



RESOLUTION No. 20-359

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING AMENDMENT NO. 4 INCORPORATING MODIFICATIONS NO. 007 AND 008 TO THE COOPERATIVE LAW ENFORCEMENT AGREEMENT #17-LE-1105-1360-018 BETWEEN THE NEVADA COUNTY SHERIFF'S OFFICE AND THE U.S.D.A. FOREST SERVICE, TAHOE NATIONAL FOREST ADOPTING THE 2020 ANNUAL OPERATING AND FINANCIAL PLAN RELATED TO CAMPGROUND PATROL AND CONTROLLED SUBSTANCES

WHEREAS, Resolution 17-154 authorized the execution of a Cooperative Law Enforcement Agreement ("Agreement") #17-LE-1105-1360-05 with the U.S. Department of Agriculture, Forest Service, Tahoe National Forest pertaining to law enforcement services provided by the Sheriff's Office on National Forest Service lands; and

WHEREAS, the Agreement requires an Annual Operating and Financial Plan for each federal fiscal year of the Agreement; and

WHEREAS, Resolution 18-153, authorized an amendment to the Agreement by replacing Exhibits A and B, establishing a negotiated operating cost for law enforcement services in the amount of \$24,739, for the operational period October 1, 2017 through September 30, 2018; and

WHEREAS, Resolution 19-207, authorized the second amendment to the Agreement by replacing Exhibit A, establishing a negotiated operating cost for campground patrol services in the amount of \$12,000, for the operational period October 1, 2018 through September 30, 2019; and

WHEREAS, Resolution 19-40, authorized the third amendment to the Agreement by replacing Exhibit B, establishing a negotiated operating cost for controlled substance services in the amount of \$12,000, for the operational period October 1, 2018 through September 30, 2019, and

WHEREAS, the parties desire to enter into a fourth amendment to the Agreement, replacing Exhibits A and B, to continue providing these law enforcement services, and establish a negotiated operating cost in the amount not to exceed \$24,739, for the operational period October 1, 2019 through September 30, 2020.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Nevada, State of California, that the Chair of the Board of Supervisors be and is hereby authorized to execute, on behalf of the County of Nevada, that Amendment No. 4 to the Cooperative Law Enforcement Agreement pertaining to law enforcement services on National Forest Service lands, for the period beginning October 1, 2019 and ending September 30, 2020, in the amount not to exceed \$12,739.17 as detailed in the new Exhibit A and \$12,000 in the new Exhibit B for a combined amount not to exceed \$24,739.17.

Funding: 0101 20201 152 1000 446310

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 11th day of August, 2020, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: _____

Julie Patterson Hunter

Heidi Hall

Heidi Hall, Chair

8/11/2020 cc: Sheriff*
AC* (Hold)

10/7/2020 cc: Sheriff*
AC* (Release)



FS Agreement No. 17-LE-11051360-018
Modification No. Mod 008
Cooperator Agreement No. _____

EXHIBIT A**COOPERATIVE LAW ENFORCEMENT ANNUAL PATROL OPERATIONS PLAN &
FINANCIAL PLAN**

**Between The
NEVADA COUNTY SHERIFF'S DEPARTMENT
And the
USDA, FOREST SERVICE
TAHOE NATIONAL FOREST**

2020 ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Nevada County Sheriff's Department, hereinafter referred to as "the Cooperator," and the USDA, Forest Service, Tahoe National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #17-LE-11051360-018 executed on February 21, 2017. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2019 and ending September 30, 2020.

Previous Year Carry-over: \$ 12,000.00

Current Fiscal Year Obligation: \$ 739.17

FY2020 Total Annual Operating Plan: \$12,739.17

I. GENERAL:

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Operations Lieutenant Nevada County Sheriff's Office 950 Maidu Ave. Nevada City, CA, 95959 Telephone: 530.265.1471 Email: sheriffinance@co.nevada.ca.us	Chief Fiscal Officer Nevada County Sheriff's Office 950 Maidu Ave. Nevada City, CA, 95959 Telephone: 530.265.1471 Fax: 530.470.0439 Email: SheriffFinance@co.nevada.ca.us

**Principal U.S. Forest Service Contacts:**

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Gerald Parker, Patrol Captain 631 Coyote Street Nevada City, CA 95959 Telephone: 530-478-6148 FAX: 530-478-6179 Email: Gerald.parker@usda.gov	Melissa Ewing 631 Coyote Street Nevada City, CA 95959 Telephone: 530-478-6166 FAX: 530-478-6179 Email: melissaewing@fs.fed.us
	Geraldine C. Bordash, Grants 1323 Club Drive Vallejo, CA 94592-1110 Telephone: 707-562-8782 FAX: 707-562-9144 Email: gbordash@fs.fed.us

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise. The following rates include wages, fringe benefits, and equipment:

1. *Regular Deputies:* For the services provided in Section II, the U.S. Forest Service agrees to reimburse the Cooperator at a rate not to exceed **\$52.49** per hour and **\$.50** per mile.
2. *Reserve Deputies:* For the services provided in Section II, the U.S. Forest Service agrees to reimburse the Cooperator at a rate not to exceed **\$31.00** per hour and **\$.50** per mile.

II. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. The emphasis for patrols should focus on periods of higher visitor use such as Friday evenings, Saturday days, evenings, nights, and Sunday mornings, primarily between Memorial and Labor Day holiday weekends with potential extra emphasis on the Independence Day weekend, or as otherwise requested by the U.S. Forest Service. Actual work schedules will be negotiated between the designated representatives a minimum of 24 hours in advance. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

B. Patrol in the following campgrounds, developed sites, and dispersed areas:

Boca Reservoir
White Clout

Prosser Lake
Skilman

Meadow Lake
Bowman Lake

Canyon Creek

Jackson Creek

Faucherie



Fuller Lake Carr Lake Feeley Lake
Lindsey Lake Pierce Meadow Rattlesnake Road
South Fork Yuba River, including Washington, Kelher, and Golden Quartz

Patrols shall be conducted on a call when needed basis or as scheduled by the U.S. Forest Service designated representative.

When requested by the U.S. Forest Service designated representative, and as resources are available, the Cooperator will assist the U.S. Forest Service in conducting support activities related to the enforcement and investigation of violations of criminal law as they pertain to the mission of the U.S. Forest Service.

Total reimbursement for this category shall not exceed the amount of: \$12,000.00

- C. Cooperator personnel assigned to duties in Section II must be regular employees of the Nevada County Sheriff's Office with at least POST certification to operate in a solo-officer capacity. The Cooperator's assigned personnel will utilize the County's standard equipment and vehicle, or perform foot patrol, and will be in standard uniform at all times, unless otherwise requested by the U.S. Forest Service.

The assigned Deputy will possess a U.S. Forest Service radio and maintain communications with Grass Valley ECC Dispatch, including going in and out of service, at all times during the patrols.

Duties for that day or time period will be entirely U.S. Forest Service oriented and patrol the areas at the request of the U.S. Forest Service designated representative. The assigned Deputy should not generally be available for routine calls for service other than those at the request of the U.S. Forest Service. Since the billable period is an hour, any calls off National Forest land that result in absence for an hour or more, will be documented and will not be billable. Patrols should be conducted with a designated Forest Officer accompanying the Deputy, as available.

For each patrol shift, the Deputy will complete and turn in a Daily Field Activity Report (DFAR, FS 5300-26, attached). The Sheriff's Deputy will complete the report after each activity and give to the U.S. Forest Service designated representative bi weekly.

The Cooperator will complete and submit to the U.S. Forest Service the U.S. Forest Service Cooperative Law Enforcement Activity Report (FS 5300-5, attached) identifying the number of crimes occurring on NFS lands. The report shall follow the FBI Uniform Crime Reporting groupings, Part I and Part II offenses. Offenses and arrest information shall be combined and reported for each crime. This report shall separate the crimes handled under this agreement from those handled by the cooperator during regular duties. Both report forms are attached to this Exhibit and/or the Cooperative Agreement. Each U.S. Forest Service designated representative will also provide the forms as needed.



The Cooperator may not be reimbursed for the services of personnel who are employed by the U.S. Forest Service in a law enforcement capacity and are also Reserve Officers of the Cooperator.

III. EQUIPMENT, SUPPLIES AND TRAINING:

See Cooperative Law Enforcement Agreement Provisions IV-J, IV-L, IV-M and IV-N for additional information.

The U.S. Forest Service will loan those surplus items that will further the cooperative effort. These items are property, but in most cases will be expendable. The items will be tracked and accounted for by the Tahoe National Forest Patrol Captain. Items will be returned to the U.S. Forest Service when no longer needed and will report the damage or destruction of such property when applicable or no longer serviceable.

If any of these surplus items have original high value, serial numbers, sensitivity in storage, security or use, they will be loaned and accounted for on an amendment to this operating plan.

If the equipment is abused or neglected, as determined by the U.S. Forest Service, the Cooperator may be billed for the repairs or replacement of like equipment.

Total reimbursement for this category shall not exceed 10% of the grant.

IV. SPECIAL ENFORCEMENT SITUATIONS:

A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.

B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.



2. Fire Emergency: During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.
3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

Cooperator will notify Grass Valley Emergency Command Center of all known search and rescues and/or injury/fatality incidents that occur on National Forest System lands as soon as possible.

V. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

For services requested in items I, II and agreed to under II and IV, reimbursement will be based upon itemized bills furnished monthly, along with certification that the services have been performed. Final billings for reimbursement must be received by the U.S. Forest Service before December 31, 2020.

- a. Mail copies of itemized billing statements and patrol logs to:

Melissa Ewing
Law Enforcement & Investigations
631 Coyote Street
Nevada City, CA 95959

- b. The Albuquerque Service Center (ASC) is the payment center for all payments. Do not send backup documents to the ASC. Send only the hard copy invoice & Law Enforcement Billing Summary to the ASC via any of the following three options:



1. US Forest Service
Albuquerque Service Center
Payment – Grants and Agreements
1001 B Sun Ave NE
Albuquerque, NM 87109
2. Or FAX to : 877.687.4894 – Attn: Payments, Grants and Agreements
3. Or e-mail scanned invoice to: asc_g&a@fs.fed.us

NOTE: Annually update the Central Contractors Registration (CCR) of the County Sheriff's DUNS# on the CCR website at www.ccr.gov for the verification of the Electronic Funds Transfer (EFT) banking information.

- A. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$12,000.00	
Training		
Equipment and Supplies		
Dispatch		
Special Enforcement Situations		
Total	\$12,000.00	

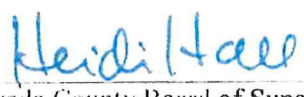
- B. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*




In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.


SHANNON MOON, SHERIFF
Nevada County

8/25/2020
Date


Heidi Hall
Nevada County Board of Supervisors

8/24/2020
Date


ELI LLANO, FOREST SUPERVISOR
U.S. Forest Service, Tahoe National Forest

8/26/20
Date


DON HOANG, Special Agent in Charge
U.S. Forest Service, Pacific Southwest Region

9/22/2020
Date

The authority and format of this agreement have been reviewed and approved for signature.

KAREN MCWILLIAMS Digitally signed by KAREN MCWILLIAMS
Date: 2020.06.25 10:49:52 -07'00'

KAREN MCWILLIAMS, Grants Management Specialist
U.S. Forest Service, Pacific Southwest Region

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



FS Agreement No. 17-LE-11051360-018
Cooperator Agreement No. _____
Modification No. 007

EXHIBIT B**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN**

**Between The
NEVADA COUNTY SHERIFF'S OFFICE
And the
USDA, FOREST SERVICE
TAHOE NATIONAL FOREST**

2020 CONTROLLED SUBSTANCE ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Nevada County Sheriff's Department, hereinafter referred to as "NCSO," and the USDA, Forest Service, Tahoe National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement # 17-LE-11051360-018 executed on April 21, 2017. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 01, 2019 and ending September 30, 2020.

Prior Year Carryover \$8,855.38

FY 2020 Obligation: \$3,144.62

FY 2020 Total Annual Operating Plan: \$12,000

I. GENERAL:

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Shannan Moon, Sheriff Nevada County 950 Maidu Ave. Nevada City, CA 95959-8600 Telephone: (530) 265-1471 FAX: (530) 470-0439 E-mail: Shannan.Moon@co.nevada.ca.us	Misty Edwards Nevada County 950 Maidu Ave. Nevada City, CA 95959-8600 Telephone: (530) 265-1397 FAX: (530) 470-0439 E-mail: Sherifffinance@co.nevada.ca.us

**Cooperator Alternate Contact**

John Dzioba, Sergeant
Nevada County
950 Maidu Ave.
Nevada City, CA 95959-8600
Telephone: (530) 470-2713
FAX: (530) 470-0683
E-mail: John.dzioba@co.nevada.ca.us

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Sophia Fong, Special Agent Tahoe National Forest 631 Coyote St. Nevada City, CA 95959 Telephone: (928) 606-0072 FAX: (530) 478-6179 E-mail: sophia.fong@usda.gov	Heather Rivera, Administrative Specialist Pacific Southwest Regional Office – LEI 1323 Club Drive Vallejo, CA 94592 Office: 707-562-8646 FAX: 707-562-9031 E-mail: heather.rivera@usda.gov

**U.S. Forest Service
Program Coordinator Contact**

Kevin Mayer
Assistant Special Agent in Charge
Pacific Southwest Regional Office – LEI
1323 Club Drive
Vallejo, CA 94592
707-562-9155
FAX: 707-562-9031
E-mail: kevin.mayer@usda.gov

II. CONTROLLED SUBSTANCE OPERATIONS

Pursuant to IV- I of Agreement No. 17-LE-11051360-018, the following is in support of operations to suppress manufacturing and trafficking of controlled substances on or affecting the administration of National Forest System lands, with an emphasis on identification, apprehension and prosecution of suspects engaged in these activities:

A. The *U.S. Forest Service* agrees:



1. To reimburse NCSO for expenditures associated with the detection of locations and activities related to illegal production and trafficking of controlled substances, including:
 - a. Ground reconnaissance to identify and inventory locations and activities associated with producing or trafficking controlled substances.
 - b. Aerial reconnaissance to identify and inventory locations and activities associated with producing or trafficking controlled substances.
2. To reimburse NCSO for certain expenses resulting from investigative activities associated with investigating cases involving the illegal production or trafficking of controlled substances on or affecting the administration of National Forest system lands, including:
 - a. Surveillance operations to identify persons illegally producing or trafficking controlled substances.
 - b. Apprehension of persons suspected of producing or trafficking controlled substances.
 - c. Collection of evidence to support prosecution of persons suspected of illegally producing or trafficking controlled substances.
 - d. Prosecution of persons suspected of producing or trafficking controlled substances.
3. To reimburse NCSO for expenses resulting from the removal of cannabis plants from National Forest System lands. When circumstances indicate that removal of the cannabis plants is required before an investigation to determine the person(s) responsible can be completed, eradication operations must be approved by the U.S. Forest Service prior to taking place.

Note: NCSO retains the authority to eradicate cannabis plants from National Forest System lands without reimbursement from the U.S. Forest Service at its discretion.

4. To reimburse NCSO for the costs of purchasing supplies and equipment used exclusively for activities described in items A.1, A.2 and A.3 of this Plan. Purchases must be agreed to and approved by the U.S. Forest Service.

Purchases may **not exceed 10% of the total allocation** without prior approval by the U.S. Forest Service Designated Representative.

B. NCSO agrees:



1. Within its capability, to perform the following activities on National Forest System lands:
 - a. Detect and inventory locations associated with illegal production or trafficking of controlled substances, and notify the U.S. Forest Service of such locations as soon as possible.
 - b. Investigations to determine the person(s) responsible for manufacturing or trafficking controlled substances.
 - c. Upon request and prior approval of the U.S. Forest Service, remove cannabis plants from National Forest System lands.
2. To furnish all activity reports, crime reports, investigation reports, and other reports or records, resulting from activities identified in **Section II, A** of this Operating and Financial Plan to the affected Forests for review and forwarding to the Regional Office for processing.

C. The *U.S. Forest Service* and **NCSO** mutually agree to the following:

1. The following rate schedule will apply to all expenditures that may be reimbursed to **NCSO** under this agreement;

Salary (base)	\$52.49 (\$78.84 overtime) per hour
Salary (Reserve)	\$31.00 (\$46.50 overtime) per hour
Per diem costs	\$39/M&IE + \$60/Lodging
Travel (mileage and fares)	\$0.50 per mile
Helicopter flight time	Actual documented costs
Supplies or equipment	Actual documented costs

2. The total expenditures of **NCSO** that may be reimbursed may not exceed....
\$13,360.86
The total expenditures for item **A.4** may not exceed..... **10%** of the total allocation.

D. **Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or de-obligated at the request of the U.S. Forest Service.**

III. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.



NCSO will furnish *monthly itemized statements* of expenses to the U.S. Forest Service for expenditures that may be reimbursed as identified in items II A.1, A.2, A.3, and A.4 of this Plan. Attachment A, Law Enforcement Billing Summary, Drug Enforcement, must be completed and submitted to the contacts in (a) below for each billing statement.

- a. Mail copies of itemized billing statements (Attachment A) to:

Heather Rivera, Administrative Specialist
Pacific Southwest Regional Office - LEI
1323 Club Drive
Vallejo, CA 94592

Send photo copy to:
Sophia Fong, Special Agent
Tahoe National Forest
631 Coyote St.
Nevada City, CA 95959

- b. **Send hard copy invoices to:**

U.S. Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101 B Sun Ave NE
Albuquerque, NM 87109

Or fax to: (877) 687-4894

Or e-mail scanned invoice to: ASC_GA@fs.fed.us

- c. Final billings for reimbursement on this Annual Operating Plan (AOP) must be received by the U.S. Forest Service before October 31, 2020 in order to receive payment.
- d. **Annually update the registration of the County Sheriff's DUNS# on the System for Award Management (SAM) website at www.sam.gov for the verification of the EFT (Electronic Funds Transfer) banking information.**

Job Codes: NFLE5120 1360 \$12,000



In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

SHANNON MOON, SHERIFF
Nevada County

8/25/2020
Date

RICHARD ANDERSON, CHAIRPERSON
Board of Supervisors
Nevada County

8/24/2020
Date

DON HOANG, Special Agent in Charge
U.S. Forest Service, Pacific Southwest Region

8/28/2020
Date

The authority and format of this agreement has been reviewed and approved for signature.

KAREN MCWILLIAMS

Digitally signed by KAREN MCWILLIAMS
Date: 2020.06.25 10:39:41 -07'00'

KAREN MCWILLIAMS
U.S. Forest Service, Grants Management Specialist

Date

Burden Statement

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