NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION

- Complete the application in full, do not leave any part of the application blank.
- All volunteer pledged hours require an original signature from the pledging resident.
- If any questions do not apply to your project or event, write or type “N/A.”
- Additional sheets may be used if necessary.
- Submit the completed application to the City of Denton at 215 W. Hickory St. or email a PDF with all supporting documents to pz@cityofdenton.com
- All applications must be received no later than 5 p.m. on the closing date published on the City’s website.
- All grant funds shall be awarded/ or paid only to groups identified with a particular Denton neighborhood.
- An example of an approved grant application can be found at the end of this document.
- If you still have questions regarding this grant or the application, please call (940) 349-8541 or visit www.cityofdenton.com/neighborhoodplanning.

1. Project Title

2. Name of Neighborhood Association or Group

3. Name of Partner (if applicable)

4. The number of Households in your Neighborhood Association or Group ______

5. Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program? [ ] Yes [ ] No

6. Federal Tax I.D. number (if applicable)
7. Name, address, phone numbers, and email of Neighborhood Association or Group contact person(s):
   a. Name: __________________________________________________________
   b. Mailing Address: ________________________________________________
   c. City and Zip code: ______________________________________________
   d. Phone Number: day ____________ evening _________________________
   e. Email: _________________________________________________________
   f. Signature: ___________________________ Date _____________________

8. Name, address, phone numbers, and email of Partner(s) (if applicable):
   a. Name: _________________________________________________________
   b. Mailing Address: ________________________________________________
   c. City and Zip code: ______________________________________________
   d. Phone Number: day ____________ evening _________________________
   e. Email: _________________________________________________________
   f. Signature: ___________________________ Date _____________________

9. Name, address, phone numbers, and email of Partner(s) (if applicable):
   a. Name: _________________________________________________________
   b. Mailing Address: ________________________________________________
   c. City and Zip code: ______________________________________________
   d. Phone Number: day ____________ evening _________________________
   e. Email: _________________________________________________________
   f. Signature: ___________________________ Date _____________________

Page - 2
10. Check one or more of the appropriate category your project falls within:

☐ Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis, if it is shown to provide a communal benefit to the neighborhood.

☐ Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

☐ Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

☐ Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

11. Project Description (describe needs, location, partnerships, and expected results).

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Page - 3
12. Budget Information

a. Total project expenses: ________________________________

b. Total amount of money requested (up to $10,000): ________________________________

c. Neighborhood Match

   1. Neighborhood Association Matching Funds: ________________________________

   2. In-kind donations/Services
      • Volunteer Hours - A minimum **25 percent** of Neighborhood Match must come from volunteer hours, at a rate of **$18 per hour**. For example, 25 percent of a $10,000 matching grant is $2,502, a total of 139 volunteer hours would be required.
      • Volunteer Hours __________ x $18.00 = ________________________________
      • Monetary Donations ________________________________
      • Donated Materials or Supplies ________________________________
      • Donated Professional Services ________________________________

   Total amount of Neighborhood Match: ________________________________

13. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.
14. Explain how your association/group plans to accomplish the proposed project. Provide anticipated beginning and completion dates. (Projects must be completed and Events/Programs held by September 1st).

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15. Explain how your project promotes long term, public benefit to the neighborhood by improving the appearance of the neighborhood, enhancing the quality of life of residents, and establishing community pride in the neighborhood.

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16. Explain how your project promotes maintenance of the neighborhood and improves the public safety and improves public health residents by preserving and enhancing the environment.

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17. Explain how your project is supported by the neighborhood and involves participation from residents in all phases of the project.

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18. Explain how your project promotes “neighborhood,” builds relationships, and promotes cooperation among neighbors?

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19. Explain how your proposed project involves diverse interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, or tenants and homeowners)?

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20. Provide the criteria your group has established in order to measure the success of your project or event.

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21. Describe the long-term maintenance required for the project, who will perform the maintenance, and how often. (Note: maintenance of the project area is the responsibility of the grant recipient, unless specified herein.)

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Please note in addition to a completed application, the following are required **BEFORE** the project:

- Attend a Neighborhood Project Matching Grant Workshop
- Volunteer Hours Pledge Sheet:
  - A minimum 25 percent of the Neighborhood Match must come from volunteer hours
  - Original signatures from all pledging residents are required
- W-9 Form
- Neighborhood Project Matching Grant Agreement
- City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- Final Project Report (no later than 30 days upon completion of the project)
- Financial Records (invoices, original receipts, contracts, etc.)
- Photos of finished Project or of Program
VOLUNTEER HOURS PLEDGE SHEET

Project Title: 

Name of Neighborhood Association or Group: 

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<th>NAMES</th>
<th>ADDRESS</th>
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<th>HOURS PLEDGED</th>
<th>ORIGINAL SIGNATURES</th>
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NEIGHBORHOOD MATCHING GRANT APPLICATION FORM (EXAMPLE) AND SUPPORTING DOCUMENTS

NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION

- Complete the application in full, do not leave any part of the application blank
- If any questions do not apply to your project or event, write or type “N/A”
- Additional sheets may be used if necessary
- Submit the completed application to the City of Denton at 215 W. Hickory St. or email a PDF with all supporting documents to pxe@cityofdenton.com
- All applications must be received no later than 5 p.m. on the closing date published on the City’s website.
- If you have questions regarding this grant or the application, please call (940) 349-8541.
- For additional information, visit www.denton.com/neighborhood

1. Project Title
   Amenity Center/ Common Area Upgrade

2. Name of Neighborhood Association or Group
   Sundance Ranch HOA

3. Name of Partner (if applicable)
   NA

4. The number of Households in your Neighborhood Association or Group
   552

5. Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program?
   □ Yes □ No

6. Federal tax I.D. number (if applicable)

Page - 1
7. Name, address, phone numbers, and email of Neighborhood Association or Group contact person(s):
   a. Name ____________________________
   b. Mailing address ________________________
   c. City and zip code ____________
   d. Phone number – day ____________ evening ____________
   e. email ____________________________
   f. Signature ____________________________ Date ________________

8. Name, address, phone numbers, and email of Partner(s) (if applicable):
   a. Name NA
   b. Mailing address ________________________
   c. City and zip code ________________________
   d. Phone number – day ____________ evening ____________
   e. email ____________________________
   f. Signature ____________________________ Date ________________
9. Check one or more of the appropriate category your project falls within:

☑ Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis, if it is shown to provide a communal benefit to the neighborhood.

☐ Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

☐ Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

☐ Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

10. Project Description (describe needs, location, partnerships, and expected results).

The Sport Court had missing tiles and became a safety issue. We removed them, new paint will be painted and last many more years. We only have three swings with a baby swing. We wanted to provide more physical play. We added an outside slide, spinning toys, and two tall slides. For safety we needed more mulch as the area became larger. In-dose play gym was a safety issue cloth rattle wood. It had to be replaced and more mulch added.

All projects are located at Amenity Center Complex.
12. Budget Information

a. Total project expenses: $ 20,279.91

b. Total amount of money requested (up to $10,000): $ 10,000.00 $ 8,821.95

c. Neighborhood Match

1. Neighborhood Association Matching Funds: $ 726.00

2. In-kind donations/Services
   - Volunteer Hours - A minimum 25 percent of Neighborhood Match must come from volunteer hours, at a rate of $18 per hour. For example, 25 percent of a $10,000 matching grant is $2,502, a total of 139 volunteer hours would be required.
     - $ 2,736.00
   - Monetary Donations $ 0
   - Donated Materials or Supplies $ 0
   - Donated Professional Services $ 0

Total amount of Neighborhood Match: $ 10,000.00

13. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.

   [Signature: Attached]
13. Explain how your association/group plans to accomplish the proposed project. Provide anticipated beginning and completion dates. (Projects must be completed and Programs held by September 1).

April 2017 is when started ordering material such as playground equipment, mulch, paint for the Agent chart. Projected will be completed September 14, 2017.

14. Explain how your project promotes long term, public benefit to the neighborhood by improving the appearance of the neighborhood, enhancing the quality of life of residents, and establishing community pride in the neighborhood.

Our Amenity Center will become a gathering place for more members of the community because we will have upgraded the area with more and better equipment that will last longer and be much more inviting to our homeowners to gather and want to use. We will enhance the quality of life and pride in our neighborhood.
15. Explain how your project promotes maintenance of the neighborhood and improves public safety and improves public health residents by preserving and enhancing the environment.

We will be replacing old, worn-out materials with new modern that are designed to last longer.

16. Explain how your project is supported by the neighborhood and involves participation from residents in all phases of the project.

We had volunteers to remove Sport Court pads and clean it.

We had volunteers to remove all mulch and spread new.
17. Explain how your project promotes "neighborhood," builds relationships, and promotes cooperation among neighbors?

We had neighbors who did not know one another. Come together, they volunteered and became friends. They shared tools and time. All the while building relationships.

18. Explain how your proposed project involves diverse interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, or tenants and homeowners)?

All our residents are at different income levels and ethnic groups. It did not stop any of them from getting down and dirty, hat sweaty, and tried all together for a common cause.
19. Provide the criteria your group has established in order to measure the success of your project or event.

The community came together so the standards of our community could remain in tact and grow and become a place people wanted to move to, not from.

20. Describe the long-term maintenance required for the project, who will perform the maintenance, and how often. (Note: maintenance of the project area is the responsibility of the grant recipient, unless specified herein.)

We need to ensure that the areas improved stay clean and hazardous free. Equipment will be regularly checked by Property Manager and Board of Directors.
Please note in addition to a completed application, the following are required **BEFORE**
the project:

- [ ] Attend a Neighborhood Project Matching Grant Workshop
- [ ] Volunteer Hours Pledge Sheet (A minimum 25 percent of the of Neighborhood Match must come from volunteer hours)
- [ ] W-9 Form
- [ ] Neighborhood Project Matching Grant Agreement
- [ ] City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- [ ] Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- [ ] Final Project Report (no later than 30 days upon completion of the project)
- [ ] Financial Records (invoices, original receipts, contracts, etc.)
- [ ] Photos of finished Project or of Program
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Project Title: Amenity Center / Common Area Upgrade
Name of Neighborhood Association or Group: Lux down Resto WCA
**VOLUNTEER HOURS PLEDGE SHEET**

**Project Title:** Amenity Center / Common Area Upgrade

**Name of Neighborhood Association or Group:**

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VOLUNTEER HOURS PLEDGE SHEET

Project Title: Play-yard at Sundown Ranch

Name of Neighborhood Association or Group:
Sundown Ranch HOA

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First meeting to discuss and decide what play equipment needed and cover for tennis court. The rest of hours will be saved by putting play equipment in place.

Page - 22
Signup Sheet for Volunteers:

1. To remove mulch

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Page - 24
3. Help Spread New Mulch

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<td>APC Play</td>
<td>4' Freestanding Wave Slide</td>
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<td>13,950.91</td>
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<td>1.00</td>
<td>APC Play</td>
<td>Jet Plane Spring Rider-Double Seat</td>
<td>$1,240.00</td>
<td>12,740.93</td>
</tr>
<tr>
<td>3/28/2017</td>
<td>1.00</td>
<td>APC Play</td>
<td>Classic Teeter Totter</td>
<td>$725.00</td>
<td>12,015.93</td>
</tr>
<tr>
<td>3/28/2017</td>
<td>1.00</td>
<td>APC Play</td>
<td>Whale Spring Rider</td>
<td>$678.00</td>
<td>11,437.93</td>
</tr>
<tr>
<td>3/28/2017</td>
<td>1.00</td>
<td>APC Play</td>
<td>Frog Spring Rider</td>
<td>$578.00</td>
<td>10,850.93</td>
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<tr>
<td>3/28/2017</td>
<td>1.00</td>
<td>APC Play</td>
<td>2-Hump M-Style Bike Rack in ground mount</td>
<td>$384.00</td>
<td>10,475.93</td>
</tr>
<tr>
<td>3/28/2017</td>
<td>1.00</td>
<td>APC Play</td>
<td>Shipping and Handling</td>
<td>$769.00</td>
<td>9,706.91</td>
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<tr>
<td>3/28/2017</td>
<td>1.00</td>
<td>APC Play</td>
<td>Tax</td>
<td>$557.21</td>
<td>9,145.70</td>
</tr>
<tr>
<td>7/19/2017</td>
<td>60</td>
<td>Child's Play, Inc</td>
<td>Wood Fiber Engineered Mulch</td>
<td>$1,560.00</td>
<td>7,539.70</td>
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<td>Child's Play, Inc</td>
<td>Tax</td>
<td>$128.70</td>
<td>7,661.00</td>
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<tr>
<td>8/22/2017</td>
<td>2.00</td>
<td>Bull's Eye Design</td>
<td>BB court Outside surface and lines</td>
<td><strong>$900</strong></td>
<td>7,651.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Repaint indoor lines for hoops only</td>
<td>2975</td>
<td>2,736.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$4,726.00</strong></td>
<td>2,736.00</td>
</tr>
</tbody>
</table>

Work dates were several weeks

Volunteer Hours $2,736.00

Note: The figures turned in are not the same as originally sent in because the shipping, handling, and tax were not included as they are on this spread sheet.

$17,229.91

17,448.91
<table>
<thead>
<tr>
<th>Product</th>
<th>Product Code</th>
<th>Line Item Description</th>
<th>List Price</th>
<th>Sales Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' Freestanding Wave Slide</td>
<td>TFR0834XX</td>
<td>4' Freestanding Wave Slide</td>
<td>$3,249.00</td>
<td>$3,246.00</td>
<td>1.00</td>
<td>$3,246.00</td>
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<tr>
<td>Jet Plane Spring Rider - Double Seat</td>
<td>90019516XX</td>
<td>Jet Plane Spring Rider - Double Seat</td>
<td>$1,240.00</td>
<td>$1,240.00</td>
<td>1.00</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>Classic Teeeler</td>
<td>9001700XX</td>
<td>Classic Teeeler</td>
<td>$825.00</td>
<td>$725.00</td>
<td>1.00</td>
<td>$725.00</td>
</tr>
<tr>
<td>Whale Rider</td>
<td>90018201XX</td>
<td>Whale Spring Rider features single-piece reconstituted plastic body with spring, hardware, and instructions. Child Capacity: 1 - Use Zone: 14&quot; x 15&quot;</td>
<td>$578.00</td>
<td>$578.00</td>
<td>1.00</td>
<td>$578.00</td>
</tr>
<tr>
<td>Frog Rider</td>
<td>90018202XX</td>
<td>Frog Rider</td>
<td>$578.00</td>
<td>$578.00</td>
<td>1.00</td>
<td>$578.00</td>
</tr>
<tr>
<td>2-Hump M-Style Bike Rack - In Ground Mount</td>
<td>MSBERGXX</td>
<td>2-Hump M-Style Bike Rack - In Ground Mount</td>
<td>$384.00</td>
<td>$384.00</td>
<td>1.00</td>
<td>$384.00</td>
</tr>
</tbody>
</table>

Subtotal: $8,764.00
Shipping and Handling: $769.00
Tax: $557.21
Grand Total: $9,490.21

Items to Note & Special Instructions

Product normally ships within 3-4 weeks from when your order is processed. Price EXCLUDES: assembly, sitework, underground line location, permits, lift gate & impact fees. Site must be clear, level and accessible at time of installation. If rock, concrete or any obstacles is found during installation, additional charges may apply. Customer is responsible for any taxes that may apply. Specific vendor registration and/or insurance requirements may result in additional fees. If order is cancelled a 25% fee may be assessed.

I APPROVE THIS PROJECT. LET'S GET STARTED!

Approval and acceptance of this proposal may be executed by signing below and faxing or emailing back to the contact information listed above. Unless prior arrangements are approved, payment of equipment due in full upon receipt of invoice. By signing below, you agree to the terms and conditions found here: https://appcplay.com/terms-conditions.

Company: 
Authorized Purchaser: 
Date: 
Title: 

Prepared By: Brian Lattice
Email: brian@appcplay.com
Phone: (888) 401-6446 x105
Fax: (888) 723-6231
Child's Play, Inc.
10664 Shady Trail
Dallas, TX 75220
(972) 494-0660 (F) 972-484-0333

BILL TO
Sundown Ranch
3449 Sundown Ranch
Denton, Tx 76207

INVOICE # 2017
DATE 07/19/2017
TOTAL DUE $1,038.70
DUE DATE 08/19/2017

P.O. NO. Signed Quote
PROJECT EWF for 2 areas
SALES REP GL

DESCRIPTION
Wood Fiber
Engineered Wood Fiber

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>26.00</td>
<td>1,560.00</td>
</tr>
</tbody>
</table>

Quantity is rounded up to nearest 5 yard increment. Total is for 2 play areas, installation is not included.

SUBTOTAL 1,563.00
TAX (3.25%) 41.70
TOTAL 1,604.70
BALANCE DUE $1,688.70
Full's Eye Designs Concepts
1234 Beckham St
Dallas, TX 75204
Phone: 214-998-7068
Email: david@fullseyedesign.com

Proposal

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Ranch HOA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Width</th>
<th>Height</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paint 24 x 40 ft. Basketball Court (23012)</td>
<td>1</td>
<td>24</td>
<td>40</td>
<td>34400</td>
</tr>
<tr>
<td></td>
<td>Two Tone Color with 4000 coat lines for basketball 40 x 24 ft.</td>
<td>1</td>
<td>40</td>
<td>24</td>
<td>52974</td>
</tr>
</tbody>
</table>

| Total | 57394 |

Special Instructions:
- Payment 50% upon approval of bid
- 40% upon completion
- Final 10 days from date

Thank you for your business.

Date: 8-16-17
Sundown Ranch Owners Association, Inc.
6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

Four Thousand Seven Hundred Twenty Five Dollars and Zero Cents

Pay to the order of
Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

$4,725.00

Check Date: Aug 22, 2017
Check Amount: $4,725.00

Sundown Ranch Owners Association, Inc.
6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

Three Thousand One Hundred Fifty Dollars and Zero Cents

Pay to the order of
Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

$3,150.00

Check Date: Sep 12, 2017
Check Amount: $3,150.00
Form W-9

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

SUNDOWN RANCH OWNERS ASSOCIATION

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Exempt payee

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)

Print or type

See Specific Instructions on page 2.

Print or type

Address (number, street, and apt. or suite no.)

LEGACY DRIVE, SUITE

City, state and ZIP code

FRISCO, TX 75034

List account number(s) here (optional)

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see "How to Get a TIN" on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

☐ ☐ ☐ ☐ ☐ ☐

Employer identification number

☐ ☐ ☐ ☐ ☐ ☐

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Signature or U.S. person

Date

10.9.17

Note. A requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such businesses. Further, in certain cases where a Form W-8 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.
Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or D/B/A name on the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:
1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b) if the account satisfies the requirements of section 403(b)(7).
2. The United States or any of its agencies or instrumentalities.
3. A state, the District of Columbia, a possession of the United States, or any of its political subdivisions or instrumentalities.
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities.
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:
6. A corporation.
7. A foreign central bank of issue.
8. A dealer in securities or commodities registered to invest in the United States, the District of Columbia, or a possession of the United States.
9. A futures commission merchant registered with the Commodity Futures Trading Commission.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (TIN). Enter it in the social security number box. If you do not have an SSN, see how to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability Company (LLC) on page 2), enter the owner’s SSN or EIN, if the owner has one. Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately.

For an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily traceable instruments, generally you will have 90 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-3. You may be requested to sign by the withholding agent even if Item 1, below, and Items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign. If you are a single-member LLC, the person identified on the "Name" line must sign.

Exempt Payee on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and Items 4 and 5 on page 4 indicate otherwise.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out Item 2 of the certification.

IF the payment is for . . . THEN the payment is exempt for . . .

| Interest and dividend payments | All exempt payees except for 9 |
| Broker transactions | Exempt payee 1 through 5 and 7 through 19. Also, C corporations. |
| Barter exchange transactions and patronage dividends | Exempt payment 1 through 5 |
| Payments over $600 required to be reported and direct sales over $5,000 1 | Generally, exempt payees 1 through 7. 2 |

1 See Form 1099-MISC, Miscellaneous income, and its instructions.
2 However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys’ fees, gross proceeds paid to an attorney, and payments for services paid for by a federal executive agency.
4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requestor's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>The individual</td>
</tr>
<tr>
<td>Two or more individuals (joint account)</td>
<td>The actual owner of the account or, if combined funds, the first individual on the account</td>
</tr>
<tr>
<td>Guardian account or miner (Uniform Gift to Minors Act)</td>
<td>The minor</td>
</tr>
<tr>
<td>a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The grantor-trustee</td>
</tr>
<tr>
<td>b. So-called trust account that is not a legal or valid trust under state law</td>
<td>The actual owner</td>
</tr>
<tr>
<td>Safe proprietary or disregarded entity owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>Greater trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(f)(2)(i)(A))</td>
<td>The grantor</td>
</tr>
</tbody>
</table>

For this type of account: Give name and EIN of

| 1. Disregarded entity not owned by an individual | The owner |
| 2. A valid trust, estate, or pension trust | Legal entity |
| 3. Corporation or LLC electing corporate status on Form 8832 or Form 2553 | The corporation |
| 4. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 5. Partnership or multi-member LLC | The partnership |
| 6. A broker or registered nominee | The broker or nominee |
| 7. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison that receives agricultural program payments) | The public entity |
| 8. Guarantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(f)(3)(ii)(D)) | The trust |

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:
- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4553, Identity Theft Prevention and Victim Assistance.

Vicwims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for the Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or 1-877-TAS-TODD (1-877-827-8633) or 1-800-909-4490.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to obtain the user's sensitive personal information.

The IRS does not initiate contacts with taxpayers via email. Also, the IRS does not request personal detailed information through email or ask taxpayers for their PIN numbers, passwords, or similar secure access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.usfedinfo.gov/idtheft or 1-877-IDTHEFT (1-877-438-4388).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS that report the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and the U.S. possessions for use in administrating their laws. The information is also disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.