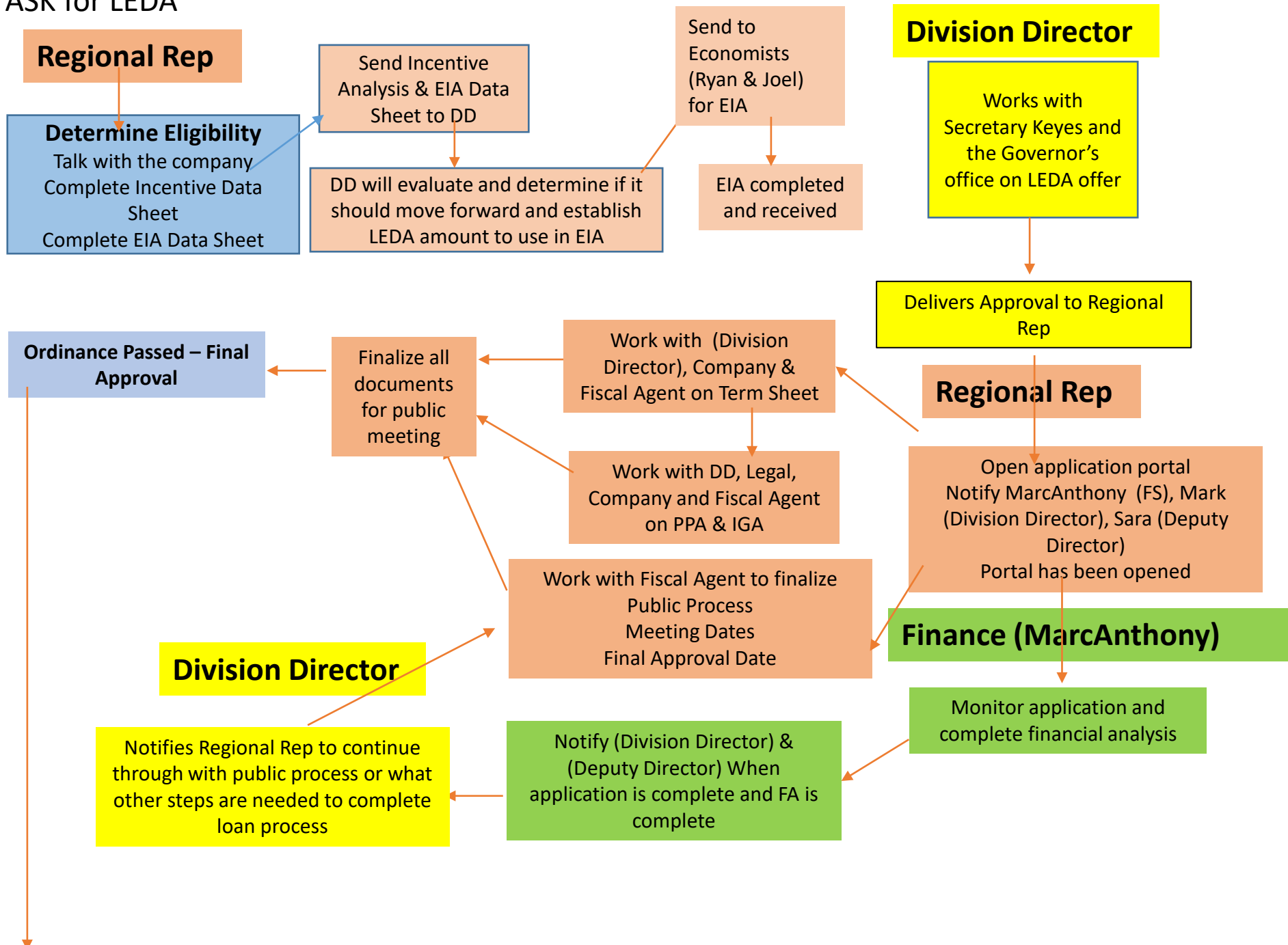


ASK for LEDA



Finalize LEDA Loan

Regional Rep

Execute Security Document

Execute PPA & IGA

Work with Office Manager (Judi) to create Purchase Orders & Requisitions

Work with Fiscal Agent to Invoice State for funds

Office Manager

Work with ASD Sara (Deputy Director) & ASD to Transfer Funds to Fiscal Agent

Regional Rep

Monitor LEDA and company at least quarterly and provided update in Salesforce and to Deputy and Division Director

