STATE OF NEW HAMPSHIRE

DEPARTMENT OF JUSTICE

RESIDENTIAL SUBSTANCE ABUSE TREATMENT GRANT APPLICATION

COVER PAGE

a) Program Title  Project ADAPT (Alcohol and Drug Abuse Prevention and Treatment)

b) Authorized Purpose Area  RSAT Grant Program

c) Grant Starting Date  May 1, 2011  Ending Date  September 30, 2012

d) Federal Funds Requested  $63,195.00

e) Agency Name  Belknap County Department of Corrections

f) Chief Elected Official/Head of Agency
   Name  Daniel P. Ward, Sr.  Title  Superintendent
   Address  76 County Drive, Laconia, NH 03246
   Telephone:  527-5480 x110  Fax: 524-5489  E-mail: dward@belknapcounty.org

h) Program Director
   Name  Tamara McGonagle  Title  Programs Director
   Address  76 County Drive, Laconia, NH 03246
   Telephone:  527-5480 x114  Fax: 527-5489  E-mail: tmcgonagel@belknapcounty.org

h) Fiscal Officer
   Name  Glen Waring  Title  Finance Officer
   Address  34 County Drive, Laconia, NH 03246
   Telephone: 527-5400
APPLICATION NARRATIVE

Problem Statement  The Belknap County Department of Corrections (BCDOC) serves a Central NH Community that is primarily rural with a manufacturing and tourist based economy. It is located in the City of Laconia, the largest community in the county. The 1998 Kids Count Data Book ranked Laconia and surrounding towns as in the poorest cluster of communities in New Hampshire. According to Bureau of Alcohol and Drug Abuse Services (BDAS) statistics, 12.8% of the citizens of New Hampshire abuse alcohol and other drugs. According to the National Survey on Drug Use and Health (NSDUH) 12/9/10, 13.25% of the US population over age 16 drove under the influence of alcohol (2006-2009). For NH this percentage was 14.7-16.9%. NH also ranks in the top 10 in the nation for persons driving under the influence of drugs (5.4-7.8% in NH vs. 4.3% nationwide). In addition, the Drug Abuse Warning Network reported that of the 166 drug related deaths in NH in 2007, 22.9% in Belknap County. Furthermore, the influx of urban vacationers and college students into this rural area increases access to drugs and drug related social problems more readily associated with urban areas.


The BCDOC houses approximately 110 inmates at a given time. BCDOC statistics show 187 arrests for drug possession, distribution and alcohol related offenses in 2008, 187 in 2009, and 235 in 2010, and 144 offenders incarcerated for probation violations in 2009 and 131 in 2010, the majority of which were due, at least in part, to substance abuse. Also, there were 896, 774, and 604 detentions for intoxication for those years respectively. Although Belknap County is in the mid-range in population compared to other counties in New Hampshire, these numbers represent twice the protective custodies than those in any other county in the state. Although this statistic is often attributed to the influx of tourists attracted by the local festivities surrounding Motorcycle Week, BCDOC records show that most detentions for protective custody and arrests for disorderly conduct during Motorcycle Week are not of out of town visitors but of local residents who are intoxicated and unruly.

The Belknap County Attorney’s office reports 204 indictments for alcohol and drug offenses in 2009 and 147 indictments in 2010. Of these, 34 offenders were sentenced to the BCDOC in 2009 and 50 in 2010 with mandates for substance abuse treatment while incarcerated or upon release. This represents an increase from 26 in 2004 and from 12 in 2002. Furthermore, only Horizons Counseling Center and the Nathan Brody Chemical Dependency Program of LRGHealthcare are available for sliding fee scale community based substance abuse treatment in Belknap County, with only six private alcohol and drug counselors in the county for those with financial means. This underlines the fact that the NH Integrated Analysis Report found that an estimated 51,000 adult residents of NH need substance abuse treatment annually while about

RSAT Grant Application
Last Revised: September 2010
42,000 of that group have unmet treatment needs, the Treatment Episode Data Set (3/3/11) reported that 73.9% had no health insurance, and the NSDUH for April 2009 reported that 87.4% of these people likely did not perceive a need for treatment.

The NH Integrated Analysis Report cites that NH falls within the national average of recidivism for offenders with substance abuse problems of 37.4% within a year of release. The problem facing the BCDOC is meeting the requirements of the Court mandates for substance abusing offenders and reducing the numbers of offenders returning to confinement due to non-compliance with those mandates. In addition, substance abuse treatment within the county facility introduces offenders to “new reference groups that provide new moral and ethical standards to substitute for reference groups and standards that help to engender past criminal activity.” (TIP 17). Moreover, TIP 17 cites decreased criminal activity among offenders who participated in treatment while incarcerated in the two-year period post treatment. Therefore, treatment within the facility addresses the problems of need to reduce recidivism among substance abusing offenders. Project ADAPT began this task in 2004 and has served an average of 55-60 substance-abusing offenders a year. It has shown a decrease in the number of inmates housed in the facility who test positive for illicit substances while confined as well as the number who are disciplined for major infractions of DOC rules. In 2008, the Belknap Superior and Laconia District Courts began ordering offenders to ADAPT program and using reduced sentences as an incentive for offender participation. As a result, for the past two years, the ADAPT program has experienced wait lists of up to six weeks, making participation unrealistic for some offenders.

Program Description  The BCDOC proposes to continue to offer the Belknap County Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program, a comprehensive assessment and treatment program for substance abusing offenders sentenced to the facility for a minimum of four months. The program will continue to employ open admissions for sentenced inmates who are identified as having substance abuse problems through the facility’s classification process. The first stage of the program consists of a substance abuse and psychosocial assessment utilizing a DSM IV clinical interview and/or the Addiction Severity Index performed by an alcohol and drug counselor. This assessment assists in determining the nature and severity of an offender’s substance use disorder and provides a framework for developing an individualized treatment plan. The counselor and the offender discuss the results of the assessment and develop a treatment plan addressing the offender’s substance abuse and life-skills needs as they can be addressed within the correctional facility and post release. As offenders frequently do not perceive a need for rehabilitation, the approach used by the ADAPT program is geared toward individuals in the pre-contemplative, contemplative and preparation stages of change and toward moving them along the motivational continuum.

Offenders deemed appropriate for program services join a treatment group that stresses personal responsibility for one’s behavior and for the treatment of one’s chemical dependency. It is geared toward increasing insight and motivation through cognitive and motivational interviewing strategies recognized as “best practices” in dealing with reluctant or resistant clients and shown to be most effective in facilitating change in individuals with substance abuse and criminality issues. In this group process clients examine the impact of their substance abuse on their life and legal problems as well as alternatives that would support positive change. They are introduced to
12-Step and community support as well as to community based treatment resources that are available to them post release. The program includes self and peer assessment to increase personal accountability to treatment and addresses understanding of clinical diagnoses and their implications, recognition of motivation for change as well as problem identification and decision making. It utilizes the Living In Balance evidence based treatment curriculum to develop a greater understanding of one’s substance abuse issues, their impact on social, legal, employment and family functioning, and to develop recovery strategies and supporting life skills. It also proposes to expand this to include the Thinking for a Change evidenced based program that addresses criminal and addictive thinking, values clarification and decision making.

The ADAPT group consists of 12 modules addressing self assessment and diagnosis (including disease concept and progression), negatives and positives of using substances, thinking errors, stages of change (including self and peer assessment), high risk situations, medical aspects of substance abuse, effective refusal, decision making, anger management and violence prevention, sober coping and communication skills, and community resources and post release treatment options. The group is augmented by peer support/self help meetings and Prison Ministries to introduce offenders to a new and positive “reference group”. Other supplemental programming that runs concurrently with the substance abuse treatment group includes the “Planning Ahead, Staying Ahead” program including healthy food and nutrition, physical fitness, and money management; the Life Skills program addressing parenting, communication, conflict resolution, and decision-making skills, and violence prevention.

Each offender is required to undergo self and peer assessment at discharge from the group at which time s/he presents his/her evaluation of progress over the 12 weeks, movement along the continuum of change and understanding of diagnoses and risk factors. Group peers provide input as a means of reality checking the offender’s perceptions of his/her own progress and needs for continuing care post release. Offenders are assisted in reviewing and formalizing a discharge plan developed by the offender and refined in his/her “exit session” with the group. Continuing care, including appropriate level of care based on American Society of Addictions Medicine (ASAM) criteria and the offender’s stage of change are addressed and the offender is assisted in connecting with the appropriate community resources prior to release. The ADAPT program will also make recommendations to the Division of Field Services, with the required releases of information in place, with regards to appropriate continuing care needs of program participants. It will also coordinate with the BCDOC Community Corrections program to facilitate and monitor offender follow-through with follow-up treatment recommendations while they are on supervised community release, thereby increasing the potential for successful participation in Community Corrections.

Drug testing of program participants shall be accomplished according to the Belknap County Department of Corrections Substance Abuse Policy which states, “A urine test shall be administered at unscheduled intervals during an inmates’ detention….Tests may be administered at any time during one’s incarceration and may be more frequent for work release inmates.” “The results of such tests shall be used as evidence of a violation of the Rules and Regulations of the Belknap County Department of Corrections and shall be processed as any other violation. Work Release inmates shall be suspended from the program immediately.” In addition, “Whenever a staff member suspects (an inmate) of consuming alcohol, they shall immediately
report it to the Shift Supervisor. The Shift Supervisor shall require the suspected inmate to submit to an Intoxilyzer S-D5 Alco-Breath Test.” Inmates involved in Project ADAPT will be urine screened randomly, but no less than 8 times during the 12 weeks of their participation. Any program participant who tests positive for alcohol or other drug use will be immediately discharged from the ADAPT program until they have completed their disciplinary requirements under DOC regulations. They will be given the opportunity to reapply to the program once their disciplinary period has been served. They are required to take responsibility for their use and any consequences stemming from that use, submit a corrective action plan to program staff before beginning the program, and discuss their use with the group at the time of re-entry.

The Belknap County DOC seeks to expand Project ADAPT to accommodate a second treatment cohort in order to eliminate the waiting list that serves as a significant barrier to treatment access. It also seeks to expand the curriculum to address criminal/addictive thinking and high risk behavior. It will also offer gender specific AA and NA meetings to provide a safer environment for peer connection and open discussion of issues and vulnerabilities and, through its partnership with Horizons Counseling Center, will provided program participants with a connection to Horizons’ Mentors in Recovery to serve as a bridge between incarceration and treatment and recovery programs post release from confinement.

The ADAPT program is implemented by Horizons Counseling Center. Horizons is an independent non-profit agency providing outpatient treatment, consultation, and education in the Lakes Region since 1987. Its primary focus is the provision of outpatient assessment and counseling to adults, adolescents and families dealing with substance abuse and co-occurring mental health disorders. The program is staffed by counselors licensed in both substance abuse and mental health disciplines. Horizons has over 20 years experience working with offenders, both incarcerated and in the community on probation and parole. The agency works closely with the NH DOC Division of Field Services and has a history of including Field Services Officers on its treatment teams when appropriate. Horizons contracts with the US Probation Office to provide treatment and monitoring of clients on federal pretrial services and probation. It has also been providing substance abuse and mental health services in the Belknap County DOC since 1988 and has been the treatment provider for Project ADAPT since its inception. Horizons Counseling Center provides the clinical staff for the ADAPT program as well as the clinical supervision for that staff.

**Goals, Objectives, Activities and Performance Measures:**

By making substance abuse treatment available to offenders who would otherwise be likely not to seek treatment due to lack of financial means, health insurance, or an understanding of their need for treatment, Project ADAPT sees to accomplish the following goals:

1. Project ADAPT will reduce recidivism due to substance abuse.
   - 40% of offenders successfully completing Project ADAPT will not return to the Belknap County Jail for a substance abuse related offense within one year from release from custody.
- This goal will be assessed by the Programs Director compiling the names of all ADAPT graduates who return to the facility for intoxication or criminal charges or conviction.
- Charges and convictions will be reviewed to determine whether they are related to substance abuse.
- The offender will be interviewed by the Programs Director, BCDOC classification staff or Horizons Counseling staff to determine the circumstances surrounding the arrest.

2. Project ADAPT will reduce the use of illicit substances by offenders involved in the ADAPT program.
   - Project ADAPT participants will demonstrate a rate of negative drug testing of greater than 60% while in the program and following program completion while still in custody, on Work Release or in the Community Corrections Program.
   - This goal will be assessed through the facility drug testing program.
   - Urinalysis results will be compiled by the Programs Director.

3. Project ADAPAT will reduce the rate of disciplinary rules infractions committed by inmates involved in the ADAPT program.
   - Project ADAPT participants will demonstrate a rate of greater than 60% of being discipline free while in the ADAPT program and following program completion while still in custody, on Work Release or in the Community Corrections Program.
   - This goal will be assessed through compiling a record of all ADAPT participants who are disciplined for infractions of DOC rules.
   - Data on disciplinary actions will be compiled by the Programs Director.
**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal (match) funds that will support the project.

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<thead>
<tr>
<th>Budget Category</th>
<th>Amount</th>
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<tr>
<td>B. Fringe Benefits</td>
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<tr>
<td>C. Travel</td>
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<td>D. Equipment</td>
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<td>G. Consultants/Contracts</td>
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<td>H. Other</td>
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<td><strong>Total Direct Costs</strong></td>
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<td>I. Indirect Costs</td>
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<td><strong>TOTAL PROJECT COSTS</strong></td>
<td>63,195.00</td>
<td>21,065.00</td>
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Federal Request: **63,195.00**

Non-Federal Match Amount: **21,065.00**
NEW HAMPSHIRE DEPARTMENT OF JUSTICE

BUDGET NARRATIVE
May 1, 2011 – September 30, 2012

INCOME

Federal Funds: The total of $63,195 represents funds requested under the RSAT Grant Program for the period of May 1, 2011 to September 30, 2012.

Matching Funds: A total of $21,065 represents matching funds provided by the Belknap County Department of Corrections in the form of 25.69% of the salary and benefits of the facility’s Programs Director who will function as Program Director for the ADAPT program. This amount represents 25% of the total program budget of $84,260.

EXPENSES

Personnel: $21,065 is budgeted for the position of ADAPT Program Director, Tamara McGonagle. These funds represent 23.014% of the Belknap County Department of Corrections Programs Director’s total salary for the 17 month period of this grant budget based on an annual salary and fringe benefits of $63,983.06. This is an existing position.

Salary: $14,458 is budgeted for the ADAPT Program Director and represents 23.014% of the BCDOC Program Director’s salary for 17 months based on an annual salary of $44,345.

Fringe Benefits: The amount of $6,607 is calculated at the rate of 23.014% of the fringe benefits for the Programs Director derived from the annual amounts of $12,895 for insurance and $7,370 for the Group 2 Retirement Plan.

Contractual Services: The amount of $51,000 is projected for contractual services from Horizons Counseling Center of Gilford, NH. This represents a $3,000.00 per month for 12 months for implementing the clinical services described in the proposal.

♦ The amount represents a fee of $60.00 per hour for 8 hours per week for 50 weeks per year for an alcohol and drug counselor to perform substance abuse assessment, implement the ADAPT groups and meet individually with participants for treatment planning, addressing individualized problems as they arise and facilitating post-discharge referrals. Counselors will be provided by Horizons Counseling Center.

♦ This amount also represents $120.00 per hour for 2 hours per week for 50 weeks per year for staffing, fidelity monitoring and clinical
oversight of the program to be provided by a masters level, dually licensed clinician with expertise in substance abuse and mental health assessment, diagnosis and treatment. Supervision for the clinicians will be included in the hourly fee and provided by the Horizons Counseling Center program. Staffing, clinical oversight and clinical supervision will be provided by Jacqui Abikoff, LICSW, MLADC, Executive Director of Horizons Counseling Center, who has 30 years of experience providing direct services, supervision, program development and consultation to individuals and programs working with individuals with substance use and co-occurring mental health disorders and correctional institutions and programs.

- The life skills component of this program will be provided through the use of community volunteers until more comprehensive funding is available.

Other Costs: The amount of $12,195 is budgeted for supplies and includes $1,200 for consumables such as paper, filing supplies, pens, markers, toner and other consumable office supplies necessary to support the educational and administrative functions of the program, $345 for recovery books to be used in the ADAPT groups and AA and NA meetings, and $10,650 for urinalysis supplies for the 17 months of the program operations.
RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM
GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by Residential Substance Abuse Treatment Program grant funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with the regulations, policies, and guidelines to satisfy requirements of the Office of Justice Programs, Bureau of Justice Assistance, Residential Substance Abuse Treatment Program.

2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”.

3. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subgrantee further assures that the Residential Substance Abuse Treatment Program grant funds will be expended only for purposes and activities covered by the subgrantee’s approved application.

4. The subgrantee agrees to provide information on the program supported with Residential Substance Abuse Treatment Program grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit, and to retain grant-related documentation for three (3) years after the close of the grant award period.

5. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to this Residential Substance Abuse Treatment Program. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.

6. The subgrantee agrees to maintain detailed time and attendance records for any and all personnel positions funded with Residential Substance Abuse Treatment Program grant funds.
7. The subgrantee agrees that all Residential Substance Abuse Treatment Program grant funds will be expended on Residential Substance Abuse Treatment Program allowable activities as described in the subgrantee’s program abstract narrative. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities, designs, budget plans or the grant ending date which were set forth in the subgrantee’s application.

8. Equipment purchased with Residential Substance Abuse Treatment Program grant funds shall be Year 2000 compliant and shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of federal Residential Substance Abuse Treatment Program grant funds.

9. The subgrantee agrees that the title to any equipment purchased Residential Substance Abuse Treatment Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for Residential Substance Abuse Treatment Program purposes for which it was acquired.

10. The subgrantee agrees to provide for an annual audit of the Residential Substance Abuse Treatment Program. Residential Substance Abuse Treatment Program funds will only pay its prorated share of the audit. This prorated share is the percentage of the Residential Substance Abuse Treatment Program grant award compared to the total agency budget. The audit shall be conducted in accordance with OMB Circular No. A-133 (revised 06/24/97). A copy of the completed audit report and management letters shall be sent to the New Hampshire Department of Justice, Grants Management Unit, annually. If the subgrantee is not required to perform an audit under the revised version of OMB Circular No. A-133, but an audit is still performed, the subgrantee agrees to provide a copy of said audit and management letters to the New Hampshire Department of Justice, Grants Management Unit.

11. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.
12. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the Office of Justice Programs, Office for Civil Rights, 810 Seventh Street NW, Washington DC 20531.

13. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the United States.

14. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

15. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

16. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

17. The subgrantee assures that all programs will conform to the federal grant program requirements. Specifically, such programs must include at a minimum the following statutory requirements: be 6 to 12 months in duration, be in a residential correctional or detention facility, be set apart from the general inmate population, utilize urinalysis or other proven reliable forms of testing, be substantially focused on the substance abuse problems of the inmate, and be intended to develop the cognitive, behavioral, social, vocational, and other skills necessary to solve a substance abuse or related problem.
18. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: “This project was supported by Award No. 2008-RT-BX-0000 awarded by the Bureau of Justice Assistance, U.S. Department of Justice and administered through the New Hampshire Department of Justice.”

19. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: “This project was supported by Grant No. 2008-RT-BX-0000 awarded by the Bureau of Justice Assistance, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Head of Agency  ________________________________  Date: ______________

Financial Officer  ________________________________  Date: ______________
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants’ responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

Name and Title of Authorized Representative

_____________________________________         _________________________

Signature                                      Date

Name and Address of Agency