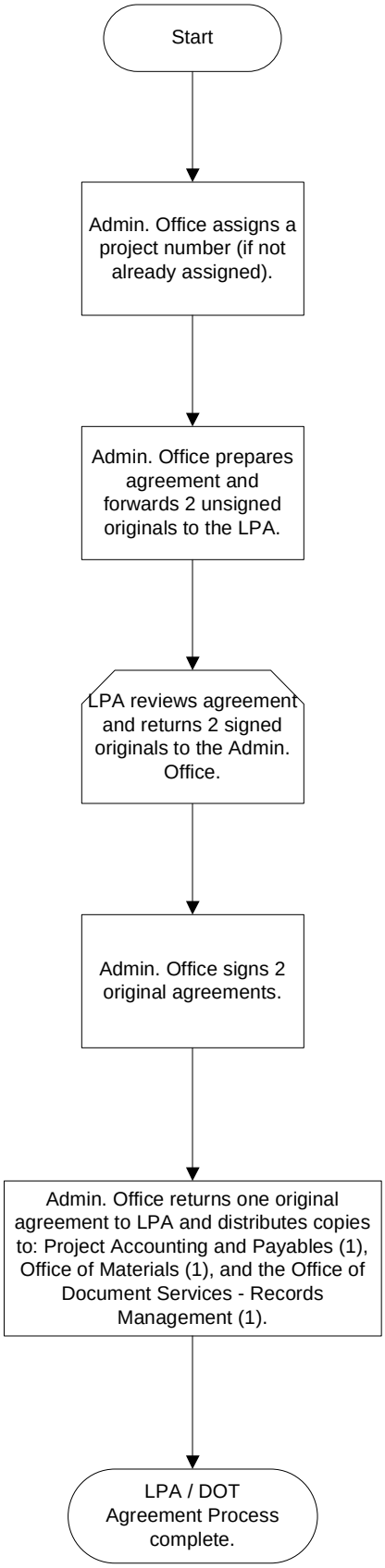LPA / DOT AGREEMENT PROCESS