



CALEA Agency Support Program

Application

Instructions: Please complete this form in its entirety. Incomplete applications may be rejected. Use additional pages if necessary.

GENERAL INFORMATION			
Agency Name (in full): Youngsville Police Department			
Street Address: 311 Lafayette Street			P.O. Box:
City: Youngsville		County:	
State/Province: Louisiana	ZIP/Postal Code: 70592	Country: Lafayette Parish	
If a P.O. Box is preferred, check here: <input type="checkbox"/> (Please include street address for UPS deliveries.)			
Telephone: (337) 856-5931		Fax: (337) 856-4904	
AGENCY CEO			
Name: Jean Paul Brossard		Title: Chief of Police	
Telephone: (337) 901-0003	Extension:	Email: jbroussard@youngsvillepd.org	
AGENCY ACCREDITATION MANAGER (if any)			
Name: Larry Hollan		Title: Sergeant	
Telephone: (337) 450-3119	Extension:	Email: larryholland@youngsvillepd.org	
FINANCIAL OFFICER:			
Name: Cathryn Craig		Title: Chief Financial Officer (CFO)	
Telephone: (337) 856-4181	Extension: 3073	Email: cathryngreig@youngsvillela.gov	
GOVERNMENTAL CEO			
Name: Ken Ritter		Title: City of Youngsville Mayor	
Telephone: (337) 856-4181	Extension:	Email: Kenritter@youngsvillela.gov	

STATEMENT OF INTEREST

Explain the reason(s) the agency seeks to become accredited by CALEA. Explain the agency's and governing board's commitment to working with the Commission toward accreditation.

CALEA accreditation has been established as the Gold Standard in Public Safety. The successful completion of the CALEA accreditation process creates greater accountability within an agency. Our department plans to succeed by establishing trusted processes and best practices, encouraging organizational growth and improvement, promoting sound operational decisions, creating organizational transparency and promoting open dialogue in the community.

Accreditation through CALEA provides objective evidence of the Youngsville Police Department's commitment to excellence in leadership, resource management and community service. CALEA standards provide a planning framework aimed at enhancing integrity, transparency and accountability.

Prior to beginning the CALEA process, we thought that our policies and procedures provided adequate and proper guidance for the department. As we have begun to move through the process, we have learned that this is not the case. Everyone needs a map to know where they are going and we are looking to CALEA to lead us on the road to success.

One of our goals is to increase departmental pride and the community's trust in our agency. The CALEA standards will help us in our pursuit of this goal. CALEA accreditation increases community advocacy by incorporating the principles of community policing. It opens the lines of communication so that law enforcement agencies and citizens can work together to prevent and control challenges.

Although the Chief of Police is an elected position and city management's only role is to provide financial oversight, both the Mayor and Chief Executive Officer (CEO) for the city have expressed support for the police department to pursue law enforcement accreditation. Our achieving accreditation makes them more confident in our ability to operate efficiently and meet community needs. The city views the accreditation of the police department as a way of measuring its success. In their eyes, accreditation increases the department's professionalism as well as their defense against civil lawsuits.

The Youngsville Police Department is committed to meeting international law enforcement standards. We understand CALEA Accreditation is a continuous process that serves as a foundation for a successful, well managed agency. The continuous process helps to provide the Chief of Police with a blueprint that promotes the improvement and evolution of department policy.

AGENCY INFORMATION

Service Population: Please provide a description of the agency's jurisdiction, including the size of the service population, if applicable. Describe any temporal or seasonal fluctuations in service population.

The City of Youngsville is a bedroom community in Lafayette Parish, Louisiana. The population estimate of Youngsville as of 2026 is approximately 21,000, with 12 square miles which the Youngsville Police Department is responsible for providing full law enforcement services. It is known for its diverse population and strong sense of community. There are approximately 64 different subdivisions in the city and three high schools, two middle schools, and three elementary schools, supporting 8,500 students. There are no higher education institutions located in the city, but the Youngsville Police Department provide school resource officers (SRO) for the elementary, middle, and high schools. Since the city is a bedroom community, residents travel to the nearby City of Lafayette for commerce to include shopping.

The demographics of Youngsville are:

- White: 82.7% – 84.7%
- Black or African American: 9.0% – 12.3%
- Hispanic or Latino: 3% – 6.3%
- Asian & Multiracial: 2.5% – 4%

Legal Authorization: Please provide a description and/or documentation of the agency's legal authorization to function as a public safety / law enforcement agency and the authority for sworn personnel to effect full custodial arrest. This may include state statute, local ordinance, etc.

The Louisiana Constitution and the Louisiana Revised Statutes authorize Youngsville to create and maintain a municipal police department, employ police officers, protect life and property, and maintain public order.

The State of Louisiana allows governments to operate from two different charters: The Home Rule Charter and the Lawrason Charter.

A Home Rule Charter is a self-created legal framework that grants a local municipality or county a degree of autonomy to govern its own local affairs. It functions as a local "constitution," allowing the community to structure its government, manage finances, and draft ordinances tailored to local needs without needing constant state approval.

The Louisiana Lawrason Act (R.S. 33:321–33:463) is the foundational state law that establishes a uniform system of government for the majority of incorporated municipalities across Louisiana. It dictates the standard administrative framework, powers, and operational guidelines for villages, towns, and cities unless they have opted for a home rule or special legislative charter. Youngsville utilizes the Lawrason Act, which means the Chief of Police is elected by the citizens for four-year terms, and the Chief has total authority and decision-making for the police department. The City of Youngsville Mayor, CEO, and Council approve the police department's budget and are supportive of the agency's efforts to pursue CALEA accreditation. Chief Jean Paul Broussard is in the middle of his four-year term as of December of 2026.

Agency Personnel: Provide numerical data for categories given. Only include the number of authorized full-time sworn and non-sworn positions (i.e. those included in your agency budget) assigned to the law enforcement function. Exclude part-time positions, volunteers, or employees assigned to corrections, fire services, or other non-law enforcement related functions.

Definitions:

- Supervisory: Direct authority over line or non-supervisory positions
- Command/Managerial: Direct authority over supervisors
- Executive(s): CEO and direct reports, except as noted in Command

Sworn Personnel	Male				Female			
	White non-Hispanic	Black non-Hispanic	Hispanic-Latino any race	Other	White non-Hispanic	Black non-Hispanic	Hispanic-Latino any race	Other
Line Function	13	4	0	1	2	1	0	0
Supervisory	5	3	0	1	0	1	0	0
Command	1	1	0	0	0	0	0	0
Executives	1	0	0	0	0	0	0	0
Subtotal	20	8	0	2	2	1	0	0
Non-sworn Personnel	Male				Female			
	White non-Hispanic	Black non-Hispanic	Hispanic-Latino any race	Other	White non-Hispanic	Black non-Hispanic	Hispanic-Latino any race	Other
Line Function	0	0	0	3	1	0	0	0
Supervisory	0	0	0	0	0	0	0	0
Managerial and Professional	0	0	0	0	0	0	0	0
Executive	0	0	0	0	0	0	0	0
Subtotal	0	0	0	3	1	0	0	0
TOTAL	20	8	0	5	3	1	0	0

Notes/Explanation:

BUDGET INFORMATION

Agency Expenditures: Please provide budgetary data for the agency, including the following:

- Personnel: Expenditures for all agency personnel, including wages and fringe benefits.
- Operations: Expenditures for vehicle operation/maintenance, facility operation/maintenance, training, etc. (do not include personnel costs).
- Capital: Expenditures for facility construction or the purchase major equipment (computers, vehicles, etc.).

Agency Budget	Budgeted Last Year	Actual Last Year	Budgeted Current Year
Personnel Costs	2,041,706	1,839,895	2,160,832
Operational Costs	2,964,808	3,060,546	3,040,343
Capital	563,546	542,072	342,444
Total	5,570,060	5,442,513	5,543,619

*Budget Period: July 1, 2025 –
June 30, 2026*

Corporate Expenditures: Please provide budgetary data for the agency's governing body (state/province, county, township, city, etc.), including the following:

- Personnel: Expenditures for all agency personnel, including wages and fringe benefits.
- Operations: Expenditures for vehicle operation/maintenance, facility operation/maintenance, training, etc. (minus personnel costs) for all organizational components.
- Capital: Expenditures for building facilities or the purchase major equipment (computers, vehicles, etc.) for all organizational components.

Corporate Budget	Budgeted Last Year	Actual Last Year	Budgeted Current Year
Personnel Costs	27,269,371	26,159,982	28,733,890
Operational Costs	38,820,844	32,276,018	40,915,051
Capital	563,752	1,161,952	618,387
Total	66,653,967	59,597,408	70,267,328

*Budget Period: July 1, 2025 –
June 30, 2026*

Grants or Non-Governmental Financial Support: Please provide information regarding Federal grants or any financial support received from a foundation or other non-governmental organization over the past three years.

The Youngsville Police Department receives very limited grants from state and federal entities, mainly because of the small size of the city and police department, and because of the low crime rate.

As previously stated, Youngsville is a bedroom community and approximately 10 miles from the metropolitan area of the City of Lafayette. Deemed safer than approximately 30-50% of municipalities in Louisiana, the violent crime rate is approximately 236 per 100,000 residents,

which sits favorably below many similar-sized communities statewide. The total crime rate is around 12 incidents per 1,000 residents, meaning the chance of becoming a victim of any crime is 1 in 84.

The agency has a Deputy Chief who sits on the Evangeline Law Enforcement Council Board but is not allowed to vote in matters pertaining to Youngsville Police Department. This council is a non-profit public charity and regional planning council headquartered in Lafayette, Louisiana. It operates within Louisiana's District 4 to assist local agencies, provide officer training, oversight of grants issued to law enforcement, and develop long-term master plans to improve law enforcement.

The agency currently has one grant totaling \$3,500 but the grant is limited to equipment and no weapons systems, generally used to assist with traffic enforcement and community policing activities. Attempts to obtain larger grants in the past has not been successful.

Because the Chief of Police is an elected position and the city management and elected officials have total authority over the agency's finances, funding outside of personnel costs can often be difficult for approval. This and because of the lack of grant funding is why the CASP Program is vital for the agency's pursuit of CALEA Accreditation. If this application is approved, the Chief of Police has received a confirmation from the Mayor and City CEO that future CALEA accreditation costs will be provided to the police department in annual budgets.

Asset Forfeiture: List any asset forfeiture funds received during the past 12 months and provide the current balance of unencumbered asset forfeiture funds.

Because of the small size of the Youngsville Police Department and the fact the city is a bedroom community with low crime rates, they generally do not receive asset forfeiture funds (none in the past 12 months).

Further, there are no major traffic arteries which run through the city where drug trafficking might occur. There are many state highways to include LA Highway 89 (the primary north-south artery connecting Youngsville to Lafayette, featuring multiple roundabouts), LA Highway 92 (the major east-west route running through the heart of the city, intersecting LA-89 at the Clock Roundabout), Chemin Metairie Parkway (a vital loop that wraps through major residential subdivisions, easing traffic flow) and LA Highway LA-3073 (a heavy-duty four-lane highway that skirts the western border, connecting to major regional destinations).

Budget Narrative: Explain the agency and governing body's budgetary information. Describe the agency's need for financial assistance, including why funds are not available for accreditation and what funds will be available to meet any costs incurred for the agency to comply with accreditation standards).

The City of Youngsville is a bedroom community valuation is much lower than similar communities in Louisiana, as much of the commerce and industry is located 10 miles north in or near the City of Lafayette.

Because of the low crime rate, lack of grants for smaller police departments like Youngsville Police Department, and the fact the Chief is elected and has no direct control over the agency's budget, obtaining initial funding for CALEA accreditation will be difficult.

As a component of the City of Youngsville, the Crete Police Department shares the same burdens. The department Command Staff has become adept at seeking state and federal grants (without much success) and other assistance to help accomplish the mission of the department and remain within budget. Without these funds, many of the activities of the department would be curtailed.

The state grant funding received by the department only serves to enhance traffic enforcement and other community policing activities.

The department and city are seeking assistance with the CALEA application process through this application. With these additional funds, the department can husband current allocated funds for future costs of accreditation such as Accreditation Manager training, Power DMS, etc. Further, the Chief, Mayor, and City CEO have agreed to provide future funding to fully pay for the reaccreditation process.

PLAN OF ACTION

Describe the agency's plan to complete the initial accreditation process within the initial time period allotted (2 or 3 years depending on program). Identify internal and external resource that will be utilized. Name the agency's contact person and/or accreditation manager.

The Chief of Police has already designated an Accreditation Manager and established an Internal Accreditation Team composed of command staff and key personnel. This team will be responsible coordinating the accreditation process, tracking progress and ensuring accountability across divisions. The resources used will be the Chief of Police and command staff oversight, assigned Accreditation Manager, and administrative staff. The agency is already seeking assistance from the CALEA Southwest Regional Program Manager (Brian Childress) regarding accreditation implementation and maintenance. The Accreditation Manager will now be a part of every bi-monthly command staff meeting and accreditation maintenance will be a constant agenda item.

Phase 1: Enrollment and Self-Assessment (Months 1-12)

- Assign an accreditation manager to lead the process – COMPLETED
- Implement Power DMS
- Join the Texas, Arkansas, Louisiana, Oklahoma Police Accreditation Network (TALON)
- Begin a thorough review of existing agency policies and procedures to identify areas of Noncompliance – IN-PROCESS
- Develop/revise policies to meet CALEA standards on key topics – IN-PROCESS
- Collect and organize supporting documents
- Set up new evidence room – COMPLETED
- Classify existing forms and create any necessary forms

Phase 2: External Review Preparation (Months 13-24)

- Request a mock assessment from TALON and neighboring accredited agency to identify any final

deficiencies

- Conduct an internal pre-assessment training for all personnel to prepare for the external on-site review
- Prepare to schedule on-site visit

Phase 3: Assessment and Commission Review (Months 25-30)

- Host the CALEA-trained assessors for the on-site visit
- Address any issues or questions raised by the assessors following the on-site visit
- Present findings and answer questions at the CALEA Commission review hearing

Phase 4: Maintaining Compliance (Continuous process)

- Conduct annual reviews and update policies as required to maintain compliance
- Prepare for the next reaccreditation cycle by continuously documenting compliance
- The Youngsville Police Department intends to utilize Peer-to-Peer Support with other neighboring accredited agencies.
- Sergeant Larry Hollans is now the agency's Accreditation Manager. However, other agency command staff personnel will also conduct accreditation training and maintain constant contact with the Southwest Regional Program Manager (RPM) and TALON PAC for assistance.

ORGANIZATIONAL CAPABILITY

Describe the agency's experience in conducting major projects of a similar nature.

As a growing agency serving a rapidly expanding community, The Youngsville Police Department has experience implementing major operational improvements while continuing to meet daily public safety demands. The agency has completed projects involving policy updates, training expansions, technology and equipment improvements, and multi-agency coordination. This background positions the department to successfully complete the CALEA accreditation process, which requires structured planning documentation, and continuous improvement.

The police department has participated in several projects that demonstrate our ability to meet requirements as well as document our processes and procedures in completing those projects. They include:

Close working relationship with the Southwest Regional Program Manager (RPM) and nearby Lafayette Parish Sheriff's Office, Lafayette Police Department, and Lafayette Marshall's Office, all of which are CALEA accredited agencies. This includes assistance in the following areas:

- Documenting current status of data reporting
- Compliance with standards for continuing education and firearms training
- Documentation of policies required by statute
- Completion of workload assessments
- Development of an early intervention system

School Resource Officer (SRO) Program. The police department has a robust SRO Program which includes eight full-time SROs who work in the Lafayette Parish School System and Acadiana Renaissance Charter Academy. To assist with cost, some of the funding for the program is provided by the police department budget, while the remaining is funded by the school system/charter academy. This program includes:

- Completed and documented training requirements
- Created and signed a Memorandum of Understanding with school partners
- Completed and documented necessary community policing
- Completed and submitted regular performance reports

Community Policing Program: The police department has a community policing program which includes several components:

- Neighborhood watch program: The police department has six active groups, and patrol officers are required to attend watch meetings on a regular occurrence, providing crime prevention information to those groups, and bring information/concerns back to the department.
- Citizen Contacts – the agency recently developed a citizen contact program where officers are using their in-car and body-worn cameras and software to allow citizens on calls for service to rate the officers, using a provided computer link. The same system also allows citizens to rate the entire department on a regular occurrence.

- Teacher Appreciation Week – the police department provides a meal for all teachers in the Lafayette Parish School System and Acadiana Renaissance Charter Academy during teacher appreciation week, which complements their SRO program.
- Meals for Elderly – the police department routinely provides meals for their elderly community, and uniformed officers and command staff hand them out and interact with those residents.

Car Safety Seat Project: The police department has two certified Car Seat Safety Inspection Technicians. The project includes:

- Secured training for certification of a Car Safety Seat Inspection Tech
- Arranged for purchase of car seats – they have free car seats for the public from funds provided by the State of Louisiana
- Planned and hosted a safety seat inspection event
- All activities are documented in reports and as part of community policing efforts.

COMMITMENT TO CONTINUATION

Document both the agency's and the governing body's long-term commitment to continuing in the accreditation process after achieving initial accreditation.

The commitment of the Youngsville Police Department and the City of Youngsville regarding CALEA accreditation goes beyond the initial award. We are focused on the ongoing process as well as transparent accountability. This will be demonstrated by the following actions:

- Continuous Reviews: We view the accreditation process as a continuous quality performance review with the goal of making necessary changes and improvements.
- Ongoing Documentation: We will maintain and update compliance documentation at all times for each standard.
- Dedicated Management: A current Sergeant position has already been designated the Accreditation Manager and maintaining compliance with CALEA standards.
- Policy Maintenance: We are committed to regularly reviewing and revising policies and procedures as needed to consistently reflect the evolving CALEA standards.
- Use of force – Our officers currently complete incident reports and specialized reports for high-liability areas to include use of force and vehicle pursuits. These activities will be monitored through the use of a computer log.
- Performance Tracking: Department performance in key areas such as citizen complaints and Early intervention system:
 - Use of force will be monitored and evaluated to determine if changes/improvements are needed.
 - Public Portal: We will work towards a public portal on our city website where citizens can submit comments, compliments and concerns that are relevant to the accreditation process. This would provide the public the ability to provide feedback and potentially influence change. Even though applicable accreditation standards mandate the portal is operating for at least 60 days annually, we will leave the portal open indefinitely to constantly encourage citizen feedback.
- Building Community Relationships: A benefit of the accreditation process is the added ability to proactively build and improve our relationship with the community.
- The City of Youngsville's governing body is a staunch supporter of proactive measures. Our achieving accreditation makes them more confident in our ability to operate efficiently and meet community needs. The city views the accreditation of the police department as a way of measuring its success. In their eyes, accreditation increases the department's professionalism as well as their defense against civil lawsuits.
- The Youngsville Police Department is committed to meeting international law enforcement standards. We understand that CALEA Accreditation is a continuous process that serves as a foundation for a successful, well-managed agency. The continuous process helps to provide the chief of police with a blueprint that promotes the improvement and evolution of department policy. We are fully committed to that process.

AUTHORIZING SIGNATURES

AGENCY CEO: Please read and acknowledge the following statements by providing your initials after each statement and provide your signature at the bottom of the page. The Notary Public section is provided IF your jurisdiction requires agreements to be notarized.

	Initials
I attest that our agency is committed to working with the Commission and its staff towards achieving accreditation.	
I attest we are prepared to promptly provide information concerning our agency as required by the Commission in making its determination for awarding a CALEA Agency Support Program – Initial Accreditation Fee Waiver.	
I attest our agency has received approval from its governing authority to apply for the CALEA Agency Support Program and to subsequently enroll in a CALEA accreditation program.	
I understand that if selected by the Commission to receive an Initial Accreditation Fee Waiver during the Commission’s spring meeting, our agency must enroll in a CALEA accreditation program within 60 days of receiving the award. Failure to do so forfeits the IAFW award.	
I understand that if selected by the Commission to receive an Initial Accreditation Fee Waiver, our agency is responsible for a non-refundable payment of 50% of the Estimated Onsite Costs upon enrollment in a CALEA accreditation program.	
I understand that upon enrollment in a CALEA accreditation program, our agency will have 24-36 months (depending on program) in which to successfully complete its initial accreditation by the Commission.	
I understand that our agency is responsible for the payment of the remaining 50% of the Estimated Onsite Costs at the time the agency requests the scheduling of its initial assessment by the Commission.	
I attest that the agency’s governing authority has approved the expenditures necessary to enroll in a CALEA Accreditation program, if our agency is selected as a recipient of an Initial Accreditation Fee Waiver, including payment of the Estimated Onsite Costs.	
I understand that our agency will be responsible for the payment of Annual Continuation Fees (vary based on program and agency size) upon receiving its first accreditation award and annually after that date.	

NOTARY PUBLIC

City/County of: _____

State/Province of: _____

The forgoing instrument was acknowledged

Before me, this _____ day of _____

20____ by:

(name of person seeking acknowledgement)

(Notary Public Signature)

My commission expires: _____

CEO Name (Written): _____

CEO Signature: _____

Date: _____

AUTHORIZING SIGNATURES

FINANCIAL AUTHORITY: Please read and acknowledge the following statements on behalf of the financial authority by providing your initials after each statement and provide your signature at the bottom of the page. The Notary Public section is provided IF your jurisdiction requires agreements to be notarized.

	Initials
I attest the governing authority of the applicant public safety agency has approved the expenditures necessary to enroll in a CALEA Accreditation program, if our agency is selected as a recipient of an Initial Accreditation Fee Waiver, including payment of the Estimated Onsite Costs.	
I understand that if selected by the Commission to receive an Initial Accreditation Fee Waiver, the applicant public safety agency must enroll in a CALEA accreditation program within 60 days of receiving the award. Failure to do so forfeits the IAFW award.	
I understand that if selected by the Commission to receive an Initial Accreditation Fee Waiver, the applicant public safety agency is responsible for a non-refundable payment of 50% of the Estimated Onsite Costs upon enrollment in a CALEA accreditation program.	
I understand that upon enrollment in a CALEA accreditation program, the applicant public safety agency will have 24-36 months (depending on program) in which to successfully complete its initial accreditation by the Commission.	
I understand that the applicant public safety agency is responsible for the payment of the remaining 50% of the Estimated Onsite Costs at the time the agency requests the scheduling of its initial assessment by the Commission.	
We understand that the applicant public safety agency will be responsible for the payment of Annual Continuation Fees (vary based on program and agency size) upon receiving its first accreditation award and annually after that date.	

NOTARY PUBLIC

City/County of: _____

State/Province of: _____

The forgoing instrument was acknowledged
 Before me, this _____ day of _____
 20____ by:

(name of person seeking acknowledgement)

(Notary Public Signature)

My commission expires: _____

CEO Name (Written): _____

CEO Signature: _____

Date: _____

AUTHORIZING SIGNATURES

GOVERNING AUTHORITY: Please read and acknowledge the following statements on behalf of the governing authority by providing your initials after each statement and provide your signature at the bottom of the page. The Notary Public section is provided IF your jurisdiction requires agreements to be notarized.

	Initials
We attest the applicant public safety agency is committed to working with the Commission and its staff towards accreditation.	
We attest the applicant public safety agency is prepared to promptly provide information concerning the agency as required by the Commission in making its determination for awarding a CALEA Agency Support Program – Initial Accreditation Fee Waiver.	
We attest the applicant public safety agency has received approval from its governing authority to apply for the CALEA Agency Support Program and to subsequently enroll in a CALEA accreditation program.	
We understand that if selected by the Commission to receive an Initial Accreditation Fee Waiver, the applicant public safety agency must enroll in a CALEA accreditation program within 60 days of receiving the award. Failure to do so forfeits the IAFW award.	
We understand that if selected by the Commission to receive an Initial Accreditation Fee Waiver, the applicant public safety agency is responsible for a non-refundable payment of 50% of the Estimated Onsite Costs upon enrollment in a CALEA accreditation program.	
We understand that upon enrollment in a CALEA accreditation program, the applicant public safety agency will have 24-36 months (depending on program) in which to successfully receive its initial accreditation by the Commission.	
We understand that the applicant public safety agency is responsible for the payment of the remaining 50% of the Estimated Onsite Costs at the time the agency requests the scheduling of its initial assessment by the Commission.	
We attest the governing authority of the applicant public safety agency has approved the expenditures necessary to enroll in a CALEA Accreditation program, if our agency is selected as a recipient of an Initial Accreditation Fee Waiver, including payment of the Estimated Onsite Costs.	
We understand that the applicant public safety agency will be responsible for the payment of Annual Continuation Fees (vary based on program and agency size) upon receiving its first accreditation award and annually after that date.	

NOTARY PUBLIC

City/County of: _____

State/Province of: _____

The forgoing instrument was acknowledged
Before me, this _____ day of _____
20____ by:

(name of person seeking acknowledgement)

(Notary Public Signature)

My commission expires: _____

CEO Name (Written): _____

CEO Signature: _____

Date: _____