

**ALASKA
CERTIFIED LOCAL GOVERNMENT
HISTORIC PRESERVATION PROGRAM**

**State Guidelines
and
Application for Certification**

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Introduction

Historic buildings in a neighborhood are the framework for the memories, values, and history of a community. Poorly planned construction such as parking lots, highways, or housing developments fragment a neighborhood, and its sense of community, its cohesiveness, and its past are destroyed. The residents, among them those who work and live in the historic homes and neighborhoods, see the effects of alterations to the buildings. They enjoy the economic and social benefits that preservation and rehabilitation of historic properties brings.

The National Historic Preservation Act established the Certified Local Government Program to provide financial and technical assistance for preservation of historic resources at the local level. To participate in the program, a local government needs to establish a historical preservation commission and a program meeting state and federal standards. Once the State Historic Preservation Officer (SHPO) and the National Park Service (NPS) determine these are in place, then the government can request to be certified and participate in the program as a Certified Local Government (CLG).

Ten percent of annual Historic Preservation Fund (HPF) appropriations made to the states under the National Historic Preservation Act must be passed to CLGs through the SHPO office. In Alaska, this is done through grants. Various kinds of projects can be funded. These include nomination of a historic property to the National Register of Historic Places, survey and inventory of historic and archaeological resources, preparation of preservation plans, staff support for a local historic preservation commission, historic structure reports, archaeological testing of sites to determine their significance, and development of public education preservation programs. Technical assistance, training in historic preservation goals and programs, and guidance on how to conduct specific projects are available through the SHPO office.

Fourteen communities in Alaska, from Ketchikan to Barrow, have become CLGs by 2018. The first were certified in 1986. Our most recent CLG is Nome, who was certified on April 24, 2018. Between 1986 and 2018 Alaska CLGs conducted 199 projects and received \$2,072,336 in federal historic preservation funds for their programs. Projects have included neighborhood surveys in Juneau and Dillingham; archaeological testing in the Matanuska-Susitna Borough; preservation planning in Fairbanks and the North Slope Borough; creation of inventories in Sitka, Unalaska, Kenai and Anchorage; National Register documentation in Ketchikan; and public education programs in Seward, Cordova and Juneau.

This package has the state guidelines and application to become a CLG. Supplemental program information is available from the Alaska Office of History and Archaeology. In Alaska, the SHPO is in this office.

Alaska Certified Local Government Historic Preservation Program

Alaska Certified Local Government Historic Preservation Program State Guidelines

A. Purpose. The CLG program is to:

B.

1. ensure widespread participation of local governments in the national historic preservation program while maintaining standards consistent with the National Historic Preservation Act and *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (http://www.cr.nps.gov/local-law/arch_stnds_0.htm);
2. enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the SHPO; and
3. provide financial and technical assistance for these purposes.

B. Requirements for certification. Local governments are certified when the SHPO and the Secretary of the Interior, through the National Park Service, certify the local government meets five requirements set out in Federal Regulations (36 CFR 61). The requirements are:

1. The local government must agree to enforce appropriate state and local legislation for designation and protection of historic properties.
 - a. The local government will enforce the Alaska Historic Preservation Act whenever appropriate.
 - b. The local government will adopt and enforce a local historic preservation ordinance.
2. The local government must establish an adequate and qualified historic preservation review commission by local legislation.
 - a. The local government will enact an ordinance establishing the commission. Communities and boroughs with historical commissions may adapt an existing commission for the CLG program and expand their duties to include historic preservation responsibilities. The ordinance should direct the commission to meet a minimum of two times a year, and should define appointment of and terms for members.

- b. The local government will compose its commission of the following members to the extent feasible:
 - 1 architect or historical architect
 - 1 archaeologist
 - 1 historianand at least four other people (for a minimum total of 7). The membership should include Alaska Natives.
 - 1) A local government may be certified without the minimum number or types of disciplines if it can provide written documentation to the SHPO that it has made a reasonable effort to fill those positions.
 - 2) If a professional discipline is not represented in the commission membership, the commission shall seek expertise in this area from consultants meeting the *Secretary of the Interior's Professional Qualification Standards* (defined in Appendix A, 36 CFR 61).
 - 3) If the SHPO has delegated National Register program responsibilities to the CLG, the local commission must meet all applicable federal requirements.
- c. The local government's historical preservation commission will:
 - 1) develop a local historic preservation plan providing for identification, protection, and interpretation of the area's significant cultural resources. This plan is to be compatible with the Alaska historic preservation plan.
 - 2) review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
 - 3) review nominations to the National Register of Historic Places for properties within its jurisdiction.
- 3. The local government must maintain a system for the survey and inventory of historic properties.
 - a. The local government will establish and maintain a basic working inventory of cultural resources in the local area, compatible with the Alaska Heritage Resources Survey (AHRs), and annually provide new data to the Office of History and Archaeology.
 - b. CLG survey data shall be consistent with SHPO inventory requirements and *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. This requirement does not apply to survey data produced by local governments before the date of CLG certification.

- c. The local government will establish policies and procedures for access and use of the inventory that addresses sensitive site location information.
 4. The local government must provide for adequate public participation in the local historic preservation program.
 - a. The local government will provide for open meetings.
 - b. The local government will maintain minutes that are publicly available, publish and disseminate historic preservation commission procedures, as well as comply with local, state, and federal public participation regulations.
 - c. The local government will invite public comment in its review of nominations to the National Register of Historic Places.
 - d. The local government will provide for public participation in development and review of the local historic preservation plan.
 5. The local government must satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act.
 - a. The local government will provide an annual report of all its historic preservation activities to the SHPO.
 - b. The local government will provide a commission member list and members' qualifications to the SHPO as part of its annual report.
 - c. The local government will provide a draft of the local historic preservation plan for SHPO review.
 - d. The local government will provide annual updates of AHRS information to the Office of History and Archaeology.
- C. Procedures for certification.** It is the local government, not the commission, that is certified. The jurisdiction of the CLG is that of the local government and must coincide with its geographic boundary. A local government, however, may perform required CLG activities through existing historic district commissions or other qualified agencies or organizations. Such arrangements must be detailed in written agreements in which the SHPO has concurred, that specify the responsibilities, authority, and accountability of each party. Each party must meet Alaska's CLG requirements pertinent to its CLG activity.

1. An application for CLG certification is to be made by the chief elected or appointed official of the local government to the Alaska SHPO. The application must include:
 - a. Documentation showing applicant meets the federal definition of a local government and has the authority to enforce legislation for the designation and protection of historic properties.
 - b. A statement that the local government will comply with all appropriate federal and state historic preservation laws and regulations.
 - c. The local historic preservation ordinance.
 - d. A copy of the most recent version of the local government's comprehensive plan.
 - e. Resumes for the historic preservation commission: archaeologist, historian, architect or architectural historian, and the names and occupations of all other members with a statement of each member's expertise. If a professional position is not filled, the name and resume of the consultant who will be used must be provided.
 - f. A list of properties in its cultural resources inventory.
 - g. A copy of the local government's historic preservation plan, outline, or draft.
 - h. An explanation of how the public will participate in the local historic preservation program.
 - i. An explanation of how a qualified local commission will review National Register of Historic Places nominations.
 - j. A narrative and flow chart explaining how local projects that might affect historic properties will be reviewed by the commission, and position titles of those individuals involved in the review process.
 - k. A copy of the certification agreement.
2. Review of the application for CLG certification will be done by the SHPO and NPS staff within 45 days of receipt. Additional documentation or clarification may be requested from the applicant. A representative of the SHPO may conduct an on-site visit to:

- a. determine that the systems documented in the application are in place,
 - b. assist the local government in establishing an inventory compatible with the AHRS, and
 - c. provide orientation and training to the local government staff and members of the local preservation commission.
3. The SHPO will notify the local government in writing within 30 days whether or not the local government meets the state requirements for certification.
 4. If the application meets the requirements, the SHPO will send the package to the NPS for concurrence. The NPS has 15 working days to review the package. If the NPS concurs with the SHPO recommendation for certification, the NPS will notify the SHPO in writing and send a copy of the letter to the CLG.
 5. A certification agreement signed by the CLG and the SHPO completes the certification process. The effective date of certification is the date the SHPO signs the certification agreement. The agreement remains in effect until the CLG requests decertification or the SHPO decertifies the CLG following the process outlined in section I.
 6. A local government certification agreement can be changed when the SHPO and CLG agree. In such event a request is sent to the NPS for concurrence. The NPS will notify the SHPO in writing of its concurrence with any changes and send a copy of the letter to the CLG. NPS written concurrence must be received before changes will be in effect.

D. *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.* CLGs and local governments interested in becoming CLGs are encouraged to adopt *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* relevant to their activities. Locally developed standards and guidelines are acceptable if they are consistent with these. Local guidelines not in accord with the Secretary's standards, or that specifically recommend or require action in conflict with the standards, are not acceptable. The SHPO will not allocate HPF funds to implement unacceptable guidelines.

E. The National Register of Historic Places process.

1. Before a nomination of a property within the jurisdiction of a CLG is submitted to the Keeper of the National Register by the state, the SHPO will notify the chief elected local official and the commission in accordance with 36 CFR 60, 36 CFR 61, and state procedures. This notification will ask the CLG for local historic

preservation commission review of the documentation and a determination of eligibility for listing the property in the National Register.

The CLG notification procedures do not apply when a nomination is processed by or through a CLG, which provides its recommendation to the SHPO with the documentation.

2. After providing a reasonable opportunity for public comment, including the solicitation of comments from all local tribal entities, the local preservation commission shall determine whether or not, in its opinion, the property meets the National Register criteria. Within 60 calendar days of notice from the SHPO, the CLG shall transmit in writing the determination of the commission to the SHPO. If the CLG does not provide its determination within 60 days, the SHPO can proceed with the nomination process.

For a property nominated for its architecture, the architect on the commission, or consultant, must agree the property is eligible for listing under that criterion. For a property nominated for its archaeological potential, the archaeologist on the commission, or consultant, must agree the property is eligible for listing under that criterion.

3. If either or both the commission and the chief elected local official recommend that the property is eligible for the National Register, the SHPO can proceed with the nomination process. If both the commission and the chief elected local official determine that the property is not eligible for the National Register, the SHPO may not proceed with the nomination of the property unless an appeal is filed in accordance with 54 U.S.C. 302504 of the National Historic Preservation Act and 36 CFR 60.
4. Any determination made by the CLG or recommendation from the chief elected local official will be included with the documentation submitted by the SHPO to the Keeper of the National Register.
5. The SHPO may delegate to a CLG, through its CLG procedures and the Certification Agreement, any of the responsibilities of the SHPO pertaining to the National Register of Historic Places. Any delegated responsibilities will be performed in accordance with the requirements for the state. The SHPO may authorize the historic preservation commission of a CLG to act for the Alaska Historical Commission (AHC) for the purpose of considering National Register nominations within the CLG's jurisdiction, provided the commission meets the professional qualifications required for the AHC.

F. Grant funding through the Historic Preservation Fund.

1. The state will designate at least 10% of its yearly HPF appropriation to the CLG program. The state will designate 50% of any excess of the state's HPF appropriation to the CLG program in any year in which the nationwide HPF appropriation exceeds \$60 million (36 CFR 61.7a)
 - a. Only CLGs are eligible to receive these grant funds.
 - b. All CLGs are eligible to receive funds from the 10% of the HPF appropriations. The state is not required, however, to award funds to all CLGs eligible to receive funds.
 - c. Other federal grants may not be used as matching share for any HPF grant funds to CLGs.
 - d. All CLG activities assisted with HPF grant funds must meet *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.
 - e. A CLG shall adhere to any requirements mandated by Congress regarding the use of HPF funds.
2. Examples of types of projects funded through grants to CLGs:
 - preparing documentation for the National Register of Historic Places
 - surveying and inventorying historic and archaeological resources
 - preparing preservation plans
 - supporting a local historic preservation commission
 - developing local design guidelines
 - preparing historic structure reports
 - writing or amending preservation ordinances
 - testing archaeological sites to determine their significance
 - developing public education preservation programs
 - preparing exhibits and brochures about local historic resources and the activities of the historic preservation commission
 - holding special events to educate the public about local history, resources, and historic preservation
 - developing local designation programs

3. To be eligible for these grant funds, the CLG must continue to comply with the terms of its certification agreement.

Applications for CLG grant funds will be reviewed by the SHPO for completeness and accuracy. The AHC will review the proposals and make recommendations on grant allocations to the SHPO. The SHPO will make the final awards.

- a. Funds will be awarded on a competitive basis to CLGs. Criteria for grant selection include:
 - 1) request for activities eligible for HPF assistance,
 - 2) availability of matching share (40% of total project costs),
 - 3) clear, realistic and precise goals for the funds, attainable within the funding period,
 - 4) meets priorities for funds established by the AHC and the SHPO,
 - 5) demonstrates relation to state and local historic preservation plans.
 - b. The AHC will consider projects for funding based on priorities it establishes annually. Criteria include the extent to which a project seeks to help properties that may be adversely affected by development or natural dangers such as erosion; the extent to which the project has potential to find and document properties that qualify for the National Register of Historic Places; the extent to which the project is part of other historic preservation projects or programs; the extent to which the scope of work is consistent with available funding and time; and the extent to which the project will enhance the knowledge and understanding of the history or prehistory of a given area.
4. A CLG may use grant funds for activities involving historic or archaeological resources outside the jurisdiction of the CLG if the activity clearly demonstrates a direct benefit to identifying, evaluating, and protecting the historic and archaeological resources of the CLG, and if the CLG and any local or tribal government with jurisdiction agree.
 5. Grants may be pooled by CLGs for specific purposes. For example, several CLGs can pool grant funds to share the services of a preservation professional.
 6. CLG grants may be administered by a third party if the CLG indicates in its application that it wants any award to it to be administered by a specific organization. Designation of a third-party to administer a subgrant is not a procurement action. Such a delegate agency may be another unit of local government, a commercial firm, a nonprofit entity, or an educational institution as long as it has the administrative capability required by the NPS *Historic Preservation Fund Grants Manual*. The third party, however, cannot be the SHPO

or any part of the Alaska Department of Natural Resources.

7. Funds will be transferred and monitored following HPF grant guidelines established by the Secretary of the Interior. Funds will also be administered and monitored by the state and by the CLG according to the applicable sections of OMB Circular A-102, Attachment P, "Audit Requirements." Indirect costs may be charged as part of a CLG grant only if the subgrantee meets the requirements of Chapter 12 of the NPS *Historic Preservation Fund Grants Manual*.

G. Delegated Section 106 responsibilities.

1. The SHPO may delegate to a CLG, through its CLG procedures and the Certification Agreement, any of the responsibilities of the SHPO pertaining to the Section 106 responsibilities, if a programmatic agreement has been executed with the Advisory Council for Historic Preservation (<http://www.achp.gov/>). Any delegated responsibilities will be performed in accordance with the requirements for the state.

H. Monitoring and evaluation.

1. The SHPO will monitor CLGs to assure that each continues to meet the requirements for certification and is satisfactorily conducting its responsibilities as a CLG.
 - a. The CLGs will be monitored through annual reports, correspondence, telephone conversations, and, when possible, visits to the local government.
2. Each CLG shall submit a written annual report of its activities to the SHPO, due in the spring for the previous calendar year.
 - a. Annual reports shall include information relating to commission membership and meetings, planning, survey activity, inventory updates for the AHRS, local project reviews, and participation in the National Register of Historic Places program.
3. The SHPO will conduct periodic evaluations of each CLG to determine whether or not the local government continues to meet minimum state performance requirements for CLGs.
 - a. The evaluation will be based upon annual reports submitted by the CLG, grant performance, grant products, and telephone conversations, correspondence and visits to the CLG by SHPO representatives during the review period.

- b. If the SHPO needs additional information from the CLG for evaluation, the SHPO will clearly indicate to the CLG that the information is being requested as part of an evaluation.
- c. Within 60 days after an evaluation, the SHPO will send the CLG a written evaluation of its performance in program operation and administration for the review period.
 - 1) If deficiencies are identified, the written evaluation shall include suggestions to the local government for correcting the deficiencies and a time frame for correcting them.
 - 2) The CLG will have 60 days from the date of the report to comment on the evaluation and recommendations.
 - 3) The SHPO will provide training and technical assistance, as appropriate, to the CLG staff and its commissioners to assist in correcting deficiencies.
 - 4) If the deficiencies are not corrected within the time frame established, the SHPO may take steps towards decertifying the local government.

I. Decertification.

- 1. If a CLG's historic preservation program is found to have major deficiencies after a formal evaluation or during the course of routine monitoring, the SHPO will advise the CLG that failure to correct the program deficiencies within six months may result in decertification.
 - a. If sufficient improvement is not made by the end of the six months, the SHPO will decertify the CLG and notify the Secretary of the Interior that the CLG is decertified.
 - b. In an instance where the SHPO decides on an involuntary decertification of a CLG, the SHPO will provide the CLG with written notice of intention to decertify and include the specific reasons for the proposed decertification.
- 2. The CLG may request voluntary decertification at any time by petitioning the SHPO in writing.

- a. After consultation with a representative of the local government, the SHPO will forward the written request for decertification to the NPS.
 - b. Upon receipt of the NPS's written determination of decertification, the SHPO will inform the local government of the official date of decertification.
3. If the CLG has been delegated Section 106 responsibilities in its jurisdiction by the state, and a programmatic agreement has been executed with the Advisory Council for Historic Preservation (<http://www.achp.gov/>), then the SHPO must notify the Advisory Council that the CLG has been decertified.
 4. If a local government wishes to become recertified it must reapply for certification.
 5. Decertified local governments with unfinished HPF grants.
 - a. Decertification will not release the CLG from any prior obligations under federal HPF grant guidelines.
 - b. Decertification, by itself, may not constitute grounds for termination of a CLG grant unless the terms of the grant cannot continue to be met after decertification.

J. Additional information.

The Office of History and Archaeology has additional information available through its Historic Preservation Series to assist a community interested in becoming a CLG. Many of the issues in the Historic Preservation Series are available on the office's web page (<http://dnr.alaska.gov/parks/oha/hpseries/hpseries.htm>). Copies can also be obtained by calling or writing the OHA. Topics include:

- *The Certified Local Government Historic Preservation Program in Alaska*
- *Basic Components of a Historic Preservation Ordinance*
- *Annual Certified Local Government Report Outline*
- *Applying For Historic Preservation Fund Grants: Writing a Successful Application*
- *Sample Local Project Review Process*
- *Alaska Certified Local Governments 2003 Directory*
- *The Secretary of the Interior's Standards for Archaeology and Historic Preservation* (http://www.cr.nps.gov/local-law/arch_stnds_0.htm).

K. Key to abbreviations

AHC.....	Alaska Historical Commission
AHPA	Alaska Historic Preservation Act
AHRS	Alaska Historic Resources Survey
CFR	Code of Federal Regulations
CLG	Certified Local Government
HPF.....	Historic Preservation Fund
NHPA	National Historic Preservation Act
NPS.....	National Park Service
NRHP	National Register of Historic Places
OHA	Office of History and Archaeology
SHPO.....	State Historic Preservation Officer

L. Glossary

Alaska Heritage Resources Survey (AHRS) is Alaska’s inventory of prehistoric and historic sites. The inventory is maintained at the Office of History and Archaeology.

Alaska Historic Preservation Act (AHPA) is the state legislation governing historic preservation and the management of historic, prehistoric and archaeological sites, as set forth in 1971 (AS 41.35) and its implementing regulations (11 AAC 16).

Alaska Historical Commission (AHC) is the state review board that reviews and makes recommendations to the SHPO on CLG grants from the Historic Preservation Fund.

Certified Local Government (CLG) is a local government with a historic preservation program that has been certified to carry out the purposes of the National Historic Preservation Act.

Chief elected local official is the elected head of a local government.

CLG share is the funding authorized for transfer to local governments through grants in accord with the National Historic Preservation Act, as amended.

Historic Preservation Fund (HPF) is the monies accrued under the Outer Continental Shelf Lands Act, as amended, to support the program of matching grants-in-aid to the states for historic preservation programs and projects, as authorized by [Section 303101](#) of the National Historic Preservation Act, as amended.

Historic preservation commission is a board, council, commission, or other similar collegial body, which is established in accordance with 36 CFR 61.4 (c)(2).

Keeper of the National Register is the official with whom authority has been delegated by the Secretary of the Interior for expanding and monitoring the NRHP, listing properties, and determining the eligibility of properties for inclusion.

Local government is a city, municipality, or borough, or any other general purpose political subdivision of any state.

National Register of Historic Places (NRHP) is the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture, maintained by the Secretary of the Interior under authority of [Section 302101](#) of the National Historic Preservation Act, as amended.

National Park Service (NPS) is the bureau of the Department of the Interior to which the Secretary of the Interior has delegated the authority and responsibility for administering the National Historic Preservation Program.

Office of History and Archaeology (OHA) is the office within the Division of Parks and Outdoor Recreation, Alaska Department of Natural Resources, authorized to carry out the Historic Preservation Fund program in the state and maintaining the Alaska Heritage Resources Survey (AHRS).

Secretary is the U.S. Secretary of the Interior. Unless otherwise stated in law or regulation, the Secretary has delegated the authority and responsibility for administering the National Historic Preservation Program to the National Park Service.

Secretary's Standards and Guidelines is *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. These provide technical information about archaeological and historic preservation activities and methods. They are prepared under the authority of [Section 306107](#) of the National Historic Preservation Act, as amended. The subjects covered include preservation planning, identification, evaluation, registration, historic research and documentation, architectural and engineering documentation, archaeological investigation, historic preservation projects, and preservation terminology.

State Historic Preservation Officer (SHPO) is the official within each state who has been designated and appointed by the Governor to administer the historic preservation program in the state under authority of **Section 302301** of the National Historic Preservation Act, as amended.

Revised 2/1/2018

**Alaska Certified Local Government
Historic Preservation Program
Application for Certification**

State Historic Preservation Officer
Office of History and Archaeology
Alaska Department of Natural Resources
550 West 7th Avenue, Suite 1310
Anchorage, AK 99501-3565

This is an application for certification under the Certified Local Government
Historic Preservation Program:

City or borough:

Mailing address: _____

Submitted by,

Applicant's authorized signature

Applicant's printed name, title

Date

Telephone number / email address

Date received (to be completed by Alaska Office of History and Archaeology):

Alaska Certified Local Government Historic Preservation Program

1. Attach documentation showing applicant meets the federal definition of a local government and has the authority to enforce legislation for the designation and protection of historic properties.
2. Attach documentation demonstrating applicant has authority to enter into this agreement.
3. Attach a copy of the local historic preservation ordinance, or a draft with a probable timetable for implementation.
4. Attach a statement indicating that as a Certified Local Government (CLG), the government entity will comply with all appropriate federal and state historic preservation laws, regulations and guidelines enforcing legislation for the designation and protection of historic resources.
5. Attach a copy of the most recent version of the local government's comprehensive plan.
6. Attach information for implementing the following responsibilities of the local government as a CLG:
 - a. Having an outline, draft, or adopted local historic preservation plan.
 - b. Maintaining a system for survey and inventory of historic properties, with a list of known historic and archaeological properties in the community.
 - c. Providing for adequate public participation in the local historic preservation program.
 - d. Reviewing National Register of Historic Places nominations through a qualified local commission.
 - e. Reviewing projects that might affect historic properties (include position titles for those involved in the review process.)

7. List all commission members.

Professional

Other

Attach resumes for architect or architectural historian, historian, and archaeologist.

If the commission does not include the requisite professional members, attach information explaining how the expertise will be obtained when needed, and provide the name and resume of the consultant who will be used.

8. Attach a copy of the partially completed Certification Agreement.

Affidavit

- a. I understand that this is an application for certification in the Certified Local Government Historic Preservation Program.
- b. In submitting this application, I understand that it is my responsibility to comply with all requirements of the program as stated in the Alaska Certified Local Government Historic Preservation Program State Guidelines.
- c. In submitting this application, I understand that records of the program are subject to review and audit. The program may be decertified if it is found inadequate.
- d. I understand that this is not an application for a grant and that no money will be forthcoming.

Applicant's authorized signature

NOTARY SEAL

Printed name, title

Signature of Notary Public

City or borough

My commission
expires: _____

Date