

CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application



OVERVIEW

CDBG: The Community Development Block Grant Entitlement Communities Grant Program (CDBG) provides annual grants on a formula basis to entitled cities and counties to develop viable communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. The program is authorized under Title 1 of The Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 USC 5301. Program regulations are at 24 FR 570.200.

Each grant award is subject to the final award from the Department of Housing and Urban Development (HUD), followed by the execution of a final agreement between the City and the applicant. No expenditures of funds can occur until an agreement/contract has been signed. Projects involving construction are subject to environmental review and Davis-Bacon federal wage rates.

The FY 16-17 grant amounts have not been released from HUD so the City will consider using the same estimate as last year of a 10% decrease from prior year funding, bringing the estimated grant amount to \$204,355.80 (15% or \$30,653.37 for public services). Updates will be provided as decisions are made on how to determine the best estimate. Final allocations will be adjusted once HUD provides the final grant award.

Eligible Agencies:

- Agency must have a 501(c)(3) tax exemption status
- Agency must meet one of HUD's National Objectives and one of HUD's Outcome Measures
- Agency must meet a priority need as defined in the 2015-2020 Consolidated Plan for Rochester
- Agency must serve low-moderate income clientele (*51% of their clients must earn very low, low, or moderate incomes*) or clients classified by HUD as "presumed low-moderate income"
- Agency must be able to document service to clients in Rochester
- Agency must have the ability and willingness to collect required reporting statistics

Eligible Expenses: The cost of labor, supplies, and/or materials required for the provision of services to agency clientele.

Project Beneficiaries: 51% of the individuals and/or families assisted by the program must earn very low, low, or moderate incomes.

Application Review Process: This is a competitive grant program with no guarantee of funding. Once applications are submitted to the Office of Economic & Community Development, they will be reviewed to ensure that each applicant meets the minimum requirements listed above under **Eligible Agencies**. A report of all applicants will be developed that summarizes certain key elements throughout the application to provide a more detailed comparison view. Full applications as well as the **Summary of Key Elements** will be provided to the Community Development Committee for their review throughout January, February, and March 2016. Each member of the Committee will determine his or her level of support for each applicant based on the information provided and will make recommendations to the full City Council in March or April 2016. During this process, applicant agencies will be notified as to any opportunities to present their application to the Council and/or Committee (optional but strongly recommended).

Summary of Key Elements:

- Agency experience providing the programming for which funding is being requested
- Amount of funding request
- Leveraging from other funding sources
- Percent of the total budget requested from Rochester funds
- Prior year funding requests
- Cost ratio
- How funds will be invested
- Level of impact that the services provided will have on City Welfare
- Rochester residents served
- Rochester residents served (low/moderate income)



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- Performance measures in place or a plan to develop in the next year
 - Unique services provided
 - How services would be provided without Rochester CDBG funds
 - Results of most recent financial review
 - Results of most recent evaluation(s), if applicable
 - For current CDBG grantees: Whether agency is up to date with reporting
 - For current CDBG grantees: Rochester residents served for FY 15-16
-

APPLICATION SUBMISSION INSTRUCTIONS

Intent to submit:

Please provide email notification of your intent to submit an application by **December 4th, 2015 at 3 p.m.** to julian.long@rochesternh.net.

Application Deadline:

Both email and hard copy applications are due by 3:00 p.m. on January 8th, 2016. Timeliness of mailed submissions will be based upon date of receipt and not date of postmark. No exceptions will be made for late submissions.

In Person: 1 Original *(include all required attachments listed in Part 7 of the application)*

City of Rochester
Office of Economic & Community Development
150 Wakefield St.
Rochester, NH 03867
Attn: Julian Long

- Hardcopy submission sized at 8.5 x 11, three-hole punched.
- Please use clips—do not staple.
- Please do not put the application into a presentation folder or plastic cover.

By Mail: 1 Original *(include all required attachments listed in Part 7 of the application)*

City of Rochester
Office of Economic & Community Development
31 Wakefield St.
Rochester, NH 03867
Attn: Julian Long

- Hardcopy submission sized at 8.5 x 11, three-hole punched.
- Please use clips—do not staple.
- Please do not put the application into a presentation folder or plastic cover.

Via Email: julian.long@rochesternh.net

1 Copy

Direct all inquiries to:

Julian Long
Community Development Coordinator and Grants Manager
julian.long@rochesternh.net
603-335-7519



PROGRAM COVER SHEET
ORIGINAL COPY

Organization Name: Behavioral and Developmental Services of Strafford County dba
Community Partners

Tax ID #:

DUNS #:

If you are applying for CDBG Funds and do not have a DUNS #, you will need to obtain one at <http://fedgov.dnb.com/webform>.

Program Name: Vertical Lift Installation

Contact Person: Pamela Thyng, Development and Communications Coordinator

Email: pthyng@communitypartnersnh.org

Mailing Address: 113 Crosby Road Forum Court, Suite One

City, State, ZIP Code: Dover, NH 03820

Physical Address of Program (if different from mailing address or if for a facility project):

City, State, ZIP Code:

Phone: 603-516-9300 x9636

Fax: 603-743-3244

Website: www.communitypartnersnh.org

Agency's fiscal year: Jul. 1-Jun. 30 Jan. 1- Dec. 31 Oct. 1-Sept. 30 Other:

Agencies applying for CDBG Funds must meet a HUD Objective and HUD Outcome to qualify for funding:

HUD National Objectives (Select Only 1)

- To Provide Decent Housing:** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- To Provide a Suitable Living Environment:** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment such as social issues related to crime prevention, literacy, or elderly health services.
- To Expand Economic Opportunities:** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.
- My Program Does not Meet Any of these Objectives**

HUD Outcomes (Select Only 1)

- Availability/Accessibility:** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities and senior citizens. In this category, accessibility does not only refer to physical barriers but also to

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- making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Affordability:** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
 - Sustainability:** This category applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income, or by removing or eliminating slums/blighted areas, through multiple activities or services that sustain communities or neighborhoods.
 - My Program Does not Meet Any of these Outcomes**

For Community Development Office Use:					
Priority Need	Basic Needs		Safety Net	Investment	
City Welfare Impact Level					
<u>Category A</u>	Direct	Indirect	<u>Category B</u>	Immediate	Future
For Current CDBG Grantees: Is reporting up to date?				Yes	No



Section A - Organizational Capacity and Experience

1) Agency Overview

- Please describe the agency history, mission, number of years in operation, and services provided.

Community Partners is designated by the State of New Hampshire as the Community Mental Health Center and Area Agency for Developmental Services (DS) in Strafford County. Community Partners was founded in September in 1982, and has been in operation for over 33 years. We have a long and rich history of providing critical supports and services for individuals and families living with developmental disabilities and/or behavioral health challenges, and are one of only two places in the state where people can find both behavioral health and developmental supports and services within one agency.

Community Partners served over 4,500 individuals and families in Fiscal Year 2015, of this total 31% were Rochester residents. The agency's mission is to promote respect, wellness, full inclusion, and empowerment of individuals and their families who experience mental illness, emotional distress, developmental disability, chronic health need, or acquired brain disorder. Community Partners' strategic goals are to ensure responsive and effective services to consumers and families, evolve as a teaching and learning organization, and demonstrate continuous quality improvement and compliance.

Behavioral Health (BH) Services include 24/7 crisis intervention services; group, individual and family therapy; youth and family services; community support programs for persons with severe and persistent mental illness; adult outpatient therapy; psychiatry; and medication monitoring. Developmental Services include case management; adult residential and day programs; community support services; family support, including respite and transition planning; and nursing. Family-Centered Early Supports and Services are also available for children from birth to age three with a developmental disability or delay and their families. Partners in Health, in collaboration with Special Medical Services, is available for children with a chronic health condition. Advance Employment Services (AES), a subsidiary of Community Partners, provides vocational services and supports for any client or resident of Strafford County interested in pursuing employment. Community Partners' Transportation Department is located at the Crosby Road offices. This service provides transportation to all of our programs including our day programs, supported employment and the various needs of our residential clients.

- Please describe any federal grant management experience.

Community Partners is the recipient of two grants from the U.S. Department of Housing and Urban Development (HUD). The two projects focus on permanent supportive housing for persons with severe and persistent mental illness. Both programs are located in Rochester.

- If funding is for a specific program, please provide the name of the program and a brief description.



Vertical lift installation. This capital request is for the purchase and installation of a vertical lift at the Crosby Road location.

- Provide a description of how requested funds will be invested. *For example, are you requesting funds for overall operating expenses, rent for a classroom for one year, or funding for a specific program or project? If staff positions will be funded by CDBG funding, list the position title and the full time equivalent amount paid by CDBG funds (e.g., CDBG will fund a Case Manager at 0.5 FTE and an Employment Specialist at 1.0 FTE).*

The funds requested will be put toward the installation of a vertical wheelchair lift for use in a shaft at our Crosby Road location. The lift in use now was installed in 1997 and is in need of replacement. The lift is used daily to allow staff, clients, and family members with mobility issues to access our second floor offices, meeting spaces, and work locations.

Section B – Program Costs and Funding

1) Program Costs and Leveraging

- Rochester CDBG or City grant request for FY 16-17 \$35840.00
 - Total program budget for FY 16-17 \$37331.84
 - Amount of leveraged funds committed \$1491.84
 - Percentage of leveraged funds committed 4%
 - Percentage of CDBG funds toward total program cost * 96%
- * Rochester Grant Request for FY 16-17/Total Program Budget x 100*
- Indicate from what sources other funding will be leveraged
 -Community Partners contribution toward on staff maintenance.

2) Prior Funding Requests and Awards (if applicable)

- If applicable, when was the last request made to Rochester for CDBG funds? 2015
- Amount of last **request** made to Rochester for CDBG funds? \$11,140 FY2015
- Amount of funds last **received** from Rochester CDBG funds? \$7,000 FY2007
- If applicable, please describe how Rochester CDBG funds have been invested by the agency in prior years.

In FY2007-2008, \$7,000 in CDBG funds was utilized to provide rental assistance for homeless individuals or families with mental illness and/or a developmental disability. In FY2005-2006, \$3,850 in CDBG funds was utilized to provide security deposit payments for homeless individuals and families with mental illness. In FY2004-2005, \$5,000 in CDBG funds was utilized to provide security deposit assistance to homeless individuals and families with mental illness. In FY2003-2004, \$5,500 in CDBG funds was utilized to provide security deposit and rental assistance for homeless individuals and families with mental illness.



- Describe any changes in programming needs over the last year and how this affects the amount of funds your agency is requesting.

Demand for our services continues to grow each year. With costs rising and state funding reductions we find that there are no “extra” funds available for capital improvements such as the mechanical lift. We strive to provide a safe and reliable facility to meet the needs of our clients and the community at large.

Section C – Individuals Served

See **Income Guidelines in Table A** for very low, low, and moderate income limits.

Note: Fiscal Year 15-16 (July 1, 2015-June 30, 2016); Fiscal Year 16-17 (July 1, 2016-June 30, 2017)

Note: Please use “unduplicated” clients

1) For applicants that received Rochester funding for this fiscal year (2015-2016)

- How many Rochester residents were projected to be served? 1300
- How many Rochester residents have been served YTD? 1240
- If the agency is not on track with meeting the projected goal, please explain the reason:

2) Individuals Served

All Individuals

- Total # of all individuals served (including non-Rochester residents) in the last 12 months 4000

Rochester Residents

- Total # of Rochester residents served in the last 12 months 1240
- Total % of Rochester residents served in the last 12 months * 31%
- Total # of low/moderate income Rochester residents served in the last 12 months 1116
- Total % of low/moderate income Rochester residents served in the last 12 months ** 90%

* Total # Rochester residents served/Total # of All Individuals served x 100

** Total # of low-mod Rochester residents served/Total # of Rochester residents served x 100

3) Projection for FY 2016-2017

- Total # of Rochester residents projected to be served in FY 16-17? 1300



- Total # of low/moderate income Rochester residents to be served in FY 16-17? 1116
- If the projection is significantly different than that for prior year(s), please explain:

Our numbers usually are comparable from year to year as many of our clients have lifetime disabilities.

4) Record Keeping

- Do you currently collect statistics regarding the race, ethnicity, income level, household size, and gender of your clients' head of household? Yes No
- If not, do you foresee a problem in collecting these statistics? Yes No

Section D– Provision of Services

If funding is being requested for a specific program, please answer the questions below regarding the program for which the funding is being requested. If funding is for expenses related to the overall agency operations, please answer regarding the agency.

1) Describe the services available to clients through the agency.

While Community Partners has several locations, the Crosby Road location provides a wide variety of essential services to the agency and its clients. Our nursing program is based there and provides medication monitoring and administration. Developmental Services including case management; adult residential and day programs; community support services; In Home Supports program, family support, including respite and transition planning are centered at this location. Family-Centered Early Supports and Services are also available for children from birth to age three with a developmental disability or delay and their families. These services include evaluations and in home therapies such as physical therapy, occupational therapy and speech therapy are based out of the this location as well as in the community. Partners in Health, in collaboration with Special Medical Services, is available for children with a chronic health condition and Advance Employment Services (AES), a subsidiary of Community Partners, provides vocational services and supports for any client or resident of Strafford County interested in pursuing employment are conducted at this site. Community Partners' Transportation Department is located at the Crosby Road offices. This service provides transportation to all of our programs including our day programs, supported employment and the various needs of our residential clients. The Crosby Road location is vital to the successes of our agency and its clients. We employ many clients in work that occurs at Crosby Road. These employees need to be able to access the second floor to complete their work assignments. Several of our conference rooms are located at Crosby Road on the second floor and are used to serve Strafford County residents and our clients and families. Case Managers need to meet with families frequently to discuss the various aspects of their Service Agreements and clients meet with each other for work, enrichment, education, and support. Community Partners frequently holds meetings and events that are open to and benefit the entire population of Strafford County.

2) How is a client's eligibility determined?

Early Supports and Services are available to any child born with a risk of developmental delays. Family Support is available to any client that lives at home.

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Developmental Services' clients must meet the regulations put forward by the state concerning their intellectual abilities and diagnosis. Behavioral Health Services in the Youth and Family Program are available to anyone in the Strafford County and the Adult Behavioral Health Services are for those with severe and persistent mental illness diagnoses.

3) What has the agency done to eliminate barriers to services?

All of the organization's policies were created with the focus that people with disabilities are the target population of the agency. Therefore, all programs and services operate under the assumption that people are struggling with a real, or perceived, disability. Services are designed to assist individuals in identifying and developing coping mechanisms and skills to manage the challenge of their disability in all aspects of daily life. All of Community Partners' eight Strafford County locations are accessible to people with disabilities.

Community Partners provides services to anyone in need regardless of race, gender, ethnic group, age, sexual preference, or religion. Several employees of the agency are fluent in other languages and interpreters are available, which is helpful when working with clients from some minority groups.

Community Partners makes every effort to educate all eligible members of the community about the behavioral health and developmental services available to them. Community education events and opportunities, as well as community connections through various collaborations, help accomplish this goal. All staff attend a workshop when they join the Agency in Cultural Competency and every year thereafter receive a refresher course, through our online learning portal.

4) What is the estimate of unmet needs/requests for services (e.g., agency receives double the amount of screenings a year than beds available)?

N/A

5) If applicable, please describe any unique services provided by the agency that cannot be duplicated by any other local agency.

Community Partners is the designated Area Agency contracted to provide the support services for the residents of Strafford County with a developmental disability diagnosis. We are also the designated community mental health agency for Strafford County. We provide the mental health services to children, families, and adults. These services can include therapies, medication monitoring, psychiatry, and functional support services.

6) Where would clients access similar services if this agency wasn't providing the proposed programming?

Community Partners is mandated by state and federal law to deliver these services. Another unknown agency would have to be designated as the agency.

7) Why are CDBG funds necessary for the operation of this program, and what would happen if the funding request is not approved?

Community Partners offers many services and programs that rely on the use of the Crosby Road location. Clients and their families would not be able to access the



upstairs meeting rooms and job locations when the current lift is no longer able to function.

- 8) **Describe collaborations with other agencies to provide services. Please indicate the name of the agency and specifically how you collaborate with them (e.g., specific projects or services).**

Community Partners collaborates with Community Action Partnership of Strafford County in managing the permanent supported housing for people with severe and persistent mental illness located in Rochester on Academy Street.

- 9) **If the project or activity is limited to a specific physical/geographical region, please describe the physical/geographical boundaries of the proposed project or activity. Please include a map and describe how the boundaries of this region were determined, including any relevant documentation. (This determination will be independently evaluated by CDBG program staff based on census tract data, the nature of the activity, the location of the activity, accessibility of the activity, and the availability of comparable activities or services.)**

This project will serve the whole of Strafford County.

Section E– Goals, Outcomes and Objectives

1) Performance Measurement

- Does your organization currently use performance measures to determine the impact of your programming on the population served? Yes No

The internal Quality Improvement Department continually monitors the organizations' programs and their outcomes. Clients, families, staff and other stakeholders receive an annual survey in an effort to identify strengths, challenges and gaps. The Bureaus of Behavioral Health and Developmental Services each require annual consumer surveys, the results of which are reviewed at both the State and organizational levels. Community Partners hosts periodic Community Forums and an Annual Meeting, at which clients, families and the community are invited to comment on services. The Agency has recently completed a year-long strategic planning process, with the assistance of Kieschnick Consulting Services, in order to evaluate the performance of various programs and ensure effectiveness. Based on this process Community Partners has a five year strategic plan that is one year into its implementation.

- If your organization does not currently use performance measures, is there a plan for developing such a method in the next fiscal year? Yes No

Section F– Monitoring and Evaluation

1) Financial Review

- What type of financial review does your agency undergo on an annual basis?



Financial audit

- Provide the date of the last financial review.

June 30, 2015

- Provide a brief summary of the findings of the last financial review.

The financial audit resulted in an unqualified opinion from the firm of BerryDunn

2) **Other Reviews:**

- **Is your agency evaluated by other outside organizations?** Yes No

- **If yes, what organization evaluates your agency?**

The New Hampshire Bureau of Behavioral Health and the New Hampshire Bureau of Developmental Services

An external audit of the financial operations is performed by the firm of BerryDunn

- **What is evaluated?**

Compliance with the New Hampshire and Federal regulations

The financial operations of Community Partners

- **How often are you evaluated?**

New Hampshire Bureau of Behavioral Health through quarterly billing reports, annual work plan submission, contractual outcomes and a formal Re-approval process every five years, scheduled for 2017. The New Hampshire Bureau of Developmental Services (BDS) requires monthly billing and attendance reports, strategic plan submission and a formal Re-designation process every five years. We are also required to achieve client outcomes for each funded program.

The financial audit is done annually.

- **Provide the date(s) of last evaluation(s) completed.**

Partners in Health was evaluated by BDS Special Medical Services in 4/2015

Behavioral Health Services is currently undergoing its five year re-designation process. Final reports submitted on 11/1/2015.

- **Provide a brief summary of the findings from your most recent evaluation(s).**

Partners in Health was very successful in following the regulations for its program. The evaluators found the amount of services and family contact accomplished was impressive.

The financial audit resulted in an unqualified opinion from the firm of BerryDunn.



Attachment A: Budget for agency and for program (if requesting funds for a specific program). Please be sure to identify your major federal, state, and local funding sources by name.

Attachment B: List of all members of the Board of Directors (or the organization's Advisory Council).

Attachment C: Organizational chart. This chart should present the agency's administrative framework and indicate how the program fits into the organizational structure.

Attachment D: Documentation of 501(c)(3) status. Please attach a copy of the IRS determination letter of 501(c)(3) status.

Attachment E: Federal Funding Accountability and Transparency Act (FFATA) Checklist. (If not applicable, that must be indicated on the form itself and submitted). The form has been provided and must be signed.

Attachment F: Most recent audit. A copy of the agency's most recent audited financial statement.

Attachment G: Performance measurement system. A description of the performance measurement system for the program for which funding is requested (including examples of measures used) or a description of a plan for how a performance measurement system will be developed in the coming year.

Attachment H: For construction projects only: Include separate attachments outlining the scope of the proposed project, the timeline from inception to completion, and cost estimates from three vendors or a bid summary.

Section H – Certification

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

I FURTHER CERTIFY THAT NO CONTRACTS HAVE BEEN AWARDED, FUNDS COMMITTED, OR CONSTRUCTION BEGUN ON THE PROPOSED PROGRAM AND THAT NONE WILL BE DONE PRIOR TO ISSUANCE OF A RELEASE OF FUNDS BY THE CITY OF ROCHESTER.

I FURTHER CERTIFY THAT ADMINISTRATION OF ANY GRANT MONIES RECEIVED SHALL BE ADMINISTERED IN COMPLIANCE WITH ALL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REGULATIONS, THE ANTI-DISPLACEMENT POLICY OF THE CITY OF ROCHESTER, AND THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 AND ITS AMENDMENTS.

See separate signature page

SIGNATURE OF AUTHORIZED PERSON

DATE

Brian Collins

Executive Director

PRINT NAME

TITLE

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Table A: Client Reporting Income Limits for Rochester for 2015
 (source: U.S. Department of Housing and Urban Development,
<http://www.huduser.org/portal/datasets/il/il2015/2015summary.odn>)

Portsmouth-Rochester Metropolitan Area, New Hampshire										
2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
City of Rochester	\$86,100	Very Low (50%) Income Limits	\$30,650	\$35,000	\$39,400	\$43,750	\$47,250	\$50,750	\$54,250	\$57,750
		Extremely Low (30%) Income Limits	\$18,400	\$21,000	\$23,650	\$26,250	\$28,410	\$32,570	\$36,730	\$40,890
		Low (80%) Income Limits	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350	\$81,600	\$86,900

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ATTACHMENT E

FFATA Checklist (contracts \$25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Rochester’s CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over \$300,000 in the agency’s previous tax year, **and**
- have been awarded \$25,000 and over.

Please check box and return form if your agency does not meet the above thresholds. X

To Be Filled Out By Rochester CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	1.
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**

(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than \$25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?

The unique identifier used in reporting to FFATA is the entity’s Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.

DUNS numbers may be requested via the web at: <http://fedgov.dnb.com/webform>

****What is a CCR and how do you register?**

CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

The link to information needed to register and become familiar with CCR is provided below.

Registration information: <http://www.ccr.gov/startregistration.aspx>

____ See attached signed copy _____
Signature of Authorized Person

Date 1/7/2015