

**SUBJECT:** INFORMING THE ASSEMBLY OF THE MANAGERS SIGNATURE ON FIVE GRANT APPLICATIONS FOR SUBMISSION TO THE ALASKA STATE DIVISION OF LIBRARIES, ARCHIVES AND MUSEUMS EASY AMERICAN RESCUE PLAN ACT GRANTS FOR LIBRARIES GRANT PROGRAM.

**AGENDA OF:** September 21, 2021

**ASSEMBLY ACTION:**

Presented to the Assembly 9-21-21

**MANAGER RECOMMENDATION:** For information only.

**APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:**

MB

Route To:	Department/Individual	Initials	Remarks
	Originator- P. Graham	PG	
	Finance Director	CF	
	Borough Attorney	AK	
	Borough Clerk	MB 9/13/21	

**ATTACHMENT (S) :** None

**SUMMARY STATEMENT:**

The State of Alaska, Division of Libraries, Archives and Museums have announced the availability of grant funding for libraries under the American Rescue Plan Act.

These non-competitive grants of up to \$3,500 can be used by individual libraries, archives, and museums to buy supplies and equipment to respond to Covid impacts. Libraries can ask for an additional \$2,500 to buy materials for your collections.

The manager will sign applications for five individual libraries.

# Guide for American Rescue Plan Act (ARPA) Applications

## I. Background Information and Important Elements to Include in the Application

The American Rescue Plan Act provided funds for the Institute of Museum and Library Services (IMLS) to distribute as supplemental funds to the Grants to States program. Alaska will receive \$2,159,319 in ARPA funds in addition to the yearly Library Services and Technology Act (LSTA) allocation we use for grants to Alaska libraries, archives, and museums (LAMs).

**IMLS Goals and Objectives for American Rescue Plan Act Funds:** The IMLS American Rescue Plan grant program has two program goals and three objectives associated with each goal. LAMs should align their proposed ARPA project grants with one of these two goals and one or more of the associated objectives.

- *Goal 1. Strengthen the institutional capacity of museums, libraries, and related organizations to respond to community needs quickly, effectively, efficiently, and responsibly.*
  - Objective 1.1.: Advance digital inclusion through approaches that may include, but are not limited to, improving digital platforms, online services, connectivity, and creating digital literacy programs, as well as creating new processes and procedures needed to sustain a robust online environment.
  - Objective 1.2: Support hiring new staff and training or retraining existing staff to ensure a workforce that has the appropriate knowledge, skills, and abilities.
  - Objective 1.3: Build community-focused partnerships, networks, and alliances with organizations such as other nonprofits, school systems, service organizations, community groups, governmental agencies, and institutions of higher education with an emphasis on complementing, rather than duplicating, resources, and services.
- *Goal 2. Increase the ability of museums, libraries, and related organizations to deliver programs and services that contribute to the well-being of families, groups, and individuals of all cultural and socioeconomic backgrounds.*
  - Objective 2.1: Support the creating and delivery of online and in-person educational, interpretive, and experiential programs and exhibitions for learners of all ages.
  - Objective 2.2: Provide trusted spaces for community engagement and dialogue to foster recovery and rebuilding.
  - Objective 2.3: Support efforts to collect, preserve, manage, and interpret documentary sources and tangible objects representing all aspects of the COVID-19 pandemic experience.

**LAMS in underserved communities** are especially encouraged to apply for funding to meet digital inclusion efforts in Objective 1.1 above. The ARPA Project Grant application provides three measures indicating that a community is underserved on project narrative question I.

**Two types of grants** are offered with ARPA funds. View the [ARPA Guide](#) online and [ARPA grant application forms and other documents](#).

**Easy grants** are noncompetitive and are guaranteed to applicants that meet eligibility requirements, which are described below. Easy grants are limited to \$3,500 and can only fund purchases that respond to Covid problems or impacts in some way and will include shipping and indirect costs. The list of allowable purchases is located at the end of this *Guide*. You must be able to describe on the application how these purchases relate to Covid impacts or problems in some way.

Libraries can ask for an additional \$2,500 for books, A/V, and other physical or electronic materials for their collections on the easy grant application. Per IMLS, funding to acquire objects for museum and archival collections is not eligible under this grant program.

**Easy grant applications:** We strongly recommend that you open the Easy Grant template in Word and type your responses into Word. Cut and paste your responses from Word into the online application, upload signature page with your online application, and then send the application right away. *You CANNOT save the grant application. If you close it, you will lose your work.*

**Project grants** are competitive, so not all project grant applications will be awarded funding. Applicants must meet the eligibility guidelines described below. The maximum award for project grants that benefit individual LAMs is \$40,000. Projects that serve more than one individual LAM or have regional or statewide significance may request more funding.

**Project grant applications:** The Project Grant Application is a fillable form for pages 1 (info about your LAM and grant budget) and 3 (signatures). Page 2 provides headers for the grant narrative, which can be copied into a Word document. Simply add information under each header on the Word document to create a complete and well-organized grant narrative.

**Grant application deadline:**

September 15, 2021      Easy and project grant applications must be scanned, postmarked, or faxed by this date to the State Library, Archives, and Museum.  
**No extensions to this deadline will be approved.**

**The Children's Internet Protection Act (CIPA) and using ARPA grant funds to buy computers or WiFi hotspots or to pay for internet monthly fees**

IMLS confirms that all LAMs applying for ARPA funds to purchase computer equipment, to buy WiFi hotspots to loan, or to pay internet service fees to access the internet, are subject to the Children's Internet Protect Act (CIPA). CIPA requires that grant applicants must filter Internet access and must have internet safety policies in place. See 20 U.S.C. § 9134(f).

See this page for background information concerning CIPA: [Children's Internet Protection Act \(CIPA\) | Federal Communications Commission \(fcc.gov\)](#)

For CIPA FAQ's, see ALA's [An Update on Filtering](#) (Although this guide is for CIPA scenarios for IMLS Cares Act Funding, the principles are applicable to ARPA funding scenarios).

For specific questions, contact [Valerie Oliver](#), State E-Rate Coordinator. Find [assistance with specific filtering products](#) or contact [Daniel Cornwall](#), Library Technology Consultant.

**Local Match for Project Grants:** A local match is not required, but it will make ARPA Project Grants more competitive. Be sure to indicate the amount, if any, of local money that will be used as local match to support the grant project. Local match funds are strongly recommended for grant projects that benefit your institution alone. Local match funds indicate support for the project and will make your grant application more competitive.

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**DUNS Number:** A DUNS number is a unique nine-character number used to identify an organization and is issued by Dun & Bradstreet. LAMs will need to supply their DUNS number on both Easy and Project grant applications or will need to supply one later with the signed grant agreement.

Some larger institutions and city or borough governments already have a DUNS your LAM can use. [Search](#) to see if your organization already has a DUNS number.

If your LAM does not have one, APPLY NOW to get your DUNS because it can take some time to get it. Registering for a DUNS number is free of charge or call D&B using the toll-free number 1-866-705-5711 to begin the registration process.

Please note that we have been informed by other states that calling the 866 number results in about a 10-day turnaround versus 30 days for the website.

**Evaluation of ARPA Grants MUST Be Addressed in the Grant Narrative:** The Federal government requires proof that grant funds impact users positively. ARPA Grant applications **must** include at least a simple evaluation plan. Evaluation plans will include some or all of these types of information:

- **outputs** of the grant project, such as statistics on how much you did or how much you bought, such as: number of programs, number of attendees, number of photos digitized, number of resources purchased
- **anecdotes or testimonials** from people impacted by the grant, usually gathered through surveys about the impact of the grant project
- **outcome based evaluations** for grants that provide training of staff or the public

**Outcome based evaluations** measure the change people experience in knowledge, skill, attitude, behavior, condition, or life status after attending training. Tools for measuring the outcome-based impact of the grant project on the public or staff include surveys, informal interviews, observations, questionnaires, etc. The evaluation narrative should include measurable targets stated as a number or percentage for outcomes listed in the evaluation, such as:

- *Change in Knowledge* measurable target: 12 people will learn to use e-book readers
- *Change in Attitude:* 25% of the participants who were hesitant to use the library's online catalog will report increased confidence identifying materials to borrow
- *Change in Behavior:* 15 youth will report they read more since they heard the author speak
- *Change in Knowledge:* 50% of participants will report they learned object conservation techniques they can use in their own museum
- *Change in Status:* 25% of the attendees will report they quit smoking after the workshop

State Library, Archives, and Museum staff can assist applicants in developing an evaluation plan. If your grant application includes training, please [contact staff](#) for sample surveys to use for easy outcome-based evaluations. The cost, if any, of evaluating the extremely large grant project should be included in the overall grant application budget. In general, we expect grant projects will include low-cost or no-cost self-evaluations.

## **II. Eligibility for ARPA Grants**

All types of libraries, archives, and museums may submit proposals. Applicant organizations must meet the following criteria:

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- Is an institution with a regular schedule to provide public services
- Has a dedicated facility in which to serve the public
- Has an established history of providing services and programs to the public
- Has an annual budget with funds allocated to cover operating expenses of the LAM

### III. Instructions for the ARPA Project Grant Applications

**On the Budget Summary table, do NOT include the entire annual operating budget of the library, archives, or museum in the column labeled: Local Funds for Grant Project. This column of the Budget Summary table should show just those local funds that will be used to pay for the grant project in combination with the Grant Funds Needed in the middle column. Local funds may include funds from local government, local non-profits, foundations, or other grants that can be used for project expenses, including the Institute of Museum and Library Services' Native American Library Services Basic Grant.**

Applicant should indicate whether these local funds are secured or unsecured at the time of application. The entire Budget Summary table should include only those costs associated with the proposed project and the cost, if any, of evaluating the grant project.

The line items of the budget summary (#2) are:

#### a. PERSONNEL

1. SALARIES AND WAGES – salaries and wages needed to pay full and part time staff for the time they actually worked on this grant project.
2. BENEFITS - medical, dental, insurance, workman's compensation, social security and retirement programs paid by the employer; usually computed as a percentage of salary.

#### b. COLLECTIONS (LIBRARY MATERIALS)

1. BOOKS - Cost of books, shipping, and preprocessing fees.
2. SUBSCRIPTIONS - Subscriptions to magazines and newspapers and other publications on standing order. Includes lease or purchase of databases, but not general internet access charges.
3. AUDIOVISUAL - Audio CDs, films, slides, DVDs, pictures, maps, charts, media kits, etc.
4. ELECTRONIC MATERIALS - Charges that include license fees to online database content, such as Lexis, Gale, or Wilson or monthly Internet Service Provider (ISP) fees. Only include here charges for online content intended for use by the general public.
5. OTHER MATERIALS - Microforms, computer software, CD-ROMs for patron use, games, toys, etc.

#### c. OTHER EXPENDITURES

1. BUILDING OPERATIONS – Utilities such as electricity, water, and heat. Include in this category the cost of cable or wiring for computers or electronic access if the cost of the cable is separate from the installation charges.
2. FURNITURE & EQUIPMENT – Computers, printers, modems, hard drives, scanners, fax machines, photocopiers, shelving, desks, chairs, etc., needed for the project.
3. TRAVEL – Transportation and meal costs (or actual costs) to attend conferences, meetings and continuing education/training experiences relevant to the project;

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includes reimbursed travel related expenses of consultants, program presenters, etc.

4. **SUPPLIES** – Consumable items such as office supplies, processing and mailing supplies, mending and repair supplies, and supplies needed for collection care and storage and exhibit preparation.
5. **SERVICES** – INCLUDE COSTS FOR COMMUNICATION, COMPUTER SERVICES, OTHER CONTRACTS, AND CONSULTANTS. Postage, telephone, and printing costs. Installation and maintenance costs for communications equipment and networks. Custom programming, software leases, other contractual arrangements, equipment repair, maintenance agreements and contracts for outcome-based grant evaluations. Fees from consultants.
6. **ALL OTHER UNREPORTED EXPENDITURES** – Any other expenses not included above.

**d. IN - KIND DONATIONS**

Include the value of materials AND volunteer hours donated to the grant project. Be sure to describe how you arrived at this figure. For example, 100 widgets donated to the project at \$15 per widget equals \$1,500 plus 100 hours donated to the project at \$22/hour equals \$2,200, for a total in-kind donation of \$3,700. Volunteer hours should be valued at \$22 per hour.

**e. CHARGING INDIRECT COSTS**

An indirect cost is an organization's incurred cost that cannot be readily isolated from the grant project. Typical examples are charges for utilities, insurance, use of office space and equipment owned by the organization, local telephone service, and the salaries of the management and administrative personnel of the organization. For your ARPA grant project, choose one of these three options to determine indirect cost:

1. If your institution has a negotiated indirect cost rate with the federal government, use that percentage to calculate the indirect for the grant project. Attach a copy of your current negotiated rate agreement. On line #2-f of the budget box, insert your indirect cost rate and multiply that rate by the total grant funds requested on lines a through c in the middle column of the budget box. In general, larger institutions have a negotiated rate and smaller LAMs do not.
2. If your institution does not have a federally negotiated indirect cost rate, use an indirect cost rate not to exceed 10% of total project costs. On Subtotal line #2-e of the budget box, add up all the ARPA grant funds requested in the middle column. Insert your indirect cost rate on line #2-f and multiply that rate by the total ARPA grant funds requested in the middle column of the budget box.
3. You also have the option of not requesting any indirect costs at all.

Note: An organization can only collect indirect costs on the actual money spent out from the grant. If an organization is unable to spend out the total amount of funds, they will not be able to receive indirect costs based on the unspent funds.

**IV. Grant Proposal Narrative**

Refer to the instructions on the application, which describes the information that should be in the narrative. One suggestion is that you copy the list of narrative sections from page two of the application form and paste those into a Word document. If you write text for each of these sections, you will have a

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well-organized and complete grant narrative.

A strong narrative that covers the important details of your project is crucial to obtaining a grant. Describing your project is the first step. However, the review team wants to see a well-justified budget, a review of your intended outcomes, a solid list of activities (with a basic timeline), and a reasonable evaluation plan.

## **V. Deadline and Submission of the Grant Application**

If you have questions about the grant application, please email the Grants Administrator or call 907-465-2911. The deadline for applications is September 15, 2021. Scanned copies of signed grant applications are acceptable and should be e-mailed before or on September 15. Be sure to scan all attachments to the application. Applications which are mailed must be postmarked by September 15 to this address:

Grants Administrator  
Alaska State Library  
PO Box 110571  
Juneau, AK 99811-0571

## **VI. Management and Expenditure of ARPA Grant Funds**

Each grant award must be maintained in an account that makes it possible to track expenditures of the grant funds.

1. Records of all grant expenditures must satisfy audit requirements.
2. Funds may be expended only for those purposes set out in the grant application.
3. All ARPA grant funds must be spent by **September 30, 2022**.
4. The organization must give credit to the Institute of Museum and Library Services in all publicity and advertising concerning the impact of the grant project.
5. LAMs that are awarded grants will receive a handout titled *Giving Credit* in the grant award packet with the cover letter and the grant agreement. This handout describes ways in which you can acknowledge the agency that is funding your grant project.

## **VII. Requesting Budget Changes in Project Grants (Not Easy Grants)**

When an organization applies for a grant, a budget must be submitted detailing how the grant money will be spent. The State Library, Archives, and Museum awards grants based on the expectation that the money will be spent as proposed in the budget.

If a LAM wishes to change any budget line items by more than 10%, it must receive prior approval from the State Library. Review the budget in the original grant application and fill in the complete revised budget on Budget revision form. Send the revision form to the State Library, Archives, and Museum for approval.

## **VIII. Submission of Final Report**

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The Alaska Administrative Code requires a LAM to file a *Final Grant Report* with the State Library for each grant that it receives. The *Final Grant Report* for both types of ARPA grants will be due on **September 30, 2022**.

If a LAM fails to file this report or to properly account for the use of grant funds, the State Library may reclaim the entire grant award, whether spent or not. Institutions that do not submit *Final Grant Reports* will not be eligible to apply for future grants until all requirements for past grants are met. The *ARPA Grant Final Report* forms will be posted in 2022.

## **IX. Questions about Your ARPA Easy or Project Grant**

Please keep this instructional guide in your grant project file. If your application is selected for funding, this memorandum will provide basic information on how to manage the grant funds you received. If you need additional information, please email the Grants Administrator or call 907-465-2911.

## **X. American Rescue Plan Act Grants from the Alaska State Library List of Allowable Costs for ARPA Grants**

### **General Technology**

- Hotspots and accessible Wi-Fi for users in areas with robust cell coverage
- Laptops, Chromebook, tablets, and ereaders for checkout
- Computers, software, and peripherals for public use
- Network equipment such as routers and modems
- Broadband costs from July 2021 through September 2022
- Equipment, licenses, and contracts for digitization projects, such as Vilda
- Equipment and software needed to create or manage virtual programs or podcasts
- Creation of webpages
- Digital screens, projectors, microphones, and speakers
- Consultant fees for assessing technology, network needs, and space planning

### **Outdoor Programming and Services**

- Mobile digital van equipment
- Outside charging stations for technology
- Wi-Fi equipment to boost signal outside the LAM
- Security cameras to monitor Wi-Fi service areas and building exterior
- Patio furniture or other materials to support programs outside the facility
- Interpretive panels, pop-up banners for content, and storyboards for storywalks

### **Digital Content**

- Database licenses from July 2021 through September 2022
- Downloadable ebooks, audiobooks, and other content for users
- Fees to join Alaska Digital Library or Alaska School Digital Library
- Physical library materials in all formats for users
- Software to make library catalog and collections accessible to users over internet



**Pandemic Relief**

- Personal protective equipment and cleaning supplies to mitigate Covid
- HVAC equipment or stand-alone air purifiers, but not installation
- Sign holders, stanchions, and other equipment to encourage social distancing
- Equipment to increase broadband within or around the library, but not installation
- Equipment for curbside delivery of library materials, i.e., lockers for picking up holds
- Self-checkout machines for libraries, touchless payment systems, and timed entry systems
- Touchless water fountains, faucets, paper towel dispensers, and stand-alone hand washing stations
- Materials for virtual and low-touch passive programming (take and make activity kits)
- Contracts for janitorial services

**Partnership Projects to Meet Community Needs Due to Pandemic**

- Projects that support education, health, mental health, workforce development, skills training, and entrepreneurship solutions to societal problems created by the pandemic
- Projects that target underserved populations in areas experiencing poverty and unemployment
- Projects that help libraries, archives, and museums respond to pandemic impacts
- Staff costs incurred during projects may be charged to project grants

**Indirect Costs**

- Grants can include 10% indirect or negotiated rate, in addition to project costs

**Costs are Not Allowable in These Grant Applications**

- Cannot be used by museums or archives to acquire objects for their collections
- Cannot be used to replace lost program receipts, i.e., museum entry fees
- Cannot be used for construction costs
- Cannot be used to pay construction workers, i.e., to install HVAC equipment
- Cannot be used to buy swag (items given away for promotional purposes), incentives and rewards, or food
- Cannot be used for cost associated with promoting LAMs or advocacy

**Questions? Contact [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)**

Current Revision: July 23, 2021

End of Document

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## **American Rescue Plan Act Grants from the Alaska State Library List of Allowable Costs for Easy ARPA Grants and ARPA Project Grants**

### **General Technology**

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- Interpretive panels, pop-up banners for content, and storyboards for StoryWalk®

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- Cannot be used for construction costs
- Cannot be used for cost associated with promoting the LAM or advocacy

**Questions? Contact [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)**

**Alaska State Division of Libraries, Archives and Museums**

**EASY ARPA GRANT TEMPLATE**

***About this template***

This is **NOT** the application. This is a template to help you develop your grant proposal.

It is not possible to return to the online Easy grant application once you begin. You have one chance to enter the information and submit it online. Use this template to draft your answers and then copy and paste the answers into the online application.

***About Alaska Easy ARPA Grants***

Easy ARPA grants are available for up to \$3500. These non-competitive grants are to purchase services, subscriptions, supplies and equipment needed for your institution's COVID-19 response and recovery.

**Application**

Institution Name:

Institution Type: (Select public library, combined school/ public library, academic library, tribal library, museum, archives, cultural center)

Mailing Address (Include complete mailing address:

Project Director(s):

Project Director E-mail Address:

Project Director Number:

DUNS Number for your organization (As of 2011, this is a legal requirement for grants funded with federal Library Services and Technology Act funds):

Provide a list of the services you plan to purchase with the grant funds. Services must be completed by September 30, 2022. Use the following format:

(Name of service), (Cost of service), (Grant funds requested)

Provide a list of the subscriptions you plan to purchase with the grant funds. Grant funds will only pay for subscriptions through September 30, 2022. Use the following format:

(Name of subscription), (Cost of individual subscription), (\$Grant funds requested)

Provide a list of the supplies and equipment you plan to purchase with grant funds, using the following format:

(Item), (Cost of individual item) X (Quantity)= (Grant funds requested for item)

Subtotal of Grant Funds Requested:

Enter your indirect cost rate %. (If your institution does not have a federally negotiated indirect cost rate, use an indirect cost rate not to exceed 10% of total project costs).

Multiply the grant subtotal by your indirect rate to determine your indirect costs:

Total Grant Funds Requested:

Provide a justification about how each of the budget items you have listed will help your institution address COVID-19 concerns.

Library institutions, would you like to receive up to an additional \$2,500 to purchase books, magazines, A/V, and other physical materials for your collections? (According to IMLS guidelines, only library collections are eligible to receive funding for acquisitions.)

## Easy ARPA Grant Signature Form

Upload signed form to online application.

This completed signature form must be uploaded with your online application in order for your grant to be considered.

Questions? Contact the grant administrator at [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov) or (907) 465-1018

### Signatures

This grant application is a legal document committing your institution to a specific course of action. This application **MUST have two signatures from two different people.**

**Project Name:** \_\_\_\_\_

#### For the Institution

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

#### For the Legal Entity

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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