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FORM CD-450 (REV 10/98)	U.S. DEPARTMENT OF COMMERCE	X GRAN	COOPERATIVE AGREEMENT
<b>FINANCIAL ASSISTANCE AWARD</b>		ACCOUNTING CODE	
		** See Attached**	

RECIPIENT NAME MYWAY VILLAGE, INC.	AWARD NUMBER 25-43-B10574
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STREET ADDRESS 300 CONGRESS ST STE 305	FEDERAL SHARE OF COST \$4,731,442.00
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CITY, STATE ZIP QUINCY, MA 021690907	RECIPIENT SHARE OF COST \$2,097,393.00
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AWARD PERIOD 09/01/2010 - 08/31/2013	TOTAL ESTIMATED COST \$6,828,835.00
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**AUTHORITY**  
P.L. 111-5, Section 6001

**CFDA NO. AND PROJECT TITLE:**  
11.557 American Recovery and Reinvestment Act-SBA- Getting Illinois Low Income Seniors and People with Disabilities Online

**This Award approved by the Grants Officer is issued in triplicate and constitutes an obligation of Federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Grants Officer and the third document shall be retained by the Recipient. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.**

- Department of Commerce Financial Assistance Standard Terms and Conditions (March 2008)
- Special Award Conditions
- Line Item Budget
- 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations
- 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments
- OMB Circular A-21, Cost Principles for Educational Institutions
- OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-122, Cost Principles for Nonprofit Organizations
- 48 CFR Part 31, Contract Cost Principles and Procedures
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
- Other(s) DoC American Recovery and Reinvestment Act Award Terms Attached.
- Other(s) OMB Circular A-133, Subpart B235 - Audits

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER	TITLE	DATE
Joyce Brigham <i>Joyce F. Brigham</i>	GRANT OFFICER	9/13/10

TYPED NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	TITLE	DATE
<i>Such Hob</i>	CEO	9/21/10

Award Number: 25-43-B10574, Amendment Number 0

Federal Program Officer: Francine Jefferson

Requisition Number: 4561

Employer Identification Number: 203442432

Dun and Bradstreet Number: 859935004

Recipient ID:

Requestor ID:

Treasury Account Symbol (TAS): 0554

**Award ACCS Information**

Bureau	FCFY	Project-Task	Organization	Object Class	Obligation Amount
61	2010	4804011-300	06-10-0000-00-00-00-00	41-19-00-00	\$4,731,442.00

**Award Contact Information**

Contact Type	Contact Name	Email	Phone
Administrative	Mr. Andrew Lowenstein	alowenstein@mywayvillage.com	(617) 594-5727

**NIST Grants Officer:**

Joyce Brigham  
100 Bureau Drive, MS 1650  
Gaithersburg, MD 20899-1650  
(301) 975-6329

**NIST Grants Specialist:**

Alfred Dankyi  
100 Bureau Drive, MS 1650  
Gaithersburg, MD 20899-1650  
(301) 975-8080

**AMERICAN RECOVERY AND REINVESTMENT ACT  
BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM  
SPECIAL AWARD CONDITIONS**

1. This award number 25-43-B10574, to MYWAY VILLAGE INC, supports the work describes in the Recipient's proposal entitled: "Getting Illinois Low Income Seniors and People with Disabilities Online" dated on March 15, 2010 and revision dated on July 19, 2010 which are incorporated into the award by reference. Where the terms of the award and proposal differ, the terms of the award shall prevail.

2. **The Recipient's Contact's name, title, address, and telephone number are:**

Andrew Lowenstein  
Chief Financial Officer  
300 Congress St, Suite 305  
Quincy, MA 02169  
(617) 594-5727  
Email: [alowenstein@mywayvillage.com](mailto:alowenstein@mywayvillage.com)

3. **The Federal Program Officer's name, address, and telephone number are:**

Francine Jefferson  
National Telecommunication and Information Administration  
US Department of Commerce  
1401 Constitutional Avenue., NW Ste. 4897  
Washington DC 20230  
Phone (202) 482-5560; Fax: (202) 501-8009  
Email: [fjefferson@ntia.doc.gov](mailto:fjefferson@ntia.doc.gov)

4. **The Grants Officer's name, address, and telephone number are:**

Joyce F. Brigham  
National Institute of Standards and Technology  
Grants and Agreements Management Division  
Bldg. 411, Room B-100  
100 Bureau Drive, Mail Stop 1650  
Gaithersburg, Maryland 20899-1650  
Phone: (301) 975-6329; Fax: (301) 926-6458  
E-mail: [joyce.brigham@nist.gov](mailto:joyce.brigham@nist.gov)

5. **The Grant Specialist's name, address, telephone and fax number and email address:**

Alfred Dankyi  
National Institute of Standards and Technology  
Grants and Agreements Management Division  
Bldg. 411, Room B-100  
100 Bureau Drive, Mail Stop 1650  
Gaithersburg, Maryland 20899-1650  
Phone: (301) 975-8080; Fax: (301) 840-5976  
E-mail: [alfred.dankyi@nist.gov](mailto:alfred.dankyi@nist.gov)

6. **Automated Standard Application for Payments system (ASAP):**

Notwithstanding Section A.02 of the DoC Financial Assistance Standard Terms and Conditions, dated March 2008:

a. The advanced method of payment shall be authorized unless otherwise specified in a special award condition.

b. Payments will be made through electronic funds transfers, using the Department of Treasury's Automated Standard Application for Payment (ASAP) system and in accordance with the requirements of the Debt Collection Improvement Act of 1996. **The following information is required when making withdrawals for this award: (1) ASAP account identification (id) = award number found on the cover sheet of this award; (2) Agency Location Code (ALC) = 13060001; and (3) Region Code = 02.** Recipients do not need to submit a "Request for Advance or Reimbursement" (SF-270) for payments relating to this award. **All non-ASAP Recipient Organizations must enroll electronically. The ASAP system no longer accepts paper forms for enrollment. If you are not currently enrolled in the ASAP system you must provide the Federal Awarding Agency with a Point of Contact name, e-mail address, mailing address, telephone number, EIN and DUNS numbers of your organization in order for the Federal Awarding Agency Enrollment Initiator (EI) to begin the on-line enrollment. If you have questions on this requirement please contact the Grant Specialist responsible for this award. If you have questions on the electronic process step-by-step instructions you may contact your responsible Regional Finance Center.**

Advances taken through the ASAP shall be limited to the minimum amounts necessary to meet immediate disbursement needs. Advanced funds not disbursed in a timely manner must be promptly returned, via an ASAP credit, to the account from which the advanced funding was withdrawn. Advances shall be for periods not to exceed 30 days.

c. This award has the following control or withdrawal limits set in ASAP:

None  
 Agency Review required for all withdrawals (see explanation below # 17)  
 Agency review required for all withdrawal requests over \$ \_\_\_\_\_ (see explanation below)  
 Maximum Draw Amount controls (see explanation below)  
\$ \_\_\_\_\_ each month  
\$ \_\_\_\_\_ each quarter  
\$ \_\_\_\_\_ each year

- d. Funds that have been withdrawn through ASAP may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE. The ACH or FEDWIRE transaction may only be performed by the Recipient's financial institution. Full or partial payments received by a Payment Requestor/Recipient Organization may be returned to ASAP. All funds returned to the ASAP system will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Financial Center to monitor returned funds and ensure that they are credited to the correct ASAP account. Returned funds that cannot be identified and classified to an ASAP account will not be accepted and will be returned to the originating depository financial institution (ODFI).

It is essential that the Payment Requestor/Recipient Organization provide its financial institution with ASAP account information (ALC, Recipient ID and Account ID) to which the returned funds are to be credited. Additional detailed information can be found at: <http://www.fms.treas.gov/asap/pay-return2.pdf>

There is a 10-day deadline for the head of the organization to initiate recipient enrollment upon receipt of ASAP registration notification. Failure to comply could subject the award to a change in the method of payment to reimbursement only.

## 7. Interest-Bearing Account

This award is subject to 15 CFR 14.22 requiring recipients of Federal financial assistance to maintain advances of Federal funds in interest bearing accounts. Interest earned on Federal advances deposited in such accounts (with the exception of \$250 per year, which may be retained for administrative expenses) shall be remitted promptly.

The complete address for remitting checks for interest earned on Federal advances is Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. Recipients that do not have electronic remittance capability should send a check to this address.

In keeping with Electronic Funds Transfer rules (31 USC part 206), interest should be remitted to the HHS Payment Management System through an electronic medium such as the FEDWIRE Deposit System. Electronic remittances should be in the format and should include any data that are specified by the HHS as being necessary to facilitate direct deposit in HHS' account at the Department of Treasury.

**8. Guidelines for Matching Funds:**

Recipient will provide, from non-Federal sources, not less than 20 percent of the total project cost. Matching funds can be in the form of either cash or in-kind contributions consistent with the 15 CFR 14.23, 24.3 and 24.24 as applicable. The recipient may be asked to provide supporting documentation upon request from the Grants Officer or NTIA.

**9. Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements**

The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in 73 Fed. Reg.7696 (February 11, 2008) apply to this award.

**10. Incorporation of Requirements from the Notice of Funding Availability (NOFA):**

The recipient shall comply with the requirements found in the Department of Commerce, National Telecommunications and Information Administration Broadband Technology Opportunities Program, 75 FR 3792, January 22, 2010 ([http://www.ntia.doc.gov/frnotices/2010/FR\\_BTOPNOFA\\_100115.pdf](http://www.ntia.doc.gov/frnotices/2010/FR_BTOPNOFA_100115.pdf))

**11. Whistleblower Protection Act Requirements**

The Recipient shall comply with the Whistleblower Protection requirements of the American Recovery and Reinvestment Act (Recovery Act), Section 553 of Division A, Title XV, Public Law 111-5 which provides protection for employees of non-federal employers including employees of state and local governments, contractors, subcontractors, recipients, and any other non-federal employers receiving Recovery Act fund recipients, making specified disclosures relating to possible fraud, waste, or abuse of Recovery Act funds. The act requires any nonfederal employer receiving Recovery Act funds to post a notice of the rights and remedies provided under the Act. The Recipient shall post notice of employees rights and remedies for whistleblower protections provided under section 1553 of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) and shall include this notice requirement in all contracts with subrecipients, contractors, and subcontractors.

Recipients are reminded that the Office of Inspector General will verify the appropriate place of this poster as part of any field work conducted. Failure to display the poster may result in an audit finding. The poster can be downloaded from the following web site:

<http://www.oig.doc.gov/recovery/whistleblower.html>

**12. Post-Award Reporting Requirements**

The recipient shall submit a "Financial Status Report" (SF-425) on a quarterly basis for the periods ending March 31, June 30, September 30, and December 31 or any portion thereof. Reports are due no later than 30 days following the end of each reporting period. A final SF-425 shall be submitted within 90 days after the expiration date of the award.

The SF-425 shall be submitted electronically as long as it reflects an electronic signature/date.

The recipient shall submit program-specific quarterly performance reports electronically to the Federal Program Officer in the same frequency as the Financial Status Report (SF- 425) unless otherwise authorized by the Grants Officer. The Federal Program Officer will provide updated instructions for accurate report completion at least 30 days prior to reporting period end date.

**13. Baseline Project Plan**

Recipients shall submit baseline project plans and details regarding key outputs and outcomes from their projects within 45 days of the close of the first quarter. Federal Program Officers will provide guidance on the format and content of these baseline plans and details for this one-time data gathering activity.

**14. Notice of Limited Waiver of Section 1605 (Buy American Requirement) of the American Recovery and Reinvestment Act of 2009 (ARRA)**

In accordance with Section 1605 of the Recovery Act, the Secretary of Commerce has granted a limited waiver of the Recovery Act's Buy American requirements with respect to certain broadband equipment that will be used in projects funded under the BTOP. A description of this equipment is included in the notice of waiver published in the Federal Register at 74 FR 31410 (July 1, 2009).

**15. Nondiscrimination and Interconnection**

The recipient shall comply with the nondiscrimination and network interconnection obligations set forth in section V.D.3.b of the NOFA and in Section 6001(j) of the Recovery Act. Recipients may be asked to provide

supporting documentation upon request from the Grants Officer. Failure to comply with this provision of the award may be considered grounds for any or all of the following actions: establishment of an account receivable for affected BTOP award, withholding payments under any and all BTOP awards to the recipient, changing the method of payment from advance to reimbursement only, or the imposition of other special award conditions, suspension of any BTOP active awards, and termination of any BTOP active awards.

**16. Davis-Bacon Act Requirement**

Consistent with U.S. Department of Commerce American Recovery and Reinvestment Act Award Term A.3., the Recipient shall obtain and maintain in its official records documentation of weekly certified payroll reports and the Statement of Compliance from itself and all subrecipients, contractors, and subcontractor(s) in accordance with Section 1606 of the American Recovery and Reinvestment Act of 2009 and the Davis-Bacon Act.

Davis-Bacon prevailing wage requirements apply to mechanics and laborers employed under federally assisted contracts or subcontracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works, pursuant to Department of Labor regulations at 29 C.F.R. Parts 1, 3, and 5.

The Recipient is not required to submit this documentation to NIST, except in response to a request for this information from its Grants Officer. The authorized representatives and agents of NIST shall be permitted to inspect all work, materials, payrolls, personnel records, invoices of materials, and other relevant data and records.

Ten days prior to bid opening, any party soliciting a subrecipient, contractor, or subcontractor for work under this Award to which Davis-Bacon wage determinations apply must verify whether there have been any updates to the applicable Davis-Bacon wage determinations by reviewing the Department of Labor Wage Determinations OnLine website, free of charge, at [www.wdol.gov](http://www.wdol.gov). If there have been updates to the wage determinations, then these updated wage rates must be issued in a bid addendum. The Davis Bacon wage rates that are current ten days prior to the bid opening are the wage rates that will govern work performed under such solicitation.

**17. Accounting System Verification**

The Recipient shall submit a signed statement from an authorized official, verifying the ability of the recipient's financial management system to appropriately track and account for federal grant funds and expenditures associated with the funded project. This statement must be received within 30



days of the award start date and the recipient is not allowed to draw down any funds until this statement is received and accepted by the Grants Officer.

Attached is a template that recipients should use to satisfy this condition.

**18. Indirect Costs used as Cost Share:**

Recipients who are proposing foregoing any portion of indirect costs as cost share and more than 10% of total project cost must have a negotiated indirect cost rate with a cognizant federal agency at the time of award and documentation of the NICRA must be received by the Grants Office within 30 days of award. If such a rate does not exist, the recipient has 30 days to submit an Indirect Cost Rate proposal to the Department of Commerce or identify alternative sources of matching funds. The recipient is not allowed to obligate, expend, or draw down any funds until this documentation is received by DOC, the Grants Office and NTIA.

**19. For-Profit Recipient Audit Requirement**

A for-profit organization receiving a BTOP award exceeding \$100,000 in Federal funding shall have a program-specific audit performed based on the Recipient's BTOP program year, beginning with the date of the issuance of the BTOP award. The auditor should follow generally accepted government auditing standards and the requirements for a program-specific audit as described in OMB Circular A-133 § 235 and any applicable compliance supplements and BTOP audit guidelines. A copy of the program-specific audit shall be submitted to the Grants officer and to the DOC OIG at the following address:

Office of Inspector General  
U.S. Department of Commerce  
Atlanta Regional Office of Audits  
401 West Peachtree Street, N.W., Suite 2742  
Atlanta, Georgia 30308

An audit is required **at least once every two years** using the following schedule for audit report submission:

- For awards less than 24 months - an audit is required within 90 days of the project expiration and close out period. This audit shall include any costs incurred during the close out period.
- For 2- or 3- year awards – an audit is required:
  1. within 90 days after the end of award year 1, and

2. within 90 days following the project expiration date and close out period. This audit shall include any costs incurred during the close out period.

- For awards extended beyond 3 years – an audit is required:

1. within 90 days after the end of award year 1, and
2. within 90 days after the end of award year 3, and
3. within 90 days following the project expiration date and close out period.  
This audit shall include any costs incurred during the close out period.



**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. BTOP SBA		\$	\$	\$ 4,731,442.00	\$ 2,097,393.00	\$ 6,828,835.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$	\$	\$ 4,731,442.00	\$ 2,097,393.00	\$ 6,828,835.00

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1)	(2)	(3)	
a. Personnel	\$ 1,353,640.00	\$ 645,333.00	\$	\$ 1,998,973.00
b. Fringe Benefits	271,805.00	140,118.00		411,923.00
c. Travel	88,050.00	0.00		88,050.00
d. Equipment	458,516.00	1,209,944.00		1,668,460.00
e. Supplies	161,000.00	0.00		161,000.00
f. Contractual	399,983.00	0.00		399,983.00
g. Construction	0.00	0.00		0.00
h. Other	1,612,705.00	101,998.00		1,714,703.00
i. Total Direct Charges (sum of 6a-6h)	4,345,699.00	2,097,393.00	0.00	6,443,092.00
j. Indirect Charges	385,743.00	0.00		385,743.00
k. TOTALS (sum of 6i and 6j)	\$ 4,731,442.00	\$ 2,097,393.00	\$ 0.00	\$ 6,828,835.00

7. Program Income	\$	\$	\$	\$
				0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. BTOP SBA	\$ 126,134.00	\$ 1,206,550.00	\$ 764,709.00	\$	2,097,393.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$ 126,134.00	\$ 1,206,550.00	\$ 764,709.00	\$	2,097,393.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$ 0.00	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	0.00	0.00	0.00	0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. BTOP SBA	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0.00	0.00	0.00	0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: \_\_\_\_\_

22. Indirect Charges: \_\_\_\_\_

23. Remarks: \_\_\_\_\_

## **Broadband Technology Opportunities Program- ARRA Reporting Cover Sheet**

The following information is required when you file your report with [FederalReporting.gov](http://FederalReporting.gov).

It is important that you include this information exactly as it is indicated below, as this will expedite the review of your materials.

Recipient Name: MYWAY VILLAGE, INC.

Award Type: G

Award Number: 25-43-B10574

Funding Agency Code: 1335

Awarding Agency Code: 1341

Amount of Award: \$4,731,442

Catalogue of Federal Domestic Assistance (CFDA) Number: 11.557

Program Source (TAS) Code: 13-0554

DUNS Number: 859935004

Congressional District: 10

Activity Code: W01



MY WAY  
VILLAGE™

SENT TO:  
JOYCE BRIGHAM  
9/21/10

Accounting Systems Verification

September 21, 2010

Joyce Brigham  
NIST Grants and Agreements Mgmt Division  
100 Bureau Drive, MS 1650  
Gaithersburg, MD 20899-1650

Dear Ms. Brigham,

I, Sarah Hoit, am the CEO of MyWay Village, Inc. ("MWV") of Quincy, Massachusetts. I assert that MWV has a financial management system in place for recording costs under a Broadband Opportunities Technology (BTOP) grant awarded by NIST.

I further acknowledge that MWV's financial management system must provide:

- Complete disclosure of financial results of each Federally-sponsored project or program;
- Records that identify the source and application of funds for all Federally-sponsored activities;
- Effective control and accountability for all funds, property, and other assets;
- A comparison of outlays with budget amounts for each award;
- Written procedures to minimize time between transfer of Federal funds to the recipient;
- Written procedures for determining reasonableness, allocability, and allowability of costs in accordance with the provisions of the Federal cost principles and the terms and conditions governing the award; and
- Accounting records including cost accounting records with supporting documentation.

I also recognize that the applicable cost principles and administrative requirements provided in the link below apply to MWV's BTOP grant award, specific to the organization type:

Type Organization	Regulation	Web Site
For Profit Entities	15 CFR Part 14, and OMB Circular A-110	<a href="http://oamweb.osec.doc.gov/docs/GRANTS/15cfr.14.pdf">http://oamweb.osec.doc.gov/docs/GRANTS/15cfr.14.pdf</a> <a href="http://www.whitehouse.gov/omb/circulars_a110/">http://www.whitehouse.gov/omb/circulars_a110/</a>
For Profit Entities	48 CFR Part 31.2, OMB Circular A-110	<a href="http://www.acquisition.gov/far/html/Subpart%2031_2.html">http://www.acquisition.gov/far/html/Subpart%2031_2.html</a> <a href="http://www.whitehouse.gov/omb/circulars_a110/">http://www.whitehouse.gov/omb/circulars_a110/</a>

With my signature below, I certify that I am authorized to sign this form on behalf of MyWay Village, Inc., and that the foregoing information is true and correct to the best of my knowledge.

Sincerely,

Sarah Hoit  
CEO



# MY WAY VILLAGE™

## Accounting Systems Verification

September 21, 2010

Joyce Brigham  
NIST Grants and Agreements Mgmt Division  
100 Bureau Drive, MS 1650  
Gaithersburg, MD 20899-1650

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For Profit Entities	48 CFR Part 31.2, OMB Circular A-110	<a href="http://www.acquisition.gov/far/html/Subpart%2031_2.html">http://www.acquisition.gov/far/html/Subpart%2031_2.html</a> <a href="http://www.whitehouse.gov/omb/circulars_a110/">http://www.whitehouse.gov/omb/circulars_a110/</a>

With my signature below, I certify that I am authorized to sign this form on behalf of MyWay Village, Inc., and that the foregoing information is true and correct to the best of my knowledge.

Sincerely,

Sarah Hoit  
CEO