



City of Wichita Housing Development Loan Program, 2021-2022

Funding Application

Rental/Multi-Family Housing

Submit completed application and supporting documents to:

Mark Stanberry, Community Investments Manager: mstanberry@wichita.gov

Funding Availability: \$400,000;

Maximum Funding Per Project: \$200,000

Due Date: February 4, 2022

Applicant Data

Applicant: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

DUNS #: _____ EIN: _____

Are the principal entities (developer and members or partners of the ownership entity) registered with the System for Award Management at www.sam.gov ? Y N

PROPOSAL SUMMARY

Development Name: _____

Address: _____

City: _____ County: _____

Zip: _____ Census Tract: _____

Will the project include LIHTC? YES NO

Is the owner/sponsor a CHDO requesting HOME Set Aside funds? Yes No

Project Type

- New Construction
- Rehabilitation Only
- Acquisition/Rehab
- Acquisition Only

Unit Type

- Single Family
- Duplex
- Triplex
- Multifamily (4 +)

Unit Data

Total Units _____

Proposed HOME Units _____

Occupancy Targeting

- No Special Targeting
- Elderly – over 62
- 55+ (at least 80%)
- Disabilities/Special Needs
- Other (describe)
- Homeless units (number?)

Funding Summary

Total Development Cost:

City of Wichita HOME Funds Requested:

Development Team

Each member of the development team must submit a resume that lists qualifications, address, and telephone number. ***If applying for HOME CHDO set-aside funds for a development in partnership, CHDO is the ‘Sponsor’, must be sole general partner of an LP or sole managing member of an LLC, and must have effective project control.***

Developer: _____

Owner– (LLC/LP if applicable): _____

General Partner/Managing Member: _____ % of GP/MM _____

General Partner/Member: _____ % of GP/MM _____

Contractor: _____

Management Company: _____

Consultant: _____

Architect: _____

List any direct or indirect, financial, or other interests a member of the development team may have with another member of the team. List "none" if there are no identities of interests. Use a separate sheet if needed.

PREVIOUS PARTICIPATION OF APPLICANT: List other recent developments by owner or principal members of the ownership entity. Use additional sheets if necessary.

Name of Project/Location	Type of Project (rental, homeowner, etc.)	Funding Sources	Date/Status of Project
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Site Information

1. Will real estate be acquired for this development (purchase or donation)? Yes No
If no, skip to question 5.
2. Name(s) of Current Owner(s): _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
3. What form of control does the applicant have over the proposed site/existing building(s)?
 Deed Option Purchase Contract Other None
Expiration date of contract or option: _____ *Attach documentation*
4. Is the acquisition a: Purchase (*answer a*) Donation (*answer b & c*)
a. Has the applicant provided a letter of interest including estimated market value and notice of no eminent domain authority to the Seller? (*required - attach copy*) Yes No
b. Has the applicant provided a letter of interest including estimated market value and notice of no eminent domain authority to the Donator? (*required - attach copy*) Yes No
c. Has the Donor required the applicant to obtain a formal appraisal of the property? (*attach copy*) Yes No
5. Is site properly zoned for the proposed development? Yes No *Attach documentation*
6. Are all utilities available to the site? Yes No *Attach documentation*
7. Total acres in the site: _____
8. Total number of buildings (existing or to be constructed): _____
Gross Floor Area of All Buildings: _____
Residential Floor Area: _____ Non-residential Floor Area: _____
9. Attach the following documents:
Site Location Map *A map indicating where the proposed development is to take place*
Site Plan *For new construction, a detailed map indicating exactly where the proposed development sits on the site.*

Environmental Review

Any 'choice limiting actions' taken prior to completion of the Environmental Review may result in the project being ineligible to receive HOME funds.

1. Is any part of the site in a floodplain, or close to an airport or railway? Yes No
2. Has a HUD Part 58 Environmental Assessment or Environmental Review Been completed for the site and/or project? Yes No
3. Have any environmental concerns been identified that may require mitigation or additional investigation? (*attach explanation*) Yes No

In-Place Tenants & Relocation

1. Does the project involve property that is currently occupied? Yes No

If yes, continue with a, b and c. If no, skip to question 2.

a. Attach a rent roll that includes the names and ages, household size and current rent of in place tenants.

b. Attach copies of notice of URA rights provided to in place tenants.

c. Will this activity cause the need to relocate tenants (temporarily or permanently)? Yes No

If yes, attach a proposed relocation plan including a description of anticipated relocation costs.

Failure to comply with the Uniform Relocation Act (HOME), Section 104(d) (HOME) and related requirements will result in ineligibility for HOME funds, and may lead to other sanctions.

3. When was the property last occupied? _____

Lead-Based Paint Hazards

Were any existing buildings constructed prior to Jan. 1, 1978? Yes No N/A

If yes, attach a narrative addressing Lead-Based Paint Hazards, including who will conduct the required risk assessments and inspections, and any necessary mitigation. Include an estimate of the cost for lead hazard activities.

Davis Bacon Review

1. Number of HOME-assisted units identified in the HOME Unit Summary section

If the answer is 12 or more, continue with the remaining question(s) in this section.

2. Has the applicant obtained wage determinations from the Department of Labor? Yes No

3. Has the applicant factored these into the development budget? Yes No

4. Provide a narrative on the applicant’s experience with Davis Bacon and how compliance will be achieved on this proposal.

Equipment Included with Unit

- Range Refrigerator Disposal
- Dishwasher Air Conditioner Kitchen Exhaust Fan
- On-Site Laundry Washer/Dryer Hook-up Security System in Unit
- Other: _____

Amenities or Additional Services Provided:

What energy efficiency standard (Energy Star, IECC (Current Version, LEED, etc.)?)

Number of units to be accessible to persons with mobility impairments (UFAS standard)?

Does the project include any units for homeless families or individuals? How many?

Will the project include individual or community safe rooms build to FEMA specifications?

Will the project include basements or other reinforced shelter areas *not* to FEMA specs?

Unit Summary

List *all* units, indicating which are proposed to be HOME-assisted.

Number BR/Unit Type	-BR	-BR	-BR	-BR	-BR	Totals
Sq. Ft./Unit						
Number of Units						
Net Monthly Rent/Unit						
Plus: Utility Allowance						
Gross Monthly Rent/Unit						
Annual Rental Income (All Units)						
Income Restriction (% of AMI):						
HOME-Assisted (Yes/No)						

Monthly Utility Allowance Calculations

Utilities (Type)	-BR	-BR	-BR	-BR	-BR	Paid By
Heating						
A/C						
Cooking						
Lighting						
Hot Water						
Water						
Sewer						
Trash						
Total Utility Allowance for Units						

NOTE: Documentation of utility calculations must be attached. For HOME-assisted developments, PHA schedules may only be used for initial estimates. The HUD Utility Schedule Model or another method based on property characteristics or actual usage is required at lease-up and annually thereafter.

HUD Utility Model RD
 Energy Auditor Name _____
 Other Specify _____

Rental Assistance

- Will any of the units receive *project based* rental assistance? Yes No
 Section 8 Project Based Assistance RD 515 Rental Assistance
 Other Project Based Rental Assistance
- Number of units receiving assistance _____
- Number of years in the rental assistance contract _____

NOTE: If rental assistance is to be received, documentation from the appropriate agency must be included with the application. ***(Do not include Section 8 vouchers, TBRA or other tenant based assistance).***

Proposal Funding Detail

List funds to be supplied by other sources. The Permanent sources must equal the Total Development Cost on Pages 7 & 8. **Attach letters of commitment from funding sources.**

Permanent Financing	Type (e.g. Loan Grant or Equity)	Amount	Rate	Term of Loan/ Amortization in months	Status Approved, Requested)	Date (Approval, Expected Approval)	Monthl y Debt Service	Annual Debt Service
Subtotal Sources	All Non- HOME							
HOME Request								
Total Sources	Including HOME							

Construction Financing	Type (e.g. Loan Grant or Equity)	Amount	Rate	Term in months	Status (Approved, Requested)	Contact Person Name/Telephone No.
HOME			0.00%	0	n/a	n/a
Total Sources						

Development Cost Detail

The Development Cost Detail should be completed **in full detail**. If, in the opinion of the City of Wichita, costs are omitted which could change the number of points allowed in the overall rating system, **the application will be considered incomplete**. Incomplete applications **may be rejected**.

Itemized Cost	Development Cost	Do Not Use This Space
To Purchase Land & Buildings		
Land		
Existing Structures		
Demolition		
Other		
For Site Work		
Site Work		
Off-Site Work		
For Rehabilitation & New Construction		
New Building		
Rehabilitation		
Accessory Building		
General Requirements		
Contractor Overhead		
Contractor Profit		
Building Permit Fee		
For Contingency		
Construction Contingency		
Other		
For Architectural & Engineering Fees		
**Architect Fee – Design		
**Architect Fee – Supervision		
**Real Estate Attorney		
**Consultant or Processing Agent		
**Property/Survey Fee		
**Engineering Fee		
**Other		
For Interim Costs		
Construction Insurance		
Construction Interest		
Construction Loan Origination Fee		
Construction Loan Credit Enhancement		
Taxes		
SUBTOTAL		

** Intermediary costs.

Development Cost Detail Continued

Itemized Cost	Total Development Cost	Do Not Use This Space
For Financing Fees & Expenses		
Bond Premium		
Credit Report		
Permanent Loan Origination Fee		
Permanent Loan Credit Enhancement		
Cost of Issuing Underwriters Discount		
**Title and Recording		
**Counsel's Fees		
**Cost Certification Fee		
**Other		
For Soft Cost		
**Property Appraisal (Feasibility)		
**Market Study		
**Environmental Report		
**Tax Credit Fees		
**Rent-Up		
**Consultants		
**Other		
For Syndication Costs		
Organizational (Partnership)		
Bridge Loan Fees and Expenses		
Tax Opinion		
Other		
For Developer's Fees		
Developer's Overhead		
Developer's Fees		
Other		
For Project Reserves		
Rent-Up Reserve		
Operating Reserve		
Other		
Other		
SUBTOTAL		
SUBTOTAL FROM PREVIOUS PAGE		
TOTAL		

** Intermediary costs.

Operating Revenues & Annual Expenses

RESIDENTIAL RENTS

Unit Type	# Units	Mo. Rent	Ann. Rent
_ -BR			
_ -BR			
_ -BR			
_ -BR			
_ -BR			
TOTAL			

RESIDENTIAL ASSUMPTIONS		Percent
Rent Increase/Year		
Op Cost Increase/Year		
Reserves Increase/Year		
Vacancy Rate (Stabilized)		

TOTAL INCOME	
Residential Income	
Other Income	
Less Stabilized Vacancy	
NET INCOME	

OPERATING EXPENSES

	TOTAL	Per Unit
Management Fee		
Advertise/Market		
Legal		
Accounting/Audit		
Gas (Heating/Hot Water)		
Electric		
Water & Sewer		
Trash Removal		
Insurance		
Maintenance/Repairs		
Exterminating		
Ground Expense		
Payroll, including taxes		
Real Estate Property Tax		
Local Assessments		
Monitoring fee (\$40/assisted unit)		
Total Operating Expenses		
Replacement Reserves (min. \$400/unit)		
Other		
Total Operating Exp. and Reserves		

What is the basis for the residential assumptions and operating expenses?

Projected Schedule

Month/Year

Site Option/Contract	_____
HOME Environmental Review	_____
Site Acquisition	_____
Zoning Approval	_____
Site Analysis	_____
Construction Loan Application	_____
Conditional Commitment	_____
Firm Commitment.....	_____
Permanent Loan Application	_____
Condition Commitment	_____
Firm Commitment.....	_____
Other Loans & Grants	
Type and Source	_____
Application	_____
Award	_____
Other Loans & Grants	
Type and Source	_____
Application	_____
Award	_____
Other Loans & Grants	
Type and Source	_____
Application	_____
Award	_____
Plans and Specifications	_____
Working Drawing.....	_____
Closing and Transfers of Property	_____
Construction Start	_____
Completion of Construction	_____
Lease-up	_____
Full Occupancy and Completion	_____

Proposal Narrative Statements

Please address the following topics with *brief* narrative statements. Attach the narratives to the application, in order and numbered.

A. Project Location and Housing Needs

1. Describe the proposed development and the need for affordable rental housing where the proposed development is to take place. Also describe the neighborhood where the development is to be located, how the project will relate to its surroundings. If a site-specific market study or community housing plan has been completed, applicant must address it and attach to application.

2. How does the proposed development address the priorities and strategies identified in the City of Wichita's Consolidated Plan?

3. How does the proposed development address local community redevelopment, revitalization, housing, or historic preservation plans?

4. Will the proposed development serve special needs populations, such as the physically and/or mentally disabled, the elderly, or the homeless?

B. Applicant Information

5. Describe housing-related experience of key staff members and development team members. Provide a brief resume for each person who contributes to the organization's capacity to do the proposed work.

6. Has the applicant ever defaulted on any material obligation arising out of a real estate development project, including, without limitation, an acquisition and development loan, construction loan, or permanent financing, or letter of credit?

C. Match (HOME only)

7. Describe the way in which HOME eligible match will be satisfied. Match is required in the amount of 25% of the HOME funds awarded. Match does not include owner cash, equity or investment; other Federal funds; or Federal tax credits. See 24 CFR 92.220 for more detail on eligible sources of match.

Attachments

The following attachments are mandatory unless otherwise indicated. Failure to submit required attachments may result in rejection of the application. Attachments may be submitted electronically, clearly labeled and numbered with an accompanying list of documents or table of contents.

- | | |
|--|---|
| <input type="checkbox"/> Letters of financial commitments | <input type="checkbox"/> Environmental documentation (below) |
| <input type="checkbox"/> Proper zoning documentation | <input type="checkbox"/> Financial statement of the organization |
| <input type="checkbox"/> Site control documentation | <input type="checkbox"/> Evidence of utility availability |
| <input type="checkbox"/> Proposal narratives | <input type="checkbox"/> Copy of LIHTC Application (if applicable) |
| <input type="checkbox"/> Development Team Qualifications | <input type="checkbox"/> Relocation Documents (if applicable) |
| <input type="checkbox"/> Site location map | <input type="checkbox"/> Documentation of utility calculations |
| <input type="checkbox"/> Preliminary Site Plan (New Construction only) | <input type="checkbox"/> 20 yr. pro forma |
| <input type="checkbox"/> Preliminary specifications/drawings | <input type="checkbox"/> Affirmative Marketing Plan |
| <input type="checkbox"/> Rehab Scope of Work * | <input type="checkbox"/> LP Agreement/LLC Documents (if applicable) |
| <input type="checkbox"/> Market analysis ** | |

*If funded, a Capital Needs Assessment will be required for rehab projects with 12 or more units. A preliminary scope of work will be accepted at the application stage, but it is the applicant's responsibility to ensure thorough and accurate cost estimates.

** If a formal market study is not provided with the application, applicant must provide other evidence of a viable market for the proposed activity, at the targeted income and rent levels.

Environmental documentation to include:

- FEMA Flood Map with site identified
- Map locating any above ground storage tanks (AST's) within 1 mile of site
- Map identifying major streets, highways or railways within 3000'
- Map showing location of all airports or airfields within 5 miles
- Identification of any nearby sites on the National Historic Register. For rehab or conversion of buildings over 50 years old, documentation of communication with the SHPO regarding potential eligibility for listing.

Evaluation Criteria/Scoring

1. Development Plan - 20 Points

The application must contain a description of the housing, the site, and must include the number and type of affordable units and the number and type of non-HOME assisted units, if any, to be developed.

2. Qualifications and Development Experience of Applicant/Development Team – 20 Points

Answers to the following questions are anticipated: Does the applicant/development team have experience developing and marketing residential dwelling units of the type for which funding is requested? If not, to what extent must the applicant/development team rely upon relationships with contractors or other partners? How much experience does the applicant/development team have in organizing and coordinating similar joint ventures or collaborative projects?

3. Qualifications and Property Management Experience – 20 Points

Application must and documentation must reflect experience in property management and/or oversight, marketing of units, and if necessary, potential relocation sites for existing tenancy.

4. Financial Feasibility of Development Plan and Time Frame – 20 Points

The application must include a description of the market and financial feasibility of the proposed project. All financing necessary for the completion of the project must be identified. The proposal must specify the sources and uses of all financing and include a 20 -year operating pro-forma for the development and ongoing operation that addresses all underlying assumptions. The City may also require review and approval of all financing documents including, but not limited to loan agreements, notes, mortgages, or deeds of trust, and land use restrictions.

5. Financial Condition and Performance Record of Applicant/Development Team – 20 Points

The applicant/development team must be able to provide the necessary comfort regarding the applicant/development team's financial stability at the time of submission and throughout the life of the project and applicable HOME affordability period.

6. Time Frame for Commencement and Completion of the Development Plan – 20 Points

The applicant/development teams must provide a realistic time line of events that will culminate in a project completion in accordance with the development plan.

7. Special Needs Populations - 20 Bonus Points

Projects serving a special needs population, such as the physically and/or mentally disabled, the elderly, or the homeless, shall be awarded 20 bonus points.

Statement of Limitations

This application does not represent a commitment or offer by the City to enter into any agreement with the applicant and the City retains the right in its sole discretion to reject any application. The City of Wichita reserves the right, where it may serve the City's best interest, to:

- Approve funding on the basis of greatest benefit to the City and not necessarily the lowest cost;
- Accept or reject any or all applications submitted;
- Accept part or all of a specific application;
- Request additional information or clarification from Applicants;
- Retain all applications submitted;
- Retain any ideas in an application regardless of whether that application is funded or not.

Funding Mechanism

The City reserves the right to establish loan terms based on project analysis. The maximum available to any one organization will be \$200,000. The City reserves the right to approve applications based on the amount deemed to be appropriate, in terms of HOME Investment Partnerships Program investment, following analysis by the Housing and Community Services Department.

Environmental Review

No HUD funds or other funds may be committed to the project until the applicant has secured from the City, environmental approval as provided in HUD regulation 24 CFR Part 58. Further, pending this environmental approval and pursuant to 24 CFR Part 58.22, no participant in the development process, including contractors, may undertake an activity if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives. Choice limiting actions include real property acquisition, leasing, rehabilitation, repair, demolition, conversion, and new construction.

Statement of Assurances

The applicant hereby assures and certifies with respect to the application that:

1. It possesses legal authority to make application and to execute a housing program.
2. It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities that benefit low-income families.
3. Its chief executive officer or other officer of the applicant certifies that no action will occur that could be choice limited with regard to an Environmental Review and that all activity with respect to the proposed development will cease until the Environmental Review process has been completed and a Release of Funds has been issued by the U.S. Department of Housing & Urban Development.
4. The loan will be conducted and administered in compliance with:
 - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part I;
 - b. Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take

action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provisions of brokerage service. Title VII and Executive Order 11063 requirements apply to all recipients, regardless of community size and/or racial/ethnic characteristics. The fair housing provisions apply to the community as a whole and pertain to the sale or rent of housing, the financing of housing, and the provision of brokerage services. *MEANINGFUL STEPS TO FURTHER FAIR HOUSING MUST BE TAKEN*. Such steps must be documented and will be monitored by the City of Wichita;

- c. Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued pursuant thereto (24 CFR Section 570.602);
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at 24 CFR Part 135;
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60;
 - f. Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;
 - g. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
 - h. The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
 - i. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the implementing regulations at 24 CFR 570.488;
 - j. Anti-displacement and relocations plan requirement of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended (HOME only);
 - k. Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended;
 - l. For HOME funds, the labor standards requirements as set forth in 24 CFR 92.354 and HUD regulations issued to implement such requirements;
 - m. Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
 - n. The regulations, policies, guidelines, and requirements of 2 CFR 200 as they relate to the acceptance and use of federal funds under this federally assisted program; and
 - o. The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation and telecommunications.
 - p. All requirements of the HOME Final Rule at 24 CFR Part 92 as appropriate to the funding request.
5. The conflict of interest provisions of 24 CFR 92.356 (HOME) apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local

government, or of any designated public agencies, or sub recipients which are receiving funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification.

6. It will comply with the provisions of the Hatch Act that limits the political activity of employees.
7. It will give the City of Wichita, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B.
9. It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its request for HOME funding is denied. The City of Wichita may choose to
10. It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally-assisted program.
11. It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously, as well as with other applicable laws.

Certifications

The undersigned certifies that all of the information contained in this application and all information provided in support of this application is true and accurate to the best of my knowledge. Representations made in the application will be the basis of the written HOME agreement if funding is awarded and, as such, will be used to monitor performance.

The Applicant understands and agrees that if false information is provided, or the applicant fails to provide any of the documentation necessary to support the information in this application, the City of Wichita will disqualify the application from consideration. Activities, commitments, and representations offered in the application that are not subsequently made a part of the project as funded, shall be considered a material contract failure, and may result in a repayment of all HOME funds and/or suspension from Program participation. The applicant further understands and agrees that said application is subject to, and must conform with, all laws, rules and regulations pertaining to the HOME Program. Failure to comply with all HOME requirements will result in the repayment of all HOME funds and/or suspension from Program participation.

The Applicant certifies that neither it nor any of its principal participants is currently debarred, suspended or otherwise ineligible from receiving Federal funds, nor has knowledge of any pending or potential action that could result in such ineligibility, and that the Applicant will immediately notify the City of Wichita of any such action or event.

The applicant shall not, in the provision of services, or in any other matter discriminate against any person on the basis of sex, race, religion, sexual orientation, color, national origin, ancestry, disability, age, or political affiliation.

The applicant will at all times indemnify and hold the City of Wichita harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to the City of Wichita's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of a commitment for HOME funds herewith.

This certification must be signed by the individual authorized to execute the City of Wichita HOME agreement:

Name: _____ Title: _____

Signature: _____ Date: _____

State of _____ (SEAL)

County of _____

Subscribed and sworn to before me _____, _____.

My commission expires _____, _____.

Notary Public