

**Division of Vocational Rehabilitation (DVR)
Innovation and Expansion Grant-Retail Employees with Disabilities
(REDI) Implementation-Walgreen's**

Project Title: REDI-Walgreen's Trainer Agreement

Grantee: Community Solutions

Contact Information: Ken Denio
Community Solutions
Rock County Job Center
1900 Center Avenue
Janesville, WI 53546
608-741-3685
info@communitysolutionsofwi.com

DVR Program Specialist: Linda Cottington
Division of Vocational Rehabilitation
201 East Washington Avenue, Rm. A100
Madison, WI 53707
608-266-0177
Linda.cottington@dwd.wisconsin.gov

Local WDA Contact: Andrea Simon
Division of Vocational Rehabilitation
1900 Center Avenue
Rock County Job Center
Janesville, WI 53546
608-741-3585
Andrea.simon@dwd.wisconsin.gov

Grant Amount: \$ 9,600.00

Effective Dates: From: January 20,2014 – September 30, 2014

Services to be Provided:

The Division of Vocational Rehabilitation (DVR) funds will be used to support three REDI-Trainers for a series of DVR consumer training cohorts offered at Walgreen's locations in Rock County, Wisconsin. This training is designed to provide in-depth knowledge of the REDI-Walgreen's model, store operations and lead to certification of DVR Externs. The designated REDI Trainers must attend all Trainer and Extern sessions - each session builds upon the next.

Project Outcomes and Evaluation:

Community Solutions Wisconsin (CSW) will create and provide in active collaboration with DVR, screening services using the customized vocational evaluation that reflects the requisite skill categories needed for retail employment. An individualized report will be provided to DVR for each participant. CSW will provide training for externs following the Walgreens REDI program materials. Associated costs for this service will be funded using DVR case service dollars for each participant per established fee schedule Attachment B.

CSW will select and provide three Trainers to learn the REDI-Walgreen's curriculum by attending all required sessions. The Trainers will provide training and support during DVR Extern training sessions. The DVR will work with the Trainers to provide and fund support services and goods needed by the DVR Externs to successfully complete the training. Reports will be provided within 5 days of the end of the Trainer session and each cohort session. The report will include:

- Trainer and Extern attendance data to include dates and hours
- Reporting of progress for each learning category for each DVR Extern
- Identified areas of excellence
- Identified areas of skill gaps and recommendations for training/resolution
- Identified needs and recommendations for job search perimeters for permanent job placement
- Relevant other observation and information

Billing, Reporting and Use of DVR Funds:

DVR funds are payable subject to the following conditions:

- DVR funds are to be used to cover the initial cost of training the Trainers,
- The provider will provide documentation that the Trainers attended all sessions and completed curriculum satisfactorily,
- This funding is understood to be a one-time expenditure of Vocational Rehabilitation (VR) program income on a discretionary basis, and
- Continued support for ongoing REDI-Walgreen's project sustainability will be paid to the provider after completion of the Trainer training via DVR case service funds using a specialized fee for service agreement. See attached fee schedule.

A mid-grant report is due to the DVR Project Manager by June 30, 2014 and will include training progress plus attendance data to date. A final report is due to the DVR Program Specialist by September 30, 2014 and will include DVR Externs training progress information, attendance data and status of employment for all participants. Copies of all reports must be provided to the local WDA contact.

The provider will submit a mid-grant grant invoice for up to one half of the total contract no later than close of business on June 30, 2014. Payment is contingent upon receipt of the mid-grant report.

The provider will submit a final invoice for up to one half of the total contract amount no later than close of business on September 30, 2014. Payment is contingent upon receipt of the final report.

Invoice and Billing Requirements:

Invoices are due by June 30 2014 and September 30 2014 respectively and are to be accompanied by updated reports. **This contract will be a cost basis contract, and only actual expenditures will be reimbursed. Invoices will be supported by accompanying reports.**

Invoices are to be submitted electronically to the DVR Budget and Policy Analyst, Lenn Schneider; lenn.schneider@dwd.wisconsin.gov. **Misdirected invoices will not be processed.**

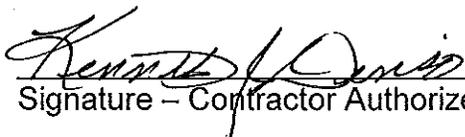
Reports are to be submitted electronically to the DVR Program Specialist, Linda Cottington, linda.cottington@dwd.wisconsin.gov

The provider shall retain financial records, statistical records, and all supporting documents and records pertaining to this contract, adequate to document the accuracy of the information and statements, for a period of seven(7) years.

The provider will provide DVR with an annual audit, in accordance with federal and state audit requirements.

Procedures for changes:

Requested changes can be made in writing to the DVR Program Specialist for consideration. Amendments to the agreement will be made on a case by case basis. Changes in contact information should be provided electronically via email to the respective parties.


Signature – Contractor Authorized Representative

2-05-14
Date

Wanna Richard
Signature – Deputy Administrator
Division of Vocational Rehabilitation

2-6-14
Date

Attachment: REDI Proposal
REDI Fee Schedule
Project Budget
Reporting Form
Agreement Standard terms and conditions
Certification Regarding Debarment, Suspension and other Responsibility Matters
Certification Regarding Lobbying
Certification Regarding Drug-free Workplace Requirements

Community Solutions of WI LLC

Project Title: REDI TRAIN THE TRAINER PROGRAM WDA 10

Operational Budget for FFY	2013
Income	NA
DVR Contract	NA
Miscellaneous other	NA
Expenses	
1. Personnel 3 individuals-2 trainers 1 backup staff (2 stores starting 2/3)	7017
2. Fringe	2100
3. Travel	170
4. Equipment	
5. Supplies & Publications	18.00
6. Contractual and Training (a) Registration Costs (b) Contracts (c) Collaborations Total	
7. Construction	
8. Other: (provide description)	
9. Total Direct Costs	
10. Indirect Costs (@ 4.2% of salaries)	295
11. Training Stipends	
12. Total Project Costs	9600
13. Per DVR Consumer cost estimate	
Other:	

Narrative Explanation of Budget items: 1: this includes three full time staff, one of which will be a backup for the two trainers who will be at different locations..

2: This is insurance, dress code allowance (Walgreens Requirement) and other fringe benefits for three full time staff

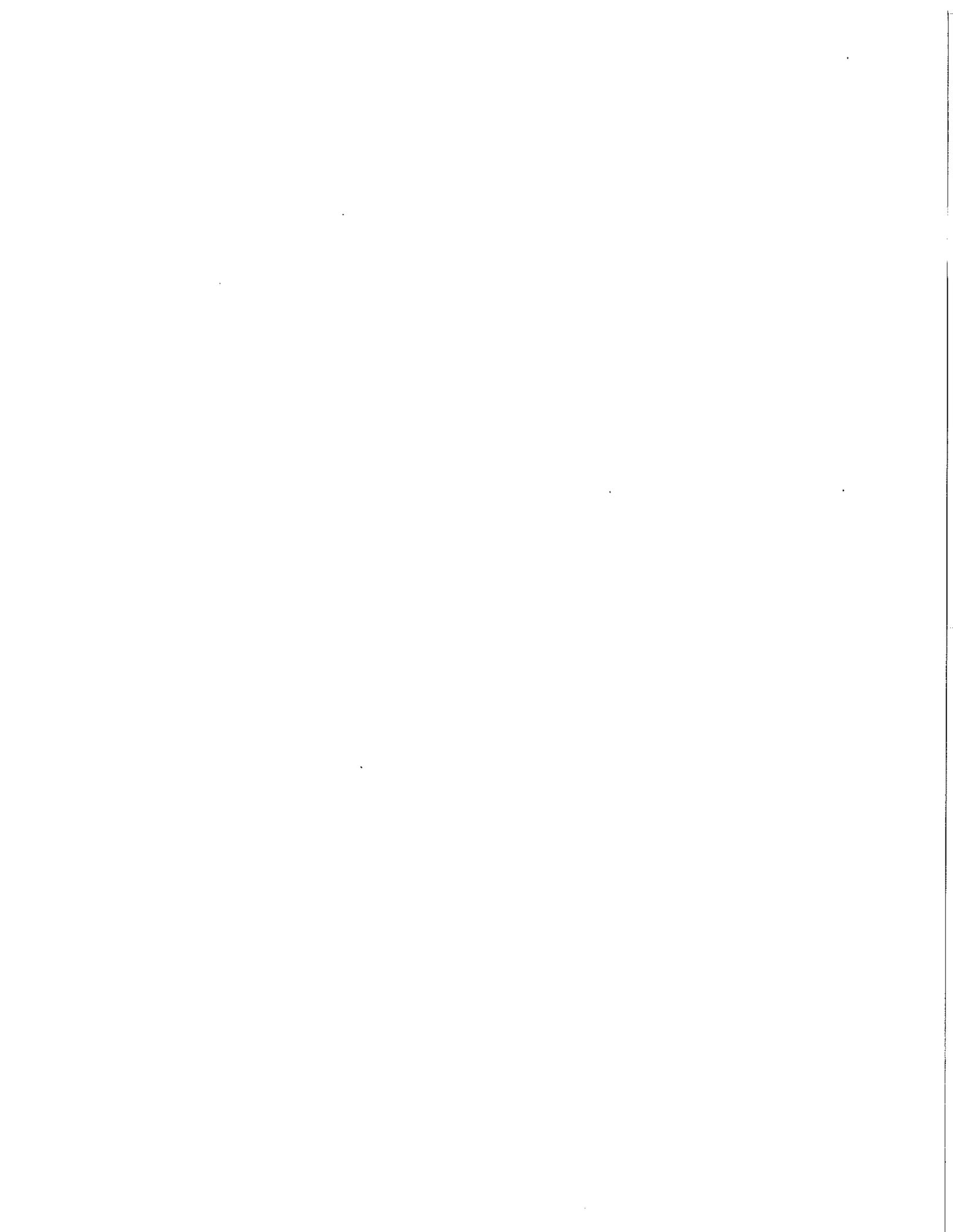
3: Daily travel between office and worksite for three staff for two weeks

4: NA

5: Miscellaneous office supplies and materials for note taking and training at Walgreens locations for three fulltime staff

6-9: NA

10: Administrative expenses



**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
As Defined In 34 CFR Part 85**

Grantees Other Than Individuals

- A. The grantee 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 ongoing 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 ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. 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 paragraph (d)(2), with respect to any employee who is so convicted-
 - (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).

B. 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):

1900 Center Ave

Janesville WI 53546

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

Grantees Who Are Individuals

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

Kenneth J Denis
Signature – Provider Authorized Representative

2-5-14
Date

Kenneth J Denis - Program Manager
Printed Name And Title Of Authorized Representative

Community Solutions of WI LLC
Provider Name

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND
OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined 34 CFR Part 85, Sections 85.105 and 85.110-

**(Before Completing Certification, Read Attached Instructions
Which are An Integral Part Of The Certification)**

1. 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 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 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 (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. 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.

Kenneth J Denio
Signature – Provider Authorized Representative

2-25-14
Date

Kenneth J Denio - Program Manager
Printed Name And Title Of Authorized Representative

Community Solutions of WI LLC
Provider Name

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4. debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorize by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

STANDARD TERMS AND CONDITIONS

- 1.0 TAXES:** The State of Wisconsin and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below.

The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Providers performing construction activities are required to pay state use tax on the cost of materials.

- 2.0 ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any Agreement or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written Agreement and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

- 3.0 APPLICABLE LAW:** This Agreement shall be governed under the laws of the State of Wisconsin. The Provider shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this Agreement and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel any Agreement with a federally debarred Provider or a Provider which is presently identified on the list of parties excluded from federal procurement and non-procurement Agreements.

- 4.0 ASSIGNMENT:** No right or duty in whole or in part of the Provider under this Agreement may be assigned or delegated without the prior written consent of the State of Wisconsin.

- 5.0 NONDISCRIMINATION / AFFIRMATIVE ACTION:** In connection with the performance of work under this Agreement, the Provider agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Provider further agrees to take affirmative action to ensure equal employment opportunities.

- 5.1** Failure to comply with the conditions of this clause may result in the Provider's becoming declared an "ineligible" Provider, termination of the Agreement, or withholding of payment.

- 6.0 INSURANCE RESPONSIBILITY:** The Provider performing services for the State of Wisconsin shall:

- 6.1** Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

- 6.2** Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this Agreement. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this Agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

- 6.3** Provide an insurance certificate indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the Agreement. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the Agreement.

- 6.4** The State reserves the right to require higher or lower limits where warranted.

- 7.0 CANCELLATION:** The State of Wisconsin reserves the right to cancel any Agreement in whole or in part without penalty due to non-appropriation of funds or for failure of the Provider to comply with terms, conditions, and specifications of this Agreement.

- 8.0 VENDOR TAX DELINQUENCY:** Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

- 9.0 PUBLIC RECORDS ACCESS:** It is the intention of the state to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the Agreement.

10.0 DISCLOSURE: If a state public official (s. 19.42, Wis. Stats.), a member of a state public official's immediate family, or any organization in which a state public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this Agreement, and if this Agreement involves payment of more than three thousand dollars (\$3,000) within a twelve (12) month period, this Agreement is voidable by the state unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the Agreement. Disclosure must be made to the State of Wisconsin Ethics Board, 44 East Mifflin Street, Suite 601, Madison, Wisconsin 53703 (Telephone 608-266-8123).

State classified and former employees and certain University of Wisconsin faculty/staff are subject to separate disclosure requirements, s. 16.417, Wis. Stats.

11.0 PROMOTIONAL ADVERTISING / NEWS RELEASES/ COMMUNICATION: Reference to or use of the State of Wisconsin, any of its departments, agencies or other sub-units, or any state official or employee for commercial promotion is prohibited. Internal or external communication involving the Department of Workforce Development/Division of Vocational Rehabilitation staff, customers or program elements requires advanced notification and may involve the DWD Communications office. If DWD/DVR funds or collaborative efforts are profiled in any communication, DWD/DVR must be credited in the communication. All other rules of confidentiality apply. News releases pertaining to this procurement shall not be made without prior approval of the State of Wisconsin. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the contracting agency.

12.0 HOLD HARMLESS: The Provider will indemnify and save harmless the State of Wisconsin and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Provider, or of any of its sub-agreement agencies, in prosecuting work under this agreement.

13.0 DUAL EMPLOYMENT: Section 16.417, Wis. Stats., prohibits an individual who is a State of Wisconsin employee or who is retained as a consultant full-time by a State of Wisconsin agency from being retained as a consultant by the same or another State of Wisconsin agency where the individual receives more than \$12,000 as compensation for the individual's services during the same year. This prohibition does not apply to individuals who have full-time appointments for less than twelve (12) months during any period of time that is not included in the appointment. It does not include corporations or partnerships.

14.0 EMPLOYMENT: The Provider will not engage the services of any person or persons now employed by the State of Wisconsin, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employing agency of such person or persons and of the agreement agency.

15.0 CONFLICT OF INTEREST: Private and non-profit corporations are bound by ss. 180.0831, 180.1911(1), and 181.225, Wis. Stats., regarding conflicts of interests by directors in the conduct of State Agreements.

16.0 DISCLOSURE OF INDEPENDENCE AND RELATIONSHIP:

16.1 Prior to award of any Agreement, a potential Provider shall certify in writing to the procuring agency that no relationship exists between the potential Provider and the procuring or contracting agency that interferes with fair competition or is a conflict of interest, and no relationship exists between the Provider and another person or organization that constitutes a conflict of interest with respect to a State Agreement. The Department of Administration may waive this provision, in writing, if those activities of the potential Provider will not be adverse to the interests of the state.

16.2 Providers shall agree as part of the Agreement for services that during performance of the Agreement, the Provider will neither provide Agreement services nor enter into any agreement to provide services to a person or organization that is regulated or funded by the Agreement agency or has interests that are adverse to the agreement agency. The Department of Administration may waive this provision, in writing, if those activities of the Provider will not be adverse to the interests of the State.

17.0 RECORDKEEPING AND RECORD RETENTION: The Provider shall establish and maintain adequate records of all expenditures incurred under the Agreement. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state and local ordinances.

The contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any Agreement resulting from this bid/proposal held by the Provider. The Provider will retain all documents applicable to the Agreement for a period of not less than three (3) years after final payment is made.

18.0 INDEPENDENT CAPACITY OF PROVIDER: The parties hereto agree that the Provider, its officers, agents, and employees, in the performance of this Agreement shall act in the capacity of an independent Provider and not as an officer, employee, or agent of the State. The Provider agrees to take such steps as may be necessary to ensure that each sub-agreement agency of the Provider will be deemed to be an independent Provider and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State.

CERTIFICATION REGARDING LOBBYING
As Defined In 34 CFR Part 82

Certification for Agreements, Contracts, Grants, and Loans

The undersigned certifies, to the best of his or 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 and submit 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 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 section 1352, title 31, US 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.

Kenneth J Denio
Signature - Provider Authorized Representative

2-05-14
Date

Kenneth J Denio - Program Manager
Printed Name And Title Of Authorized Representative

Community Solutions of WI LLC
Provider Name

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

0348-0046
(cont.)

Reporting Entity: _____ Page _____ of _____

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. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published 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; Invitation for Bid (IFB) number; grant announcement number; the contract grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-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 entity 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. Enter the amount of compensation paid or reasonable expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time 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, D.C. 20503.