



United States Department of the Interior

OFFICE OF NATURAL RESOURCES REVENUE

Solids Reporter Training

Denver, Colorado

September 8th and 9th, 2015

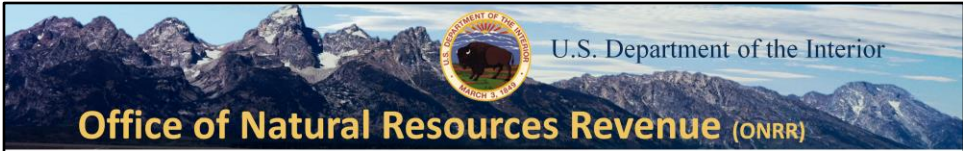
Tuesday, September 8th

Event	Speaker	Time
Opening	Rebecca Dyess	1:00 – 1:15 pm
Solid Mineral Lease	Michael Anspach	1:15 – 2:15 pm
Break		2:15 – 2:30 pm
Sales Summary & Facility Data	Karen Garza/Dane Templin	2:30 – 3:30 pm
Sales Contracts	Lee-Ann Martin	3:30 – 4:00 pm
Financial Viewpoint	Lee-Ann Martin	4:00 – 4:30 pm

Wednesday, September 9th

Event	Speaker	Time
Opening (4444, Payor Codes, EMARF)	Rebecca Dyess	8:30 – 8:45 am
Form ONRR-4430 (P&R)	Michael Anspach	8:45 – NOON
Lunch		12:00 – 1:00 pm
Data Warehouse	Michael Anspach	1:00 – 1:30 pm
Coal Valuation	Robert Malandri	1:30 – 3:30 pm
Meet & Greet		3:30 – 4:30 pm

**Times are approximate and may run over or under*



Welcome to 2015 ONRR Solid Minerals Reporter Training



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Topics to be covered

- ✓ Organizational Structure
- ✓ Regulations
- ✓ EITI

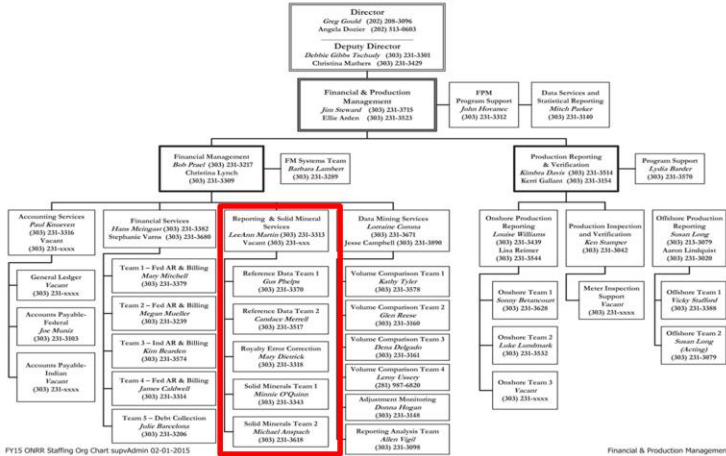
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ONRR Organization Chart

Office of Natural Resources Revenue (ONRR)

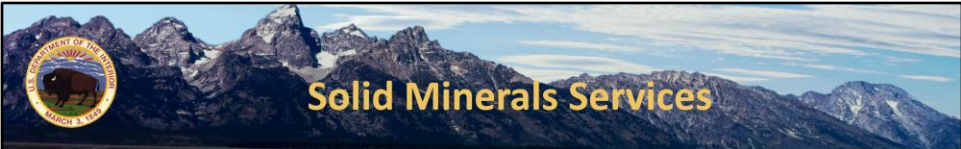
Organization effective February 2015



FY15 ONRR Staffing Org Chart supvAdmin 02-01-2015

Financial & Production Management

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Solid Minerals Services

Lee-Ann Martin,
Manager

Michael Anspach, Supervisor
Receivables & Reference

Minnie O'Quinn, Supervisor
Debt Collection

Jeremy Mason, Accountant
Michael Rausch, Sr Reference Analyst
Hannah Dechant, Reference Analyst
Vacant, Reference Analyst

Vickie Stolns, Accountant
Brian Graves, Accountant
Kelly Greene, Accountant
Jessica Polacek, Accountant

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Code of Federal Regulations

Regulations affecting solids leasing and the collection of royalties:

- **Reporting.** *Mineral Resources*, Title 30 Code of Federal Regulations (CFR) Part 1218—Collection of Royalties, Rentals, Bonuses and Other Monies Due to the Federal Government, Subpart E—Solid Minerals—General.
- **Federal Lease Operations and Other Leasing Activities.**
 - *Public Lands: Interior*, Title 43 CFR Part 3400—Coal Management: General.
 - *Public Lands: Interior*, Title 43 CFR Part 3500—Leasing of Solid Minerals Other Than Coal and Oil Shale. For oil shale, refer to the Minerals Leasing Act of 1920, as amended.
- **Indian Lease Operations and Other Leasing Activities.** *Indians*, Title 25 CFR Part 200—Terms and Conditions: Coal Leases and Part 211—Leasing of Tribal Lands for Mining.

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Available on the website at:

<http://onrr.gov/ReportPay/solids.htm>

Scroll down to handbooks

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EITI

The Extractive Industries Transparency Initiative, or EITI, is a global standard that promotes revenue transparency and accountability in the extractive sector.

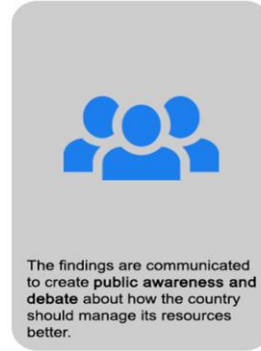
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2.



3.



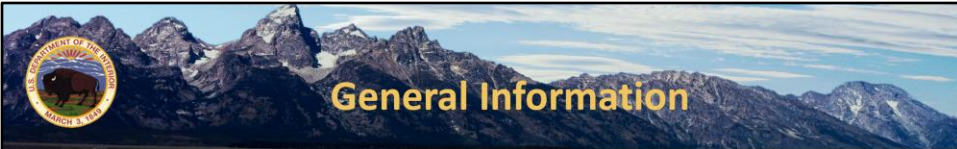
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Video located at:

<https://www.youtube.com/watch?v=LKHC4WJ02Eg>

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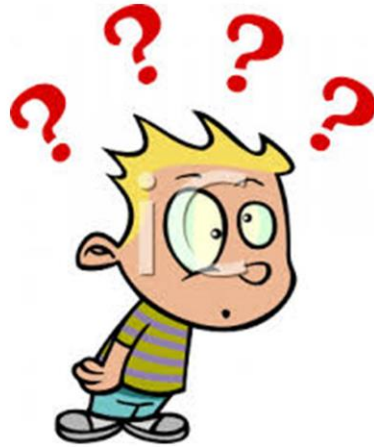


General Information

Location of restrooms?

Where to go for lunch?


Where can I go in the building?



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Solid Mineral Leases





Solid Minerals Services Reference Group


- ✓ Establish and maintain leases and mines in our reference system.
- ✓ Identify and resolve reporting and database inconsistencies.
- ✓ Support prompt and accurate distribution of royalties.

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The Reference group is primarily responsible for maintaining lease and mine information. This involves the receipt of lease documents and various decision letters from the issuing agencies, generally BLM or BIA.

These documents allow ONRR to maintain information regarding:

- Statuses of leases and mines
- Financial terms - royalty rates, rent, MR etc.
- Distribution information - state, county, tribal or allotted, and fund codes, all of which direct how funds will be distributed.



Life of Lease

	Federal	Indian
Lease Issued, Bonus & 1 st Year Rental Collected	BLM	BIA
Subsequent Rent Collected	ONRR	BIA
P&R Reporting	ONRR	ONRR
Lease Modifications	BLM	BIA
Lease Expiration	BLM	BIA

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This chart details the phases leases move through during their lives.

➤ Federal leases

- BLM collects first year rental payment and any bonus, responsible for day-to-day operations, inspections and enforcement. They issue lease documents, decision letters, etc.
- ONRR primarily collects, accounts for, disburses, establishes value for, and audits royalty payments.


➤ Indian leases

- BIA issues leases and collects all payments for royalties and other obligations for Indian solid mineral leases.
- ONRR does not collect payments for royalties and other obligations for Indian solid mineral leases. ONRR's primary role in such leases is to collect the P&R reporting.



Who must report & pay?

- If you are a lessee on any Federal or Indian solid mineral lease, you are responsible for reporting applicable rents, royalties, and other obligations to ONRR.
- If you are a lessee on any Federal solid mineral lease, you are also responsible for paying applicable rents, royalties, and other obligations to ONRR.



Which leases to report?

- **All Federal solid mineral leases or permits on public domain, acquired, and military lands regardless of which Federal agency administers the surface activities;**
- **All solid mineral leases, permits, and contracts on Indian Tribal and allotted lands**

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In addition to the Federal and Indian leases that must be reported, ONRR requires that some information for State and Fee leases that are in mines with Federal leases be reported. That will be discussed more in a later presentation.



Which forms must you submit?

- **ONRR-4430 Production and Royalty Report**
 - Eliminate paper-based reporting processes.
 - Eliminate correction tasks by ONRR personnel due to incorrect calculations and/or user error.
 - Up-front error correction
 - Less document processing
 - Pre-populated data
 - No Codes
 - Handle complex data calculation to avoid user error and confusion.
- **ONRR-2014 Report of Sales and Royalty Remittances (*special circumstances only*)**
 - Adjustments to previously submitted reports prior to October 2001
 - Recouping advance royalty that was originally reported on the ONRR-2014
 - Stand-alone leases not associated to a mine

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ONRR-4430: This report replaced the Sales & Royalty Remittance Report (MMS-2014) and the Solid Mineral Operation Reports.

The objectives of the P&R report application are to:

- Eliminate paper-based reporting processes
- Eliminate correction tasks by ONRR personnel due to incorrect calculations and/or user errors.
- Up-front error correction
- Pre-populated data
- No codes
- Designed to handle complex data calculations and to Enforce reporting processes and business rules to ensure compliance with ONRR regulations and guidelines.

ONRR-2014: This report is to be used for special circumstances only. You should use the 2014:

- If you need to make adjustments to previously submitted reports prior to October 2001
- If you need to recoup an Advance Royalty that was originally reported on the MMS-2014; it must be recouped on the 2014.
- If your lease is a stand-alone lease and is not associated to a mine, obligations must be reported on the MMS-2014



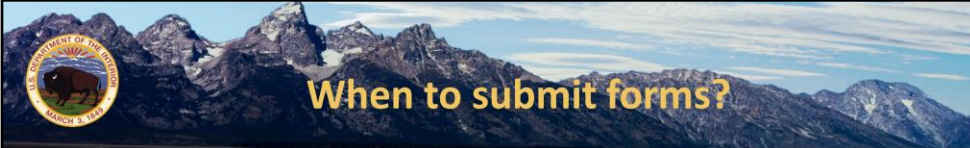
Which forms must you submit?

- **Sales Summaries & Facility Data**
- **Sales Contracts**

These will be covered in a separate presentation.

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Additionally, you may be required to submit Sales Contracts, Sales Summaries, and Facility Data, but those will be covered in another presentation.



When to submit forms?

- **Forms ONRR-2014 and ONRR-4430 are due no later than 4 P.M. MST on the due date as specified by the lease terms.**
- **Unless your lease provides otherwise, ONRR requires monthly royalty payments and reports.**
- **All payments and reports are due to ONRR until the leasing agency notifies ONRR that the lease is no longer active.**

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Deadlines for submitting forms and payments – both the P&R and the ONRR-2014 are due no later than 4 PM MST on the due date as specified by the lease terms. They can be submitted prior to the due date.

ONRR expects to receive royalty payments and royalty reports on a monthly basis unless your lease terms dictate otherwise.

All payments and reports are due to ONRR until the leasing agency notifies ONRR that the lease is no longer active. This can be due to a relinquishment, termination, expiration, etc...



IT'S
QUESTION
TIME!

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Sales Summary &
Facility Data



Sales Summary and Facility Data

Karen Garza

Dane Templin

Presented 9/8/2015

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Disclaimer: The statements or opinions expressed in all ONRR presentations and panel discussions at the Solid Minerals Reporter Training do not necessarily represent the views of ONRR or the Department of the Interior



ONRR Mission

To collect, disburse, and verify Federal and Indian energy and other natural resource revenues on behalf of all Americans

ONRR Vision

To be recognized as a world-class natural resources revenue management program, setting the standard for accountability and transparency



Overview

- Sales Summary
- Sales Summary Form
- Facility Data
- File Naming Convention
- File Security
- Questions



Sales Summary – Our Authority

- 30 CFR PART 1210.202 How do I submit sales summaries?



Sales Summary – What is it?

- A monthly snap shot of sales to your purchasers.
- A tool ONRR uses to confirm compliance and accurate reporting.



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Sales Summary – What should it include?

- An accounting of all your sales (Federal, Indian, State and Fee).
- Activity for only the month you are submitting. It should not include adjustments or revisions.
- If you must include adjustments, make them identifiable from current month sales.
- Sales from the mine and any remote storage sites.
- Any other considerations received.

- Note: Even if your sales contract does not require a quality, ONRR requires at a minimum the monthly average quality.



Sales Summary – What should it include?

(Remote Sites)

- If you sell from five or less remote sites, you must submit a sales summary for each site.
- If you sell from six or more remote sites, you may total the data and submit a summarized sales summary.
- Details you report on the sales summary are for the same sales reported on the original P&R for each sales point.



Sales Summary – What should it include?

Coal Data Elements

- Purchaser Name or Unique Identification
- Sales Units
- Gross Proceeds
- Processing or Washing Costs
- Transportation Costs
- Btu/lb.
- Ash %
- Sulfur %
- Lbs. SO₂
- Moisture %
- Other Data (As Requested)

Note: An example of Other Data we request would be for you to indicate if the total sales units reported includes coal from other mines.



Sales Summary – What should it include?

Sodium and Potassium Data Elements

- Purchaser Name or Unique Identification
- Sales Units
- Gross Proceeds
- Processing or Washing costs
- Transportation Costs
- Name of Product Type Sold
- By-Product Units (As Requested)
- Other Data



Sales Summary – What should it include?

Sodium and Potassium Data Elements (Other Data)

- Differentiate sales by foreign and domestic customers
- Differentiate bagged vs. bulk sales of the same product
- Line itemize different delivery points to the same purchaser



Sales Summary – What should it include?

Western Phosphate Data Elements

- Purchaser Name or Unique Identification
- Sales Units
- Moisture %
- By-Product Units
- P205%
- Other Data (As Requested)



Sales Summary – What should it include?

Metals Data Elements

- Purchaser Name or Unique Identification
- Sales Units
- Gross Proceeds
- Processing or Washing costs
- Transportation Costs
- Name of Product Type Sold
- By-Product Units (As Requested)
- Net Smelter Return Data
- Other Data (As Requested)



Sales Summary – What should it include?

Other Ad Valorem Data Elements

- Purchaser Name or Unique Identification
- Sales Units
- Gross Proceeds
- Processing or Washing costs
- Transportation Costs
- Name of Product Type Sold
- By-Product Units (As Requested)
- Size (As Requested)
- Other Data (As Requested)



Sales Summary – What should it include?

Other Non-Ad Valorem Data Elements

- Purchaser Name or Unique Identification (As Requested)
- Name of Product Type Sold (As Requested)
- Sales Units
- Other Data (As Requested)



Sales Summary – When to Submit?

- Submit your Sales Summary at the same time you submit your P&R.



Sales Summary – How to Submit?

- Submit your Sales Summary and Facility Data to ONRR's RubyMailbox at RubyMailbox@ONRR.gov
- Send paper submissions to:

Office of Natural Resources Revenue
Audit and Compliance Management
Western Audit and Compliance, Denver C, Manager
P.O. Box 25165, MS 62530B
Denver, Colorado 80225-0165



Sales Summary Form

- ONRR will request OMB approval to report the current sales summary data elements on a new Form in this next Information Collection Request (ICR) renewal.
- You will have the opportunity to submit comments on the new Form in the ICR renewal.



Facility Data – Our Authority

- 30 CFR PART 1210.204 How do I submit facility data?



Facility Data – What is it?

- Documentation of the process of converting raw production into marketable products.
- A tool ONRR uses to confirm compliance and accurate reporting.



Facility Data – Who must submit?

- If you operate a wash plant, refining, ore concentration, or other processing facility
- And that facility processes coal, sodium, potassium, metals, or other ad valorem solid minerals mined on a Federal or Indian lease
- The facility may be on or off the lease



Facility Data – What Must it Include?


- All production processed in the facility, not just Federal and Indian.
 - Identification of your facility
 - Mines Served
 - Input Quantity
 - Input quality or ore grade (except coal)
 - Output quantity
 - Output quality or product grades



Facility Data – What Must it Include?

Coal (Mine Data)

- Beginning inventory of raw coal
- Raw coal mined
- Raw coal transfers to wash plant
- Ending raw coal inventory
- BLM required quality information



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Facility Data – What Must it Include?

Coal (Facility Data)

- Beginning inventory of raw, blended, and clean coal
- Raw coal transfers to the wash plant
- Tons of raw coal washed
- Tons of clean coal output
- Tons of blended coal output
- Transfers of each product to remote(s)
- Sales of each product
- Ending inventories for each product
- BLM required coal quality

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If serving more than one mine, you should track each mine's raw coal transfers to the wash plant's inventories to be able to allocate as appropriate for each mine. If your facility tracks separate inventories for raw/blended/clean coal you should track each inventory separately from beginning to ending inventories.



Facility Data – What Must it Include?

Sodium and Potassium (Mine Data)

- Beginning ore inventory
- Current month's ore production
- Ore transfers to the facility
- Ending ore inventory
- BLM required quality information



Facility Data – What Must it Include?

Sodium and Potassium (Facility Data)

- Beginning inventories of ore and products
- Ore transfers to facility(ies)
- Tons of ore consumed producing each product
- Tons of each salable product produced
- Transfers to other facility(ies)
- Transfers of product to remote(s)
- Sales of each product
- Ending inventories for products
- Product qualities



Facility Data – What Must it Include?

Metals (Mine Data)

- Beginning ore inventory
- Ore mined
- Ore transfers to the mill
- Ending ore inventories
- BLM required quality information



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Facility Data – What Must it Include?

Metals (Facility Data)

- Beginning ore and concentrate inventories
- Ore transferred to the mill
- Ore processed (concentrate)
- Quantity of each ore concentrate produced
- Concentrate assays (quality parameters)
- Concentrate sales to smelter
- Ending inventories for ore and each concentrate



Facility Data – When to Submit?

- Submit your Facility Data at the same time you submit your P&R and Sales Summary.



Facility Data – How to Submit?

- Submit your Sales Summary and Facility Data to ONRR's RubyMailbox at RubyMailbox@ONRR.gov
- Send paper submissions to:

Office of Natural Resources Revenue
Audit and Compliance Management
Western Audit and Compliance, Denver C, Manager
P.O. Box 25165, MS 62530B
Denver, Colorado 80225-0165



Office of Natural Resources Revenue

File Naming Convention

S1_12345678_MA123_012009_CO

F1_12345678_MA123_012009_CO

S – Sales Summary **F** – Facility Data

1 – Sales Point or Facility Identifier

12345678 – Mine Number

MA123 – Customer ID

012009 – Sales Month

XX – State or Tribe Abbreviation Code

Note: The State Abbreviation Code is the 2-character U.S. Postal Service code. Contact ONRR for the Tribe Abbreviation Code applicable.



File Security For Electronic Submissions to RubyMailbox

- You may make your submissions with password protection
- At your request, ONRR will supply a password
- Zip your file attachments using that password
- Submit the zipped files to the RubyMailbox

Questions?

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Contact Us:

Karen Garza

karen.garza@onrr.gov

303-231-3352

Dane Templin

dane.templin@onrr.gov

303-231-3149

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Sales Contracts





The Authority

- 30CFR§1210.10(c)(20)
Information Collection
- 30CFR§1210.203
How do I submit sales contracts?




Required Submitters

➤ Who must submit?

- Companies that sell coal and metals produced from Federal and Indian leases with ad valorem royalty terms

➤ Who could be asked to submit?

- Companies that sell sodium, potassium, phosphate, and other ad valorem solid minerals



What to submit?

What to Submit

- Legal documents that affect the value of the contract:
 - Master contracts
 - Agreements
 - Sub-contracts
 - Amendments
 - Confirmation letters
 - Spot coal purchases/contracts

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- We want to learn all we can about a companies operation in order to perform compliance and audit properly
- Signatures & dates are important, as sometimes a contract will state it becomes effective on the date that the last signature was made.



What not to Submit

- Information that doesn't allow auditors/specialists to make a connection to the P&R Report and other data
- Letters of intent (if a contract was never entered into)



When do I send my contracts to ONRR?

- Submit by March 30th and September 30th of each year
- Only required to submit updates
- If no changes – send ONRR a letter



Which key elements are we looking for?

➤ Key Elements:

- The source mine and substitute mines
- Price per ton
- Period covered
- Minimum/maximum tonnages
- Quality parameters
- Point of delivery
- Any allowances or adjustments
- Any other pertinent information that is reflective of the sales that have been made



Why are sales contracts needed?

- Establish selling arrangement relationships
 - Price sold
 - Sales quantity
 - Quality
 - Adjustments
- Identify valuation issues

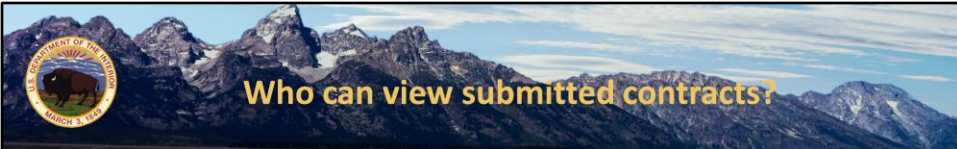


- Mail complete, dated and **signed** copies to:

Office of Natural Resources Revenue
Reporting and Solid Minerals Services
P.O. Box 25165
Mail Stop 63230B
Denver, CO 80225-0165

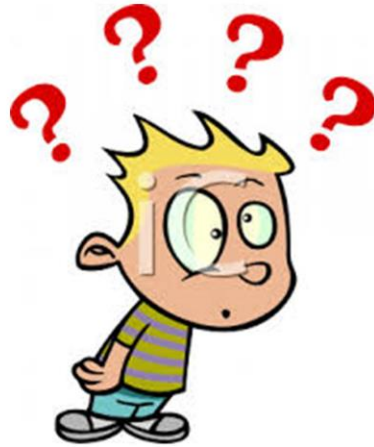
- Mail “no change” letters to the same address

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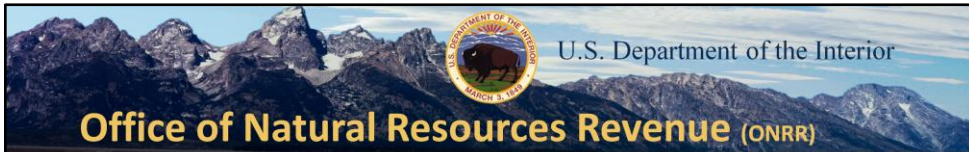


Who can view submitted contracts?

- Are confidential and not available for public inspection
- Are exempt from disclosure under FOIA



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Information That Could Save You Money Financial Viewpoint

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Information That Could Save You Money

Accurate and timely royalty reporting and payment will keep your “Lease in Good Standing”

- ✓ Lease-level obligations
- ✓ Royalty payments
- ✓ Connecting the accounting dots will save you money!

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Information That Could Save You Money

A lease in good standing will speed the BLM's review and issuances of these actions:

- ✓ Royalty Rate Reductions
- ✓ Lease Assignment
- ✓ Lease Relinquishment

\$\$\$\$



Information That Could Save You Money

- When to use the Report of Sales and Royalty Remittance Form 2014 for:
 - Reporting lease-level obligations
 - Reporting adjustments
- P&R Reporting Tips
- Payment Tips (ACH, Fedwire, pay.gov)
- Interest/Fin Invoices
- Liquidated Damages Invoices
- Ready for Treasury
- Contact Information

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When to use 2014?

Use the 2014 to:

- Report lease-level obligations not reported on your P&R (note the exception!)
- Report adjustments to sales month/years not originally reported on a P&R
- Using the paper 2014 is manual and requires 2-3 weeks process time

For a complete list of transaction codes and payment codes, go to:

<http://www.onrr.gov/ReportPay/royalty-reporting.htm>

Scroll down to Reporting Codes for Form ONRR-2014 and click on [Form ONRR-2014 Codes](#)

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Example 2014

U.S. DEPARTMENT OF THE INTERIOR
Office of Natural Resources Revenue

REPORT OF SALES AND ROYALTY REMITTANCE
FORM ONRR-2014

OMB Control Number: 1010-0004
OMB Approval Expires: 12/31/2016

PAYOR NAME: Solid Corporation
 PAYOR CODE: 0A999
 FEDERAL INDIAN REPORT INDICATOR: (Y or N)
 PAYOR ASSIGNED DOCUMENT NUMBER: 20224021

LINE	RESERVED FOR FUTURE USE	LEASE NUMBER	LEASE AGREEMENT NUMBER	WELL NUMBER	SALES VOLUME (MATERIAL HANDLING) (1)	ROYALTY VALUE PRIOR TO ALLOWANCES (2)	TRANSPORTATION ALLOWANCE DEDUCTIONS (3)	PROCESSING ALLOWANCE DEDUCTIONS (4)	SALES VALUE (5)	INTERNATIONALLY SET ASIDE (6)	ROYALTY VALUE LESS ALLOWANCES (7)	PAYMENT DEFERRED
1		W001616163									5000.00	02
2		M005878282									2000.00	02
3												
4												

I have read and approved the contents in this report and agree they are accurate and complete.
Tom Scott 02/15/2013

Check to ONRR (PM1)
 Indian Direct Pay (PM2) _____
 IET Payments (PM3) _____
 Royalty-in-kind (PM4) _____
 Checks to ONRR for ISA (PM5) _____
 Other (For Future Use) (PM6) _____
 Indian Leases (PM7) _____
 Total All Payments _____
 Less Available Credits (Credits may not be reported on this form)
 Doc ID _____
 Doc ID _____
 Doc ID _____
 Net Payment for this Report \$ 7000.00

TOTAL REPORT TOTAL: 7000.00

CONTACT INFORMATION:
 Company Contact Information has changed, please indicate below (Please print)
 Contact Name _____ Phone Number _____
 Street _____ P.O. Box _____ Suite or Other Identifier _____
 City _____ State _____ Zip Code _____
 Fax Number _____ Email Address _____

10/1/2008 01/11/2014 revised 02/11/14

PAGE 1 of 1

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When to use 2014?

- Not establishing lease level obligations **correctly** will generate a “FIN” or Invoice Bill
- This is one of the leading causes for an out-of-balance account (Not in good standing)

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When to report adjustments on a 2014 vs P&R?

Types of adjustments requiring 2014 because
the Original P&R was not submitted:

- Value adjustments
 - You can use the “Value Adjustment” tab on the P&R if you submit original P&R prior to August 2001
 - If not, you must use the ONRR-2014
- Retroactive Royalty Rate Reductions
- Establish a credit for sales month/year



Royalty Rate Reduction Tips

- Continue to report and pay lease-level obligations and royalties at the original rate when applying for a RRR
- Failure to report a RRR properly will prevent you from establishing a **CREDIT** for your account later



P&R to report various types of credits

- Recouping Rent
- Recoup Advance Royalty
- Recoup MRPIA
- **but**, if the original obligation was reported on a 2014, you must use the 2014 to credit the lease account





P&R Reporting Tips

Do not change the Customer Document ID on the P&R unless you receive notification from ONRR to do so (i.e, Audit, compliance reviews)

Use the same Payment Method Type on the P&R as your payment




P&R Reporting Tips

Main Payment P&R Original Value Adjustment Other Obligation [Log Out of P&R](#)

Mine Name: Mine No. 1 Business Unit: Federal/State/Fee Sales Month: November, 2003

Main Payment

 Warning: Your Mine Level Total Production Units has a 25% or more variance when compared to last reporting period. If you accept the fact that there is a variance of 25% or more, please check the checkbox to by-pass the validation. Do not change this ID unless instructed to do so

Submission ID:	PAR17422
Customer Number:	MA869
Customer Document ID:	PAR17422
Payment Method:	Electronic Funds Transfer
Federal/Indian Indicator:	FED01
Production & Royalty Total:	\$ 750.00
Other Obligation Total:	\$ 0.00
Value Adjustment Total:	\$ 0.00
Sub Total:	\$ 750.00
Credit 1 Amount:	\$ 0.00
Credit 1 Doc ID:	-
Grand Total:	\$ 750.00

Make sure this is the same as the payment you send



Payment Tips

Critical Electronic Wire Payment information includes:

- ✓ Customer Name
- ✓ Customer ID (MA____) **IMPORTANT!!!!**
- ✓ Customer Document ID used on P&R or Payor-Assigned Document Number used on ONRR-2014 (box 4) **ALSO IMPORTANT!!!!**





Interest Invoices

- ✓ Interest will be calculated and invoiced on all late payments received by ONRR
- ✓ All interest invoices undergo a review process before being issued to ensure the validity of the invoice
- ✓ If you disagree, you have the right to appeal
- ✓ Appeal documentation must be received 30 days from the date you received the invoice



Ready for Treasury

- ✓ **You do not want to receive a ready for treasury notification**
 - ✓ Company implications if a debt is referred to treasury:
 - ✓ Corporate credit is affected
 - ✓ At least an **Additional 28%** penalty is assessed by the Department of Treasury

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In Summary:

Accountant's View Point:

- ✓ Time is Money
- ✓ Do it right the first time and it won't come back to haunt you
- ✓ If you need help - call



Contact Information

SOLIDS

DEBT COLLECTION TEAM	PHONE
O'Quinn, Minnie (Supv.).....	303-231-3343
Graves, Brian.....	303-231-3074
Greene, Kelly.....	303-231-3110
Polacek, Jessica	303-231-3070
Stolns, Vickie.....	303-231-3648
RECEIVABLES & REFERENCE	PHONE
Anspach, Mike (Supv.).....	303-231-3618
Dechant, Hannah.....	303-231-3639
Lynch, Christina	303-231-3309
Mason, Jeremy.....	303-231-3185
Rausch, Michael.....	303-231-3336



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