



Water Quality Program

Permit Submittal Electronic Certification

Permittee: FIFE CITY OF

Permit Number: WAR045007

Site Address: 3725 PACIFIC HWY E
Fife, WA 98424

Submittal Name: MS4 Annual Report Phase II Western

Version: 1

Due Date: 3/31/2021

Questionnaire

Number	Permit Section	Question	Answer
1	S5.A	Attach a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.6.	1. Anex_12_62nd_11_3_2020_1_03022021111902 Comment: Two areas were annexed in 2020: 38 acres near 12th Street and 21 acres near 62nd street.
2	S5.A	Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2)	2. 2021 City of Fife Stormwate_2_03022021112045
3	S5.A	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP.	Yes Comment: The City has enhanced its time and cost tracking app, reintroduced expectations and provided additional training to staff. Currently costs are tracked according to the numbered sections of Section S5 of the permit in addition to general program development efforts. Labor, equipment and contracting costs are included in this summary. The dashboard generated by the program is available for viewing as requested.
4	S5.A.5.b	Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b)	Yes
4a	S5.A.5.b	Attach a written description of internal coordination mechanisms. (S5.A.5.b).	4a. 2021 Annual Report Answer_4a_03022021112551

5	S5.C.1.	Have you convened an interdisciplinary team to inform and assist in the development, progress, and influence of the comprehensive stormwater planning program? (S.5.c.1). August 1, 2020	Yes Comment: Yes, however meeting was held on August 20, 2020 (note that scheduling occurred in advance of the August 1 deadline). Meeting was attended by staff from public works, community development, and community relations departments of the city. Parks staff were unable to attend but are part of this interdisciplinary team.
6	S5.C.1.b.i(a)	List the relevant land use planning efforts that have taken place in your jurisdiction (land use plans that are used to accommodate growth, stormwater management, or transportation). (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	The city annually updates its Comprehensive Plan. The most recent Comprehensive Plan is dated December 2020. The Comprehensive Plan includes the annually updated Transportation Improvement Plan and Capital Facilities Plan. The Comprehensive Plan Element 7 - Capital Facilities Plan adopts the Stormwater Capital Plan.
7	S5.C.1.b.i(a)	List of stormwater capital projects (currently in or slated for future design and construction) that resulted from this planning. (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	7. CIP CAP Projects Summary_7_03022021112813 Comment: Four stormwater projects are listed for a total of \$2.3 million and generally address stormwater capacity issues. The Erdahl ditch pump station project will upgrade an aging stormwater pump station, the Wapato Creek Culverts project will provide fish passage, and the remaining two projects increase stormwater flow capacity.

8	S5.C.1.b.i(a)	Describe watershed protection measures associated with stormwater management and land use planning actions that resulted from this planning. (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	Currently Fife has an informal watershed protection strategy around Wapato Creek with the general direction “When you get a chance to increase habitat along Wapato Creek, do it.” Fife was able to acquire the “Red House” property along Wapato Creek based on this strategy, together with grants for its restoration. However, there is no formal land use plan associated with this. Remaining watersheds of Fife do not have protection measures associated with them.
9	S5.C.1.b.i(a)	Were land acquisitions identified (or are planning ahead for) that are useful for stormwater facilities to accommodate growth or to better serve an existing developed area? (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	No
10	S5.C.1.b.i(a)	Identified corrective actions, in addition to the minimum requirements of the Municipal Stormwater Permits, to control or treat municipal stormwater discharges that pollute waters of the State (e.g. Limits to impervious cover added to any zoning districts, regional facility planning, minimization of vegetation loss, etc.)? (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	No
11	S5.C.1.b.i(a)	Updates to goals and policies related to investment in stormwater management facilities/BMPs? (yes/no) (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	No
12	S5.C.1.b.i(a)	Does the long-range plan identify the location and existing capacity of the stormwater facilities owned or operated by the permittee and show which of those stormwater facilities have unused capacity? (yes/no) (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	No Comment: The long range plan includes an inventory of the system but does not comment on capacity other than by projects included in the CIP list.
12a	S5.C.1.b.i(a)	Do these stormwater facility locations impact where housing, or other types of development, are projected to be located or influence the acquisition of land? (if yes, how?)	No
12b	S5.C.1.b.i(a)	Does the long-range plan identify a lack of facilities and the potential impacts of existing or new development to those areas and receiving waters?	No

12c	S5.C.1.b.i(a)	Any new proposed locations and capacities of stormwater facilities needed for the timeframe of the plan?	Yes Comment: Plan includes four capital projects, three focus on increasing stormwater capacity.
13	S5.C.1.b.i(a)	Based on the projected population densities and distribution of growth over the planning period, describe how stormwater runoff impacts are forecasted. Does stormwater management information (including water quality) direct where growth is directed? (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and January 1, 2023)	Stormwater impacts have not been forecasted other than a 2015 Brown and Caldwell Report, and do not direct where growth is directed beyond avoiding localized flooding. Some management of development and runoff occurs in the Wapato Creek watershed, in which Fife has limited runoff flowing into Wapato Creek and attempts to acquire tributary properties.
15	S5.C.1.c	Continue to design and implement local development-related codes, rules, standards, or other enforceable documents to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible? See S5.C.1.c.i. (Required annually)	Yes Comment: Fife Municipal Code, Title 15.32.020 adopts by reference the 2012 Edition of the Stormwater Management Manual for Western Washington, as amended in December 2014. Projects constructed in the City are reviewed for compliance with the requirements and standards of this manual.
16	S5.C.1.c	From the assessment described in S5.C.1.c.i (a), did you identify any administrative or regulatory barriers to implementation of LID Principles or LID BMPs? (Required annually)	No
20	S5.C.2	Did you choose to adopt one or more elements of a regional program? (S5.C.2)	No
21	S5.C.2	Attach a description of general awareness efforts conducted, including your target audiences and subject areas, per S5.C.2.a.i.	21. Stormwater Drain Awareness_21_03022021113419 Comment: Target Audience: General Public; Subject Area: Only Rain in the Drain. Flyer sent to 5105 households in early September 2020. Flyer is attached.

22	S5.C.2	Conducted an evaluation of the effectiveness of the ongoing behavior change program and documented recommendations as outlined in S.5.C.2.a.ii(b). (Required no later than July 1, 2020)	No
22a	S5.C.2	If not, explain	Fife did not have a formal behavior change program to evaluate as identified in the G20 notification provided July 2020. Fife elected to start fresh with a new campaign which is described in the document referenced below.
24	S5.C.2	Began implementing strategy outlined in S.5.C.2.a.ii(c) (S5.C.2.a.ii(d) – Required by April 1, 2021)	Yes Comment: Fife is already providing catchbasin socks to selected businesses and working with tribes to initiate car wash program. Strategy is included in Appendix B of the SWMPP, see question 2.
26	S5.C.2	Promoted stewardship opportunities (or partnered with others) to encourage resident participation in activities such as those described in S5.C.2.a.iii.	No Comment: Staff have considered options to initiate these programs, but due to COVID have not moved forward. The City plans to develop, advertise and launch a stewardship program once COVID is under control and its associated danger is past. The city has reported this in a letter to Ecology dated December 31, 2020, as part of its responsibility under Section G20 of the permit to notify Ecology of areas of permit noncompliance.
27	S5.C.3.	Describe in Comments field the opportunities created for the public, including overburdened communities, to participate in the decision-making processes involving the development, implementation, and updates of the Permittee's SWMP and the SMAP. (S5.C.3.a)	Draft 2021 SWMP was advertised twice in the Tacoma News Tribune and presented to City Council to solicit public comment.
28	S5.C.3.	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.C.3.b)	Yes
28a	S5.C.3.	List the website address in Comments field.	https://www.cityoffife.org/316/Storm-Drainage
29	S5.C.4.	Maintained a map of the MS4 including the requirements listed in S5.C.4.a.i-vii?	Yes

30	S5.C.4.	Started mapping outfall size and material in accordance with S5.C.4.b.i.? (Required no later than January 1, 2020)	Yes
30a	S5.C.4.	Attach a spreadsheet that lists the known outfalls' size and material(s).	30a. City_of_Fife_Outfalls_3 0a_03022021114207
31	S5.C.4.	Completed mapping connections to private storm sewers in accordance with S5.C.4.b.ii? (Required no later than August 1, 2023)	Not Applicable
32	S5.C.4.	Developed an electronic format for map, with fully described mapping standards in accordance with S5.C.4.c? (Required no later than August 1, 2021)	Not Applicable
33	S5.C.5	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste? (S5.C.5.b)	Yes
33a	S5.C.5	Actions taken to inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.	General training for field employees September 2020. Message in flyer to over 5000 households sent Sept 1. Discussions with 60 businesses performed by Tacoma Pierce County Health Department.
34	S5.C.5	Implemented an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges as described in S5.C.5.c.	Yes Comment: Contained in Fife Municipal Code 15.32.050
35	S5.C.5	Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.5.d.i.	Yes
35a	S5.C.5	Cite field screening methodology in Comments field.	Dry weather outfall inspection
36	S5.C.5	Percentage of MS4 coverage area screened in the reporting year per S5.C.5.d.i. (Required to screen 12% on average each year.)	26
36a	S5.C.5	Cite field screening techniques used to determine percent of MS4 screened.	26% = 4 of 15 outfalls screened. Note that the total number of outfalls has been revised from 30 (previously reported) down to 15. This number may change as the outfalls continue to be inspected and documented.

37	S5.C.5	Percentage of total MS4 screened from permit effective date through the end of the reporting year. (S5.C.5.d.i.)	26 Comment: As described in G20 dated July 2020, field screening did not occur in 2019. Therefore 2020 screening represents the total amount screened and represents 26% of the total MS4 screened from permit issuance.
38	S5.C.5	Describe how you publicized a hotline telephone number for public reporting of spills and other illicit discharges in the Comments field. (S5.C.5.d.ii)	The hotline phone number is on the city's website and was also contained in the flyer sent September 2020 to all Fife households.
39	S5.C.5	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.5.d.iii.	Yes Comment: General training around IDDE and the SWPPP was provided to maintenance and parks staff on September 7 and 14th. IDDE staff also attended the online Ecology training session.
40	S5.C.5	Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.5.e.	Yes Comment: Fife's program was launched in August 2020 with completion of inspection forms, SOP document, training, discussion of screening protocols and finally the completion of outfall screening by the end of August.
41	S5.C.5	Municipal illicit discharge detection staff are trained to conduct illicit discharge detection and elimination activities as described in S5.C.5.f.	Yes Comment: IDDE staff were part of development and in-house training on Fife's program and SOP, they subsequently attended the online Ecology training session.
42	S5.C.5	Attach a report with data describing the actions taken to characterize, trace, and eliminate each illicit discharge reported to, or investigated by, the Permittee as described in S5.C.5.g. The submittal must include all of the applicable information and must follow the instructions, timelines, and format described in Appendix 12.	42. Fife_IDDE_2020_42_03 112021175911
43	S5.C.6.	Implemented an ordinance or other enforceable mechanism to effectively address runoff from new development, redevelopment, and construction sites per the requirements of S5.C.6.b.i-iii.	Yes

44	S5.C.6.	Revised ordinance or other enforceable mechanism to effectively address runoff from new development, redevelopment, and construction sites per the requirements of S5.C.6.b.i-iii. (Required no later than June 30, 2022)	Not Applicable
45	S5.C.6.	Number of adjustments granted to the minimum requirements in Appendix 1. (S5.C.6.b.i. and Section 5 of Appendix 1)	0
46	S5.C.6.	Number of exceptions/variances granted to the minimum requirements in Appendix 1. (S5.C.6.b.i., and Section 6 of Appendix 1)	1 Comment: Fife Elementary School, which was allowed to release at a rate previously established from an existing pump station on site. The new pump station matched the release rate of the old pump station. All other projects met the minimum requirements.
47	S5.C.6.	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.6.b.i. (S5.C.6.c.i)	Yes
47a	S5.C.6.	Number of site plans reviewed during the reporting period.	23 Comment: 23 sites reviewed, 18 permits issued in 2020
48	S5.C.6.	Inspected, prior to clearing and construction, permitted development sites per S5.C.6.c.ii, that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 – Determining Construction Site Sediment Damage Potential?	Yes
49	S5.C.6.	Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls per S5.C.6.c.iii.	Yes
49a	S5.C.6.	Number of construction sites inspected per S5.C.6.c.iii.	13 Comment: although 18 permits were issued, only 13 construction sites were inspected, the remaining 5 did not break ground in 2020
49b	S5.C.6.	Inspected stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments every 6 months per S5.C.6.c.iv?	Yes
50	S5.C.6.	Inspected all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.6.c.v)	Yes

51	S5.C.6.	Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects prior to final approval and occupancy being granted. (S5.C.6.c.v)	Yes
52	S5.C.6.	Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects). (S5.C.6.c.ii-iv) (S5.C.7.c.viii)	0 Comment: formal enforcement actions unnecessary as construction issues were resolved thru conversations between city inspectors and construction site staff
53	S5.C.6.	Achieved at least 80% of scheduled construction-related inspections. (S5.C.6.c.vi)	Yes
54	S5.C.6.	Made Ecology's Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity available to representatives of proposed new development and redevelopment? (S5.C.6.d)	Yes
55	S5.C.6.	All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities? (S5.C.6.e)	Yes Comment: Both construction inspectors are CESCL certified.
56	S5.C.7.	Implemented maintenance standards that are as protective, or more protective, of facility function than those specified in the Stormwater Management Manual for Western Washington or a Phase I program approved by Ecology per S5.C.7.a.?	Yes
57	S5.C.7.	Updated maintenance standards specified in Stormwater Management Manual for Western Washington per S5.C.7.a? (Required no later than June 30, 2022)	Not Applicable
58	S5.C.7.	Applied a maintenance standard for a facility or facilities which do not have maintenance standards specified in the Stormwater Management Manual for Western Washington? If so, note in the Comments field what kinds of facilities are covered by this alternative standard. (S5.C.7.a)	No
59	S5.C.7.	Verified that maintenance was performed per the schedule in S5.C.7.a.ii when an inspection identified an exceedance of the maintenance standard.	No Comment: As identified in the G20 from July 2020, maintenance did not occur within stated schedule in 2020.
59a	S5.C.7.	Attach documentation of maintenance time frame exceedances that were beyond the Permittee's control.	Not Applicable Comment: As described in the G20 submitted July 2020, maintenance was not beyond the city's control, but was not consistently performed in the required time frame.

60	S5.C.7.	Implemented an ordinance or other enforceable mechanisms to verify long-term operation and maintenance of stormwater treatment and flow control BMPs/facilities regulated by the permittee per (S5.C.7.b.i (a))?	Yes
61	S5.C.7.	Annually inspected stormwater treatment and flow control BMPs/facilities regulated by the Permittee per S5.C.7.b.i(b)	Yes
61a	S5.C.7.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.7.b.i (b)	Not Applicable
62	S5.C.7.	Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C.7.b.ii)	Yes
63	S5.C.7.	Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.7.c.i)	Yes
63a	S5.C.7.	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities. (S5.C.7.c.i)	59
63b	S5.C.7.	Number of facilities inspected during the reporting period.	59
63c	S5.C.7.	Number of facilities for which maintenance was performed during the reporting period.	40
64	S5.C.7.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.7.c.i.	Not Applicable
65	S5.C.7.	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms as per S5.C.7.c.ii.	Yes
66	S5.C.7.	Inspected municipally owned or operated catch basins and inlets every two years or used an alternative approach? Cleaned as needed? (S.5.C.7.c.iii)	Yes Comment: Alternative approach. Fife inspected and cleaned over half of its catch basins in 2020. The remainder will be completed in 2021, with a two- year inspection schedule to follow.
66a	S5.C.7.	Number of known catch basins?	2265
66b	S5.C.7.	Number of catch basins inspected during the reporting period?	1285
66c	S5.C.7.	Number of catch basins cleaned during the reporting period?	1285
67	S5.C.7.	Attach documentation of alternative catch basin cleaning approach, if used. (S5.C.7.c.iii.(a)-(c))	Not Applicable Comment: Fife is working to achieve the two- year inspection cycle for catch basins and expects to be on this schedule by the end of 2021.

68	S5.C.7.	Implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.7.d)	Yes
69	S5.C.7.	Documented practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.7.d – Required by December 31, 2022)	Not Applicable
70	S5.C.7.	Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.7.e)	Yes
71	S5.C.7.	Implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.C.7.f)	Yes
72	S5.C.7.	Updated, if needed, SWPPPs according to S5.C.7.f no later than December 31, 2022.	Not Applicable
73	S5.C.8	Adopted ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities per S.5.C.8.b.i. (Required by August 1, 2022)	Not Applicable
74	S5.C.8	Established an inventory per S5.C.8.b.ii. (Required by August 1, 2022.)	Not Applicable
75	S5.C.8	Implemented an inspection program S5.C.8.b.iii (Required by January 1, 2023).	Not Applicable
76	S5.C.8	Implemented a progressive enforcement policy per S5.C.8.b.iv (Required by January 1, 2023).	Not Applicable
77	S5.C.8	Attach a summary of actions taken to implement the source control program per S5.C.8.b.iii and S5.C.8.b.iv.	Not Applicable
78	S5.C.8	Attach a list of inspections, per S5.C.8.b.iii, organized by the business category, noting the amount of times each business was inspected, and if enforcement actions were taken.	Not Applicable
79	S5.C.8	Implemented an ongoing source control training program per S5.C.8.b.v?	Not Applicable
80	S7	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A)	Not Applicable
81	S7	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A)	Not Applicable

82	S8	Submitted payment for cost-sharing for Stormwater Action Monitoring (SAM) status and trends monitoring no later than December 1, 2019 (S8.A.1); and no later than August 15 of each subsequent year? (S8.A.2.a.)	Yes
84	S8	Submitted payment for cost-sharing for SAM effectiveness and source identification studies no later than December 1, 2019 (S8.B.1); and no later than August 15 of each subsequent year (S8.B.2.a or S8.B.2.c)?	Yes
86	S8	If conducting stormwater discharge monitoring in accordance with S8.C.1, submitted a QAPP to Ecology no later than February 1, 2020? (S8.C.1.b and Appendix 9)	Not Applicable
87	S8	If conducting stormwater discharge monitoring in accordance with S8.C.1, attach a data and analysis report per S8.C.1. and Appendix 9. (Due annually beginning March 31, 2021.)	Not Applicable
88	G3	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment. (G3)	Not Applicable Comment: No spills or discharges occurred which could constitute a threat to human health during the reporting period.
89	G3	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.	Not Applicable
90	Compliance with standards	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1)	Not Applicable
91	Compliance with standards	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a.	Not Applicable
92	Compliance with standards	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)	Not Applicable
93	G20	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)	Yes
94	G20	Number of non-compliance notifications (G20) provided in reporting year. List permit conditions described in non-compliance notification(s) in Comments field.	13 Comment: 12 listed in original G20 dated July 2020, one additional in the December 2020 update.

94a	G20	List permit conditions described in non-compliance notification(s).	S5.A.3.a Track cost of SWMP S5.C.2.a.ii Behavior change Program S5.C.2.a.iii Stewardship S5.C.5.d Detect non-stormwater discharges and illicit connections S5.C.5.e Implement IDDE program S5.C.5.f Train IDDE staff S5.C.6.c.iv-vi BMP inspections and records S5.C.7.a Maintenance standards and schedule S5.C.7.b Maintenance of regulated BMPs S5.C.7.c Maintenance of city owned BMPs S5.C.7.e Training program S5.C.8.f SWPPPs for maintenance yards S5.C.7.g Recordkeeping
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I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Greg Vigoren

3/23/2021 8:38:45 AM

Signature

Date