

**The County of Juneau  
Juneau County, Wisconsin**

**REQUEST FOR PROPOSALS (RFP)**

**For**

**Grant Administration Services**

**of the**

**Central Housing Region Rehabilitation Program**

**A Community Development Block Grant Project**

**June 1, 2022**

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# Invitation to Submit Proposal

## Introduction

The County of Juneau has been awarded \$3,000,000 in Community Development Block Grant (CDBG) Funds to address affordable housing for the Central Housing Region CDBG Program in the following counties: Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara, and Wood. The funds may be used for:

- Rehabilitation of owner-occupied housing units
- Rehabilitation renter-occupied housing units
- Acquisition/Demolition/Relocation

On behalf of Juneau County, the Juneau County CDBG Committee is seeking proposals to assist with various grant administration services for the CDBG Housing Rehabilitation Project.

## Contact Information

All interested persons and firms should contact Julie Oleson, Executive Director, Juneau County Housing Authority, between 8:00 a.m. and 4:00 p.m., Monday – Friday at 608-847-7309 or [joleson.jcha@gmail.com](mailto:joleson.jcha@gmail.com) to request the RFP packet or additional information, as needed.

Persons/firms that intend to submit a proposal should send notification of intent to Juneau County Housing Authority with the person's/firm's name and contact information in case of addenda or other changes. Additionally, for those who have requested and/or received the RFP will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

## Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of Juneau County Housing Authority prior to the RFP submission deadline. Juneau County and Juneau County Housing Authority shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via email to Julie Oleson, at [joleson.jcha@gmail.com](mailto:joleson.jcha@gmail.com), on or before Wednesday, June 8, 2022. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Julie Oleson in writing via email, and provided to all parties, and treated as an addendum to the RFP packet.

Juneau County makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of Juneau County has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact the Juneau County Board Chair, any Juneau County Board Supervisors, or any other Juneau County staff for clarification on this RFP.

## Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. Juneau County is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by Juneau County will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record.

## Proposal Requirements

### Directions for Submittal

Proposals must be received at the Juneau County Housing Authority Office, labeled "ATTN: CDBG Project RFP Review Committee", 717 E. State Street, Mauston, WI 53948; or via email to [joleson.jcha@gmail.com](mailto:joleson.jcha@gmail.com), with the Subject of "ATTN: CDBG Project RFP Review Committee", **no later than 9:00 a.m. on Thursday, June 9, 2022**. Juneau County reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for grant administration services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Julie Oleson at 608-847-7309 or [joleson.jcha@gmail.com](mailto:joleson.jcha@gmail.com).

The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with Juneau County for various grant administration services.

### Proposal Contents

1. Cover Letter
2. Scope of Services and Deliverables Section
3. Three Letters of Recommendation
4. Resumes for individuals/employees that will work on the CDBG project
5. Copy of Liability/Errors & Omissions Insurance
6. Exhibit II Attachments

### Selection Process Schedule

Juneau County anticipates authorizing a contract for this work by July 1, 2022. The scope of services will take place from contract date through December 31, 2024.

### Other Conditions of Proposal Submittal

1. Only one proposal will be accepted from any person, firm, or entity.
2. No proposal will be accepted from any person, firm, or entity that is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by Juneau County Board of Supervisors or Juneau County Finance Director and Juneau County Housing Authority.

3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of contracting to be observed for compliance with Conflict of Interest and Lobbying regulations apply to this project. Refer to **Exhibit II** attachments for the CDBG project requirements.
5. All activities for the project must comply with the CDBG program regulations and policies set forth in [24 CFR 570](#) and the State of Wisconsin CDBG Program *Implementation Handbook* referenced in **Exhibit II**.

# Scope of Services & Deliverables

Area Map for the CDBG Project location are provided in **Exhibit I** attachments.

**PROPOSAL/SCOPE OF SERVICES**  
 TO PROVIDE GRANT ADMINISTRATION SERVICES TO THE  
 CENTRAL HOUSING CDBG HOUSING REHAB PROGRAM

---

(AGENCY NAME & CONTACT)

---

I. Name of designated employee.

---

Name and Title

a. List the number of CDBG Contracts this person has directly managed within past 5 (five) years: \_\_  
 \_\_\_\_\_

b. List dates of CDBG Implementation Training this person has attended within the past 5 (five) years:  
 \_\_\_\_\_

II. The CDBG administrative fee will not exceed \_\_\_\_\_% based on the project budget expenditures. Included below is a comprehensive list of services being requested, please assign specific person(s) within your agency who will execute these services.

	Administrative Services	Name of Staff Member	Agency (if sub-contracted)
1.	Prepare rehab work write-ups & designate contact for homeowner and contractor inquiries		
2.	Prepare & send bid packet to homeowner. Include forms for them to list selected contractors and list of work that they will sign approving the items on write-up.		
3.	Prepare and obtain signatures for mortgage, loan documents, and rehab contracts with homeowner		
4.	Prepare and submit change orders, as necessary to JC Housing Auth.		
5.	Prepare and submit payment requests to JC Finance Director		
6.	Check State & Federal debarment lists and obtain lien waivers for each		

	pay request and certifications and licenses of successful bidders		
7.	Prepare Semi-Annual Reports MBE/WBE, Labor Standards, and Section 3		
8.	Acquisition/relocation compliance as applicable		

III. CDBG eligible delivery costs may be included in the homeowner's loan. They will be charged to the CDBG project budget. List your delivery costs. If delivery cost will be changed within the service area, please list them separately.

	Service name	Cost per project	Agency (if sub-contracted)
1.	Initial HQS Evaluation/Inspection		
2.	Interim HQS Evaluations/Inspections		
3.	Final HQS Evaluations/Inspections		
4.	Asbestos Inspection Fees		
5.	Lead-based Paint Clearance Testing		
6.	Risk Assessment as necessary (and report)		

IV. Identify Housing Quality Standard (HQS) Evaluator(s). This person/these persons will be responsible to provide HQS Evaluation/Inspection for the project area. If you plan to sub-contract these services with another agency, please list the agency name, person responsible for the HQS Evaluations, and supply proof of solicitation of bids for these services.

\_\_\_\_\_  
Name and Title (Agency Name if sub-contracted)

- a. Please list the number of inspections this person has directly managed within the past 5 (five) years.  
\_\_\_\_\_
- b. List dates of the CDBG Implementation Training this person has attended within the past 5 (five) years.  
\_\_\_\_\_
- c. Attach three letters of recommendation and list provider's names here.  
\_\_\_\_\_

V. Identify Asbestos, Risk Assessors, and Lead-based paint clearance testers. If you plan to sub-contract these services with another agency, please list the agency name, person responsible for the services, and supply proof of solicitation of bids for these services.

VI. Juneau County is an Equal Opportunity Employer. Please help us comply by answering yes/no to the following questions:

	YES	NO
Is 51% or more of your business owned by a Section 3 resident?*** The definition of a Section 3 resident list: 1) A public housing resident; or 2) A low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.		
At least 30% of your full-time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents?***		
Is your agency a Certified Minority Business Enterprise (MBE)?***		
Is your agency a Certified Woman Business Enterprise (WBE)?***		

\*\*\*VERIFICATION – The Company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status and bid proposal.

Signature of Business Owner or Authorized Representative:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Evaluation and Selection

Final selection of the grant administration provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit III**.

Juneau County reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The County of Juneau, Juneau County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact:

Julie Oleson, Juneau County Housing Authority

Executive Director

[joleson.jcha@gmail.com](mailto:joleson.jcha@gmail.com)

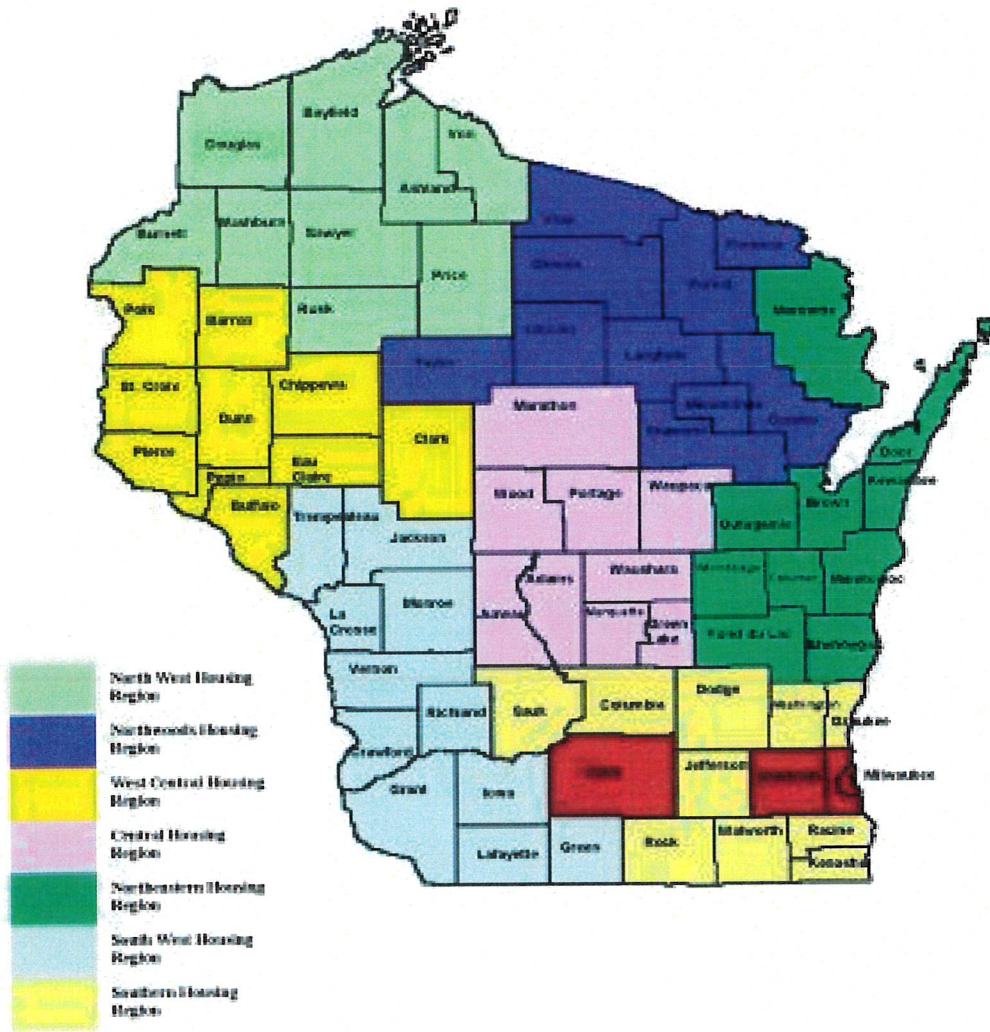
1-608-847-7309

# EXHIBIT I

## Project Area Area Map

**CENTRAL HOUSING REGION CDBG PROGRAM  
PROJECT AREA IN PINK  
(excluding the City of Wausau)**

### CDBG HOUSING REGIONS



Updated: 03/28/2014

## EXHIBIT II

### State and Federal Regulatory Requirements for CDBG-Assisted Projects

#### REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE
2. CONFLICT OF INTEREST CLAUSE
3. LOBBYING CERTIFICATION
4. DISCLOSURE OF LOBBYING ACTIVITIES

THE CDBG ATTACHMENTS LISTED ABOVE ARE FROM THE CDBG IMPLEMENTATION HANDBOOK AND HANDBOOK CHAPTER ATTACHMENTS ON THE BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

Also refer to [24 CFR 570](#).

## EXHIBIT III

### Selection Rating System

- |    |   |                          |
|----|---|--------------------------|
| 1. | Project Coordinator/Lead's Experience   | <u>Maximum 20 Points</u> |
|    | A. 5 or more years' experience with CDBG or other federal/state programs  | 20 Points                |
|    | B. 4 years' experience  | 15 Points                |
|    | C. 3 years' experience  | 10 Points                |
|    | D. Less than 2 years' experience  | 5 Points                 |
|    | E. No experience  | 0 Points                 |
| 2. | Firm's Project Completion Background  | <u>Maximum 20 Points</u> |
|    | A. Completion of 5 or more previous, similar type projects within proposed time frame & budget                                    | 20 Points                |
|    | B. Completion of 4 similar projects   | 15 Points                |
|    | C. Completion of 3 similar project  | 10 Points                |
|    | D. Working on 2 similar projects; not completed   | 5 Points                 |
|    | E. No work on a similar project   | 0 Points                 |
| 3. | References from Similar Projects  | <u>Maximum 20 Points</u> |
|    | A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service     | 20 Points                |
|    | B. Respondent lists 2 previous clients  | 15 Points                |
|    | C. Respondent lists 1 previous client   | 10 Points                |
|    | D. Respondent lists no previous references  | 0 Points                 |
| 4. | Firm's Familiarity with Community Needs   | <u>Maximum 10 Points</u> |
|    | A. Firm is thoroughly familiar with community(ies) with similar population and characteristics to the Central Housing Region area | 10 Points                |
|    | B. Firm is somewhat familiar with community(ies) with similar population and characteristics to the Central Housing Region's area | 5 Points                 |
|    | C. Firm is unfamiliar with community(ies) with similar population and characteristics to the Central Housing Region's area        | 0 Points                 |
| 5. | Responsiveness to Specifications of RFP   | <u>Maximum 20 Points</u> |
|    | A. Needs of project are fully addressed in Proposal   | 20 Points                |
|    | B. Needs of project are somewhat addressed in Proposal  | 10 Points                |
|    | C. Needs of project are not addressed/resolved in Proposal  | 0 Points                 |
| 6. | Budget  | <u>Maximum 10 Points</u> |
|    | A. Budget within CDBG Programs capacity as proposed   | 10 Points                |
|    | B. Budget slightly above CDBG Programs capacity as proposed; potentially feasible with modest adjustment                          | 5 Points                 |
|    | C. Budget not reasonably within CDBG Programs capacity; would require extensive adjustment to be feasible                         | 0 Points                 |
| 7. | Minority or Women Business Enterprise or Disadvantaged  | <u>Maximum 5 Points</u>  |

Business Enterprise firm\*

A. Firm is MBE, WBE or DBE firm

5 Points

B. Firm is not MBE, WBE or DBE firm

0 Points

8. Small Business Firm

Maximum 5 Points

A. Firm is a small business

5 Points

B. Firm is not a small business

0 Points

**MAXIMUM TOTAL POINTS: 100 POINTS**

**Note to Responders of RFP:**

***Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.***

*\*MBE/WBE/DBE Firms are Defined As Follows:*

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

# Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant – Potential Conflict of Interest Disclosure

## POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Central Housing Region CDBG Program  
County of Juneau

Do you have family or business ties to any of the people listed below?

Yes

No

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:

### ELECTED/APPOINTED OFFICIALS:

- TIMOTHY COTTINGHAM, COUNTY BOARD CHAIRMAN
- JILL GRANGER, JUNEAU COUNTY CDBG COMMITTEE CHAIR
- JOELLE CURRAN, JUNEAU COUNTY CDBG COMMITTEE
- LEE KUCHER, JUNEAU COUNTY CDBG COMMITTEE
- AIMEE STIEVE, JUNEAU COUNTY CDBG COMMITTEE/COUNTY BOARD

### SUPERVISOR

- JOHN MCGINLEY, JUNEAU COUNTY CDBG COMMITTEE/COUNTY BOARD

### SUPERVISOR

- MIKE PECH, COUNTY BOARD SUPERVISOR
- KIM T. STROMPOLIS, COUNTY BOARD SUPERVISOR
- HERB DANNENBERG, COUNTY BOARD SUPERVISOR
- RICHARD KILMER, COUNTY BOARD SUPERVISOR
- BETTY MANSON, COUNTY BOARD SUPERVISOR
- CHRIS ZINDORF, COUNTY BOARD SUPERVISOR
- JUDITH A. KENNEDY, COUNTY BOARD SUPERVISOR
- MIKE KEICHTINGER, COUNTY BOARD SUPERVISOR
- JAMES PARRETT, COUNTY BOARD SUPERVISOR
- JACK JASINSKI, COUNTY BOARD SUPERVISOR
- JOHN ARD, COUNTY BOARD SUPERVISOR
- RAY ZIPPERER, COUNTY BOARD SUPERVISOR
- LYNN A. WILLARD, COUNTY BOARD SUPERVISOR

# Division of Energy, Housing and Community Resources (DEHCR)

## Community Development Block Grant – Potential Conflict of Interest Disclosure

- ROY GRANGER, COUNTY BOARD SUPERVISOR
- RAY FELDMAN, COUNTY BOARD SUPERVISOR
- STEVEN THOMAS, COUNTY BOARD SUPERVISOR
- HOWARD FISCHER, COUNTY BOARD SUPERVISOR
- JAMES RYCZEK, COUNTY BOARD SUPERVISOR

### JUNEAU COUNTY ADMINISTRATION, DEPARTMENT HEADS AND/OR LEGAL COUNSEL

- LORI CHIPMAN, FINANCE DIRECTOR
- KATIE STEINKE, ASSISTANT FINANCE DIRECTOR
- DAVID LASKER, CORPORATION COUNSEL
- JULIE OLESON, EXECUTIVE DIRECTOR, JC HOUSING AUTHORITY

### Description of Relationship(s):

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**Please Note: The name of any contractor with a potential conflict of interest will be disclosed at the Juneau County CDBG Housing Committee meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).**

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Printed Name of Individual	Title	Signature
Name of Business/Firm/Company		Date Signed [MM/DD/YYYY]

## 24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS

### Code of Federal Regulations Title 24 570.489(h) Program administrative requirements

#### **(h) Conflict of interest:**

*(1) Applicability. (i) In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply.*

*(ii) In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.*

*(2) Conflicts prohibited. Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.*

*(3) Persons covered. The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.*

*(4) Exceptions: Thresholds requirements. Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:*

*(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and*



STATE OF WISCONSIN CDBG IMPLEMENTATION HANDBOOK: ATTACHMENT 3-C:  
24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE

*(ii) An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.*

*(5) Factors to be considered for exceptions. In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:*

*(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;*

*(ii) Whether an opportunity was provided for open competitive bidding or negotiation;*

*(iii) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;*

*(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;*

*(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;*

*(vi) Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and*

*(vii) Any other relevant considerations.*

**Division of Energy, Housing and Community Resources**

Lobbying Certification

GRANTEE/UGLG NAME: JUNEAU COUNTY  
DEHCR GRANT AGREEMENT #: HSG 22-03

**LOBBYING CERTIFICATION**

**FROM THE**

- Municipality/UGLG: \_\_\_\_\_
- Contractor/Sub-Contractor
- Other: CDBG GRANT ADMINISTRATOR

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 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.
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 of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
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-contracts, 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.S. Code. Any person who fails to file 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.

\_\_\_\_\_  
*Name of Municipality/UGLG/Business/Firm*

\_\_\_\_\_  
*Signature of the Chief Elected Official, Owner, or Chief Executive Officer*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Printed Name of the Chief Elected Official, Owner, or Chief Executive Officer*

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB  
0348-0046

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name [Redacted] * Street 1 [Redacted]    Street 2 [Redacted] * City [Redacted]    State [Redacted]    Zip [Redacted] Congressional District, if known: [Redacted]		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b> [Redacted]		
<b>6. * Federal Department/Agency:</b> [Redacted]	<b>7. * Federal Program Name/Description:</b> [Redacted] CFDA Number, if applicable: [Redacted]	
<b>8. Federal Action Number, if known:</b> [Redacted]	<b>9. Award Amount, if known:</b> \$ [Redacted]	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix [Redacted]    * First Name [Redacted]    Middle Name [Redacted] * Last Name [Redacted]    Suffix [Redacted] * Street 1 [Redacted]    Street 2 [Redacted] * City [Redacted]    State [Redacted]    Zip [Redacted]		
<b>b. Individual Performing Services (including address if different from No. 10a)</b> Prefix [Redacted]    * First Name [Redacted]    Middle Name [Redacted] * Last Name [Redacted]    Suffix [Redacted] * Street 1 [Redacted]    Street 2 [Redacted] * City [Redacted]    State [Redacted]    Zip [Redacted]		
<b>11.</b> 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 the 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: Completed on submission to Grants.gov		
* Name: Prefix [Redacted]    * First Name [Redacted]    Middle Name [Redacted] * Last Name [Redacted]    Suffix [Redacted]		
Title: [Redacted]    Telephone No.: [Redacted]    Date: Completed on submission to Grants.gov		
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)