

# FY2022 Federal COVID Relief Funding Application Assurances and Certification Packet

Governors' Emergency Education Relief I Fund (GEER I)

Elementary and Secondary School Emergency Relief I Fund (ESSER I)

Elementary and Secondary School Emergency Relief II Fund (ESSER II)

Elementary and Secondary School Emergency Relief III Fund (ESSER III)



## **Alaska Department of Education and Early Development**

### **Division of Innovation and Education Excellence**

**Physical Address:** 801 West 10th Street, Suite 200, Juneau, AK 99801

**Mailing Address:** P.O. Box 110500, Juneau, AK 99811-0500

**Website:** [education.alaska.gov](http://education.alaska.gov)

Revised May 2021

### **Assurances and Certification Packet Submission**

Print this packet, have the superintendent sign and date each appropriate page, and upload it to the Grants Management System (GMS) under the "Assurances" section of the COVID Relief application.

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**Assurances form a binding agreement between the local education agency (LEA), the Alaska Department of Education and Early Development, and the U.S. Department of Education that assures all legal requirements are met in accordance with state and federal laws, regulations, and rules. These assurances apply to program activities and expenditures of funds. Compliance to general and specific program assurances is the legal responsibility of the LEA under the authorization of the local board of education and the direction of the superintendent.**

**The LEA certifies the following statements:**

1. The LEA understands and will comply with the provisions, regulations and rules of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, and the American Rescue Plan (ARP) Act.
2. The LEA understands and will comply with all applicable assurances for federal grant funds as provided in this COVID Relief Application Assurances Packet.
3. The LEA will provide, on request, other data as required, and will maintain all required documentation at the district office.
4. The LEA will comply with the provisions of all applicable acts, regulations, and assurances; the provisions of the Education Department General Administrative Regulations in 34 CFR parts 75, 76, 77, 81, 82, 84, 86, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
5. The LEA will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders, and regulations.
6. With respect to the certification regarding lobbying in Department Form 80-0013, no 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 the making or renewal of Federal grants under this program. The LEA will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR part 82, Appendix B).

**By my signature I am assuring that:**

1. I am an authorized district representative;
2. I certify that to the best of my knowledge the above statements, 1-6, are true; and,
3. Each applicable page of this COVID Relief Application Assurances & Certifications Packet has been signed (as applicable to the district) and has been uploaded on the DEED online grants management system.

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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## Governors' Emergency Education Relief (GEER I) Fund Assurances

In accepting CARES Act GEER I funding the LEA assures that:

- Solely as authorized by Section 18002 of Division B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. No. 116-136 (March 27, 2020), and subject to all other applicable laws, funds will be used for one or more of the following:
  - To continue to provide educational services to public and non-public school students and to support the on-going functionality of the LEA;
  - To carry out emergency educational services to students for authorized activities described in Section 18003(d)(1) of the CARES Act; and
  - To provide childcare and early childhood education, social and emotional support, and the protection of education-related jobs.
- Generally speaking, the U.S. Department of Education does not expect administrative or executive salaries and benefits to be a lawful purpose for GEERF.
- The LEA will, to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act.
- The LEA will comply with all reporting requirements including those in Section 15011(b)(2) of Division B of the CARES Act. The Secretary may require additional reporting in the future, which may include:
  - Uses of funds by the LEA and demonstration of their compliance with Section 18002(c), including any use of funds was applied to support addressing digital divide and related issues in distance learning;
  - The number of public and non-public schools that received funds or services; and
  - A description of the internal controls the State has in place to ensure that funds were used for allowable purposes and in accordance with cash management principles.
- The LEA will provide equitable services to students and teachers in non-public schools located within the LEA in the same manner as provided under section 1117 of the ESEA, as determined through timely and meaningful consultation with representatives of non-public schools.
  - The LEA will maintain control of funds for the services and assistance provided to a non-public school under the GEERF.
  - The LEA will have title to materials, equipment, and property purchased with GEERF.
  - The LEA will ensure that services to a non-public school with GEERF will be provided by the LEA, or through contract with, another public or private entity.
- The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
- The LEA receiving funding under this program will have on file with the State a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232e.
- To the extent applicable, the LEA will include in its local application a description of how the LEA will comply with the requirements of Section 427 of GEPA, 20 U.S.C. 1228a. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education and Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_  Not Applicable (LEA does not receive GEER I)

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## Elementary and Secondary School Emergency Relief I (ESSER I) Fund Assurances

**In accepting CARES Act ESSER I funding the LEA assures that:**

- The LEA will use their funds in accordance with the allowable use of funds listed in Section 18003(d).
  - The U.S. Department of Education generally does not consider the following to be an allowable use of ESSERF, under any part of 18003:
    - subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the state education agency (SEA) or LEAs; or
    - expenditures related to state or local teacher or faculty unions or associations.
- The LEA will provide equitable services to students and teachers in non-public schools as required under 18005 of Division B of the CARES Act.
- The LEA will provide equitable services to students and teachers in non-public schools located within the LEA in the same manner as provided under section 1117 of the ESEA, as determined through timely and meaningful consultation with representatives of non-public schools.
  - The LEA will maintain control of funds for the services and assistance provided to a non-public school under the ESSERF.
  - The LEA will ensure that a public agency will have title to materials, equipment, and property purchased with ESSERF.
  - The LEA will ensure that services to a non-public school with ESSERF will be provided by a public agency directly, or through contract with, another public or private entity.
- The LEA will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, the LEA will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
- The LEA will comply with all applicable reporting requirements listed in Section 15011 of the CARES Act.
- The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
- The LEA receiving funding under this program will have on file with the State a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232e.
- To the extent applicable, the LEA will include in its local application a description of how the LEA will comply with the requirements of Section 427 of GEPA, 20 U.S.C. 1228a. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education and Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_  Not Applicable (LEA does not receive ESSER I)

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**Elementary and Secondary School Emergency Relief II (ESSER II) Fund Assurances**

**In accepting CRRSA Act ESSER II funding the LEA assures that:**

- The LEA will use their funds in accordance with the allowable use of funds listed in Section 313(d) of the CRRSA Act.
- The LEA will comply with all applicable reporting requirements listed in Section 313 of the CRRSA Act.
- The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
- The LEA receiving funding under this program will have on file with the State a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232e.
- To the extent applicable, the LEA will include in its local application a description of how the LEA will comply with the requirements of Section 427 of GEPA, 20 U.S.C. 1228a. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education and Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_  Not Applicable (LEA does not receive ESSER II)

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## Elementary and Secondary School Emergency Relief III (ESSER III) Fund Assurances

### In accepting ARP Act ESSER III funding the LEA assures that:

- The LEA will use their funds in accordance with the allowable use of funds listed in Section 2001(d) of the American Rescue Plan Act.
- The LEA will reserve not less than 20 percent of such funds to address learning loss through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs, and ensure that such interventions respond to students' academic, social, and emotional needs and address the disproportionate impact of the coronavirus on the student subgroups described in section 1111(b)(2)(B)(xi) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311(b)(2)(B)(xi)), students experiencing homelessness, and children and youth in foster care.
- The LEA will develop and make publicly available on the local educational agency's website, not later than 30 days after receiving the allocation of funds, a plan for the safe return to in-person instruction and continuity of services. Before making the plan publicly available, the local educational agency will seek public comment on the plan and take such comments into account in the development of the plan.
- The LEA will review and update the plan every six months to ensure that it is in compliance with the most current CDC requirements.
- The LEA will comply with the LEA Maintenance of Equity for High-Poverty school provision listed in Section 2004(c) of the American Rescue Plan Act.
- The LEA will comply with all reporting requirements at such time and in such manner and containing such information as the Secretary may reasonably require, including on matters such as:
  - data on each school's mode of instruction (remote, hybrid, in-person) and conditions;
  - LEA uses of funds to meet students' social, emotional, and academic needs, including through summer enrichment programming and other evidence-based interventions, and how they advance equity for underserved students;
  - LEA uses of funds to sustain and support access to early childhood education programs;
  - impacts and outcomes (disaggregated by student subgroup) through use of ESSER III funding (e.g., quantitative and qualitative results of ESSER III funding, including on personnel, student learning, and budgeting at the school and district level);
  - student data (disaggregated by student subgroup) related to how the COVID-19 pandemic has affected instruction and learning;
  - requirements under the Federal Financial Accountability Transparency Act (FFATA); and
  - additional reporting requirements as may be necessary to ensure accountability and transparency of ESSER III funds.
- Records pertaining to the ESSER III award under 2 C.F.R. § 200.334 and 34 C.F.R. § 76.730, including financial records related to use of grant funds, will be retained separately from other grant funds, including funds that an LEA receives under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act)
- The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
- The LEA receiving funding under this program will have on file with the State a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232e.

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- To the extent applicable, the LEA will include in its local application a description of how the LEA will comply with the requirements of Section 427 of GEPA, 20 U.S.C. 1228a. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education and Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_  Not Applicable (LEA does not receive ESSER III)



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### Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 2 CFR Part 180, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant 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 grant 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 of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180, Sections 180.105 and 180.110.

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

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(d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 180, Subpart F, for grantees, as defined at 2 CFR Part 180, Sections 180.605 and 180.610.

C. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

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(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

D. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

\_\_\_\_\_

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 180, Subpart F, for grantees, as defined at 2 CFR Part 180, Sections 180.605 and 180.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

Check  if there are workplaces on file that are not identified here.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.**

Name of Applicant: \_\_\_\_\_ PR/Award Number and/or Project Name: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Disclosure of Lobbying Activities

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

\*Did NOT lobby – Check box, skip sections 1-10, sign below in section 11

\*Did lobby – Check box, complete sections 1-10, sign below in section 11

1. Type of Federal Action:

- contract
- grant
- cooperative agreement
- loan
- loan guarantee
- loan insurance

2. Status of Federal Action:

- bid/offer/application
- initial award
- post-award

3. Report Type:

- initial filing
- 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: \_\_\_\_\_

6. Federal Department/Agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Federal Action Number, if known:

\_\_\_\_\_

10. a. Name and Address of Lobbying Registrant  
(if individual, last name, first name, MI):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If Reporting Entity in No. 4 is Subawardee,

Enter Name and Address of Prime:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Congressional District, if known: \_\_\_\_\_

7. Federal Program Name/Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CFDA Number, if applicable: \_\_\_\_\_

9. Award Amount, if known:

\$ \_\_\_\_\_

b. Individuals Performing Services (including address if different from  
No. 10a) (last name, first name, MI):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 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: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

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Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Approved by OMB 0348-0046

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### 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 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 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