

Request for Proposal (RFP) for Administration/Professional Services - Cover Letter

May 3, 2020

Re: Request for Proposals – 2020 Transportation Infrastructure Fund (TIF) Grant Program

Dear Administrative Service Providers:

Attached is a copy of Matagorda County's Request for Proposals to provide application and administrative services for a Transportation Infrastructure Fund Program project funded by the Texas Department of Transportation (TxDOT). The submission requirements for this proposal are also included on the attached Request for Proposal (RFP) form. Firms and/or individuals should have past experience with state and/or federally funded programs. Please submit a proposal of services and statement of qualifications to:

Kristen Kubecka
2200 7th Street, Room 208, Bay City, Texas 77414

Along with your proposal, you must also include verification that your company, as well as the company's principal or principals, are not listed (is not debarred) through the federal government's System for Award Management (www.SAM.gov). Please include a printout of the search results.

The deadline for submission of proposals is May 14, 2020 at 9:00 AM. Please send 4 copies of your proposal plus email a digital copy to kkubecka@co.matagorda.tx.us. The County of Matagorda reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The County of Matagorda is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

Kristen Kubecka

Matagorda County, Texas
Transportation Infrastructure Fund
Request for Proposals or Qualifications Grant Project Management Services
Information Sheet

Project Description

Matagorda County is implementing a 2020 Transportation Infrastructure Fund (TIF) program through the Texas Department of Transportation (TxDOT) to construct road improvements related to the statewide and regional impact of energy development and exploration related traffic, and is seeking qualified firms to provide assistance. The County shall select a firm or team of firms that is best qualified to provide grant project management services. The County plans to repair, reconstruct and improve county roadways at project locations throughout the County. The County's total budget for this program is to be determined.

Services to be Performed

The County anticipates the following services may be required for the TIF program:

- Assist with County-performed design documentation
- Assist with County-performed construction documentation
- Assist with preparation of material and/or construction bid notices
- Create bid documents and assist in procurement of construction services, materials, rental/lease equipment, professional design services, or other items needed to implement the TIF projects—may include multiple bids for contracted work for various projects
- Assist with preparation of construction and/or material contracts
- Coordinate HUB program requirements
- Complete any necessary project environmental review activities. Note, if the review determines that services of an archaeologist, historic preservation architect, or other specialist are required for any project, such activities would be separately procured by County and not covered by this RFP.
- Complete any necessary project acquisition activities in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Texas Landowners Bill of Rights (Texas Government Code Sec. 402.031 and Chapter 21 of the Texas Property Code.)
- Review TxDOT contracts and related requirements to develop implementation guide and policies for County's participation in the TIF
- Provide labor standards compliance for all contracted work in conformance with Texas Government Code Title 10, Chapter 2258, including on-site employee interviews, review of all contractor payrolls, wage determination, calculation of wage restitution, etc.
- Assist with documentation of any project related force account (county crew and equipment) hours and costs—requires on-site meetings with county commissioners and their staff, access to Rental Rate Blue Book for equipment
- Assist in compilation of data for county owned equipment used for each project if applicable
- Review of all contractor or materials invoices for compliance with TxDOT and local financial reporting requirements
- Assist in preparing TxDOT Billing Summaries, Individual Project Billing Summaries with supporting documentation, and Invoices for reimbursement requests and in determining eligibility of costs for reimbursement
- Assist in preparing TxDOT Certifications and back-up documents related to individual projects for signature by local officials
- Assist with and provide guidance regarding quality assurance documentation for conformance with the County's Design Criteria and Specifications—may require on-site visits during construction
- Provide periodic reports for Commissioners Court regarding each project's status
- Coordinate with the County's financial officers and staff on project-specific cost accounting and tracking
- Prepare summary of allowable costs and amounts reimbursed from the fund in compliance with Title 43, Texas Administrative Code, Subchapter O and the Texas Uniform Grant Management Standards for each project.

- Assist in preparation of amendments to TxDOT Agreement and revisions to List of Transportation Infrastructure projects as needed
- Other Program Management Services as may be required by TxDOT

Project delivery services must be completed in conformance with the Uniform Grant Management Standards (Chapter 783 Texas Government Code), OMB Circular A-87 or its successor, the County's TxDOT TIF Agreement, Texas Transportation Code Chapter 256 Subchapter D and 43 TAC Chapter 15 Subchapter O.

The County intends to conduct its TIF project implementation in accordance with the exemption from engineering of public works granted in Texas Occupations Code 1001.053. If the County determines that a project will require services of a professional engineer, such services will be solicited through a separate request for qualifications process.

Proposal Requirements

The proposal must include the following:

1. Cover letter containing name, address, telephone number, email address, and main contact name of primary firm and each participating firm other than primary firm.
2. Number of total personnel and personnel assigned to this project, by discipline for each participating firm.
3. Outline of specific areas of responsibility (administration, design, inspection, financial, management, labor standards, environmental review, etc.) and team lead for primary and each participating firm.
4. Brief resume of key personnel including name/title, name of firm, experience, education, professional registration or licensure number (if applicable), TxDOT Local Government Policies and Procedures certification, and other relevant qualifications.
5. List of recent work completed by primary firm and each participating firm that may be relevant to the project, including project experience with TIF and/or TxDOT projects, name/location, type of work, funding source (if known), firm's responsibilities and services provided, project owner's main contact/address/telephone number, approximate completion date, and estimated project cost.
6. Certifications and Documentation:
 - a. Certified statement by primary firm committing to provide required general liability insurance, worker's compensation and professional liability insurance for personnel assigned to the project in the amounts specified below in this RFQ within 10 calendar days of any Notice of Award, or copy of insurance binder indicating coverage currently in-force. (submit as Attachment A)
 - b. Child Support Statement for Negotiated Contracts and Grants (complete and submit as Attachment B).
 - c. Civil Rights Compliance (complete and submit as Attachment C).
 - d. Professional Registration Documentation if any (submit as Attachment D).
 - e. Conflict of Interest Questionnaire (Attachment E)
 - f. Certification Regarding Lobbying (Attachment F)
7. Proposed total fee as a dollar figure or as a percent of the County's total TIF award, along with proposed milestones or tasks and the amount of the total fee payable for completion of each milestone or task.

RFP Selection Criteria and Contract Negotiation

The County shall evaluate each Proposal in accordance with the following criteria:

1. Professional qualifications in the areas of grant project management
2. Experience with similar grant funded projects (TxDOT, other state/federal)
3. Overall performance record based upon references and County's prior experience with firm(s)
4. Capacity to perform all services outlined in this request
5. Proposed fee

Each firm will be ranked according to its qualifications to perform all services outlined in this request. No interviews are anticipated at this time. Once selected, the County will negotiate final contract terms and price with the most qualified firm; should negotiations fail the County shall negotiate with the next most qualified firm until an agreement is reached.

Insurance Requirements

Worker's Compensation – Statutory Amount
Employer's Liability - \$500,000.00

Commercial General Liability
Personal injury and property damage:
\$1,000,000.00 combined single limit each occurrence and
\$2,000,000.00 aggregate

Business Automobile Liability for all vehicles
Bodily Injury and property damage:
\$500,000.00 combined single limit any one accident

Historically Underutilized Businesses (HUBs)

HUBs, Minority/Women-owned Business Enterprises (MWBE), Disadvantaged Business Enterprises (DBE) and/or Labor Surplus Vendors (LSA) are encouraged to respond to this RFP. Based on previous procurement of similar work, the County has determined it is unlikely that subcontracting opportunities will exist within the scope of this RFP but encourages respondents to consider subcontracting with HUBs if opportunities arise.

Uniform Grant Management Standards (UGMS)

Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter I (UGMS) shall govern all work covered by this Agreement. State agencies are required to adhere to the UGMS when administering grants and other financial assistance agreements with cities, counties and other political subdivisions of the state. A state agency must expend and account for grant funds in accordance with state laws and procedures for expending and accounting for its own funds. Fiscal control and accounting procedures of the state, as well as its subgrantees, must be sufficient to:

- (1) Permit preparation of reports required by the UGMS and the statutes authorizing the grant;
and
- (2) Permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes.

Cost Principals for State, Local and Indian Tribal Governments

OMB Circular A-87 (replaced by 2 CFR 200) applies to all work covered by this Agreement.

Verification No Boycott Israel

As required by Chapter 2270, Government Code, the selected firm must verify that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Foreign Terrorist Organizations

Pursuant to Chapter 2252, Texas Government Code, the selected Firm must represent and certify that, at the time of execution of an Agreement neither the Firm, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

SAM Clearance/Debarment

Along with your proposal, you must also include verification that your company, as well as the company's principal or principals, are not listed (is not debarred) through the federal government's System for Award Management (www.SAM.gov). Please include a printout of the search results.

Deadline

The deadline for submission of proposals is May 14, 2020 at 9:00 AM. Please send 4 copies of your proposal plus email a digital copy to kkubecka@co.matagorda.tx.us. The County of Matagorda reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

**Transportation Infrastructure Program
Request for Proposals for Project Delivery Services
Scoring Sheet**

TxDOT Contractor Locality: _____

Name of Primary Firm: _____

Other Participating Firms: _____

Date of Rating: _____

Review Committee Members: _____

Rate the Firm's Proposal in the following areas:

A. Experience and Qualifications	Points Possible	Points Awarded
1. Experience with project delivery services for state-funded local Texas Department of Transportation projects.	15	
2. Experience working with County	15	
3. Experience with environmental, labor standards/force account and procurement requirements for state/federal grants	10	
<i>SUBTOTAL</i>	<i>40</i>	

B. Work Performance (references and prior experience with firm)	Points Possible	Points Awarded
1. Work product is consistently of high quality	10	
2. Facilitates completion of project activities on schedule	5	
3. Understands the approach for project implementation	5	
<i>SUBTOTAL</i>	<i>20</i>	

C. Capacity to Perform	Points Possible	Points Awarded
1. Staffing level/experience, special skills, and type assigned to project (consider TxDOT Local Government Project Procedures Certification, project management, engineering, planning, or other background)	15	
2. Adequacy of resources to commit to project	5	
<i>SUBTOTAL</i>	<i>20</i>	

D. Proposed Fee	Points Possible	Points Awarded
1. Price is reasonable considering the firm's experience and qualifications	10	
2. Price is fair considering the expected scope of services and proposed milestone payments	10	
<i>SUBTOTAL</i>	<i>20</i>	

Scoring Summary:	Points Possible	Points Awarded
A. Experience of firm	40	
B. Work performance/program implementation	20	
C. Capacity to perform	20	
D. Proposed Fee	20	
<i>TOTAL SCORE</i>	<i>100</i>	

ATTACHMENT A

Attach Insurance Certification or Binder

Certification

I, _____, as a duly authorized representative of _____,
(full name) (name of firm)

certify that evidence of required general liability, worker's compensation, and professional liability insurance for personnel assigned to the project and automobile insurance for any vehicles used for the project in the amounts in this RFP shall be provided to the issuer of this RFP within 10 calendar days of any Notice of Award.

Signature – Company Official

Printed/Typed Firm Name

Printed/Typed Name/Title

Date

ATTACHMENT B

CHILD SUPPORT STATEMENT FOR NEGOTIATED CONTRACTS AND GRANTS

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

List below the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application.

NAME	SOCIAL SECURITY NUMBER

Section 231.006, Family Code, specifies that a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services; or receive a state-funded grant or loan.

A child support obligor or business entity ineligible to receive payments described above remains ineligible until all arrearage have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purposes of responding to a request for information from an agency operating under the provision of Parts A and D of Title IV of the federal Social Security Act (42 USC Section 601417 and 651-669).

Signature – Company Official

Printed/Type Firm Name

Printed/Typed Name and Title

Date

ATTACHMENT C

CIVIL RIGHTS COMPLIANCE

1. Nondiscrimination

The Project Delivery Firm, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, gender identity, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Project Delivery Firm shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 and Part 710.405(b) of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

2. Solicitations for Subcontracts Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiation made by the Project Delivery Firm for work to be performed under a subcontract including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Project Delivery Firm of its obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

Signature – Company Official

Printed/Typed Firm Name

Printed/Typed Name/Title

Date

ATTACHMENT D

PROFESSIONAL REGISTRATION DOCUMENT (IF ANY)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Attachment F

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a 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 an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup 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 subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of 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 (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a 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.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

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

(a) 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 of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) 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 of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Printed Name and Title of Contractor's Authorized Official

Date

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

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1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup 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 subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of 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 (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a 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.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing 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 (0348-0046), Washington, DC 20503

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award	3. Report Type: a. initial filing _____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested 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 31 U.S.C. 1352. This information will 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.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
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