



STATE OF NORTH CAROLINA
COUNTY OF UNION

AGREEMENT WITH
LOCAL GOVERNMENT

THIS AGREEMENT made the _____ day of _____, 2023 by and between the **Village of Marvin**, a North Carolina unit of Local Government (hereinafter known as “Local Government”); and, **N-Focus, Inc.**, a North Carolina corporation (hereinafter known as “Contractor”), by signatures below, enter into the following Agreement:

WITNESSETH:

WHEREAS, Contractor has expertise in local government functions and Local Government has a need for such functions; and

WHEREAS, Local Government and Contractor desire to enter into this Agreement;

NOW THEREFORE, Local Government and Contractor agree as follows:

Section A. SCOPE OF FUNCTIONS

Contractor will provide Contractor personnel to perform the following specialized Functions for Local Government:

CREATE “UNIFIED DEVELOPMENT ORDINANCE” (UDO)

N-Focus will:

- a) Develop a timeline for the creation of a Unified Development Ordinance (UDO);
- b) Prepare drafts & present at work sessions. We recommend monthly sessions with Planning Board throughout drafting phase for better understanding, absorption and dissemination;
- c) Provide for periodic meeting(s) and/or call(s) with staff;
- d) Create new land use, development, subdivision & site plan review processes;
- e) Develop new open space, landscape, parking, tree protection, water quality, signage, procedural and district standards & specifications;
- f) Make final presentations to Planning Board & Governing Board for public hearing & adoption; and
- g) Provide the new ordinance in PDF format for posting on Village’s website; and sending to developers.

TASK 1. PROJECT ORIENTATION AND SCOPING SESSION(S)

N-FOCUS will:

- a) **Meet with Village staff for initial project orientation, scoping, communication logistics, and scheduling (including staff availability/accessibility for requests for meetings, review of draft documents, coordination on formal public review processes, etc.).**

TASK 2. REVIEW VILLAGE’S CURRENT ZONING AND SUBDIVISION ORDINANCES N-FOCUS will:

- a) Review current zoning and subdivision ordinances, make policy recommendations to achieve goals of Village goals.
- b) Analyze all existing policies addressing issues of concern (per discussions with Village staff).

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



TASK 3. DRAFT UDO

N-FOCUS will:

- a) Prepare the initial draft UDO to include major elements as unique Articles of the New UDO;
- b) Prepare a “**Reading Guide**”, sample herewith attached, to assist the Planning Board and governing board in reviewing the draft materials. Articles will be introduced & reviewed in a series of Planning Board workshops (**over a period covering up to eight (8) Planning Board meetings/workshops**) in two categories, each containing multiple articles. These include:
 - 1) Administrative, Procedural, State & Federal Mandates
 - 2) Standards & Specifications for Creating Village’s Character
- c) Incorporate comments from the Planning Board workshops into a revised “Draft UDO”;
- d) Conduct one public information meeting to present the “Draft UDO”; and
- e) Cause the Draft to be posted online on the Village’s website.

N-Focus recommends a nine to twelve (9-12) month timeline, allowing eight (8) months for Planning Board review, comprehension, and recommendation of the Draft UDO including a new Official Zoning Map.

**Eight (8) Monthly Planning Board Meetings Recommended May – December, 2023
 Estimated Planning Board Recommendation January – February, 2024
 Estimated Governing Board Adoption February – March, 2024**

Governing Board Members are encouraged to attend monthly Planning Board meetings/workshops. The formal Planning Board recommendation concludes this step of the process.

TASK 4. FINAL UDO

N-FOCUS will:

- a) Incorporate changes into the Draft UDO as recommended by the Planning Board.
- b) Submit a recommended “**Final Draft UDO**” to the governing board; and
- c) **Make one presentation to the governing board and attend a second meeting when a public hearing and/or vote for adoption is scheduled.**

After Board action, N-FOCUS will prepare the final documents as identified.

N-FOCUS WILL CONDUCT STAFF TRAINING AFTER ADOPTION AT NO COST.

N-FOCUS WILL PROVIDE TWO (2) YEARS ONGOING ADMINISTRATIVE SUPPORT FOR STAFF AT NO COST.

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



Section B. TERMS AND CONDITIONS

1. **CONTRACTOR PERSONNEL:** To ensure performance of Functions defined in “Section A.” herein above meet the expectations of Local Government, Contractor shall assign a primary professional, an employee of Contractor, to Local Government. The primary professional shall be responsible for Contractor personnel performing the agreed upon Functions. Contractor personnel performing the Functions shall be either certified or licensed in their respective fields or apprentice under direct supervision of the primary professional. Contractor personnel performing these Functions shall have considerable knowledge in the principles and practices of local government. The primary professional, supporting personnel and subordinate person(s), if applicable, provided to perform these Functions shall be skilled in the use of work-related computer software packages and other technology used to perform position Functions. The primary professional shall possess good communication & collaborative skills in working with the public.
2. **E-VERIFY:** Contractor represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, Contractor warrants that any subcontractors used by Contractor will be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
3. **CERTIFICATION:** Contractor certifies that, as of the Effective Date of this Agreement, Contractor is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the Iran Divestment Act and N.C.G.S. § 147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
4. **STATUS OF CONTRACTOR:** Contractor and Local Government agree that in the performance of the Functions defined in “Section A.” herein above, Contractor personnel shall not be deemed to be an employee(s) of Local Government for any purpose whatsoever, nor act under Color of State Law.
5. **WORK PRODUCTS:** All materials produced by Contractor personnel provided to Local Government shall be the property of Local Government and shall be filed on-site in the offices of Local Government, unless otherwise authorized for purposes and intent of the performance of Functions. Contractor shall be entitled to retain copies, both electronic and paper, of any work products prepared for the benefit of Local Government. Contractor shall not copyright any work products on behalf of Local Government; however, Contractor shall retain the right to utilize work products, such as improved administrative forms, plans, etc., or any portion thereof, for the purpose of performing similar Functions for other jurisdictions.
6. **PROGRESS REPORTING:** Contractor shall communicate progress of work performed to Local Government’s administrative officer and/or department head periodically or as determined by Local Government.

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



7. COMPENSATION: The fee for Functions to be performed as defined in "Section A." herein above shall be **Fifty-Two Thousand Five Hundred and no/100s (\$52,500.00) dollars.**

- a) Our fees are inclusive of all personnel costs including but not limited to salary, benefits, taxes, professional development & certifications, cellular communications, travel, and management cost. Printing and reproduction shall be provided by Local Government. Any direct expenses (i.e., printing, postage, etc.) provided by Contractor personnel on behalf of Local Government, shall be reimbursed at actual cost plus seven (7%) percent.
- b) Costs associated with incidentals (not consulting fees) for community-based meetings including, but not limited to, printing/reproduction of documents, advertising, and deliverables shall be either borne by the Local Government or, if expended by Contractor, shall be reimbursed at actual cost plus seven (7%) percent. **ESTIMATE for budget purposes Fifteen Hundred and no/100's (\$1,500.00) Dollars.**
- c) Travel cost to and from Local Government jurisdiction by Contractor personnel is included in the fee above. Travel by Contractor personnel on behalf of Local Government to perform inspections within Local Government jurisdiction, or attend meetings outside Local Government jurisdiction, shall be reimbursed at the current IRS Standard Mileage Rate.
- d) Travel cost to and from Local Government **plus time attending meetings that are not convened for lack of a quorum** shall be considered Out of Scope and are subject to the discounted hourly rate in the amount of One Hundred Fifty and no/100's (**\$150.00**) dollars.
- e) **Services beyond the Scope** as defined in Section A. which may be requested by Local Government are subject to the discounted hourly rate in the amount of One Hundred-Fifty and no/100's (**\$150.00**) dollars and shall be invoiced by the hour monthly and billed in quarter-hour increments. Travel time to and from Local Government jurisdiction by Contractor personnel to perform additional services not included in Section A. are subject to the discounted hourly fee stated herein.
- f) **Modifications after Planning Board** approval and recommendation shall be billed at the discounted hourly rate of One Hundred-Fifty and no/100's (**\$150.00**) dollars.
- g) In depth **Public Engagement** to determine initial opinions & observations regarding current policy or subsequent Public Engagement to determine opinion on Draft LDC is priced at Fifteen Hundred and no/100's (**\$1,500.00**) dollars per session depending on client preferences & N-Focus schedule.

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



8. PAYMENTS: Local Government shall provide **twelve (12) equal monthly payments** without invoice as follows:

Payment	Payment Due Date	Payment Amount	Totals
1 st	April 30, 2023	\$4,375.00	
2 nd	May 30, 2023	\$4,375.00	
3 rd	June 30, 2023	\$4,375.00	
FY 23-24 Payments			<u>\$13,125.00</u>
4 th	July 30, 2023	\$4,375.00	
5 th	August 30, 2023	\$4,375.00	
6 th	September 30, 2023	\$4,375.00	
7 th	October 30, 2023	\$4,375.00	
8 th	November 30, 2023	\$4,375.00	
9 th	December 30, 2023	\$4,375.00	
10 th	January 30, 2024	\$4,375.00	
11 th	February 28, 2024	\$4,375.00	
12 th	March 30, 2024	\$4,375.00	
FY 24-25 Payments			<u>\$39,375.00</u>
TOTAL CONTRACT			<u>\$52,500.00</u>

Monthly invoicing for direct expenses as noted in “Section B.7.” herein shall be due and payable within fifteen (15) days of invoice. A late payment penalty equal to 1.5% of the unpaid balance of either monthly payments or monthly invoicing may be assessed.

9. PERIOD OF SERVICE: Functions defined in “Section A.” herein above shall be performed routinely based upon a mutually agreeable schedule during the period May 1, 2023 and ending April 30, 2024.

10. ACCESS: Local Government shall provide Contractor personnel with legal access to the primary work area during normal operating hours.

11. LIABILITY: Contractor personnel provided to Local Government are acting as contracted agents of Local Government in accordance with NCGS 160D-402(c) and no liability is implied or assumed for actions on behalf of Local Government, its administration, appointed officials and/or elected officials. General liability insurance shall be maintained by Contractor for the Functions to be performed under this Agreement. Contractor shall provide Local Government with a Certificate of Insurance prior to beginning Functions defined in “Section A.” herein above. This certificate will become a part of this Agreement upon execution of this Agreement. Contractor shall further indemnify and hold Local Government harmless from any/all worker compensation claims by Contractor personnel and any other claims arising out of Contractor personnel’s conduct.

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



12. CERTIFICATIONS: Contractor personnel shall not be required to sign any documents, no matter by whom requested, that would result in Contractor personnel having to certify, guarantee or warrant the existence of conditions whose existence Contractor personnel cannot ascertain. Local Government agrees not to make resolution of any dispute with Contractor or payment of any amount due to Contractor in any way contingent upon Contractor's personnel signing any such certification or document.
13. FORCE MAJEURE: Contractor shall not be responsible for any delays, damages, costs, expenses, liabilities, or other problems that may arise as a result of a force majeure. A "Force Majeure" is defined as any event arising from causes beyond the reasonable control of Contractor, including but not limited to fire, flood, unusual inclement weather, acts of God, civil strikes or labor disputes, riots, acts or failures of Local Government or others.
14. CONFLICTING TERMS AND PROVISIONS: In the event of conflict among this Agreement and any hereto attached exhibits, this Agreement shall govern.
15. DISPUTE RESOLUTION: It is acknowledged this Agreement shall be governed by the laws of the State of North Carolina in the event of dispute. Any dispute, controversy or claim arising out of or relating to this Agreement, in particular its conclusion, interpretation, performance, breach, termination, or invalidity, shall be finally settled by the courts having exclusive jurisdiction within the county of Local Government.
16. COUNTERPARTS: This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. If any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
17. ENTIRE AGREEMENT: Local Government and Contractor acknowledge this Agreement and any Attachments hereto constitute the entire agreement between Local Government and Contractor concerning the subject matter hereof. Any amendments or modifications of this Agreement shall be in writing and executed by Local Government and Contractor. Unless stated otherwise in this Agreement, this Agreement may not be modified.
18. REPRESENTATIVES: On behalf of Contractor, only the following individuals have authority to modify or alter the terms and conditions of this Agreement:

F. Richard Flowe, President & CEO
Patricia A. Rader, Secretary-Treasurer & COO

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



19. NOTIFICATION:

All correspondence shall be directed to:

Patti Rader, Manager
N-Focus, Inc.
315 South Main Street, Suite 200
Kannapolis, NC 28081
704.933.0772
PRader@NFocusPlanning.org

Section C. ACCEPTANCE:

Patricia A. Rader

April 12, 2023

Patricia A. Rader, Manager
N-Focus, Inc.

Date

ACCEPTED on behalf of Local Government by:

Signature

Date

Printed name of authorized person signed above.

Seal of Local Government

ATTEST:

Clerk to the governing board/council of
Local Government

Date

PRE-AUDIT:

This document has been pre-audited in accordance with applicable North Carolina General Statute.

Finance Officer

Date

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



A READING GUIDE: VILLAGE OF MARVIN DEVELOPMENT ORDINANCE (UDO)

S

A

M

P

L

E

Administrative, Procedural, State & Federal Mandates

- Article 1 Purpose & Authority
- Article 3 Definitions
- Article 4 Planning Board & Board of Adjustments
- Article 5 Amendments
- Article 6 Variances & Appeals
- Article 7 Permits & Procedures
- Article 18 Flood Damage Prevention
- Article 19 Watershed Protection
- Article 20 Erosion & Sedimentation Control
- Article 14 Flexible Development Standards
- Article 22 Non-conformities
- Article 23 Administration & Enforcement

Standards & Specifications for Creating Village of Marvin’s Character

- Article 13 Streets
- Article 16 Subdivisions
- Article 15 Special Events & Temporary Structures
- Article 2 General Standards & Specifications (for all Districts)
- Article 11 Landscape Requirements & Tree Protection
- Article 12 Parking
- Article 17 Sign Regulations
- Article 21 Open Space
- Article 9 Building & Lot Type Standards
- Article 10 Uses w/ Additional Standards & Conditional Uses
- Article 8 Zoning Districts

Additional Documents

- Official Zoning Map
- Statements of Consistency & Reasonableness
- Technical Standard & Specifications Manual

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. N-Focus, Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>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.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" 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) ▶ _____ <small>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.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="text-align: right; font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>	<p>5 Address (number, street, and apt. or suite no.) See instructions. 315 South Main Street, Suite 200</p> <p>6 City, state, and ZIP code Kannapolis, NC 28081</p> <p>7 List account number(s) here (optional)</p>
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	OR Employer identification number <div style="border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; text-align: center;">1</td> <td style="border: 1px solid black; width: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; text-align: center;">8</td> </tr> </table> </div>	2	6	-	0	6	1	4	6	5	8
2	6	-	0	6	1	4	6	5	8		

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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.

Sign Here Signature of U.S. person ▶		Date ▶ <u>6/3/21</u>
--	--	----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____



ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/26/2023		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER Melanie Franklin 1270 Hendersonville Rd Asheville, NC, 28704			CONTACT NAME: Donna Dark PHONE (A/C, No, Ext): 828-274-2420 FAX (A/C, No): 828-274-2423 E-MAIL ADDRESS: _____			
INSURED N-FOCUS, INC 313 S MAIN ST STE 110 KANNAPOLIS NC 28081			INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : State Farm Fire and Casualty Company 25143 INSURER B : State Farm Mutual Automobile Insurance Company 25178 INSURER C : _____ INSURER D : _____ INSURER E : _____ INSURER F : _____			
<p>COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:</p> <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSERT LTR	TYPE OF INSURANCE	ADDITIONAL SUBR (INSR, LVVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____	X	93-B5-L417-0	09/26/2022	09/20/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 4,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 _____ \$ _____
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		364 7270-A20-33H	01/20/2023	01/20/2024	COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 500,000 _____ \$ _____
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: _____ RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ _____ \$ _____
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in N/A) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	93-EH-G042-7	03/24/2021	03/24/2024	PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER				CANCELLATION		
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE 		
ACORD 25 (2016/03)		The ACORD name and logo are registered marks of ACORD			© 1988-2015 ACORD CORPORATION. All rights reserved.	
1001486 132849.12 03-16-2016						

N-Focus

Initials: PAR Date: 04/12/23

Marvin_FY 23_UDO_Agreement

Initials: _____ Date: _____