



**USAID Justice Activity in Kosovo  
Request for Applications (RFA) No. 007  
Pre-Qualification Round for In-Kind Grant**

Issuance Date: 20 October 2023

Dear Applicant,

USAID's Justice Activity in Kosovo (the Project), implemented by Chemonics International, to streamline the process of awarding grants, is introducing this pre-qualification round. The intent of this RFA is to shortlist organizations that meet specific criteria and have the essential capacities to execute the proposed activities. This pre-qualification serves as a fast-track subsequent phase, to short list organizations that will participate in the Youth for Justice Bootcamp which will equip the short-listed organizations with the necessary skills, knowledge, and tools to develop the full application and execute activities that fall within the scope of the Justice Activity program. Only the organizations successfully completing the Boot Camp will be eligible to submit the full grant application form.

The grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contract and the Justice Activity in Kosovo's internal grant management policies.

The project will hold a pre-application Q&A workshop on 01 November 2023 at the Justice Activity offices from 10:00 to 12:00 and online via Microsoft Teams. This workshop will allow eligible and interested applicants the chance to ask questions about the RFA. Interested applicants that would like to attend this workshop must confirm their attendance by sending the participant's name and the organization's name to at [info@justiceactivity-ks.org](mailto:info@justiceactivity-ks.org)

Project and Chemonics employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to the Chief of Party or [BusinessCunduct@chemonics.com](mailto:BusinessCunduct@chemonics.com).

Annexes included with this Request for Applications:

- **Annex A** – Concept Paper Application Form
- **Annex B** – Required Certifications and Assurances

## **SECTION I. PROGRAM DESCRIPTION**

### **1A. Objective**

USAID's Justice Activity strengthens Kosovo's justice system by applying a people-centered approach to justice. The five-year activity improves institutional capacity and provides people access to quality services and multiple means for solving justice needs and everyday legal problems. The activity also generates greater public trust in the justice system and the rule of law. The activity achieves this through:

- Improving quality and accessibility of justice services
- Enhancing citizen understanding, engagement, and trust of the justice system
- Developing effective innovations in the justice sector



Recognizing the transformative potential of the younger generation, we're initiating this RFA to stimulate innovative strategies, especially harnessing the dynamism of youth and youth-led organizations to address challenges within the justice system.

The primary goal of this funding opportunity is to support initiatives that:

- Enable the youth to proactively identify, articulate, and address their concerns related to the justice system.
- Promote collaboration between youth, youth-led entities, and justice system representatives to craft effective and innovative- solutions.
- Leverage social accountability tools as platforms for youth to monitor, evaluate, and ensure transparency in justice service delivery.

## **1B. Background**

Youth, often dubbed as the 'future torchbearers', play a pivotal role in shaping any nation's trajectory. In Kosovo, where the youth population is substantial, their perspectives, challenges, and aspirations concerning the justice system cannot be overlooked. They possess the energy, dynamism, and innovative spirit needed to drive change.

In acknowledgment of the significant role that the youth can play, this RFA is designed with the intent to channel the dynamism of the young generation, particularly youth-led entities, towards addressing inherent challenges within the justice system.

Empowering the youth by providing them a platform to voice their concerns, challenges, and expectations is crucial for the justice system's resonance and relevance. This initiative proactively encourages them to articulate these concerns. Furthermore, the true evolution of the justice system lies in fostering collaboration between the youth, youth-led entities, and justice representatives, prioritizing their collective efforts. With today's youth being adept in the digital realm, harnessing social accountability tools can empower them to monitor and ensure the justice service delivery remains transparent, efficient, and without bias.

## **1C. Program Description**

Applications are encouraged that align with the following:

- Youth Engagement: Proposals that tap into the creativity and drive of youth, involving them directly in justice system reform initiatives.
- Social Accountability Tools: Emphasis on tools that are youth-friendly, such as apps, online platforms, and interactive forums, to promote transparency and feedback.
- Collaborative Platforms: Creation of youth-centric forums, workshops, or platforms that foster open dialogue between justice system representatives and young individuals.
- Training & Workshops: Organize sessions dedicated to equipping the youth with the knowledge and tools to effectively navigate and engage with the justice system.

## **1D. Authority/Governing Regulations**

Justice Activity in Kosovo grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Advanced Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards will adhere to guidance provided under [ADS Chapter 303](#), "Grants and Cooperative Agreements to Non-Governmental Organizations" and will be within the terms of the USAID Standard Provisions as linked in the annexes, as well as the Justice Activity in Kosovo grants procedures.



ADS 303 references an additional regulatory document issued by the U.S. Government's Office of Management and Budget (OMB) and the U.S. Agency for International Development:

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](#) (U.S. applicants are subject to 2 CFR 200 in its entirety)

Full text of 2 CFR 200 can be found at:

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

Justice Activity in Kosovo is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

Under the Justice Activity in Kosovo grant program, USAID retains the right at all times to terminate, in whole or in part, Justice Activity in Kosovo grant-making authorities.

## **SECTION II. AWARD INFORMATION**

Justice Activity anticipates the awarding of not more than one (1) grant. It is anticipated that the grant award will be up to 5,000 US Dollars but the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. The duration of any grant award under this solicitation is expected to be no more than 6 months. The estimated start date of grants awarded under this solicitation is on or before December 15, 2023.

## **SECTION III. ELIGIBILITY**

### **IIIA. ELIGIBLE RECIPIENTS**

- Applicants must be a registered Kosovar Civil Society Organizations (CSOs) formally constituted, with an operational history of at least two years, recognized by and in good standing with appropriate Kosovo authorities, and compliant with all applicable civil and fiscal regulations.
- Applicants may only submit one (1) application per prime organization under this RFA.
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to Justice Activity in Kosovo's priority areas.
- Applicants must have established outreach capabilities with linkages to the beneficiary group(s) identified in the program description. This should be reflected by the incorporation of the beneficiary perspective in the application.
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. Justice Activity in Kosovo will assess this capability prior to awarding a grant.
- Applicants must sign additional required certifications ONLY if they are selected as a finalist for receiving a subaward. These forms are not required to be submitted as part of the concept paper application.
- The project will work with the successful grantee to draft a marking and branding plan which will be annexed to the grant agreement.



- Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28 except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.

Justice Activity in Kosovo encourages applications from new organizations who meet the above eligibility criteria.

#### **IV. APPLICATION PROCES**

This is a two-stage application process. The first stage is for the applicant to submit a concept paper. Concept paper forms (Annex A) will be evaluated against the merit review criteria listed in Section VI below. If the applicant successfully meets or exceeds the merit review criteria, they will be invited to participate in a Boot Camp where they will be able to complete their detailed technical approach. Only those applicants who meet or exceed the merit review criteria at the concept paper stage will be invited to the second stage of the application process.

Instructions and a template for the subaward concept paper form are in Annex A. Applicants that submit subaward concept papers that meet or exceed the merit review criteria will be notified of next steps in the application process.

Templates to be utilized when developing the concept paper are provided in Annex A. Applicants shall present their technical application and budget in the formats provided and shall follow the instructions and guidelines listed in these annexes.

The concept paper must be signed by an authorized agent of the applicant.

#### **V. APPLICATION AND SUBMISSION INFORMATION**

Applications shall be submitted in English and may not be more than 6 pages.

Applications (including the budget and supporting documentation) should be submitted in electronic copy to the Justice Activity in Kosovo offices at the address below and should reference RFA No. 007. **Applications must be submitted no later than 3:00 pm local time, on 19 November 2023.** Late or unresponsive applications will only be considered at the discretion of Justice Activity in Kosovo.

Justice Activity in Kosovo  
Bedri Pejani No. 17, third floor  
Prishtina, 10000, Kosovo  
[info@justiceactivity-ks.org](mailto:info@justiceactivity-ks.org)

- Application/Concept Note with the signature in PDF and MS Word (Annex A);
- Copy of the project manager's CV;
- A copy of the Applicant's Kosovo valid legal registration and related documentation;
- Signed and dated Required Certifications listed under section VII (Annex B)

Please submit all questions concerning this solicitation to the attention of USAID Justice Activity, via email to [info@justiceactivity-ks.org](mailto:info@justiceactivity-ks.org). Justice Activity in Kosovo will assist applicants in understanding the application process and the Boot Camp will provide coaching in full application development at the request of applicants.

#### **SECTION VI. APPLICATION MERIT REVIEW CRITERIA**

As described above, applications will be evaluated in a two-step evaluation process:

- The first step is for applicants to submit a concept paper.
- If the concept paper is accepted, you will be invited to participate in a Boot Camp to design the full detailed technical approach.

All concept papers and applications will be reviewed by an internal review panel comprised of Justice Activity staff, and recommendations may be vetted by a larger group. Concept papers will be evaluated against the criteria below.

- Does the organization meet the eligibility requirements?
- Does the organization’s concept paper highlight relevant past performance in this area?
- Does the proposed activity fit within the Justice Activity objectives described in the RFA?
- Is the request for funding commensurate with the potential impact?
- Is the technical approach feasible?

Applicants that are invited to the second stage will be asked to participate in a Boot Camp which will provide coaching to the applicants in designing a detailed technical approach, implementation timeline, and management approach. In the second stage, the applicant will be evaluated against more specific merit review criteria listed in the table and described below:

Merit Review Category	Rating (Points)
A. Feasibility of Design & Technical Approach	40
B. Management & Programmatic Capacity	40
C. Past Performance	20
<b>Overall Rating (out of 100 points)</b>	<b>100</b>

These merit review criteria elements are described more fully below.

*A. Feasibility of Design & Technical Approach.* The quality and feasibility of the application in terms of the viability of the proposed technical approach, (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives to offer significant impacts. The technical approach must directly contribute to the achievement of the Justice Activity’s expected results and performance under the activity and must be measurable under one or more of the Justice Activity outcomes. Evaluation of approaches may include either approaches proven to be effective or new untried approaches with promise. Proposed mechanisms for monitoring and evaluation with objectively measurable indicators will also be appraised. **40 points**

*B. Management and Programmatic Capacity.* Evidence of the capability to undertake and accomplish the proposed activities and positively strengthen the impact of the Justice Activity. The application should demonstrate the organization’s effectiveness in terms of technical capacity and key personnel. The evaluation will be based principally on the background, qualifications, reputation, appropriateness and skills of its key personnel. **40 points**

*C. Past Performance.* Previous or ongoing experience implementing similar activities. This examines an Applicant’s references and experience, which is a critical factor in assessing the capacity of the organization to implement the activity. **20 points**

## SECTION VII. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated, and funded in Euro.

All costs funded by the grant must be allowable, allocable, and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.



Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of Justice Activity in Kosovo, nor does it commit Justice Activity in Kosovo to pay for costs incurred in the preparation and submission of an application. Further, Justice Activity in Kosovo reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

## LIST ANNEXES –

- **Annex A** – Concept Paper Application Form
- **Annex B** – Required Certifications and Assurances

List of certifications and assurances to be submitted by selected applicant prior to signing the subaward:

## Annex A. SUBAWARD CONCEPT PAPER TEMPLATE

### A.1. Purpose

The *Subaward Concept Paper Template* is designed to gather basic information about the Applicant and what it is proposing to do. This format should be presented by the applicants in response to the RFA, per the instructions in the solicitation.

### A.2. Instructions by Section

- Items 1-2: Organization’s name, date organization was founded, and current registration status.
- Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between Justice Activity and the Applicant. This applies to all aspects of the subaward application, from initial summary through negotiation and award. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the subaward activity and has a proven, established relationship with the Applicant.
- Item 4: Briefly describe the organization and its activities—This section should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed **one (1)** page in length.
- Item 5: References—List three donors, partner organizations, or community leaders that can provide references for your organization’s ability to successfully carry out the financial, administrative, and technical requirements of the subaward activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email.
- Item 6: Subaward activity title—The title given to the activity should relate to the subaward activity objective.



- Item 7: Background—Identify the problem that the subaward’s activities propose to address. This section must not exceed **one (1)** pages in length.
- Items 8-9: State the subaward objective; describe the activities that are proposed to meet this objective, the expected results to be achieved through the subaward activities, and how the activities are linked to the subaward objective. The subaward objective and activities must be linked to Justice Activity’s objectives as described in the solicitation. This should be the most detailed section but must not exceed **two (2)** pages in length.
- Item 10: Identify any personnel that are essential to the implementation of the activity.
- Item 11: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks.
- Item 12: Main task phases of the activity—Provide details regarding the subtasks of the activity.
- Item 13: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from Justice Activity, the Applicant’s contribution, and any third-party contributions. An exact detailed budget is not necessary at this point, only a plausible estimated calculation, which should be realistic and within 15 percent (+/-) of the final approved budget.

**A.3. Subaward Concept Paper Form**

**USAID Justice Activity in Kosovo  
Request for Applications (RFA) No. 007  
Pre-Qualification Round for In-Kind Grant**

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

Key contact person(s) and title:	
Office address:	Office phone:
Mobile:	
Email:	Website:

4. Briefly describe the organization, its purpose, and past related experience:
5. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

Donor Agency or Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
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			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

6. Title of the proposed subaward activity:
7. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
8. Objective of the proposed subaward activity:
9. Activity Summary: Describe the proposed activity and expected results in detail, keeping in mind the merit review criteria contained in the solicitation.
10. Key Personnel: List the names of any key personnel for this activity (e.g. project lead) and a brief summary of their qualifications, including French language proficiency.
11. Anticipated duration of activity from start to finish:

Overall length (total number of months)	Six (6) months
Start and end date (month/day/year)	on/around 15/12/2023- 15/06/2023

12. Implementation Timeline: Please list the main task phases with estimated start and end dates for each task. Please include all events, trainings, publications, etc.

<i>Description of Main Tasks</i>	<i>Responsible Party(s)</i>	<i>Subaward Resources Required</i>	<i>Non-Subaward Resources Required</i>	<i>Start &amp; End Dates</i>	<i>Milestone of Achievement</i>
<i>Task 1:</i>					
<i>Task 2:</i>					
<i>Task 3:</i>					
<i>Task 4:</i>					
<i>Task 5, etc: (please add rows as needed)</i>					

13. Approximate cost of this activity (include cash, in-kind [i.e., donated goods or services], and third-party sources):

Budget Category	Applicant Resources (in EURO)	Third Party Resources (identify source)	Total Resources Needed (in EURO)



		(in EURO)	
Salaries:			
Other Direct Costs:			
Training:			
Travel and Transportation:			
Goods and Materials:			
<i>[Add more rows as needed.]</i>			
Total Estimated Costs (in USD)			

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR PROJECT USE ONLY
<p>Date received _____ RFA) No. 007  <u>Pre-Qualification Round for In-Kind Grant</u></p> <p>The undersigned hereby certifies that: (a) the prospective sub-recipient has received an official delivery receipt for its <i>Concept Paper</i>, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a subaward application file has been opened. In addition, the prospective sub-recipient has been advised as to the review and appraisal process, and its primary project point of contact.</p> <p>Name, Subaward Manager _____ Date _____</p>

## Annex B. Required Certifications and Assurances

List of certifications and assurances to be submitted by the applicant as part of concept paper application:

- Representation by Organization Regarding A Delinquent Tax Liability or a Felony Criminal Conviction
- Certification of Recipient
- Certification Regarding Terrorist Financing

### REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION

(a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar



provisions, if contained in subsequent appropriations acts, none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) “Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) “Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

It is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/MPBP Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

**(b) Applicant Representation:**

(1)The Applicant represents that it is  is not  an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2)The Applicant represents that it is  is not  an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

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Signature

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Type or Print Name

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Position Title

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Date of Execution



## Certification of Recipient

To: Chemonics International

I, \_\_\_\_\_, \_\_\_\_\_, as a legally authorized  
Name (Printed or Typed) Title

representative of \_\_\_\_\_  
Organization Name

do hereby certify that, to the best of my knowledge and belief, this organization's management and other employees responsible for their implementation are aware of the requirements placed on the organization by 2 CFR 200, and Federal and USAID regulations with respect to the management of, among other things, personnel policies (including salaries), travel, indirect costs, and procurement under this agreement and I further certify that the organization is in compliance with those requirements and other applicable U.S. laws and regulations.

I, we, understand that a false, or intentionally misleading certification could be the cause for possible actions ranging from being found not responsible for this award, termination of award, or suspension or debarment of this organization in accordance with the ADS 303 Standard Provision for Non-U.S. Nongovernmental Organizations (for in-kind, standard, and simplified grants) entitled "Award Termination and Suspension" and the ADS 303 Standard Provision for Fixed Amount Awards to Nongovernmental Organizations entitled "Debarment and Suspension."

I, we, further agree that by signing below, we provide certification and assurance for the following:

1. The Certification Regarding Terrorist Financing
2. [FFATA Subaward Reporting Questionnaire and Certification](#)

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all U.S. Federal grants, loans, contracts, property, discounts, or other U.S. Federal financial assistance extended after the date hereof to the recipient by Chemonics, including installment payments after such date on account of applications for U.S. Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such U.S. Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date of Execution



## Certification Regarding Terrorist Financing

### Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. Except as otherwise disclosed in writing and included with this application, the Recipient did not, within the previous three years, knowingly engage in transactions with, or provide material support or resources to, any individual or entity who was, at the time, subject to sanctions administered by the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury pursuant to the Global Terrorism Sanctions Regulations (31 CFR Part 594), and the Foreign Terrorist Organizations Sanctions Regulations (31 CFR Part 597), or sanctions established by the United Nations Security Council, collectively, "U.S. or U.N. sanctions." Note: Chemonics intends to retain the information disclosed to the Agreement Officer pursuant to this paragraph in any award file and use it in determining whether to provide the applicant with an assistance award. Chemonics will not make such information available publicly unless required by law.

2. The representation in paragraph (1) does not apply to:

(a) Transactions entered into or material support and resources provided pursuant to an OFAC license;

(b) The furnishing of USAID funds, or USAID-financed commodities or other assistance, to the ultimate beneficiaries of USAID-funded humanitarian or development assistance, such as the recipients of food, non-food items, medical care, micro-enterprise loans or shelter, unless the applicant knew or had reason to believe that one or more of these beneficiaries was subject to U.S. or U.N. terrorism-related sanctions; or

(c) The procurement of goods and/or services by the Recipient acquired in the ordinary course of business through contract or purchase, such as utilities, rents, office supplies, or gasoline, unless the applicant knew, or had reason to believe, that a vendor or supplier of such goods and services was subject to U.S. or U.N. sanctions.

This certification includes express terms and conditions of the award, and any violation of it will be grounds for unilateral termination of the agreement by USAID. This certification does not preclude any other remedy available to USAID.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

(i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.

(ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge.

b. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

Grantee Name \_\_\_\_\_

Grantee's Authorized Representative Name \_\_\_\_\_

Grantee's Authorized Representative Title \_\_\_\_\_

Grantee Authorized Representative Signature \_\_\_\_\_

Date \_\_\_\_\_