VALL completing Section 106 compliance for landscape scale restoration of priority areas on the VALL. The strategy will include estimated time and budget including logistics, noting uncertainties for the following:
   ✓ Incorporating a sensitivity model to reduce costs and improve the efficacy of pedestrian survey
   ✓ Completing pedestrian survey
   ✓ Preparing reports
   ✓ Establishing monitoring sites
3. Work with VALL staff to refine strategy;
4. Prepare final report including schedule and budget for implementing strategy and a student development plan emphasizing understanding of landscape-scale approach to cultural resource management and skill development in planning landscape scale approach to project management.

C. Recipient agrees to:
1. Student recruitment and oversight;
2. Establishing student development objectives for this task;
3. Providing a draft strategy, schedule and budget for landscape-scale approach to Section 106 compliance for the VALL resilient landscapes project by February 28, 2016
4. Provide a final strategy, schedule and budget for landscape-scale approach to Section 106 compliance for the VALL resilient landscapes project by April 30, 2016.

D. NPS agrees to:
The NPS intends to have substantial involvement in the project: Developing Skills in a Landscape Approach to Section 106 Compliance

1. Substantial collaboration, review and understanding of corporate data;
2. Provision of resource specialists including: Physical scientist, Plant Ecologist, Hydrologist, Wildlife Biologist, Entomologist; as well as Archaeologists/Cultural Resources staff.
3. Working with students to ensure that the final strategy and approach is practical for implementation.
4. Complete a review of the draft report/strategy within 30 days of receipt.

ARTICLE IV – TERM OF AGREEMENT

This Task Agreement will become effective on September 1, 2015 and extend through December 31, 2016.

ARTICLE V – KEY OFFICIALS

A. Key officials
Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

1. For the NPS:
   a. Agreement Technical Representative:
      Todd Chaudhry, Ph.D.
      Research Coordinator
      Colorado Plateau Cooperative Ecosystem Studies Unit
      National Park Service
      Northern Arizona University
      PO Box 15018
      Flagstaff, AZ 86011
      Phone: 928-523-6638
      Email: todd_chaudhry@nps.gov

   b. Technical Expert:
      Dr. Robert Parmenter
      Director, Scientific Services Division
      National Park Service
      Valles Caldera National Preserve
      P.O. Box 359
      Jemez Springs, NM
      505-428-7727
      Fax: 575-829-4614
      bparmenter@vallescaldera.gov

   c. Awarding Officer:
      Kelly Adams
      Financial Assistance Officer
      National Park Service
      Intermountain Region
      12795 W. Alameda Parkway
      Lakewood, CO 80228
Phone: 303-969-2303  
Fax: 303-969-2786  
Email: Kelly_adams@nps.gov

d. CPCESU Research Coordinator:  
   Todd Chaudhry, Ph.D.  
   Research Coordinator  
   Colorado Plateau Cooperative Ecosystem Studies Unit  
   National Park Service  
   Northern Arizona University  
   PO Box 15018  
   Flagstaff, AZ 86011  
   Phone: 928-523-6638  
   Email: todd_chaudhry@nps.gov

2. For Recipient:  
a. Principal Investigator:  
   Robert Dello-Russo, PhD  
   Director  
   University of New Mexico  
   Office of Contract Archeology  
   University of New Mexico  
   MSC07 4230  
   1717 Lomas Blvd. NE  
   1 University of New Mexico  
   Albuquerque, NM 87131  
   Phone: (505) 277-5853  
   FAX: (505) 277-6726  
   rdellorusso@unm.edu

b. Administrative Contact:  
   University of New Mexico  
   Office of Sponsored Projects  
   1700 Lomas Blvd NE, Suite 2200  
   MSC01 1247  
   Albuquerque, NM 87131-0001  
   Phone: (505) 277-4186  
   Fax: (505) 277-4185  
   osp@unm.edu

B. Communications

Recipient will address any communication regarding this Agreement to the Awarding Officer with a copy also sent to the ATR. Communications that relate solely to routine
operational matters described in the current work plan may be sent only to the ATR or personnel designated by ATR.

C. Changes in Key Officials

Neither the NPS nor Recipient may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include a justification with sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be made only by modification to this Agreement.

ARTICLE VI – AWARD AND PAYMENT

A. Financial Assistance:

NPS will provide funding to Recipient in an amount not to exceed $10,000 for the work described in Article III and in accordance with the approved budget (Attachment A).

B. Requesting Payment:

Recipient shall request payment in accordance with the following:

1. Method of Payment. Payment will be made by advance and/or reimbursement through the Department of Treasury’s ASAP system.

2. Requesting Advances. Requests for advances must be submitted via the ASAP system. Requests may be submitted as frequently as required to meet the needs of the FA Recipient to disburse funds for the Federal share of project costs. If feasible, each request should be timed so that payment is received on the same day that the funds are dispersed for direct project costs and/or the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible.

3. Requesting Reimbursement. Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period.

4. Adjusting payment requests for available cash. Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.

5. Bank Accounts. All payments are made through electronic funds transfer to the bank account identified in the U.S Treasury ASAP system by the FA Recipient.

6. Supporting Documents and Agency Approval of Payments. Additional supporting documentation and prior Agency (NPS) approval of payments may be required when/if a FA Recipient is determined to be “high risk” or has
performance issues. If prior Agency payment approval is in effect for an award, the ASAP system will notify the FA Recipient when they submit a request for payment. The Recipient must then notify the NPS Awarding Officer identified on the Assistance Agreement that a payment request has been submitted. The NPS Awarding Officer may request additional information from the Recipient to support the payment request prior to approving the release of funds, as deemed necessary. The FA Recipient is required to comply with these requests. Supporting documents may include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.

ARTICLE VII – REPORTS AND/OR DELIVERABLES

A. Reporting:
1. Specific projects or activities within this agreement will be tracked and reported by annual submission of a SF-425 Federal Financial Report (FFR) and annual submission of a Performance Report. A final SF-425 and Performance Report shall be submitted at the completion of the Agreement. The following reporting period end dates shall be used for interim reports: 12/31. For the final SF-425 and Performance Report, the reporting period end date shall be the end date of the agreement. Interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual and final reports shall be submitted no later than 90 days after the end period date. All reports shall be submitted via email to the NPS Awarding Officer with a copy to the NPS Agreements Technical Representative via email.
2. An electronic version of the final report and separate abstract suitable for public distribution will be submitted by the Recipient to the ATR. The ATR will send the final report electronically to NPS’s Technical Information Center and carbon-copy the CESU Research Coordinator. Please send Catherine Kisluk at Technical Information Center (TIC) one hard copy and one digital copy of the final report and abstract. Mail the hard copy to: NPS Technical Information Center (TIC) 12795 West Alameda Parkway, Lakewood, Colorado 80228 Attn: Catherine Kisluk and email the digital version to catherine_kisluk@nps.gov and cc the CESU Research Coordinator.

If the report does not contain sensitive material, the Research Coordinator will send it to the host university for posting on the CESU website. If it does contain sensitive material, then a brief abstract must be supplied that will be posted on the CESU website.

ARTICLE VIII – MODIFICATION AND TERMINATION

This Task Agreement may be modified at any time, prior to the expiration date, by the mutual concurrence of the Recipient and the NPS. Modifications will be in writing, approved and signed by the NPS Awarding Officer and the Recipient’s signatory official.
ARTICLE IX – GENERAL PROVISIONS

A. OMB Circulars and Other Regulations

The following Federal regulations are incorporated by reference into this Agreement (full text can be found at http://www.ecfr.gov):

1. Administrative Requirements:

   2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;

2. Determination of Allowable Costs:

   2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E;

3. Audit Requirements:

   2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.

ARTICLE X – MINIMUM WAGES UNDER EXECUTIVE ORDER 13658 (January 2015)

(a) Definitions. As used in this clause—

“United States” means the 50 states and the District of Columbia.

“Worker”—

(1) Means any person engaged in performing work on, or in connection with, an agreement covered by Executive Order 13658, and

   (i) Whose wages under such agreements are governed by the Fair Labor Standards Act (29 U.S.C. chapter 8), the Service Contract Labor Standards statute (41 U.S.C. chapter 67), or the Wage Rate Requirements (Construction) statute (40 U.S.C. chapter 31, subchapter IV),

   (ii) Other than individuals employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in 29 C.F.R. § 541,

   (iii) Regardless of the contractual relationship alleged to exist between the individual and the employer.
(2) Includes workers performing on, or in connection with, the agreement whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(c).

(3) Also includes any person working on, or in connection with, the agreement and individually registered in a bona fide apprenticeship or training program registered with the Department of Labor's Employment and Training Administration, Office of Apprenticeship, or with a State Apprenticeship Agency recognized by the Office of Apprenticeship.

(b) Executive Order Minimum Wage rate.

(1) The Recipient shall pay to workers, while performing in the United States, and performing on, or in connection with, this agreement, a minimum hourly wage rate of $10.10 per hour beginning January 1, 2015.

(2) The Recipient shall adjust the minimum wage paid, if necessary, beginning January 1, 2016 and annually thereafter, to meet the Secretary of Labor's annual E.O. minimum wage. The Administrator of the Department of Labor's Wage and Hour Division (the Administrator) will publish annual determinations in the Federal Register no later than 90 days before the effective date of the new E.O. minimum wage rate. The Administrator will also publish the applicable E.O. minimum wage on www.wdol.gov (or any successor Web site) and on all wage determinations issued under the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute. The applicable published E.O. minimum wage is incorporated by reference into this agreement.

(3) (i) The Recipient may request a price adjustment only after the effective date of the new annual E.O. minimum wage determination. Prices will be adjusted only if labor costs increase as a result of an increase in the annual E.O. minimum wage, and for associated labor costs and relevant subaward costs. Associated labor costs shall include increases or decreases that result from changes in social security and unemployment taxes and workers' compensation insurance, but will not otherwise include any amount for general and administrative costs, overhead, or profit.

(ii) Subrecipients may be entitled to adjustments due to the new minimum wage, pursuant to paragraph (b)(2). Recipients shall consider any Subrecipient requests for such price adjustment.

(iii) The Awarding Officer will not adjust the agreement price under this clause for any costs other than those identified in paragraph (b)(3)(i) of this clause, and will not provide duplicate price adjustments with any price adjustment under clauses implementing the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute.
(4) The Recipient warrants that the prices in this agreement do not include allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

(7) The Recipient shall pay, unconditionally to each worker, all wages due free and clear without subsequent rebate or kickback. The Recipient may make deductions that reduce a worker's wages below the E.O. minimum wage rate only if done in accordance with 29 C.F.R. § 10.23, Deductions.

(8) The Recipient shall not discharge any part of its minimum wage obligation under this clause by furnishing fringe benefits or, with respect to workers whose wages are governed by the Service Contract Labor Standards statute, the cash equivalent thereof.

(9) Nothing in this clause shall excuse the Recipient from compliance with any applicable Federal or State prevailing wage law or any applicable law or municipal ordinance establishing a minimum wage higher than the E.O. minimum wage. However, wage increases under such other laws or municipal ordinances are not subject to price adjustment under this subpart.

(10) The Recipient shall pay the E.O. minimum wage rate whenever it is higher than any applicable collective bargaining agreement(s) wage rate.

(11) The Recipient shall follow the policies and procedures in 29 C.F.R. § 10.24(b) and 10.28 for treatment of workers engaged in an occupation in which they customarily and regularly receive more than $30 a month in tips.

(c) (1) This clause applies to workers as defined in paragraph (a). As provided in that definition—

(i) Workers are covered regardless of the contractual relationship alleged to exist between the Recipient or Subrecipient and the worker;

(ii) Workers with disabilities whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(c) are covered; and

(iii) Workers who are registered in a bona fide apprenticeship program or training program registered with the Department of Labor's Employment and Training Administration, Office of Apprenticeship, or with a State Apprenticeship Agency recognized by the Office of Apprenticeship, are covered.

(2) This clause does not apply to—
(i) Fair Labor Standards Act (FLSA) – covered individuals performing in connection with contracts covered by the E.O., i.e. those individuals who perform duties necessary to the performance of the agreement, but who are not directly engaged in performing the specific work called for by the agreement, and who spend less than 20 percent of their hours worked in a particular workweek performing in connection with such agreements;

(ii) Individuals exempted from the minimum wage requirements of the FLSA under 29 U.S.C. § 213(a) and 214(a) and (b), unless otherwise covered by the Service Contract Labor Standards statute, or the Wage Rate Requirements (Construction) statute. These individuals include but are not limited to—

(A) Learners, apprentices, or messengers whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(a).

(B) Students whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(b).

(C) Those employed in a bona fide executive, administrative, or professional capacity (29 U.S.C. § 213(a)(1) and 29 C.F.R. § part 541).

(d) Notice. The Recipient shall notify all workers performing work on, or in connection with, this agreement of the applicable E.O. minimum wage rate under this clause. With respect to workers covered by the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute, the Contractor may meet this requirement by posting, in a prominent and accessible place at the worksite, the applicable wage determination under those statutes. With respect to workers whose wages are governed by the FLSA, the Recipient shall post notice, utilizing the poster provided by the Administrator, which can be obtained at www.dol.gov/whd/govcontracts, in a prominent and accessible place at the worksite. Recipients that customarily post notices to workers electronically may post the notice electronically provided the electronic posting is displayed prominently on any Web site that is maintained by the Recipient, whether external or internal, and customarily used for notices to workers about terms and conditions of employment.

(e) Payroll Records. (1) The Recipient shall make and maintain records, for three years after completion of the work, containing the following information for each worker:

(i) Name, address, and social security number;

(ii) The worker’s occupation(s) or classification(s);
(iii) The rate or rates of wages paid;

(iv) The number of daily and weekly hours worked by each worker;

(v) Any deductions made; and

(vi) Total wages paid.

(2) The Recipient shall make records pursuant to paragraph (e)(1) of this clause available for inspection and transcription by authorized representatives of the Administrator. The Recipient shall also make such records available upon request of the Contracting Officer.

(3) The Recipient shall make a copy of the agreement available, as applicable, for inspection or transcription by authorized representatives of the Administrator.

(4) Failure to comply with this paragraph (e) shall be a violation of 29 C.F.R. § 10.26 and this agreement. Upon direction of the Administrator or upon the Awarding Officer's own action, payment shall be withheld until such time as the noncompliance is corrected.

(5) Nothing in this clause limits or otherwise modifies the Recipient’s payroll and recordkeeping obligations, if any, under the Service Contract Labor Standards statute, the Wage Rate Requirements (Construction) statute, the Fair Labor Standards Act, or any other applicable law.

(f) Access. The Recipient shall permit authorized representatives of the Administrator to conduct investigations, including interviewing workers at the worksite during normal working hours.

(g) Withholding. The Awarding Officer, upon his or her own action or upon written request of the Administrator, will withhold funds or cause funds to be withheld, from the Recipient under this or any other Federal agreement with the same Recipient, sufficient to pay workers the full amount of wages required by this clause.

(h) Disputes. Department of Labor has set forth in 29 C.F.R. § 10.51, Disputes concerning Recipient compliance, the procedures for resolving disputes concerning an Recipient’s compliance with Department of Labor regulations at 29 C.F.R. § 10. Such disputes shall be resolved in accordance with those. This includes disputes between the Recipient (or any of its Subrecipients) and the contracting agency, the Department of Labor, or the workers or their representatives.
(i) **Antiretaliation.** The Recipient shall not discharge or in any other manner discriminate against any worker because such worker has filed any complaint or instituted or caused to be instituted any proceeding under or related to compliance with the E.O. or this clause, or has testified or is about to testify in any such proceeding.

(j) **Subcontractor compliance.** The Recipient is responsible for Subrecipient compliance with the requirements of this clause and may be held liable for unpaid wages due Subrecipient workers.

(k) **Subawards.** The Recipient shall include the substance of this clause, including this paragraph (k) in all subawards, regardless of dollar value, that are subject to the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute, and are to be performed in whole or in part in the United States.

**ARTICLE XI – ATTACHMENTS**

The following documents are attached and made a part of this Task Agreement:

A. **Detailed Budget**

B. **ATR Designation Letter**
ARTICLE XII - SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Task Agreement on the date(s) set forth below.

A. FOR RECIPIENT

Signature: _______________________________ Date _______________________________

Print Name: Julian Sandoval

Title: Chief Financial Services Officer

B. FOR THE NATIONAL PARK SERVICE

Signature: _______________________________ Date 9/1/15

Print Name: Kelly Adams

Title: _______________________________