

COVER PAGE

Florida Department of Health  
Injury Prevention Program

Application Deadline: **August 16, 2013**

**RFA Number 13013**  
**REQUEST FOR APPLICATIONS (RFA)**

Applicant's Legal Name: Town of Cutler Bay

Applicant's Mailing Address: 10720 Caribbean Blvd. Suite 105

City, State, Zip: Cutler Bay, Florida 33189

Telephone Number (s): (including area code) 305-234-4262

Fax Number(s): (including area code) 305-234-4251

Website Address: [www.cutlerbay-fl.gov](http://www.cutlerbay-fl.gov)

Federal Employer Identification Number (FEID) of the Organization: 02-0768791

MyFloridaMarketPlace Number: F020768791 (See Form in Attachments)

W-9 Number: See W-9 Form in Attachments

Annual Funding Request (1 year): \$5,000

Total Funding Request (3 year): \$15,000

Check Requested Funding Plan:     A    Child Drowning Prevention  
  ⊖B   Older Adult Falls Prevention  
  ☑C   Distracted Driving

Counties and Areas to be Served: Cutler Bay, FL , Miami-Dade County

Contact Person for Negotiations: Rafael Casals

Authorized Signature in Blue Ink: 

Printed Name of Authorized Signature: Rafael Casals

Title: Town Manager

Date: August 14, 2013

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## PROJECT ABSTRACT

The Town of Cutler Bay (Miami-Dade County) is requesting \$5,000 to implement a Distracted Driving Campaign. This campaign will target drivers of all ages and will engage under aged Children/Youth as Advocates. The Town will implement best practice guidelines published by the National Highway Traffic Safety Administration and National Organizations for Youth Safety. This will include; increasing community awareness, working with the Town's Youth Advisory Committee to advocate for policy change and utilizing law enforcement to increase awareness of and enforce current State Laws. Community Awareness activities will be conducted at schools, churches, homeowner association meetings, community/health fairs and other places where residents gather.

### Goals and Objectives

<b>Overall Goal:</b> Increase community awareness of the dangers of distracted driving.
<b>Objective 1:</b> 1,000 individuals will receive safety tips to prevent distracted driving and/or will take the "Not Text and Drive Pledge".
<b>Objective 2:</b> Implement at least one policy change within the Town (i.e. Ban on employee's texting and driving, Town proclamation or Town ordinance)
<b>Objective 3:</b> Increase public awareness of State Laws regarding distracted driving and implementing distracted driving policies.

## STAFFING AND ORGANIZATIONAL CAPACITY

The Town of Cutler Bay was incorporated in 2005 and is located in Miami-Dade County, Florida. The Town's mission is to "*make Cutler Bay a beautiful, safe and friendly Town that encourages its residents and business leaders to actively and proudly participate in our ongoing efforts to enhance and sustain the Town's image, sense of identity and quality of life*". The Town operated under a Council-Manager form of government in which the Town elects five council members, one of whom is the Mayor. The Town Council determines that policies that guide the Town's operations and hiring a Town Manager to implement and administer these policies on a full-time basis. The Town of Cutler Bay provides a full range of municipal services including police, parks and recreation, facilities, building and zoning, planning, code enforcement, and public works. The Town's current population's estimate for 2012 from the US Census is 42,221 residents.

The Town currently has a staff of 27 full-time employees. This project will be operated primarily by the Town's Policing Unit. The Policing Unit currently includes 50 sworn officers and five (5) non-sworn employees for a total of 55 full-time positions. Officers assigned to the Town have taken ownership of their assigned community, creating bonds with the residents and businesses. One of the Town's priorities has been traffic safety. With increased focus on the enforcement of speed limits and various other traffic laws, the Town has seen a 3% decline in the number of crashes over the past three years.

The Town's Policing Unit currently conducts several safety awareness activities at local schools, community meetings, and outreach events. This includes; "*Make my school Bully Free*" in which officers go to the local schools to encourage youth to sign a "bully free pledge" and participate in other awareness activities (i.e. poster and essay contests); "*Bike Safety*" in which officers attend schools and bike festivals to promote bike safety and to distribute bike

helmets to youth and adults based on training and equipment received from the University of Florida's Bike-Ped Safety Resource Center; and "*Community Presentations*" in which officers attend homeowner association meetings and other community meetings to listen to the concerns of citizens, provide safety tips and update residents on progress in meeting goals to improve traffic safety and reduce crime.

The Distracted Driving Campaign will be overseen by Sergeant Darren Handy of the Neighborhood Resourcing Unit as well as three NRU officers. These officers have a combined 24 years of experience conducting community outreach and building relationships with residents throughout Miami-Dade County. Sergeant Handy will be responsible for coordinating outreach activities and ensuring that outreach material needed for the program is ordered and available to officers when conducting presentations. The NRU officers will be responsible for going out into the community and conducting the awareness presentations, distributing educational material and maintaining an accurate count of the number of materials distributed and people educated. The Town also has a Grants Coordinator, LaKeesha Morris, MSW. The Grants Coordinator will be responsible for compiling backup documents (i.e. invoices, sign in sheets, activity logs, etc.) from the officers and preparing necessary reports to submit to the Department of Health. The Town maintains a master file of all program related material and reports. This file will assist in ensuring that in the event that any new officers or support staff that is selected to work on this project will be able to conduct activities and understand the background of the project without hindering the progress of the project. The volunteers used for this project will include the use of the Town's Youth Advisory Committee. These youth will assist the policing unit in identifying and implementing key activities.

## STATEMENT OF NEED

As defined in the *Overview of the National Highway Traffic Safety Administration's Driver Distraction Program* (DOT HS 811 299), distraction is a specific type of inattention that occurs when drivers divert their attention from the driving task to focus on some other activity instead. The National Highway Traffic Safety Administration ([www.distraction.gov](http://www.distraction.gov)) published a summary of statistics and reported that:

- In 2012, distracted driving was responsible for approximately 3,092 deaths and 416,000 injuries.
- Approximately 18 percent of the distracted driving fatalities were attributed to cell phone usage.
- Individuals who text while driving are 23 times more at risk of being involved in an accident than those who do not drive while distracted.
- About 40 percent of all American teens say they have been in a car when the driver used a cell phone in a way that put people in danger.

This funding will be used to further the Town's goal of reducing instances of crashes and traffic infractions. The Town has implemented increased officer presence on the streets, through community policing strategies to make residents aware of traffic laws and traffic cameras at high major crossways. Implementing a distracted driving awareness campaign will further enhance the Town's current activities.

The Town will target drivers of all ages and will engage Children/Youth as Advocates. The Town of Cutler Bay is a diverse community with a mix of established and new residential communities as well as commercial development along US-1 and the historic Old Cutler Road. The Town is bordered on the north by the Village of Palmetto Bay and on all remaining sides by unincorporated Miami-Dade County and high poverty communities such as West Perrine (27% living below federal poverty level) and Goulds (32% living below federal poverty level). The Town has averaged approximately 1,207 crashes per year for the past three years.

## PROJECT DESCRIPTION

Through the Distracted Driving Campaign, the Town's Neighborhood Resource Unit will conduct awareness activities to residents in Cutler Bay and surrounding communities. The Town will implement many of the best practices supported by the National Highway Traffic Safety Administration, National Organizations for Youth Safety and the National Safety Council.

*Primary awareness activities will include;*

- **Awareness Events** (minimum of 20): Officers will visit schools, churches, neighborhood meetings and other locations to raise awareness about the dangers of distracted driving. Participants will receive promotional/educational material and will be encouraged to sign the "No Text and Drive Pledge". The Town has nine (9) public schools within the target area. These schools will receive a Don't Text and Drive street sign that may be posted in high traffic areas at the school, one sign will be posted at the Town Hall Building (see proposed sign attachment 1). Officers will target new drivers at high schools. Officers will encourage students to be advocates to discourage their parents from driving while distracted at middle and elementary schools. Officers will also attend community fairs/events to distribute material, encourage individuals to sign the "No Text and Drive Pledge".
- **Policy Changes:** Officers will work with the Town's Youth Advisory Board to encourage the Town Council to implement a Town Employee Texting Ban in order to set an example for other businesses to implement policies that discourage cell phone use while driving (see sample policy, attachment 2). The council may also elect to propose a Town ordinance or proclamation to further solidify the Town's commitment to safe driving practices in celebration of National Distracted Driving Awareness Month (April). The Town's staff will follow best practices suggested by the National

Organizations for Youth Safety's publication "Best Practices for Engaging Teens in Distracted Driving: Community Engagement Guide" (noys.org) for working with youth on distracted driving campaigns.

The Town seeks to directly serve 1,000 individuals each year through this program. These will be individuals that either received promotional materials and/or took the "No Text and Drive Pledge". This project has the potential to reach the Town's entire population (42,000+). This will be accomplished by posting brochures and posters in areas where the community gathers, adopting company policies and/or a Town ordinance and highlighting the project in the Town's newspaper. The ultimate goal is to create a Town culture that prioritizes safe driving practices.

The Town has been successful at implementing practices that seek to improve the overall health and wellbeing of the entire community as well as the environment. In addition to adopting a Drug and Alcohol Free Workplace Policy, the Town has implemented a Smoke-Free Workplace Policy in an effort to promote healthful lifestyles. Cutler Bay was one of the first municipalities in Miami-Dade to become a Certified Silver Florida Green City and the first to implement the "Green Corridor & PACE" program. The Property Assessed Clean Energy (PACE) program enables property owners to borrow money to buy solar panels, wind generators, insulation or shutters for their homes. The Green Corridor is spearheaded by the Town of Cutler Bay and consists of four of the Town's neighboring municipalities.

## EVALUATION

The Distracted Driving Campaign will evaluate effectiveness of awareness campaign by documenting change in behaviors or intentions.

### **Goals;**

75% of individuals contacted will sign the Pledge

The Town of Cutler Bay will implement at least one policy or proclamation raising awareness about distracted driving.

### **Measurement of success will include;**

- Documenting number of individual that sign the Pledge by the end of the project year.
- Document steps taken by the Youth Advisory Council and the Town Council to raise awareness in the community.

## TIMELINE

TASK	DEADLINE	RESPONSIBLE  PARTY	MEASURE(S)  OF SUCCESS
Public Notice and Press Release announcing project and support from FL DOH.	9/30/2013	Grants Coordinator	Copy of press release and printed article.
Engage Town Council Youth Advisory Board in planning of advocacy activities.	10/18/2013	Town Manager's Office and Sergeant of Neighborhood Resource Unit	Meeting minutes from Youth Advisory Board
Select and Order Promotional Material based on approved budget	10/18/2013	Sergeant of Neighborhood Resource Unit	Order forms for promotional material
Schedule Outreach Activities with Goal to Initiate presentations the Week of October 31, 2013 (Halloween).	10/31/2013	Sergeant of Neighborhood Resource Unit	Schedule of activities
Conduct community Presentations and Attend Community Events (distribute promotional items)	Ongoing 10/27/2013 – 06/14/2014	Neighborhood Resource Unit	Logs documenting # of items distributed and/or total number of people engaged
Celebrate National Distracted Driving Awareness Month with implementation of Policy Changes at Town, Ordinance and/or Proclamation from Town Council. (based on outcomes of Youth Advisory Board efforts)	04/01/2014 – 04/30/2014	Town Manager's Office, Youth Advisory Board, Sergeant of Neighborhood Resource Unit	Copy of policy or other document generated by the Council
Compile program data (i.e. item distribution logs, event photos and press releases) and submit required reports to FL DOH	06/30/2014	Grants Coordinator	Required reports and backup

## BUDGET

Item	Units	Unit Cost	Total Item Cost
Definition and Pledge Banners	50	\$34	\$1700
Distracted Driving Prevention Posters	30	\$10	\$300
Distracted Driving Polo Shirts	9	\$25	\$225
Pre-Printed Bookmarks	2000	\$.45	\$900
Printed Stickers	5000	\$.05	\$250
Distracted Driving Street Signs	10	\$110	\$1100
Copy and Printing	n/a	n/a	\$525
<b>Total</b>			<b>\$5000</b>

## BUDGET NARRATIVE

Item	Cost	Item Implementation
Definition and Pledge Banners	\$1700	Banners will be displayed at schools and other outreach events to encourage individuals to sign the “No Text and Drive” Pledge. These banners will remain at the schools, churches or other gathering places for continued use. (i.e. Each April for Distracted Driving Awareness Month).
Distracted Driving Prevention Posters	\$300	Posters will be displayed at schools, the Town Center, and other locations to demonstrate Cutler Bay’s commitment to safe driving practices. The Posters will display messages like the NHTSA’s “One Text or Call Could Wreck it All” or tips to prevent distracted driving.
Distracted Driving Polo Shirts	\$225	Polo Shirts will be worn by Town Officers and program staff when making presentations within the community. These shirts will be branded with the Distracted Driving Campaign name.
Pre-Printed Bookmarks	\$900	Bookmarks will be distributed at presentations and community events. They will consist of the same messages displayed on the posters and banners placed throughout the community.
Printed Stickers	\$250	Stickers will be distributed at presentations and community events. Individuals will be encouraged to display the stickers on or inside their cars or other highly visible places.
Distracted Driving Street Signs	\$1100	High Quality Street Signs and posts will be ordered and distributed to each school within the Town. These street signs will display the message “No Texting While Driving” or “Don’t Text and Drive” and will be posted in high traffic areas around each school. These signs will last a minimum of 10 years under any weather conditions.
Copy and Printing	\$525	This will be used to offset the cost of color printing of program materials. (i.e. pledges, handouts, brochures, etc.).

# Attachments

1. Sample of No Texting and Driving Signage
2. Sample Distracted Driving Policy
3. Sample Distracted Driving Brochure
4. Town of Cutler Bay W-9 Form
5. Town of Cutler Bay My Florida Vendor Registration

**Attachment #1:** Images of street/curb potential signs that will be placed at schools and Town Hall.



**SAMPLE EMPLOYER POLICY ON  
DISTRACTED DRIVING**



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## **[Company Name] Distracted Driving Policy**

**Please read the Distracted Driving Policy, sign and return to your supervisor.**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, [Company Name] has enacted a Distracted Driving Policy, effective [Date]. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
  - Turn cell phones off or put them on silent or vibrate before starting the car.
  - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
  - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- [Company consequences for failing to follow policy]

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)



# Attachment #3: Sample of Brochure Targeting Parents produced by US Department of Transportation

## Front of Brochure

### Three lives lost

**Sarah Edwards, 18, North Carolina**  
Sarah was reading a text message when her car crossed the center line of a two-lane road and ran into the rear wheels of a loaded logging truck. She died instantly.



**Angelina Bandino, 16, California**  
Angelina was walking along a road near her home when she was struck and killed by an 18-year-old driver in a pickup truck who was typing a text message.



**Caleb Bonham, 18, Georgia**  
Caleb had been texting with his friend while driving before his car veered into the opposing lane and collided head-on with a truck.



**15% of all teen drivers involved in fatal crashes were distracted while driving. Help prevent the loss of more lives.**

**A personal message from Transportation Secretary Ray LaHood:**



Distracted driving has become a deadly epidemic on America's roads, and teens are especially vulnerable because of their inexperience behind the wheel and, often, peer pressure. Behind the statistics are real families who have been devastated by these tragedies. The U.S. Department of Transportation is working to spread awareness of this serious problem and help communities establish appropriate legislation and enforcement efforts. Please join us in fighting for the lives of our young people.

**... and Consumer Reports President, Jim Guest:**



We know that educating people about the risk of distracted driving works. In a recent Consumer Reports survey, we found that two-thirds of the respondents who reduced or stopped such behaviors said they did so because of reading or hearing about the dangers. We will continue to fight for effective ways of combating this problem. But every voice counts. For the good of all our kids, help us spread the word.

For more information, go to:  
**DISTRACTION.GOV**  
**ConsumerReports**  
[www.ConsumerReports.org/distracted](http://www.ConsumerReports.org/distracted)

## DISTRACTED DRIVING SHATTERS LIVES



**IN A FLASH, YOU CAN LOSE IT ALL.**

An action plan for parents and educators from the U.S. Department of Transportation and Consumer Reports



## Back of Brochure

### A problem of focus

Teenagers are dying and being injured every day because too many drivers are focusing on using a handheld phone instead of on the road. That's why the U.S. Department of Transportation and Consumer Reports have joined together to help parents and educators raise awareness of this danger and reduce the tragedies. Here are the facts:

- Motor vehicle crashes are the leading cause of death for U.S. teens. Mile for mile, they are involved in three times as many fatal crashes as all other drivers. And one in three teens who text, say they have done so while driving.
- In 2009, almost 5,500 people were killed and almost a half million were injured in accidents related to distracted driving. That's 16 percent of all fatal crashes and 20 percent of all injury crashes for that year. And almost one in five of those deaths involved reports of a cell phone.
- A Virginia Tech Transportation Institute study revealed that physically dialing a phone while driving increases the risk of a crash as much as six times. Texting is riskier still, increasing the collision risk by 23 times.
- A University of Utah study found that the reaction time of a teen driving and talking on a cell phone is the same as that of a 70-year-old driver who's not using a phone.

### Six steps you can take ...

- 1 Set a good example**  
Kids learn from their parents. Put down your phone while driving and only use it when you're safely pulled off the road. According to the Pew Research Center, 80 percent of teens 12 to 17 say they have been in a car when the driver used a cell phone in a way that put the driver or others in danger. 
- 2 Talk to your teen**  
Discuss the risks and responsibility of driving and the danger of dividing their attention between a cell phone and the road. Show them the statistics related to distracted driving. And urge them to talk to others; friends take care of friends. 
- 3 Establish ground rules**  
Set up family rules about not texting or talking on a handheld cell phone while behind the wheel. Enforce the limits set by your state's graduated licensing program, if one exists, or create your own family policies. 
- 4 Sign a pledge**  
Have your teen take account by agreeing to a family contract about wearing safety belts and not speeding, driving after drinking, or using a cell phone behind the wheel. Agree on penalties for violating the pledge, including paying for tickets or loss of driving privileges. 
- 5 Educate yourself**  
Find out more about this tragic problem. View the information and resources available at [www.distracted.gov](http://www.distracted.gov) and [www.ConsumerReports.org/distracted](http://www.ConsumerReports.org/distracted). The more you know, the more you'll understand the seriousness of the issue. 
- 6 Spread the word**  
Get involved in educating and promoting safe driving in your community and through online social-media websites. Talk to friends, family and coworkers. And support advocacy organizations such as the National Organization on the Youth Safety (www.boys.org) and FocusDrive (www.focusdriving.org). 

Please print this page for your records.

[Print](#)

## Registration Summary

### General Vendor Information

**Vendor Name:** Town of Cutler Bay  
**Short Name (Does Business As):**  
**Ariba Network ID:**  
**Dun and Bradstreet Number:** 789019275  
**Web Site:** <http://www.cutlerbay-fl.gov>  
**Federal Tax ID Number:** F020768791  
**Name that appears on 1099 Form:** Town of Cutler Bay  
**W9 Status:** Valid W-9 on File  
**DFS W9 Last Update Date:** Feb 15, 2012  
**Business Designation:** Government Entity - City

### Contacts

Name	Title	Phone	Fax	Email
Rafael Casals	Interim Town Manager	305-234-4262	305-234-4251	rcasals@cutlerbay-fl.gov
Rafael Casals	Interim Town Manager	305-234-4262	N/A	rcasals@cutlerbay-fl.gov

### Locations

Town of Cutler Bay		Sequence 001
<b>P.O. Info:</b> <b>Orders:EMAIL</b> <b>Email:</b> rcasals@cutlerbay-fl.gov <b>Fax:</b> 305-234-4251 <b>Contact:</b> Rafael Casals	<b>Remit To:</b> <b>Fax:</b> 305-234-4251 <b>Contact:</b> Rafael Casals	<b>Billing Contact:</b> <b>Email:</b> <b>Fax:</b> 305-234-4251 <b>Contact:</b> Rafael Casals
10720 Caribbean Blvd Suite 105 Cutler Bay, FL 33189 Miami-Dade US	10720 Caribbean Blvd Suite 105 Cutler Bay, FL 33189 Miami-Dade US	10720 Caribbean Blvd Suite 105 Cutler Bay, FL 33189 Miami-Dade US

### Certified Business Enterprise Info (CBE)

**Minority Business Designation:** Non-Minority

Woman Owned Designation: Non-Woman-Owned  
SDVBE Owned Designation: Non-SDVBE

## Solicitation Selection

Registered for Solicitations: No  
Registered for VBS: No

## Florida Terms of Use

Accepted: 05/17/2006 by Steven Alexander

## Commodity Codes

No Commodity Codes Selected

[Close Window](#)

Copyright © 2009 State of Florida

MyFloridaMarketPlace Vendor Registration Customer Service: [866-FLA-EPRO \(866-352-3776\)](tel:866-352-3776)

Attachment #5: W-9 Form

Form <b>W-9</b> (Rev. December 2011) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer                  Identification Number and Certification</b>	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>TOWN OF CUTLER BAY</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	<input type="checkbox"/> Exempt payee
	<input checked="" type="checkbox"/> Other (see instructions) ▶ <b>MUNICIPAL GOVERNMENT</b>	
	Address (number, street, and apt. or suite no.) <b>10720 CARIBBEAN BLVD, STE 105</b>	Requester's name and address (optional)

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center; font-size: 8px;">Social security number</td> </tr> <tr> <td style="width: 11.11%; height: 20px;"> </td> <td style="width: 11.11%;"> </td> </tr> </table>	Social security number																	
Social security number																			
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center; font-size: 8px;">Employer identification number</td> </tr> <tr> <td style="width: 11.11%; text-align: center;">0</td> <td style="width: 11.11%; text-align: center;">2</td> <td style="width: 11.11%; text-align: center;">-</td> <td style="width: 11.11%; text-align: center;">0</td> <td style="width: 11.11%; text-align: center;">7</td> <td style="width: 11.11%; text-align: center;">6</td> <td style="width: 11.11%; text-align: center;">8</td> <td style="width: 11.11%; text-align: center;">7</td> <td style="width: 11.11%; text-align: center;">9</td> </tr> </table>	Employer identification number									0	2	-	0	7	6	8	7	9
Employer identification number																			
0	2	-	0	7	6	8	7	9											

<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	<b>Sign Here</b> Signature of U.S. person ▶
<b>Certification instructions.</b> 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 on page 4.	
Date ▶ <b>4-22-2013</b>	

<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted.  <b>Purpose of Form</b> A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 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.	<b>Note.</b> If 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.  <b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are: <ul style="list-style-type: none"> <li>• An individual who is a U.S. citizen or U.S. resident alien.</li> <li>• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.</li> <li>• An estate (other than a foreign estate), or</li> <li>• A domestic trust (as defined in Regulations section 301.7701-7).</li> </ul> <b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.
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