

COASTAL PLAIN AREA

ECONOMIC OPPORTUNITY AUTHORITY, INC.
1810 WEST HILL AVENUE, UNIT A-6, VALDOSTA GEORGIA 31601
PHONE 229-244-7860 FAX 229-245-7885
www.coastalplain.org

Mission Statement: People Helping People to Attain Self-Sufficiency

Board Chairman
Dr. Nancy Dennard

Executive/Head Start Director
Tanya Thomas

MEMBER COUNTIES MEMO

Ben Hill
Berrien
Brooks
Cook
Echols
Irwin
Lanier
Lowndes
Tift
Turner

TO: Mental Health Contractors
FROM: Tanya Thomas, Executive/Head Start Director
DATE: July 21, 2021
SUBJECT: Mental Health Bid

Coastal Plain Area EOA, Inc. Head Start is soliciting bids for services of a Mental Health Consultant to provide professional services for approximately 811 children ages 3-5 years, their families, and Head Start Staff. The following counties are listed: Ben Hill, Berrien, Brooks, Cook, Irwin, Lanier, Lowndes, Tift, and Turner. The bid will be for the 2021-2022 school year. Services are to begin August 1, 2021 and go through the end of the program year in July 31, 2022.

Bid packets, specifying items needed and other requirements may be obtained between 9:00a.m. and 4:30p.m. from the location listed below, or a request for a bid packet may be emailed to crussell@coastalplain.org. Your written bid must be submitted in an envelope to:

Coastal Plain Area EOA, Inc.,
Attn: Christina Russell
1810 West Hill Avenue, Unit A-6
Valdosta, Georgia, 31601

The outside of the envelope must be clearly marked "Mental Health Services". A public bid opening will be held August 4, 2021 at 10:00 a.m. at the Coastal Plain Office at the above-mentioned address.

Bids must be returned by August 2, 2021 at 4:30 P.M. Please refer to instructions, conditions, and specifications when compiling your quotation.

If you have any questions regarding the Mental Health Services, please contact Stephney Davis, Disability/ Mental Health Manager, at (229) 244-5883 ext. 227.

Funding for these services is provided by the Department of Health and Human Services. Coastal Plain is an Equal Opportunity Employer.

TT/ah
Enclosures

An Equal Opportunity Employer
Employment Opportunities at www.coastalplain.org

Mental Health Consultant

Coastal Plain Area EOA, Inc. Head Start is soliciting bids for services of a Mental Health Consultant to provide professional services for approximately 811 children ages 3-5 years, their families, and Head Start Staff. The following counties are listed: Ben Hill, Berrien, Cook, Irwin, Lanier, Lowndes, Tift, and Turner. The bid will be for the 2021-2022 school year. Services are to begin August, 2021 and go through the end of the program year in July, 2022.

Services to be provided include:

- Provide regular (once a week) onsite classroom observations and consult with staff on children with atypical behavior problems
- Refer children for diagnostic examination
- Provide therapy once per week to identified students on-site Parent Consultations/Conferences-Staff Trainings
Participation in Multi-disciplinary Team Meetings
Parenting Classes
- Advise in the utilization of community resources, community assessment, and serve on the Education/Health Advisory Committee
- Provide monthly calendars of scheduled consultants visits
Coastal Plain Head Start will only be billed at the Medicaid rate
- Mental Health consultant will bill separately for services rendered due to traumatic events and natural disasters. Provide hourly rate in bid
- Perform other duties in compliance with Head Start Performance Standards

Considerations will be based on the quality of services offered. Please quantify In-Kind match. The agency reserves the right to reject any and all bids. If you have any questions, please call Stephney Davis Disability/Mental Health Manager or Anna Hicks Child Development Manager, at (229)244-5883.

- Head Start Performance Standards Guidelines
- Center Location, map, and number of students per location Standard of Conduct/Ethics Statement
- Compliance Statement Conflict of Interest Policy
- Sexual Harassment/Smoking-Tobacco Policy
- W-9

Please return the following signed forms with your bid:

- Standard of Conduct/Ethics Statement Compliance Statement
- Conflict of Interest Policy
- Sexual Harassment/Smoking-Tobacco Policy
- W-9

Must supply licenses upon acceptance of Bid Proposal.

INTRODUCTION

The Coastal Plain Area Economic Opportunity Authority, Inc., Head Start program is a comprehensive preschool program. We are involved with the total child, including education, health, nutrition, disabilities and mental health, social services, and family life. It is this aspect that makes us unique among early childhood education programs. The Head Start staff, in addition to teachers, includes persons responsible for nutrition, disability and mental health services, social services, health, parent involvement, transition, transportation, and facilities.

Head Start is a child development program serving primarily low-income families. Children, ages three through five, are provided with a learning environment and varied experiences which help them develop socially, intellectually, physically, and emotionally in a manner appropriate for their age and stage of development.

The Performance Standards by which Head Start operates are defined in three major divisions with specified services areas in each as follows:

Early Childhood Development and Health Services

1. Education
2. Health
3. Disability/Mental Health
4. Nutrition
5. Bilingual Services

Family and Community Partnership

1. Family Service
2. Family Engagement
3. Transition

Program Design and Management

1. Program Governance
2. Management System
3. Facilities
4. Human Resource/Training
5. Transportation

The Head Start program is administered locally by Coastal Plain Area E.O.A., Inc. which contracts with the U.S. Department of Health and Human Services, Region IV Office of Human Development Administration for Children and Families in Atlanta, Georgia.

The target areas for children and families are the Counties of Ben Hill, Berrien, Brooks, Cook, Irwin, Lanier, Lowndes, Tift, and Turner. The Policy Council represents Head Start in the decision-making process. Parent representatives from each Center may serve for a maximum of three (3) years for each center. Parent representatives are those who have children actively enrolled in the program. Community representatives from each county may serve the same length of time.

MENTAL HEALTH

Head Start recognizes that a healthy adult/child, as well as peer relationships, is important for social and emotional competence in young children. A licensed Mental Health Consultant is available to offer professional counseling, training, and evaluation to Head Start children, families, and staff. The consultant is clinically and culturally sensitive, grounded in understandings of the complexities of need, stress, and behaviors as they affect families and staff.

Supporting Children's Social Emotional Development

At Head Start we realize that children are face with many transitions in their life. Our teachers are always working to better understand a child's inappropriate behavior(s) toward others. Our teaching staff uses ASQ-SE2 to gather a predictor of a child's behavior and Second Steps to help children and parents redirect exhibiting behaviors.

Trauma-Informed Approach

Head Start programs play a critical role in buffering the impact of trauma by promoting resilience for children, families, and staff. The effects of trauma are lessened by protective factors such as strong parent-child relationships; relationships between staff, children, and families in Head Start programs; and through relationships and supports within the community. Supporting staff wellness is a critical part of any trauma-informed approach in Head Start programs.

Trauma occurs when frightening events or situations overwhelm a child or adult's ability to cope or deal with what has happened. These kinds of experiences cause an extended stress response and lasting effects on the physical and mental health of children and families. Traumatic events can be a single event (e.g., a terrible accident) or chronic (e.g., domestic violence), and there are many factors that affect the intensity of a person's response. Exposure to trauma is more common than most people believe. It is also multi-layered, with individual, community, and historical experiences. That said, not everyone exposed to adverse experiences is traumatized.

The program is designed to implement a comprehensive, ongoing trauma-informed approach that provides all staff activities to implement the 4R's as one that:

- **Realizes** the widespread impact of trauma and pathways to recovery
- **Recognizes** trauma signs and symptoms
- **Responds** by integrating awareness about trauma into all facets of the system
- **Resists** re-traumatization of trauma impacted individuals by decreasing the occurrence of unnecessary triggers.

Our Vision:

“Educating Children, Empowering Families, Engaging Communities.”

Our Mission Statement:

“To provide a quality program that will educate children, ensure school readiness, empower families, and engage communities.”

Our Philosophy:

“Coastal Plain Area E.O.A., Inc. Head Start believes "Invest now, Benefit Later" This is achieved through a high quality educational program provided to families and children to meet educational goals, academic readiness, and emotional, social, and cognitive development. Using community partners and resources we improve the quality of life throughout the communities.”



COASTAL PLAIN AREA E.O.A. HEAD START

1810 W. Hill Ave. Unit A2
VALDOSTA, GEORGIA 31601
Phone: (229) 244-5883 Fax: (229) 244-7790
E-Mail - info@cpheadstart.org



Ben Hill Head Start (5 Classrooms / 88)

Donna Cobb - Center Supervisor
410 E. Altamaha Street
Fitzgerald, GA 31750
(229) 423-3191 F (229) 423-1021
E-Mail - benhill@cpheadstart.org

Brooks Head Start (3 Classrooms / 54)

Kayla Mitchell - Center Supervisor
1301 N. Washington Street
Quitman, GA 31643
(229) 263-5662 F (229) 263-5633
E-Mail - brooks@cpheadstart.org

Cook Head Start (4 Classrooms / 68)

Kelvin Pettway - Center Supervisor
504 W. First Street
Adel, GA 31620
(229) 896-7322 F (229) 896-4275
E-Mail - cook@cpheadstart.org

Hallmark Heights Head Start (5 Classrooms / 88)

Antranette Johnson - Center Supervisor
605 Hightower Street
Valdosta, GA 31601
(229) 244-7773 F (229) 244-7850
E-Mail - hallmark@cpheadstart.org

Lanier Head Start (2 Classrooms / 34)

Tiwanne Vickers - Center Supervisor
28 E. Main St.
Lakeland, GA 31635
(229) 482-3467 F (229) 482-2131
E-Mail - lanier@cpheadstart.org

Nashville Head Start (2 Classrooms / 34)

Kourtni Traylor - Center Supervisor/FHA
204-A Hazel Avenue
Nashville, GA 31639
(229) 686-3085 F (229) 686-2030
E-Mail - nashville@cpheadstart.org

BW Lester Head Start (4 Classrooms / 64)

Jerry Mingo - Center Supervisor
2522 Copeland Road
Valdosta, GA 31601
(229) 247-9750 F (229) 247-9751
E-Mail - bwlester@cpheadstart.org

Hahira Head Start (2 Classrooms / 31)

Lashae Jones - Center Supervisor/FHA
403 Main Street
Hahira, GA 31632
(229) 794-3310 F (229) 794-3323
E-Mail - hahira@cpheadstart.org

Irwin Head Start (2 Classrooms / 34)

Donna Cobb - Center Supervisor/FHA
517 Fourth Street
Ocilla, GA 31774
(229) 468-5712 F (229) 468-7907
E-Mail - irwin@cpheadstart.org

Lowndes 1 Head Start (10 Classrooms / 160)

Valerie Williams - Center Supervisor
1613 Ulmer Avenue
Valdosta, GA 31601
(229) 244-6300 F (229) 244-8706
E-Mail - lowndes1@cpheadstart.org

R L Mack Head Start (7 Classrooms / 122)

Center Supervisor
64 Tifton Eldorado
Tifton, GA 31794
(229) 382-5110 F (229) 387-6770
E-Mail - tift@cpheadstart.org

Turner County Head Start (2 Classrooms / 34)

Marquite Hudson - Center Supervisor
524 Martin Luther King Dr.
Ashburn, GA 31714
(229) 567-9233 F (229) 567-0876
E-Mail - turner@cpheadstart.org

COASTAL PLAIN AREA EOA, INC

1810 W. Hill Ave. Unit A6
Valdosta, GA 31601
(229) 244-7860 (229) 245-7885 (Fax)

**COASTAL PLAIN AREA ECONOMIC
OPPORTUNITY AUTHORITY, INC. (CPAEOA)**

Standard Code of Conduct and Ethics

As a nonprofit organization that seeks to improve the lives of individuals, families and their children, CPAEOA upholds the highest legal, ethical and moral standards. Our partners, neighbors, funding sources and other donors support CPAEOA because they trust us to utilize their resources in an efficient and effective manner, and to uphold rigorous standards of conduct. CPAEOA has adopted and follows this Code of Ethics to ensure our Board members, employees and contractors, volunteers adhere to the utmost standards of conduct and integrity, remain conscientious of CPAEOA interests and act in accordance with all applicable laws.

Integrity, Fairness and Respect

CPAEOA expects its Board members, employees, contractors, and volunteers to treat others fairly and respectfully when carrying out their duties on behalf of the organization. We adhere to the highest standards of conduct in every action and decision and require that our Board members, employees, contractors, and volunteers act in accordance with the following principles:

1. *Truthful and Timely Communication.* Honesty is fundamental to our ability to provide the highest quality service and support to the people we serve. We communicate truthfully and openly in any statement of material fact related to our official duties and activities. We are comprehensive and timely in our communications. We post basic information about CPAEOA online or otherwise make it readily available to the public. We provide interested members of the public with a meaningful opportunity to communicate with appropriate CPAEOA staff.

2. *Fair Treatment and Respect.* CPAEOA policies are clear, in writing and have been formally adopted by the organization. We value everyone and treat each other, as well as others, fairly and respectfully. We always act with the benefit of our colleagues and those we serve in mind. We are equitable in our decisions and mindful of their impact on other groups and people.

3. *Teamwork and Inclusiveness.* We create a climate of trust, appreciation and openness which incorporates all perspectives and fosters collaborative relationships. We endeavor to be active listeners and learners and we ask for assistance when needed. We honestly discuss issues entrusted to us and we strive to be united in our actions and decisions. We respect the responsibilities of the Board and uphold and implement decisions of the Board.

4. *Diversity and Equal Opportunity.* We encourage diversity and leverage the mix of cultures, experiences and insights among us. We support equal opportunity, regardless of race, color, sex, religion, national origin, age, disability, genetic information, marital status, pregnancy, gender identity or expression, sexual orientation, ancestry, veteran status, citizenship, health condition or other protected status. We provide a genuine opportunity to all qualified applicants for Board member, employee or volunteer positions. We do not tolerate discrimination or harassment of others. We fight for justice and equal opportunity alongside individuals, families and their children, and our communities.

5. *Excellence and Personal Responsibility.* The individuals we work with deserve our best efforts and each of us bears personal responsibility to provide the highest quality service. We set expectations high and value continuous improvement and innovation. We invest in the education and training of our Board members, employees, contractors, and volunteers as a means of ensuring excellence in operations, service, and programs. We regularly review program effectiveness and ensure quality assurance. We are

each responsible for our workplace, the product of our work, the decisions we make and the consequences of our actions.

Loyalty

The duty of loyalty requires Board members, employees, contractors, and volunteers to exercise duties in a manner that furthers the interest of CPAEOA rather than their personal interests or the interests of another person or organization. Being loyal to CPAEOA requires us to commit to CPAEOA mission and to competently, efficiently and professionally perform our duties and tasks. CPAEOA expects its Board members, employees, contractors, and volunteers to be loyal to CPAEOA while carrying out their duties on behalf of the organization, and to adhere to the following standards:

1. *Conflict of Interest.* We do not engage in any activity or relationship that would create a potential or actual conflict of interest or that would adversely affect our ability to faithfully perform our service on CPAEOA behalf. We adhere to the organization's Conflict of Interest Policy and make full disclosure of all potential and actual conflicts of interest.

2. *CPAEOA Policies.* We are familiar with all relevant CPAEOA policies and adhere to all policies of the organization.

3. *Confidentiality.* We are committed to maintaining the highest level of privacy for the confidential information of others. We will not disclose any confidential, privileged or nonpublic information to an unauthorized individual or organization. We require that all Board members and employees as well as appropriate volunteers and contractors sign a confidentiality agreement as a condition of their service to CPAEOA.

4. *Continued Duty.* We are aware that our duty of loyalty to CPAEOA continues even after our relationship with the organization has ended.

Financial Responsibility and Transparency

Managing our resources responsibly and with transparency allows us to capitalize on our ability to advance the mission of the organization. It is our responsibility to ensure our stakeholders and communities have accurate information that is easily accessible about our programs, services and finances. To ensure that we are successful in these goals, CPAEOA expects its Board members, employees and volunteers to adhere to the following standards:

1. *Utilization of CPAEOA Funding and Resources.* We are honest and faithful fiduciaries and protect the funds entrusted to us. We compensate staff, vendors and others fairly. As a recipient of public funds, we have a responsibility to use funds for their intended purpose and to be accountable for all monies spent.

2. *Financial Records and Reports.* We maintain accurate financial records and report our financial results completely and in a timely manner. We have adopted effective accounting systems and internal controls. We engage independent auditors to perform an annual audit of CPAEOA financial statements and the Board oversees the reliability of our financial reporting. All funds will be spend prudently and must be allowable, reasonable, and allocable.

Legal Compliance and Code of Ethics Accountability

CPAEOA complies with all applicable federal, state, and local laws and regulations and expects its Board members, contractors, and employees and volunteers to conduct business in accordance with the letter and spirit of all relevant laws. Additionally, all CPAEOA Board members, contractors, employees and volunteers are expected to adhere to all CPAEOA policies, including this Code of Ethics, and to act in accordance with the following standards:

1. *Legal Compliance.* We have established and implemented systems to ensure that we comply with all applicable federal, state, and local laws. We educate and train Board members, contractors, staff

and volunteers to comply with all applicable federal, state and local laws and regulations. We periodically conduct an internal review of our compliance with known existing legal, regulatory and financial reporting requirements and provide a report of the results to the Board of Directors. We require all Board members, contractors, employees and volunteers to comply with applicable laws.

2. *Resolving Grievances and Concerns.* We have adopted policies to resolve grievances and concerns, which provides Board members, contractors, employees and volunteers with a means to report violations of CPAEOA Code of Ethics. We will report potential or actual breaches of the Code of Ethics in accordance with the relevant policies. We will make all reasonable efforts to fairly, and in a timely manner, investigate and resolve all reports concerning potential or actual breaches of the Code of Ethics. Retaliation against an individual or group who reports a potential or actual breach of the Code of Ethics is an independent violation of this Code of Ethics and will not be tolerated.

Be Fair and Respectful to Others.

CPAEOA is committed to tolerance, diversity, and respect for differences. When dealing with others, Board members, contractors, employees and volunteers and community members are expected to:

- be respectful, fair, and civil;
- speak candidly and truthfully;
- avoid all forms of harassment, illegal discrimination, threats, or violence;
- provide equal access to programs, facilities, and employment; and
- promote conflict resolution.

I understand and agree to comply with the Code of Conduct and Ethics

Name

Signature

Date

COASTAL PLAIN AREA ECONOMIC OPPORTUNITY AUTHORITY, INC.

COMPLIANCE STATEMENTS FORM

1. **Equal Employment Opportunity** – All contracts shall contain a provision requiring compliance with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
2. **Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulation (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipients shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
3. **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)** – When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)** – Where applicable, of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C 327-333), as supplemented by Department of Labor regulation (29, CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours.

Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. **Rights to Inventions Made Under a Contract or Agreement** – Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
6. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C 1251 et seq.)** as amended – Contracts and subgrants of amounts in excess \$100, 000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1351)** – Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
8. **Debarment and Suspension (E.O.s 12549 and 12689)** – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance E.O.s 12459 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

Contractor’s Signature

Date

Title

COASTAL PLAIN AREA ECONOMIC OPPORTUNITY AUTHORITY, INC.

CONFLICT OF INTEREST POLICY

SECTION 1. PURPOSE:

Coastal Plain Area Economic Opportunity Authority, Inc. (CPAEOA) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials, view the operations of Coastal Plain Area Economic Opportunity Authority, Inc. as a public trust subject to scrutiny by and accountable to such governmental authorities and members of the public.

Consequently, there exists between Coastal Plain Area Economic Opportunity Authority, Inc. and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers and management employees have the responsibility of administering the affairs of Coastal Plain Area EOA, Inc. honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Coastal Plain Area EOA, Inc. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Coastal Plain Area EOA, Inc. or knowledge gained for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of Coastal Plain Area EOA, Inc. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning Coastal Plain Area EOA, Inc.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to Coastal Plain Area EOA, Inc.
2. Persons and firms from whom Coastal Plain Area EOA, Inc. leases property and equipment.
3. Persons and firms with whom Coastal Plain Area EOA, Inc. is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting Coastal Plain Area EOA, Inc.

6. Agencies, organizations, and associations which affect the operations of Coastal Plain Area EOA, Inc.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such as interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Coastal Plain Area EOA, Inc.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Coastal Plain Area EOA, Inc.
3. Receiving remuneration for services with respect to individual transactions involving Coastal Plain Area EOA, Inc.
4. Using Coastal Plain Area EOA, Inc.'s time, personnel, equipment, supplies, or good will for other than Coastal Plain Area EOA, Inc. – approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with Coastal Plain Area EOA, Inc. Receipt of any gift is disapproved except gifts of a value less than \$50.00, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances is necessarily adverse to the interests of Coastal Plain Area EOA, Inc.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board or a duly constituted committee thereof has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the board or duly constituted committee thereof. Disclosure involving directors should be made to the board chair (or if he or she is the one with the conflict, then to the board vice-chair) who shall bring these matters to the board or a duly constituted committee thereof.

The board or a duly constituted committee thereof shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Coastal Plain Area EOA, Inc. The decision of the board or a duly constituted committee thereof on these matters will rest in their sole discretion, and their concern must be the welfare of Coastal Plain Area EOA, Inc. and the advancement of its purpose.

I HERBY CONFIRM that I have read and understand CPAEOA 's conflict of interest policy, and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify [designated officer or director] immediately.

Signature of Contractor

Date

Title

SEXUAL HARASSMENT

Coastal Plain Area EOA, Inc., does not tolerate any form of sexual harassment of its employees or clients. This statement is written to inform contractor of policies of Coastal Plain Area EOA, Inc. Contractor shall agree to abide by this policy of the Coastal Plain Area EOA, Inc., upon acceptance of the contract. Your signature below indicates your consent to abide by this policy.

SMOKING/TOBACCO

In order to promote wellness and maintain a safe, healthy, and efficient work environment, all programs and services will be conducted in a smoke-free environment.

Coastal Plain Area EOA, Inc. operates all tobacco free facilities. Vendors agree not to use any tobacco products while on the premises of Coastal Plain Area EOA, Inc. or on job/client sites related to Coastal Plain Area E.O.A., Inc business.

Signature of Contractor

Date

<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> See Specific Instructions on page 3. </div>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC </div> <div style="width: 45%;"> <input type="checkbox"/> C Corporation </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> S Corporation </div> <div style="width: 45%;"> <input type="checkbox"/> Partnership </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </div> <div style="width: 45%;"> <input type="checkbox"/> Trust/estate </div> </div> <p style="font-size: small; margin-top: 10px;"> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </p> <div style="margin-top: 10px;"> <input type="checkbox"/> Other (see instructions) ▶ </div> </div>		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): <div style="margin-top: 10px;"> Exempt payee code (if any) _____ </div> <div style="margin-top: 10px;"> Exemption from FATCA reporting code (if any) _____ </div> <p style="font-size: x-small; margin-top: 10px;"> <i>(Applies to accounts maintained outside the U.S.)</i> </p>
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

		-							
--	--	---	--	--	--	--	--	--	--

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Date ►

Form **W-9** (Rev. 10-2018)

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identitytheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.