

**CERTIFICATE REGARDING LOBBYING**

**Certification For Contracts, Grants, Loans And Cooperative Agreements**

**THIS CERTIFICATE AND THE FOLLOWING STANDARD FORM LLL-A ARE REQUIRED TO BE SUBMITTED BY THE SUB GRANTEE OR ANY OF ITS SUBSUBRECIPIENTS ONLY IF THE CONTRACT OR SUBCONTRACT EXCEEDS \$100,000.**

**CHECK THIS BOX ONLY IF CONTRACT IS \$100,000 OR LESS, skip #1 and #2 below, and sign at bottom of this page.**

**OTHERWISE continue by checking #1 or #2 below, whichever is applicable, and then sign at the bottom of the page.**

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

**CHECK THIS BOX IF APPLICABLE, and sign below. DO NOT complete Standard Form LLL-A.**

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL-A "Disclosure of Lobbying Activities," in accordance with its instructions.

**CHECK THIS BOX IF APPLICABLE, sign below, AND complete Standard Form LLL-A.**

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including Sub grantees, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 Title 31, U.W. Code. Any person who fails to submit the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Sub grantee Organization

Program Title

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Name and Title of Authorized Representative (please print clearly)

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Signature

Date

**STANDARD FORM LLL-A DISCLOSURE OF LOBBYING ACTIVITIES (Attachment 10A)**

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. Contract</p> <p><input type="checkbox"/> b. Grant</p> <p><input type="checkbox"/> c. Cooperative Agreement</p> <p><input type="checkbox"/> d. Loan</p> <p><input type="checkbox"/> e. Loan Guarantee</p> <p><input type="checkbox"/> f. Loan Insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. Bid / Offer / Application</p> <p><input type="checkbox"/> b. Initial Award</p> <p><input type="checkbox"/> c. Post-Award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. Initial Filing</p> <p><input type="checkbox"/> b. Material Change:</p> <p>Year _____ Quarter _____</p> <p>Date of Last Report:</p> <p>_____</p>
<p>4. Name &amp; Address of Reporting Entity:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Sub awardee Tier: _____</p> <p>Congressional District, if known: _____</p>		<p>5. If Reporting Entity in item 4 is Sub awarded, enter Name and Address of Prime:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Congressional District, if known: _____</p>
<p>6. Federal Department / Agency: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>7. Federal Program Name / Description: _____</p> <p>_____</p> <p>_____</p> <p>CFDA Number, if known: _____</p>	
<p>8. Federal Action Number, if known:</p> <p>_____</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10a. Name and Address of Lobbying Entity:</p> <p>(If Individual: Last Name, First Name, MI)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>10b. Individuals Performing Services: (If different from 10a)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Attach SF-LLL-A Continuation Sheet(s), if necessary)</p>	
<p>11. Amount of Payment: (check all that apply)</p> <p>\$ _____</p> <p><input type="checkbox"/> a. Actual</p>	<p>12. Form of Payment: (check all that apply)</p> <p><input type="checkbox"/> A. Cash</p> <p><input type="checkbox"/> B. In-kind:</p> <p>Specify Nature _____</p>	

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. Contract</p> <p><input type="checkbox"/> b. Grant</p> <p><input type="checkbox"/> c. Cooperative Agreement</p> <p><input type="checkbox"/> d. Loan</p> <p><input type="checkbox"/> e. Loan Guarantee</p> <p><input type="checkbox"/> f. Loan Insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. Bid / Offer / Application</p> <p><input type="checkbox"/> b. Initial Award</p> <p><input type="checkbox"/> c. Post-Award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. Initial Filing</p> <p><input type="checkbox"/> b. Material Change:</p> <p>Year _____ Quarter _____</p> <p>Date of Last Report:</p> <p>_____</p>
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<p><input type="checkbox"/> b. Planned</p>	<p>Value _____</p>
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<p>13. Type of Payment: (check all that apply)</p> <p><input type="checkbox"/> a. Retainer</p> <p><input type="checkbox"/> b. one-time Fee</p> <p><input type="checkbox"/> c. Commission</p> <p><input type="checkbox"/> d. Contingent Fee</p> <p><input type="checkbox"/> e. Deferred</p> <p><input type="checkbox"/> f. Other:</p> <p>Specify _____</p>	<p>14. Brief Description of Services Performed or To Be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) Contracted for Payment.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Attach SF-LLL-A Continuation Sheet(s), if necessary)</p>
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15. Standard Form LLL-A Continuation Sheet(s) attached:  Yes  No

Information required through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to Title 31 U.S.C. Section 1352 to be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

16. \_\_\_\_\_

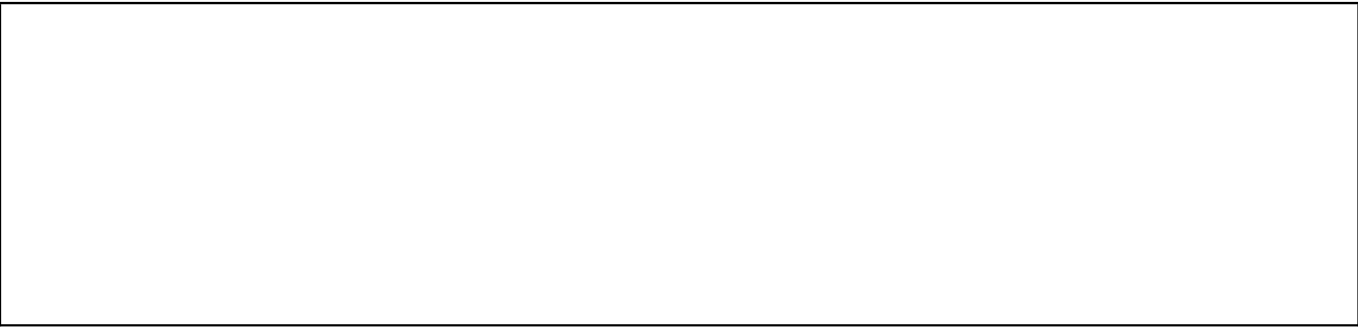
Signature Print Name

\_\_\_\_\_

Title Telephone Date

Reporting Entry:

Page \_\_\_\_\_ of \_\_\_\_\_



Authorized for Local Reproduction of Standard Form LLL-A

Billing Codes:

- 3410-C; 6450-01-C; 6690-01-C;
- 8025-01-C; 7510-01-C; 3510-FE-C; 8120-01-C;
- 4710-24-C; 6116-01-C; 6151-01-C; 8230-01-C;
- 4810-25-C; 3801-01-C; 4000-01-C; 3820-01-C;
- 6560-50-C; 6820-61-C; 4310-RF-C; 5716-01-C;
- 4150-04-C; 7555-01-C; 7537-01-C; 7536-01-C;
- 4310RF-C; 5716-01-C; 6050-28-C; 4910-62-C.

**INSTRUCTIONS FOR COMPLETION OF**  
**SF-LLL-A DISCLOSURE OF LOBBYING ACTIVITIES**

**(Attachment 10C)**

This disclosure form shall be completed by the reporting entity. Where sub awardee or prime Federal recipient at the initiation or receipt of a covered Federal action, or material change to a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or employee of a member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published.

1. Identify the type of covered Federal action for which lobbying activity is and / or has been secured to influence the outcome of covered Federal action.
2. Identify the status of a covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subawards include but are not limited to sub-contracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action identified in Item 1, if known, enter the full Catalog of Federal Domestic Assistance (CFDA) Number of grants, cooperative agreements, loans, and loan commitments.
8. Enter the Federal action number of the Federal program name or description for the covered Federal action as identified in item 1 (e.g., Request For Proposal (RFP) number, Invitation For Bid (IFB) number, grand announcement number, the contract grant or loan award number, or the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For the covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award / loan commitment for the prime entity identified in item 4 or 5.
- 10a. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- 10b. Enter the full name, address, city, state, and zip code of the individuals performing services if different from 10a.
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity as identified in item 4 to the lobbying entity. Indicate whether the payment has been made (actual) or will be made (planned). If this is a material change report, enter the cumulative amount of payment made or plan to be made. Check all boxes that apply.

12. Enter the form of payment. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment. Check all boxes that apply.
  
13. Enter the type of payment. Check all boxes that apply. If other, specify name.
  
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s), officer(s), employee(s), or member(s) of Congress that were contracted for payment as indicated in item 11.
  
15. Indicate whether or not a Standard Form LLL-A Continuation Sheet(s) is attached.
  
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Budget, Paperwork Reduction Project (03-48-0046), Washington D.C. 20503.

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