

## **RENEWAL AGREEMENT NUMBER THREE (3)**

This renewal agreement number three is made and entered into by Woodland School District No. 404 (the “Local Education Agency” or “LEA”) and Sodexo America, LLC, hereafter called the Food Service Management Company (“FSMC”).

### **W I T N E S S E T H:**

WHEREAS, the LEA and FSMC are parties to a certain Agreement, dated July 24, 2017, and

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the Parties hereto agree as follows:

1. Section 1.3 is deleted and replaced by the following:

Term of the Contract. The term of this Agreement shall be for one (1) year beginning on September 1, 2020 and continuing until August 31, 2021. The contract is subject to one (1) additional one-year renewals upon the written, dated consent of both parties, unless terminated by either party as provided herein. [7 CFR 210.16(d)] Extensions or renewals are contingent upon the fulfillment of all contract provisions related to USDA donated foods.

2. Section 3.2 is amended by adding the following:

The FSMC shall deliver meals in accordance with a delivery schedule prescribed in the contract. [7 CFR 226.6(i)(8)] [7 CFR 225.5(h)(2)(x)] Increases and decreases in the number of meal orders may be made by the LEA, as needed, within a prior notice period mutually agreed upon in the contract. [7 CFR 226.6(i)(9)] [7 CFR 225.6(h)(2)(xi)] All breakfasts, lunches, and suppers delivered for service in outside school-hours care centers shall be unitized, with or without milk, unless OSPI determines that unitization would impair the effectiveness of food service operations. For meals delivered to child care centers and day care homes, OSPI may require unitization, with or without milk, of all breakfasts, lunches, and suppers only if OSPI has evidence which indicates that this requirement is necessary to ensure compliance with § 226.20. [7 CFR 226.6(i)(11)].

3. Section 3.3 is deleted and replaced by the following:

Calendar. All meals will be provided in accordance with meal pattern requirements in an approved calendar (attached as Appendix B). For the first twenty-one (21) days of food service, FSMC will adhere to the 21-day cycle menu agreed upon by FSMC and the LEA. Changes in the menu may be made later with approval of the LEA. [7 CFR 210.16(b)(1)] The CACFP meals served under this contract shall conform to the cycle menus upon which the bid was based and to menu changes agreed upon by the institution and the FSMC. [7 CFR 226.6(i)(4)] The SFSP meals served under the contract shall conform to the cycle menus and meal quality standards and food specifications approved by OSPI and upon which the contract was based, if applicable. [7 CFR 225.6(h)(2)(vi)]

4. Section 6.1 is deleted and replaced by the following:

Billing for Fixed Price Per Meal. The LEA and the FSMC have mutually agreed upon the fixed price per meal equivalent(s) as follows:

|          |        |
|----------|--------|
| A. NSLP  | \$2.18 |
| B. SBP   | \$2.18 |
| C. SFSP  | \$2.18 |
| D. CACFP | \$2.18 |

Future fixed price increases will be limited to the percentage of change in the Consumer Price Index for All Urban Consumers: U.S. City Average – Food Away From Home for the 12-month period ending March of the current contract year.

5. Section 6.2 is deleted and replaced by the following:

Meal Equivalent Defined.

For fixed price per meal purposes, each reimbursable lunch and supper shall be considered one (1) meal/meal equivalent, each reimbursable breakfast shall be considered two-thirds (2/3) of a meal/meal equivalent, and one reimbursable snack shall be considered one-third (1/3) of a meal/meal equivalent.

For cash meal sales other than reimbursable meals, the number of meal equivalents shall be determined by dividing the total of all food sales except reimbursable meal and snack sales (including sales of adult meals, a la carte meals, snack bar, catering, conference, and any other function sales) by **\$3.6475** (\$3.41 lunch rate + \$.2375 USDA food value).

6. Section 6.6 is deleted and replaced by the following:

Guarantee. Both parties shall work together to ensure a financially sound and well-run operation. The FSMC shall guarantee that the food service program will achieve a deficit of no more than Two Hundred Fifty-Six Thousand Seven Hundred Forty-Nine Dollars (\$256,749). The deficit shall be defined as the amount by which all actual and direct operating costs incurred by the LEA (including the Fixed Price Per Meal for all meals served and LEA labor and other expenses as outlined in Attachment 1, FSMC's Financial Pro Forma) exceed the generated program revenues. Generated program revenues include student cash sales, state reimbursement funds, federal reimbursements from lunch, breakfast, snack, and supper meals, adult sales, special functions, summer meals and the value of commodities received. If the annual deficit for the Food Service program is greater than (\$256,749),FSMC shall reimburse LEA the difference, up to a maximum of Twenty-Five Thousand Dollars (\$25,000.00) for the 2020-2021 school year. If the LEA makes a net profit in the food service account after deducting operating and indirect expenditures from all food service receipts and all federal and state meal reimbursements, the LEA must deposit the net income back into the food service account.

For the avoidance of doubt, the financial guarantee herein shall be calculated as follows: all program revenues including student cash sales, federal and state reimbursements from lunch, breakfast and snack meals, adult sales, special functions, and summer meal program revenues and the value of commodities received less (i) the Fixed Price for all meals served, and (ii) LEA labor and other program expenses as outlined in FSMC's Financial Proforma.

7. Section 6.7 is deleted and replaced by the following:

Program Expenses. For purposes of determining the financial position of the program the LEA labor cost and other LEA costs charged to the Food Service program shall not exceed Six Hundred Forty-Nine Thousand Dollars (\$649,000).

8. Section 7.4 is deleted and replaced by the following:

Record Keeping. The FSMC shall make available, as required by state and federal regulations, all facilities, books, and records pertaining to food service operations available for onsite review by the LEA, OSPI, the Washington State Auditor, the USDA, and the Comptroller General, or their duly authorized representatives, to ensure compliance with program requirements and the management and use of USDA donated foods. The FSMC shall maintain such records, for a period of not less than three (3) years after submission of the final claim for reimbursement for the fiscal year, as needed by the LEA to support its claims for federal and state reimbursements; or from the date of receipt of final payment under the contract; or in cases where an audit requested by OSPI CNS or USDA remains unresolved, until such time as the audit is resolved. The FSMC shall submit monthly to the LEA a meal reimbursement claim report including all meals served under all programs operated by the LEA for the LEA to submit to OSPI CNS. [7 CFR 210.16(c)(1), 7 CFR 210.23(c), 7 CFR 225.6(h)(vii), 7CFR 226.6(i)(5)]

The LEA must conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all USDA donated foods received for use in the LEA's food service in the school year including the value of USDA donated foods contained in processed end products. [7 CFR 250.51(a)]

9. Section 4.13 - Nondiscrimination - is deleted and replaced by the following:

Civil Rights Assurance Statement. The LEA hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability,

be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the LEA agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the LEA, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the LEA.

**REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK**

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**

10. The term of this renewal agreement is effective September 1, 2020 or date of execution whichever is later.
11. All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this renewal agreement as of the dates written below:

**Woodland School District No. 404**

**Sodexo America, LLC**

By:

Name: Michael Greene

Title Superintendent

Date:

By:

  
Leslie Milinkovic (Jul 2, 2020 12:10 PDT)

Name Leslie M. Milinkovic

Title: Vice President

Date: Jul 2, 2020

## ATTACHMENT A: SUSPENSION AND DEBARMENT CERTIFICATION

NOTE: This certificate must be completed for all new and renewal contract years when the contract equals or exceeds \$25,000.

### Certification Regarding Debarment and Suspension and Other Responsibility Matters -Primary Covered Transactions

Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180 and 2 CFR 200.213. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

#### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Sodexo America, LLC

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Business Name

Leslie M. Milinkovic, Vice President

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Names(s) and Title(s) of Authorized Representative(s)

  
Leslie Milinkovic (Jul 2, 2020 12:10 PDT)

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Signature(s)

Jul 2, 2020

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Date

### **Instructions for Certification**

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective primary participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective primary participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## ATTACHMENT B: CERTIFICATION REGARDING LOBBYING AND DISCLOSURE OF LOBBYING ACTIVITIES

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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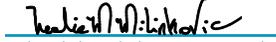
Sodexo America, LLC 9801 Washington Blvd. Gaithersburg, Maryland 20878

**Name/Address of Organization**

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Leslie M. Milinkovic, Vice President

**Name/Title of Submitting Official**

  
Leslie Milinkovic (Jul 2, 2020 12:10 PDT)

**Signature**

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Jul 2, 2020

**Date**

# Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

|   |   |  |
|---|---|--|
| <b>1. Type of Federal Action:</b> <u>A</u><br>a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance  | <b>2. Status of Federal Action:</b> <u>AB</u><br>a. bid/offer/application<br>b. initial award<br>c. post-award  | <b>3. Report Type:</b> <u>A</u><br>a. initial filing<br>b. material change<br><br><b>For Material Change Only:</b><br>Year _____<br>Quarter _____<br>Date of Last Report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br><u>X</u> Prime      _____ Subawardee      Tier _____, if known:  | <b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  |  |
| <b>Congressional District, if known:</b>  | <b>Congressional District, if known:</b> N/A  |  |
| <b>6. Federal Department/Agency:</b><br>U.S. Congress Department of Defense<br>USDA   | <b>7. Federal Program Name/Description:</b>   |  |
| <b>8. Federal Action Number, if known:</b><br>unknown   | <b>CFDA Number, if applicable:</b> _____  |  |
| <b>10a. Name and Address of Lobbying Entity:</b><br>(if individual, last name, first name, middle)<br><br>Sodexo America, LLC<br>9801 Washingtonian Blvd. Gaithersburg,<br>Maryland 20878   | <b>9. Award Amount, if known:</b> unknown<br>\$ _____   |  |
| <b>11. Amount of Payment (check all that apply):</b><br>\$ _____<br><br>____ Actual ____ Planned  | <b>10b. Individuals Performing Services (include address if different from 10a.)</b><br>(last name, first name, middle)<br><br>Bukar, Nancy<br>McGlockton, Joan<br><br>Bukar, Nancy   |  |
| <b>13. Form of Payment (check all that apply):</b><br>____ a. cash<br>____ b. in-kind; specify:<br>Nature _____<br>Actual _____   | <b>12. Type of payment (check all that apply):</b><br>____ a. retainer<br>____ b. one-time fee<br>____ c. commission<br>____ d. contingent fee<br>____ e. deferred<br><u>X</u> f. other; specify: <u>In House Government Affairs Department</u> |  |
| <b>15. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:</b><br><br>Sodexo has not conducted any lobbying activities related to this or any other federal contract. Lobbying activities focus on general issues being addressed by the federal government.  | <b>14. Continuation Sheet(s) SF-LLL-A Attached:</b><br>Yes _____ (Number _____)<br>No _____   |  |
| <b>16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | Attach Continuation Sheet(s) SF-LLL-A (if necessary)  |  |
|   | Signature: <u>Leslie M. Milinkovic</u><br><small>Leslie Milinkovic (Jul 2, 2020 12:10 PDT)</small>  |  |
|   | Print Name: <u>Leslie M. Milinkovic</u>   |  |
|   | Title: <u>Vice President</u>  |  |
|   | Telephone: <u>425-213-4393</u>  |  |
|   | Date: <u>Jul 2, 2020</u>  |  |
| <b>Federal Use Only:</b>  | <b>Authorized for Local Reproduction<br/>Standard Form -- LLL</b>   |  |

**Disclosure of Lobbying Activities**  
CONTINUATION SHEET SF-LLL-A

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. If the space on the form is inadequate, use of SF-LLL-A Continuation Sheet for additional information. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at Sponsorst one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
  - 10(a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - 10(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check type of payment. Check all that apply.
13. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment. Check all that apply. If other, specify nature.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. If yes, list number of sheets attached.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.