

**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
YOUTH OPPORTUNITIES PROGRAM
PARTICIPATION AGREEMENT
2019**

In consideration of the benefits to be derived by CROSSROADS CHARTER SCHOOLS, (the "ADMINISTRATOR"), in the Missouri Youth Opportunities Program-assisted project as proposed in its application for Missouri Youth Opportunities Program tax credits, the ADMINISTRATOR certifies and agrees as follows:

1. PURPOSE AND AMOUNT OF AWARD

- A. The Department of Economic Development ("DED") administers the Youth Opportunities and Violence Prevention Program ("YOP") pursuant to Sections 135.460 and 620.1100 to 620.1103, RSMo. The ADMINISTRATOR has submitted to DED a Youth Opportunities Application, describing a proposed Youth Opportunities Program Project (the "YOP Project"), the completion of which requires YOP assistance.
- B. Subject to the terms of this Agreement, DED agrees to award a total of **\$182,909** in YOP state tax credits (the "YOP Tax Credits") to eligible donors who make eligible donations to the ADMINISTRATOR. The terms "eligible donors" and "eligible donations" shall have such meanings as provided in the 2019 YOP Guidelines.
- C. This Agreement shall govern the YOP Project, designated # **120951**
- D. The amount of tax credit issued may equal no more than **50%** of the value of any eligible donation. The ADMINISTRATOR agrees to use all contributions for which YOP Tax Credits are certified in accordance with the provisions of this Agreement and any and all attachments hereto.
- E. The terms of this Agreement include any and all terms and conditions contained in Appendix A (Project Summary and Conditions of Approval), Appendix B (Property Use and Disposition Schedule), and Appendix C (Signature Authorization Form), attached hereto and incorporated herein by reference.
- F. The YOP tax credits will be used by the ADMINISTRATOR to leverage private contributions for the YOP Project, which has the public purposes set forth in Appendix A.
- G. DED reserves the right to reduce the amount of credits authorized under this Agreement if DED determines that the ADMINISTRATOR has not met, or is not likely to meet, the goals and outcomes for the YOP Project, as set forth in Appendix A.

2. YOP PROJECT PERIOD

DED agrees to allow, subject to the limitations set forth in Section 1 of this Agreement, YOP Tax Credits for eligible donations made between the dates of **October 01, 2019 and September 30, 2022** (the "YOP Project Period"). Contributions made either before or after this period, with the exception of audit services that occur after the YOP Project Period, do not qualify for YOP Tax Credit.

3. DONORS AND DONATIONS

- A. The ADMINISTRATOR agrees to comply with all applicable statutes, regulations and guidelines, as well as with DED's determinations regarding eligible donors, qualifying gifts, and

of qualifying gifts for purposes of computing the amount of YOP Tax Credits that donors are entitled to receive.

- B. Under no circumstance shall the ADMINISTRATOR offer YOP Tax Credits on donations, whether cash or non-cash, that are not used directly in carrying out the goals and objectives described in Exhibit A of the Agreement. The ADMINISTRATOR shall use YOP Tax Credits only in the manner prescribed under the requirements of this Agreement and the YOP Program. If the ADMINISTRATOR uses donations received pursuant to the YOP program for any other purpose or fails to comply with any requirement established by the YOP program or this Agreement, the ADMINISTRATOR shall immediately relinquish any remaining YOP tax credits to DED and repay to DED the value of any YOP tax credits already approved for the YOP Project, in accordance with Section 11 of this Agreement.

4. RECORDS

- A. The ADMINISTRATOR shall maintain separately at its principal office or place of business complete and accurate records and accounts, including documents, correspondence, and other evidence pertaining to costs and expenses, for all matters and activities relating to, or covered by, this Agreement.
- B. At any time during normal business hours and as often as DED deems necessary, the ADMINISTRATOR shall make available for inspection by DED or its duly authorized representatives, the Missouri Department of Revenue, the Missouri State Auditor, or the Missouri Attorney General all of its records with respect to all matters covered by this Agreement, and will permit said authorized representatives to review, examine, and make copies of such records.
- C. The ADMINISTRATOR shall maintain all required records for the duration of the YOP Project Period *and* for a period of no less than five (5) years from the last day of the YOP Project Period, as specified in Section 2 of this Agreement, except in those cases where unresolved questions or audit findings require the ADMINISTRATOR to maintain some or all records for a longer period. In the event of such unresolved questions or audit findings, the ADMINISTRATOR shall maintain the subject records until all pending matters are resolved.

5. AMENDMENTS AND WAIVERS

- A. A written amendment to this Agreement, fully executed by DED and the ADMINISTRATOR, is required to change the YOP Project Period, the tax credit award or the credit percent authorized for the YOP Project.
- B. The ADMINISTRATOR may, in writing, using the appropriate YOP forms, request changes to the project outcomes, purpose, scope, timeline or budget described in Appendix A. DED may approve such requested changes in writing at any time and may determine that substantive changes require a formal amendment to this Agreement.

6. COMPLIANCE WITH STATE AND FEDERAL LAWS

- A. All activities authorized by this Agreement shall be performed in accordance with any and all applicable Missouri statutes, regulations, and guidelines.
- B. The ADMINISTRATOR shall be responsible for and agrees to indemnify and hold harmless the State of Missouri from all losses, damages, expenses, claims, demands, suits and actions brought

by any party against the State as a result of the ADMINISTRATOR'S failure to comply with applicable provisions of federal law, including, but not limited to, the Americans with Disabilities Act and the Equal Employment Opportunity Act.

- C. The ADMINISTRATOR hereby certifies that it does NOT knowingly employ any person who is an unauthorized alien and that it has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.
- D. The ADMINISTRATOR is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify applicant for this program. ADMINISTRATOR hereby certifies that ADMINISTRATOR will maintain and, upon request, provide DED with documentation demonstrating ADMINISTRATOR'S participation in a federal work authorization program with respect to employees working in connection with the activities that qualify applicant for this program.
- E. The ADMINISTRATOR understands that, pursuant to section 285.530.5, RSMo, a general contractor or subcontractor of any tier shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of section 285.530.1 and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
- F. The ADMINISTRATOR shall agree to fully cooperate with any audit or investigation of federal, state or local law enforcement agencies.
- G. If the ADMINISTRATOR is found to have employed an unauthorized alien, the ADMINISTRATOR may be subject to penalties pursuant to Sections 135.815, 285.025, and 285.535, RSMo.
- H. If the ADMINISTRATOR is found to have employed an illegal alien in Missouri and did not, for that employee, examine the document(s) required by federal law, the ADMINISTRATOR shall be ineligible for any state-administered or subsidized tax credit, tax abatement or loan for a period of five (5) years following any such finding.

7. FISCAL DUTIES OF THE ADMINISTRATOR

- A. The ADMINISTRATOR shall deposit all eligible donations (the "YOP Project Funds") into an account with a bank or other financial institution located in the state of Missouri. The YOP Project Funds must be maintained separately within the ADMINISTRATOR's accounting system; identifiable by reference to DED, project name and/or YOP project number. The YOP Project Funds shall be insured by the FDIC or FSLIC. All costs charged to the YOP Project Funds shall be supported by properly executed vouchers or other records indicating in proper detail the nature of the expense.
- B. All funds from contributions paid to the ADMINISTRATOR in accordance with this Agreement, with the exception of the YOP audit, shall be used for eligible YOP Project expenses during the YOP Project Period.

- C. For projects that were approved for less than \$25,000 in YOP tax credits, any YOP Project Funds remaining *at the close of the YOP Project Period*, for which YOP tax credits have been certified or are reasonably expected to be certified, shall be placed in an escrow account established specifically for final expenditures covered by this Agreement. The ADMINISTRATOR must submit documentation to DED certifying that this escrow account has been established.
- D. For projects that were approved for \$25,000 or more in YOP tax credits, the following requirements apply:
 - (1) The ADMINISTRATOR shall submit to DED a compliance and financial audit of the YOP Project Funds, conducted by an independent accounting firm, no later than six (6) months after the close of the YOP Project Period. The aforementioned audit must adhere to all applicable statutes, regulations, and guidelines. The compliance and financial audit required by this subsection may be paid for out of the YOP Project Funds. However, the YOP Project Funds may not be used to pay for the ADMINISTRATOR's annual audit or any other accounting functions.
 - (2) All YOP donations, with the exception of the Project audit, shall be spent prior to the project period end date. Any YOP Project Funds remaining at the completion of the required audit for which YOP Tax Credits have been certified or are reasonably expected to be certified, shall be placed in an escrow account established specifically for final expenditures covered by this Agreement. The ADMINISTRATOR must submit documentation to DED certifying that the escrow account has been established.

8. GENERAL DUTIES OF THE ADMINISTRATOR

- A. The ADMINISTRATOR shall be responsible for all fundraising and solicitation of support for activities covered by this Agreement, and shall notify donors of the restrictions on contributions and the availability of the YOP tax credit. Furthermore, the ADMINISTRATOR shall be responsible for notifying donors that they are required to submit an "Application for Claiming Tax Credits" to DED within one calendar year of the date of donation. Failure to timely submit the Application for Claiming Tax Credits will result in the donor's waiver of any and all rights to receive YOP tax credits.
- B. The ADMINISTRATOR shall not obligate YOP tax credits in excess of the amount authorized by DED pursuant to this Agreement and shall maintain internal records to ensure compliance with this provision.
- C. The ADMINISTRATOR shall be responsible for notifying DED of any individuals who are authorized to act on behalf of the ADMINISTRATOR in matters relating to this Agreement (*See Appendix C*).
- D. The ADMINISTRATOR shall submit a "YOP Biannual Report" to DED during the YOP Project Period. The ADMINISTRATOR shall continue to submit reports to DED until the project has been completed and YOP expenses have been incurred. A Final Report Form and a Final Budget shall be filed with, and approved by, DED within 30 days of the ADMINISTRATOR's Project Period.

- E. The ADMINISTRATOR shall notify DED in writing of any change in filing or registration status with the Internal Revenue Service (IRS) or the Missouri Secretary of State. The ADMINISTRATOR shall also notify DED in writing of any significant changes to the ADMINISTRATOR's By-laws, Articles of Incorporation, property leases, or physical location and/or mailing address. The notices required under this subsection shall be rendered within thirty (30) days of the effective date of a change.
- F. Notwithstanding anything contained herein to the contrary, the rights and duties hereby granted to and assumed by the ADMINISTRATOR are those of an independent contractor only. Nothing contained herein shall be so construed as to create an employment, agency, or partnership relationship between DED and the ADMINISTRATOR.

9. RELIGIOUS AFFILIATION

- A. Organizations that receive an award of YOP tax credits may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded through YOP donations. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under YOP.
- B. Faith-based organizations may not use any portion of the YOP Project funds to promote, encourage, enlist, advocate, or urge any individual to participate in any religious creed, sectarian purpose, or church.
- C. The ADMINISTRATOR shall not apply the YOP tax credits toward donations used for the construction of, equipment of, or physical improvement to, any facilities intended to be used primarily for religious services.
- D. An organization that participates in the YOP shall not, in connection with the activities undertaken pursuant to the YOP Project, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

10. ACKNOWLEDGEMENT OF THE YOP PROGRAM

- A. The ADMINISTRATOR agrees to include appropriate reference to the "Missouri Department of Economic Development" and the "Youth Opportunities Program" in all brochures, press releases, and publications promoting and/or describing activities underwritten with YOP funds. (Example: "Certain project costs have been underwritten by the Missouri Department of Economic Development, Youth Opportunities Program.")
- B. The ADMINISTRATOR agrees to post a temporary sign acknowledging support of the "Missouri Department of Economic Development" and the "Youth Opportunities Program" at all project construction sites, and to post a permanent acknowledgement of same in all facilities acquired or improved through the use of YOP-assisted donations, with the exception of residential housing. (Example: "Acquisition, construction, and/or renovation of this facility was partially underwritten by the Missouri Department of Economic Development, Youth Opportunities Program.")

11. PROJECT COMPLETION/REPAYMENT OF TAX CREDIT AWARD

In the event that DED, in its sole discretion, determines that the ADMINISTRATOR is unable to complete the YOP project as agreed upon with DED or otherwise fails to comply with the provisions

of this Agreement, DED may choose to terminate or amend this Agreement according to any one or more of the methods described in this section:

- A. At the discretion of DED, the project outcomes, purpose, scope, timetable or budget set forth on Exhibit A may be amended, allowing for those donations to be spent in some other manner consistent with YOP program requirements and the ADMINISTRATOR's overall nonprofit purposes. The ADMINISTRATOR may be required to submit written evidence that the donors involved support any proposed amendment to the original YOP Agreement.
- B. DED may require that any donations remaining in the ADMINISTRATOR's YOP Project Fund be returned to donors. DED will then nullify any tax credit applications already approved for those donations and instruct the Missouri Department of Revenue to rescind those credits.
- C. DED may require that the value of any credits already certified on donations that have been made to the ADMINISTRATOR's project be repaid to the State of Missouri by the ADMINISTRATOR in an equivalent amount of cash. DED may allow abatement of part or all of the ADMINISTRATOR's required repayment under this subsection by permitting one or more donors to voluntarily relinquish all or a portion of their YOP certified tax credits for donations already received by the ADMINISTRATOR. In the event of such voluntary relinquishment, DED will instruct the Missouri Department of Revenue to rescind any tax credits certified to such donors.

12. PROPERTY ACQUISITION AND DISPOSITION

- A. The ADMINISTRATOR agrees to abide by all applicable statutes, regulations and guidelines, as well as DED's determinations, regarding acquisition, use, and disposition of donated property.
- B. Upon DED's request, NFPO shall record a restrictive covenant with the property's deed that prohibits the sale of the property for a period of five (5) years, further;
 - (1) The restrictive covenant shall be recorded with the county recorder of deeds and shall not extinguish until five years after the restrictive covenant is recorded.
 - (2) NFPO must record the restrictive covenant within fifteen (15) days of when the property becomes operational. A property is operational when it can function after both the completion of building construction or rehabilitation and completion of equipment installation.
 - (3) Failure to timely or properly record the restrictive covenant within fifteen (15) days of when the building becomes operational will constitute a breach of the terms of this agreement and trigger repayment of the tax credits as set forth in Appendix B.
- C. A Phase 1 Environmental Assessment must be performed prior to the donation or purchase of all land and buildings under this Agreement (with the exception of existing residential properties), and must be conducted by an individual who is qualified and approved by the Missouri Department of Natural Resources to perform such a study. While the cost of such a study is an allowable YOP expense, any clean-up costs required to bring the property into compliance are not allowable YOP expenses.
 - (1) No YOP tax credits will be approved for the donation of land and/or buildings under this Agreement until the Phase 1 Environmental Assessment has been performed AND any necessary environmental cleanup has been completed. The ADMINISTRATOR is required to submit to DED proof of the completion of both the Phase 1 Environmental Assessment and

any related clean-up prior to the certification of any tax credits on donations of land or buildings.

(2) The ADMINISTRATOR is also required to submit to DED proof of the completion of both the Phase 1 Environmental Assessment and any related clean up of land and/or buildings purchased by the ADMINISTRATOR. If the ADMINISTRATOR fails to conduct a Phase 1 Environmental Assessment on land purchased by the ADMINISTRATOR and/or fails to perform any necessary environmental clean-up on land purchased by the ADMINISTRATOR prior to proceeding with the project, DED shall require that the ADMINSTRATOR repay to DED in an equivalent amount of cash, the value of any unused tax credits *AND* the value of any tax credits already certified on donations that have been made to the ADMINISTRATOR.

D. In the event that a property acquired and/or renovated by the applicant is sold within five (5) years, or if YOP credits have been given for improvements on leased property, the lease is terminated (for any reason) and the property reverts to the owner within five (5) years, the ADMINISTRATOR will repay the credits approved for the project in accordance with the schedule set forth in Appendix B.

13. DOCUMENTATION AND REPORTS

- A. The ADMINISTRATOR shall furnish to DED any reports that DED may require, including biannual project evaluations, a final budget, a final report, audit reports, and all other documentation or information relative to this Agreement that DED may request. DED or its representative shall have the right to make reasonable inspections to monitor the ADMINISTRATOR's performance under this Agreement. At the close of the project, the ADMINISTRATOR shall provide to DED a final project evaluation using the appropriate YOP form. DED may conduct exit interviews with the ADMINISTRATOR within six months of the completion of the YOP Project Period.
- B. In the event that DED determines that the ADMINISTRATOR has not filed the reports or documentation required by Subsection 13A of this Agreement, DED, upon written notice to the ADMINISTRATOR, may suspend this Agreement until such time as the required reports are submitted. In the event of any such suspension of this Agreement, any credits that have not been certified by DED are subject to recapture. However, during such suspension, all terms and conditions of this Agreement will remain in effect and be binding upon the ADMINISTRATOR until such time as DED determines that the ADMINISTRATOR has satisfactorily met all reporting requirements and/or has satisfactorily returned any final settlement of credits due to DED.

14. PARENT CORPORATION/OTHER FINANCIAL ASSISTANCE

- A. Pursuant to Section 620.017.1(7), RSMo, ADMINISTRATOR states that it ____ does OR ____ does not (*you MUST check one*) have a parent corporation. If there is a parent corporation, the name, street address with city, state and zip code must be provided below:

| | |
|-----------------------|--|
| Name | |
| Street Address | |
| City, State, Zip Code | |

- B. Pursuant to Section 620.017.1(8), RSMo, ADMINISTRATOR states that it ____ has OR ____ has not (*you MUST check one*) received any other DED financial assistance for **this project**. If other DED financial assistance has been received for **this project**, provide the following information:

| DED Program | Type of financial assistance (e.g., tax credit, grant, loan) | Amount of assistance awarded | Year Award Made |
|-------------|--|------------------------------|-----------------|
| | | | |
| | | | |

15. GENERAL CONTRACT REQUIREMENTS

- A. The ADMINISTRATOR shall hold DED and the State of Missouri harmless from and indemnify DED and the State against any and all claims, demands, and actions based or arising out of any activities performed by the ADMINISTRATOR and its employees and agents under this Agreement in a manner which is contrary to the direction of DED; and shall defend any and all actions brought against the State based upon any such claims or demands.
- B. Should any section or any part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or part of any section of this Agreement.
- C. This Agreement (including all the attachments hereto as described in Section 1) when signed by all the parties hereto, constitutes the full and complete understanding and agreement of the parties of its express terms as provided above.
- D. This Agreement shall be interpreted and construed in accordance with federal law, where applicable, and with the laws of the State of Missouri. All of the terms and conditions of this Agreement are expressly intended to be construed as covenants as well as conditions. The titles of the sections and subsections herein have been inserted as a matter of convenience and reference only and shall not control or affect the meaning or construction of any of the terms or provisions herein.

16. REQUIREMENTS OF SECTION 620.017 RSMO.

Notwithstanding any other provisions of this Agreement, if the ADMINISTRATOR uses the proceeds of YOP tax credits for any purposes other than those stated in this Agreement or fails to comply with any requirement established by the Youth Opportunities Program, it shall return to DED any remaining YOP proceeds and/or repay to DED any proceeds expended or the value of any incentives or services to which a monetary value can be assigned.

AGREED TO ON BEHALF OF THE ADMINISTRATOR, BY:

Under penalty of perjury, I certify that I am a Corporate Officer/Member of the ADMINISTRATOR and that I am duly authorized by the ADMINISTRATOR's Board of Directors to sign this Agreement. By my signature I do bind the ADMINISTRATOR to the terms and provisions of this YOP Participation Agreement on behalf of CROSSROADS CHARTER SCHOOLS.

Corporate Officer/Member Signature

Date

Name (typed or printed)

Title (typed or printed)

STATE OF _____)

COUNTY OF _____) ss.

On this ____ day of _____ in the year 20____, before me, _____, a Notary Public in and for said state, personally appeared _____ [Name of Corporate Officer/ Member], _____ [Official Title], _____ [Name of Corporation/ Limited Liability Corporation], known to me to be the person who executed the within Agreement on behalf of said company and acknowledged to me that he or she executed the same for the purposes therein stated.

Notary Public

My commission expires _____

AGREED TO ON BEHALF OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT BY:

Michael Lanahan, Director
Business and Community Solutions

Date

PROJECT SUMMARY AND CONDITIONS OF APPROVAL

YOP PROJECT # 2019-120951

YOP Project Period: October 01, 2019 to September 30, 2022

Not-for-profit Organization: CROSSROADS CHARTER SCHOOLS

YOP Credit Authorization: \$182,909

Credit Level: 50%

This amount of tax credit will leverage at least \$365,818 in YOP donations.

A. PROJECT SUMMARY

YOP donations will enable Crossroads Charter Schools to integrate technical skills training into high school curriculum to meet the employment needs of low and low to moderate income students. Training will include CAD (computer-aided drafting and design) and Revit courses and certification to prepare young adults for entry-level positions in architecture, engineering and construction professions.

B. PROJECT GOALS AND OUTCOMES

(A brief report describing your progress on each of these activities, including milestones for each outcome, must be submitted biannually using the appropriate YOP form)

YOP Project Goal: Increase the number of at-risk youth that have completed an employment skills education and development program.

YOP Project Outcome Date: 09/30/2022

Project Outcome: Annually, 30 low or low-moderate income students will enroll in and complete CAD (computer-aided drafting and design) and Revit courses and/or receive certification.

C. SPECIAL CONDITIONS

PROPERTY USE AND DISPOSITION SCHEDULE

As the administering agency for Youth Opportunities Program, the Department of Economic Development (“DED”) has the fiduciary responsibility to guarantee that the tax credit is awarded for projects that result primarily in public benefit, rather than private gain or for the financial benefit of organizations that are ineligible to apply to YOP. The following guidelines have been developed with this in mind and constitute material terms of this Participation Agreement.

1. **YOP will underwrite the costs of constructing, acquiring and/or renovating the Project facility, as defined in the YOP application and approved by DED, only if one of the following conditions is met:**
 - A. The facility is used exclusively for the Project for a minimum of 5 years after the operational date of the facility, as defined in the Participation Agreement; or
 - B. If the facility is offered for sale within 5 years of the operational date of the facility, the sale of the facility must be approved by DED before it can be sold to any purchasers and the sale price must be at least 90% of fair market value, proceeds of the sale are to be paid by lump sum payment, with the proceeds applied either toward a replacement facility for the NFPO, or some other activity approved by the DED.

2. **If any of the following conditions exist, the YOP portion of costs associated with acquisition, construction and/or renovation may be pro-rated according to the percentage of the building that complies with guidelines stated above:**
 - A. A portion of the facility is rented to for-profit business tenants.
 - B. Any portion of the facility is rented on a permanent basis for less than fair market value.
 - C. Less than half of the facility is directly used by the NFPO in carrying out its non-profit purposes.

3. **If property acquired and/or renovated by the NFPO is sold within 5 years of the operational date of the facility, or if YOP credits have been given for improvements on leased property and the lease is terminated (for any reason) and property reverts to the owner within 5 years, a percentage of the credits approved for the Project, including any furnishings or equipment that revert to the owner in the case of a lease, must be repaid to DED in cash as set forth in Paragraph 12.D of the Participation Agreement.**

The percentage of credits to be repaid in these circumstances shall be determined as follows:

| During Year | Percent of YOP Credit to be Repaid |
|-------------|------------------------------------|
| 1 | 100% |
| 2 | 80% |
| 3 | 60% |
| 4 | 40% |
| 5 | 20% |

SIGNATURE AUTHORIZATION FORM

| | |
|--|------------------|
| This form must be submitted with original signatures by an Officer of the Board. You are permitted to designate up to three authorized signatories, and may revise this list at any time by submitting a new form. The Board Officer approving and submitting this form cannot be listed as one of the authorized signers. | |
| Organization Name | Project # |
| Project Director Name | Title |
| Email | Phone |
| Address (If not an employee of the Organization) | City, State, Zip |
| Signature | |
| ALTERNATE #1 Name | Title |
| Email | Phone |
| Address (If not an employee of the Organization) | City, State, Zip |
| Signature | |
| ALTERNATE #2 Name | Title |
| Email | Phone |
| Address (If not an employee of the Organization) | City, State, Zip |
| Signature | |

The members of the Board, Council, or Commission hereby authorize the above individual(s) to sign all official paperwork as required by the Department of Economic Development (DED) regarding our YOP project, including Tax Credit Applications, Eligibility Confirmation forms, and Quarterly Reports. We understand that DED will return all documents that do not bear one of these authorized signatures. We further understand that all official correspondence from DED will be directed to the person shown above as our YOP Project Director, and we designate that person as our primary contact for this project.

Board Officer Name

Title

Board Officer Signature

Date