APPENDIX B

EMERGENCY SHELTER CARE (ESC) RFSQ # 21-0072

REQUIRED FORMS

CONTRACTS REQUIRED FORMS – EXHIBIT 1

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

PR	OSPECTIVE PROPOSER'S NAME:		COUNTY WEBVEN NUMBER:
AD	DRESS:		
TE	LEPHONE NUMBER:		E-MAIL:
ΙΝΤ	ERNAL REVENUE SERVICE EMPLOYER	R IDENTIFICATION NUMBER:	CALIFORNIA BUSINESS LICENSE NUMBER:
	Select the options that best define your firm's business structure:	If Corporation or Limited Liat Legal Name (as stated in Article	
	Corporation		
	Limited Liability Company (LLC)	State of Incorporation:	
	Limited Partnership	Year of Incorporation:	
1.	Sole Proprietorship	If Limited Partnership or a So Name of Proprietor or Managin	
	Non-Profit		
	Franchise	If Other, specify business struc	sture name:
	Resource Family Approval		
	Parent	If Resource Family Approval	Parent, specify the Name:
	Other (Specify):		
	Is your firm doing business under one or more DBA's?		
2.	YES NO N/A	Name:	
۷.		Country of Registration: Year became DBA:	
	Is your firm wholly/majority owned by, or a subsidiary of another firm?		t Firm and State of Incorporation:
		Name of Parent Firm:	
3.	YES NO N/A	State of Incorporation or Regist	tration of Parent firm:
	Has your firm done business as other	If YES, indicate any other name	es and the year of name change.
4.	names within last five (5) years?		e and and your of hame ondinge.
	YES NO N/A	Name(s): Year(s) of Name Change:	

5.	List the names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".	
6.	Is your firm involved in any pending acquisition or mergers? YES NO N/A	If YES , please provide additional information regarding the pending merger.
7.	List all the names and contact information of all individuals legally authorized to commit the Proposer.	Name: Title: Telephone Number: E-Mail:

Prospective Proposer's Name (Print)

Prospective Proposer's Signature

Prospective Co-Proposer's Name (Print)

Prospective Co-Proposer's Signature

Date

CONTRACTS REQUIRED FORMS – EXHIBIT 2

CERTIFICATION OF COMPLIANCE

Proposer certifies compliance with all programs, policies, and ordinances specified in exhibits listed below:

	TITLE	REFERENCE	CERTIFICATIONS
1.	Certification of No Conflict of Interest	LACC 2.180	Certifies Compliance? Yes No
2.	Familiarity with the County Lobbyist Ordinance Certification	LACC 2.160	Certifies Compliance? Yes No
3.	Zero Tolerance Policy on Human Trafficking Certification	Motion	Certifies Compliance? Yes No
4.	Compliance with Fair Chance Employment Hiring Practices Certification	Board Policy 5.250	Certifies Compliance? Yes No
5.	Attestation of Willingness to Consider GAIN/START Participants	<u>Board Policy</u> <u>5.050</u>	Certifies Compliance? Yes No Willing to provide GAIN/START participants access to employee mentoring program? Yes No N/A
6.	Contractor Employee Jury Service Program Certification Form & Application for Exception	LACC 2.203	Certifies Compliance? YesYesNoIf "No", identify exemption: My business does not meet the definition of "contractor" as defined in the Program. My business is a small business as defined in the Program.My business is a small business as defined in the Program.My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.
7.	Certification of Compliance with the County's Defaulted Property Tax Reduction Program	LACC 2.206	Certifies Compliance? Yes No If "No", identify the exemption:
8.	Certification of Prospective Proposer or Contractor not operating a child daycare business within the same physical structure or on the same property where ESC Services are being provided.	<u>ESC-</u> <u>SOW 8.6</u>	Certifies Compliance? Yes No

Prospective Proposer's Name (Print)

Prospective Proposer's Signature

Date Exhibit 2 – Certification of Compliance Prospective Co-Proposer's Name (Print)

Prospective Co-Proposer's Signature

DEPARTMENT OF CHILDREN AND FAMILY SERVICES



EMERGENCY SHELTER CARE (ESC) PROSPECTIVE PROPOSER INFORMATION AND QUESTIONNAIRE

I. PROSPECTIVE PROPOS		-			
(Please use the same name indica	ited on Resource Family App	proval C	ertificate)		
NAME (First, Middle, Last):		DATE O	F BIRTH (mm/dd/yyyy):	SOCIAL SECU	RITY NUMBER:
HOME ADDRESS (Number, Apt/Unit #, S	treet Name, City, State, Zip Code):			
MAILING ADDRESS, if different from ab	ove (Number, Street Name, City, S	State, Zip	Code):		
IS THE MAILING ADDRESS A P.O. BOX?	•				
YES NO	0				
JUSTIFICATION FOR MAILING	ADDRESS:				
CA DRIVER'S LICENSE (CDL) NUMBER:		CDLEX	PIRATION DATE:		
PRIMARY TELEPHONE NUMBER:	ALTERNATE PHONE NUMBER:		EMAIL ADDRESS:		
- 00					
PLEASE ATTA	CH A COPY OF TH	IE PR	OSPECTIVE PRO	OPOSER'S	CALIFORNIA
	NSF				

II. PROSPECTIVE CO-PROPOSER'S PERSONAL INFORMATION:

(If applicable, otherwise state "N	/A")							
NAME (First, Middle, Last):		DATE OF B	BIRTH (mm/dd/yyyy):	SOCIAL SECURITY NUMBER:				
• • • •								
HOME ADDRESS (Number, Apt/Unit #	, Street Name, City, State, Zip Code):						
MAILING ADDRESS, if different from a	bove (Number, Street Name, City,	State, Zip Co	de):					
	D .							
CA DRIVER'S LICENSE (CDL) NUMBE	R:	CDLEXPIRA	ATION DATE:					
PRIMARY TELEPHONE NUMBER:	ALTERNATE PHONE NUMBER:	EN	AIL ADDRESS:					
PRIMART TELEPHONE NUMBER.	ALTERNATE PHONE NUMBER.		IAIL ADDRESS.					
RELATIONSHIP TO PROSPECTIVE PR	RELATIONSHIP TO PROSPECTIVE PROPOSER:							



PLEASE ATTACH A COPY OF THE PROSPECTIVE CO-PROPOSER'S CALIFORNIA DRIVER'S LICENSE.

III. ALTERNATIVE CAREGIVER PERSONAL INFORMATION: (If applicable, otherwise state "N/A")								
	Middle, Last):	state N/A)					DATE O	BIRTH (mm/dd/yyyy):
DOES THE A	LTERNATIVE CA	REGIVER RESID	E WITH	THE PROSPECTIVE	E PROPOSE	R?		
	YES NO							
HOME ADDR	ESS (Number, A	pt/Unit #, Street N	Name, Ci	ty, State, Zip Code)	:			
MAILING AD	DRESS, if differe	nt from above (N	umber, S	Street Name, City, S	tate, Zip Co	de):		
CA DRIVER'	S LICENSE (CDL)					ATION DATE:		
					002 2/4 110			
PRIMARY TE	LEPHONE NUME	BER: ALTER	RNATE P	HONE NUMBER:	EN	MAIL ADDRESS:		
RELATIONS	HIP TO PROSPEC		R:		I			
				AREGIVER HA		RITTEN CLEA		ROM THE STATE
				Y CARE LICE			of the writt	en clearance from the
	YES	NO	2	Ū		,		
IV. HOU	SEHOLD M	EMBERS:						
				n a full or part tir ternative Caregi			ospective F	Proposer,
	AME DDLE, LAST):	DATE OF BIRTH (MM/DD/YYYY):	AGE:	RELATIONSHIP TO PROSPECTIVE PROPOSER:	MALE/ FEMALE	LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING	DISABLED VETERAN	RACE/ETHNIC COMPOSITION OF HOUSEHOLD (CHECK ALL THAT APPLY FOR
								EACH PERSON)
1.				SELF	MALE FEMALE	YES NO	YES	ASIAN/PACIFIC ISLANDER HISPANIC/LATINO NATIVE AMERICAN SUBCONTINENT ASIAN WHITE OTHER (Please explain below)
2.					MALE FEMALE	YES NO	YES	AFRICAN AMERICAN/BLACK ASIAN/PACIFIC ISLANDER HISPANIC/LATINO NATIVE AMERICAN SUBCONTINENT ASIAN WHITE OTHER (Please explain below)
3.					MALE FEMALE	YES NO	YES NO	AFRICAN AMERICAN/BLACK ASIAN/PACIFIC ISLANDER HISPANIC/LATINO NATIVE AMERICAN SUBCONTINENT ASIAN WHITE OTHER (Please explain below)

IV. HOUSEHOLD M Continued	EMBERS:						
NAME (FIRST, MIDDLE, LAST):	DATE OF BIRTH (MM/DD/YYYY):	AGE:	RELATIONSHIP TO PROSPECTIVE PROPOSER:	MALE/ FEMALE	LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING	DISABLED VETERAN	RACE/ETHNIC COMPOSITION OF HOUSEHOLD (CHECK ALL THAT APPLY FOR EACH PERSON)
4.				MALE FEMALE	YES NO	YES NO	AFRICAN AMERICAN/BLACK ASIAN/PACIFIC ISLANDER HISPANIC/LATINO NATIVE AMERICAN SUBCONTINENT ASIAN WHITE OTHER (Please explain below)
5.				MALE FEMALE	YES NO	YES NO	AFRICAN AMERICAN/BLACK ASIAN/PACIFIC ISLANDER HISPANIC/LATINO NATIVE AMERICAN SUBCONTINENT ASIAN WHITE OTHER (Please explain below)
6.				MALE FEMALE	YES NO	YES NO	AFRICAN AMERICAN/BLACK ASIAN/PACIFIC ISLANDER HISPANIC/LATINO NATIVE AMERICAN SUBCONTINENT ASIAN WHITE OTHER (Please explain below)

V. EMPLOYMENT (or SELF EMPLOYED):					
Do you currently have outside emp	oloyment?	Please state any other income source you have (i.e., Retirement Pension, Social			
		Security, etc.):			
YES NO					
NAME OF EMPLOYER (NOTE: If you are	e not current	ly employed, please indicate "N/A")	:		
EMPLOYER'S ADDRESS (Number, Suite	e #, Street Na	ame, City, State, Zip Code):			
EMPLOYER'S TELEPHONE I NUMBER:	EMPLOYER	'S EMAIL ADDRESS:	CONTACT NAME:		
NUMBER OF WORK HOURS PER WEEK	ζ:				

VI. WORK SCHEDUL	.E:					
DAYS OF THE WEEK	START TIME (Please indicate)	Check	c One	END TIME (Please indicate)	Check	c One
Sunday		a.m.	p.m.		a.m.	p.m.
Monday		a.m.	p.m.		a.m.	p.m.
Tuesday		a.m.	p.m.		a.m.	p.m.
Wednesday		a.m.	p.m.		a.m.	p.m.
Thursday		a.m.	p.m.		a.m.	p.m.
Friday		a.m.	p.m.		a.m.	p.m.
Saturday		a.m.	p.m.		a.m.	p.m.

VII. CHILD CARE PLAN:

1. Please describe what childcare plan you have for ESC Services children or youth placed in your home when you are working:

2. Name of Day Care Provider:

VIII. COUNTY CONTRACT HISTORY:

1. Do you have a current or previous ESC Services contract with Los Angeles County?

YES NO

	Start Date	End Date
2. If YES , please identify the commencement and termination dates of ESC Services contracts you've entered into with Los Angeles County:		

home due to sub	ve Action Plan (CAF ostantiated allegation Licensing and/or by	on brought agains		4. If YES CAP (mm/	, please indicate the DATE of the dd/yyyy):
YES	NO			-	
5. Please explain	the incident:			I	
IX. LICENSES	AND CERTIFICAT	IONS:			
1. What is your Approval Certifica	California State Fo te Number:	oster Care License	e/Resource	e Family	
2. P	LEASE ATTACH	A COPY OF THE	RESOU	RCE FAM	ILY APPROVAL CERTIFICATE.
license/approval?	-		proved R	esource Pa	arent under your current
4. Do you have si valid license/appro	oval issued by CDS	S/CCL/County?	ensed fost	ter parent/a	approved resource parent with a
	ES NC				d their context information.
AGENCY NAME:		0,,		0	d their contact information: he, City, State, Zip Code):
TELEPHONE NUMBER:		EMAIL ADDRESS:			CONTACT PERSON:
6. Have you have State in the past?	ever been a Licens	ed Foster Parent/A	pproved R	esource Pa	arent in another County or
Y	ES NO)			
7. If YES , please	complete the followi	ng:			
	Previous License/Ce	ertificate Number:			
		County/State:			
Nu	mber of Years with	previous License:			

X. HOMEOWNER'S/RENTER'S LIABILITY INSURANCE:						
1. Do you own your hor	ne?	YES	NO			
	E ATTACH A	COPY OF TI	HE CERTIF	ICATE OF HOMEOWNERS'		
		O	२			
3. Do you rent the home	e you live in?	YES	NO			
4. PLEAS		OPY OF THE C	ERTIFICAT	TE OF RENTER'S LIABILITY		
XI. TRANSPORTATI	ON:					
	me? This include	s appointments		or dental appointments for all children or prior to the placement at your home and		
		YES	NO			
2. If you stated " NO " to Question 1, please state the reason why:						
2. If you stated "NO" to	Question 1, pleas		,			
2. If you stated "NO" to	Question 1, pieas		, ,			
2. If you stated "NO" to	Question 1, pleas					
2. If you stated " NO " to	Question 1, pleas					
2. If you stated "NO" to	Question 1, pleas					
2. If you stated "NO" to						
 2. If you stated "NO" to 3. If you stated "YES" to 						
	o Question 1, who			Only Prospective Co-Proposer:		
3. If you stated " YES " to Only myself:	o Question 1, who Mys Co-	will be driving? self and Prospe -Proposer:	ctive			

5. Please provide the following information:					
CAR INFORMATION	VEHICLE 1	VEHICLE 2	VEHICLE 3		
Legal Owner(s) (First, Middle, Last Name)					
Car Make					
Car Model					
License Plate Number					
Year of Vehicle					
Color of Vehicle					



6. PLEASE ATTACH COPY/COPIES OF CURRENT CAR REGISTRATION(S).



7. PLEASE ATTACH A COPY/COPIES OF PROOF OF AUTOMOBILE INSURANCE.

(NOTE: Please attach copies of proof of automobile insurance policies for licensed drivers residing in your home or whom you may depend on to provide transportation to ESC children).

8. If someone else will be driving, please provide that person's information and attach a copy of the following: (If applicable, otherwise state "N/A")							
NAME (First, Middle, Last):				DATE OF BIRTH (mm/dd/yyyy):			
HOME ADDRESS (Number, Apt/Unit #	HOME ADDRESS (Number, Apt/Unit #, Street Name, City, State, Zip Code):						
MAILING ADDRESS, if different from above (Number, Street Name, City, State, Zip Code):							
CA DRIVER'S LICENSE (CDL) NUMBER: CDL EXPIRATION DATE:							
PRIMARY TELEPHONE NUMBER:	ALTERNATE PHONI	E NUMBER:	EMAIL ADDRESS:				
			•				



9. PLEASE ATTACH A COPY OF PROOF OF AUTOMOBILE INSURANCE (for person listed on Number 8).

DECLARATION:

I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.

Prospective Proposer's Name (Print)

Prospective Proposer's Signature

Date

Prospective Co-Proposer's Name (Print)

Prospective Co-Proposer's Signature

For County Use Only:					
1. Number of beds approved by the DCFS Child Welfare Services Case Management System (CWS/CMS):					
I certify that the following are TRUE and CORRECT:					
 Prospective Proposer does not have any substantiated <u>or</u> open non-compliance findings or investigations with County, State, Federal, or out-of-state government agency that remain unresolved: 	h any				
YES NO					
Prospective Proposer is not on "Do Not Use" or a "Hold" with an adverse status with Los Angeles County or other county:	r any				
YES NO					
ESC Program Staff Name and Title (Print) Signature Date					

<u>CONTRACTS REQUIRED FORMS – EXHIBIT 4</u> PROPOSER'S DEBARMENT HISTORY AND LIST OF TERMINATED CONTRACTS

Proposer's Name: _____

1. DEBARMENT HISTORY (Check one)		NO	
Proposer is currently debarred by a public entity			
If yes, please provide the name of the public entity:			
2. LIST OF TERMINATED CONTRACTS (Check one)		NO	
Proposer has contracts that have been terminated in the past three (3) years.			

If yes, please list all contracts that have been terminated prior to expiration within the last three (3) years.

EMERGENCY SHELTER CARE SERVICES PROSPECTIVE PROPOSER'S DECLARATION

Emergency Shelter Care Services Contractor

I, ______, (Approved Resource Parent's Name) hereby certifies that the information submitted by Prospective Proposer named above in response to Los Angeles County's Request for Statement of Qualification (RFSQ) for Emergency Shelter Care Services for the Department of Children and Family Services is true to the best of Prospective Proposer's information and belief.

I, ______, (Approved Resource Parent's Legal Name) hereby offers to perform the services, the scope of which is set forth in the above-identified RFSQ for Los Angeles County under all the terms and conditions specified in the Contract included therein and agrees that this offer will remain irrevocable up to and including 30 days following the RFSQ submission due date stated in the RFSQ, Paragraph 1, Solicitation Information and Minimum Requirements.

<u>DECLARATION:</u> I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION SUBMITTED IN EXHIBITS 1-8 IS TRUE AND CORRECT.

Prospective Proposer's Name (Print)

Prospective Proposer's Signature

Date

Emergency Shelter Care Service Co-Contractor (if applicable)

I, ______, (Approved Co-Resource Parent's Name) hereby certifies that the information submitted by Prospective Proposer named above in response to Los Angeles County's Request for Statement of Qualification (RFSQ) for Emergency Shelter Care Services for the Department of Children and Family Services is true to the best of Prospective Proposer's information and belief.

I, ______, (Approved Co-Resource Parent's Legal Name) hereby offers to perform the services, the scope of which is set forth in the above-identified RFSQ for Los Angeles County under all the terms and conditions specified in the Contract included therein and agrees that this offer will remain irrevocable up to and including 30 days following the RFSQ submission due date stated in the RFSQ, Paragraph 1, Solicitation Information and Minimum Requirements.

<u>DECLARATION:</u> I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION SUBMITTED IN EXHIBITS 1-8 IS TRUE AND CORRECT.

REQUIRED FORM

MINIMUM REQUIREMENTS

Proposer acknowledges and certifies that it meets and will comply with the Proposer's Minimum Qualifications indicted below and as stated in **Paragraph 3.0** of this <u>Emergency</u> <u>Shelter Care (ESC)</u> services **Request for Statement of Qualifications (RFSQ)**.

<u>NO.</u>	MINIMUM REQUIREMENTS	Complies with Minimum Requirement	
		YES	NO
1.	Prospective Proposer possesses a valid resource family home certification approved by the County.		
2.	Prospective Proposer has a minimum of six (6) months experience, within the past two (2) years, providing direct care services to foster youth.		
3.	Prospective Proposer does not have any substantiated <u>or</u> open non- compliance findings or investigations with any County, State, Federal, or out-of-state government agency that remain unresolved.		
	<u>Note:</u> The Prospective Proposer must disclose any such non-compliance findings or investigations that can be construed as being unresolved.		
4.	Prospective Proposer is <u>not</u> on " Do Not Use " or a "Hold" with an adverse status with Los Angeles County or any other county.		
5.	Prospective Proposer does <u>not</u> operate a child daycare service within the same physical structure or on the same property where ESC services are provided and is willing to certify to that affect.		
6.	Prospective Proposer must pass and submit a home-visit evaluation and participate in an orientation prior to placement of any child or youth.		
7.	Prospective Proposer does not have unresolved questioned costs identified by the Auditor-Controller, if licensed resource parent(s) compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.		

DECLARATION:

I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.

Prospective Proposer's Name (Print)

Prospective Co-Proposer's Name (Print)

Prospective Proposer's Signature

Prospective Co-Proposer's Signature

EMERGENCY SHELTER CARE SERVICES

PRICING SCHEDULE

Contractor hereby agrees to perform the services, the scope of which is set forth in the Emergency Shelter Care (ESC) Services Contract for the County of Los Angeles, under all of the terms and conditions specified in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments and Contract.

Prices include all applicable charges and costs associated with receipt, delivery, confirmation, and any other costs necessary in the performance of all tasks outlined in the Statement of Work, Exhibits, Performance Requirements Summary, Attachments, and Contract.

APPROVED BED CAPACITY				
1. Licensed/Approved Capacity (Number of I	Beds):			
2. DCFS ESC Approved Capacity (Number of Beds):				
Please check one of the following boxes:				
NEW CONTRACT	AMENDMENT TO CHANGE BED CAPACITY			

EMERGENCY SHELTER CARE PRICING SCHEDULE						
Bed Placement	Monthly Rate Per	Number	of Available	Annual Cost for		
Category	Available Bed	Male	Female	Both	Available Beds	
1. Number of Cribs for Infants, ages 0-2						
2. Number of Beds for Children, ages 3-20						
3. Number of Beds for Sibling Group, ages 0-20 ³						
4. Number of Bed Sets, consisting of one bed and one crib for Teen Mother and her Infant ⁴						

CONTRACTOR'S NAME (Print)

CO-CONTRACTOR'S NAME (Print)

CONTRACTOR'S SIGNATURE

CO-CONTRACTOR'S SIGNATURE

Date

Date

¹ The total number of beds cannot exceed the bed capacity per your Resource Family Approval certificate and Title 22 Regulations. ² If a bed vacancy exceeds 60 days, CPM reserves the right to withhold the Monthly Bed Availability rate payment and place the bed on off-call" status until a placement is secured.

⁴ Rate includes one bed for the mother and a separate crib for the infant in the same room. A separate crib is required for each infant.

³ A minimum of two beds must be available for sibling groups with a maximum of two children per bedroom.

EMERGENCY SHELTER CARE LINE ITEM BUDGET

CONTRACTOR NAME:

CO-CONTRACTOR NAME:

This budget shall contain Contractor's proposed monthly expenses to provide Emergency Shelter Care (ESC) services, based on the number of available ESC beds, and the category of these available beds that Contractor has entered into agreement with COUNTY.

A. ESTIMATED TOTAL MONTHLY HOUSEHOLD INCOME (excluding ESC Contract Revenue):	\$	
B. Monthly Household Expenses		
Mortgage or Rent	\$	
Homeowner's (or Renter's) Liability Insurance	\$	
Automobile Insurance	\$	
Utilities (Water, Power, Gas, etc.)	\$	
Telephone/Communication (i.e., Cell Phone, Wi-Fi)	\$	
Food (Groceries)	\$	
Total Monthly Household Expenses:	\$	
C. Estimated Monthly ESC Beds Expenses		
1. Linen for ESC Beds	\$	
2. Laundry Items for ESC Beds		
 Other Items to maintain availability of ESC Beds (List Additional Items Below): 		
a.	\$	
b.	\$	
C.	\$	
Total Estimated Monthly ESC Beds Expenses:	\$	
D. TOTAL MONTHLY EXPENSES (Add Total Monthly Household Expenses and Total Estimated Monthly E	\$	
E. TOTAL MONTHLY NET INCOME (A minus D):	\$	

Prospective Contractor's Name (Print)

Prospective Co-Contractor's Name (Print)

Prospective Contractor's Signature

Prospective Co-Contractor's Signature

Date

Date

FOR COUNTY USE ONLY

I have reviewed the above ESC Line Item Budget for accuracy and appropriateness of expenditures.

ESC Program Staff Name and Title (Print)

Signature