

# REQUEST FOR PROPOSALS

*for the*

CITY OF FRESNO

2010-2014 CONSOLIDATED PLAN

(City of Fresno fiscal years 2011-2015)



**PROPOSAL DEADLINE**

**JULY 20, 2009**

**4:00 pm**

**Budget and Management Studies Division**

CDBG Administration Section

2440 Tulare Street, Suite 100

Fresno CA 93721

(559) 621-7050

[www.fresno.gov/conplan](http://www.fresno.gov/conplan)

REQUESTS FOR PROPOSALS (RFP)  
FOR  
CONSOLIDATED PLAN CONSULTANT

Issued By: City of Fresno, Budget and Management Studies Division –  
CDBG Grant Administration Section

Issuance Date: July 6, 2009

Proposal Due: July 20, 2009

Capped Amount: \$50,000

The City of Fresno seeks a qualified Consultant to prepare a consolidated plan covering HUD program years 2010-2014 and City of Fresno fiscal years 2011-2015.

1. Qualified respondents should review the attached specifications and submit one (1) unbound original, one (1) copy, and one (1) PDF version of its proposal no later than 4:00 p.m. on July 20, 2009 to:

City of Fresno  
Budget and Management Studies  
Attn: Crystal Smith  
2440 Tulare Street Suite 100  
Fresno CA 93721

PDF version submitted via e-mail: [crystal.smith@fresno.gov](mailto:crystal.smith@fresno.gov) or via compact disk

2. Technical assistance questions regarding the proposal should be addressed to Crystal Smith at the above address or by email to [crystal.smith@fresno.gov](mailto:crystal.smith@fresno.gov) prior to July 15, 2009 at 5:00 pm. Answers to questions will be posted online at: [www.fresno.gov/ConPlan](http://www.fresno.gov/ConPlan). The current Consolidated Plan can be viewed or downloaded and ensuing action plans can be found at the aforementioned website.

The specifications in this notice shall be considered a part of any contract made pursuant thereto.

**The City of Fresno is an equal opportunity and affirmative action employer. Women, minorities, and individuals with disabilities are encouraged to apply.**

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## **I. BACKGROUND**

The Consolidated Plan (Con Plan) is a requirement of the U.S. Department of Housing and Urban Development (HUD) that combines the planning and application process for Community Planning and Development entitlement programs. The City of Fresno administers five HUD entitlement programs: the Community Development Block Grant (CDBG), the Neighborhood Stabilization Program (NSP), the HOME Investment Partnerships (HOME), the Housing Opportunities for Persons with HIV/AIDS (HOPWA), and the Emergency Shelter Grant (ESG) Programs. In addition to the administration of the aforementioned programs, applicants of other HUD funding sources are required to certify with the City that their application to HUD is consistent with the local consolidated plan.

ConPlan requirements are enacted through 24 CFR Part 91 and regulates the formula grant funding intended to provide decent housing; a suitable living environment, and expand economic opportunities for primarily, low to moderate income persons. The main objective of the Consolidated Plan is to develop a comprehensive strategy that addresses the City's housing and community development needs over a three year or five year period. The City intends to adopt a five year strategic plan in anticipation and expects to update the ConPlan with 2010 Census data. Census information is integral in understanding the demographics of the intended target group. Shifts in census data impact the number of persons needing assistance and may provide additional funding to address the increased need. The City anticipates updating the ConPlan with new Census data in year 2012.

Development of the Consolidated Plan is a collaborative process with input gathered from area nonprofits that represent the target population. Specifically, the collaboration and coordination process target populations directly impacted by the funding, such as: low and moderate income persons, senior citizens, homeless persons, female heads of households, disabled persons, and rent burdened households. In addition to impacted persons, input must be gathered from faith-based organizations, nonprofits, and government agencies.

## II. PURPOSE

The Consolidated Plan examines the housing needs of low income persons and other special populations; the current housing market conditions; and the economic and community development needs gathered during the collaboration and coordination process. Priorities, goals, and measurable outcomes are established based upon the needs derived from the collection and analysis of the information gathered. The priorities, goals, and objectives set forth in the ConPlan are actionable and provide direction for annually appropriating entitlement program funds. Entitlement program funds are appropriated in the Annual Action Plan to programs and activities that meet the ConPlan goals. There are five Annual Action Plans that will be administered under the 2010-2014 Consolidated Plan. Preparing the Annual Action Plan is not part of the scope of services under this request for proposals.

Proposals are requested from qualified firms with proven experience in developing a consolidated plan or similar planning documents. The ConPlan will cover the period of July 1, 2010 through June 30, 2014, consisting of HUD program years 2010-2014 and City of Fresno fiscal years 2011-2015. The City has an approved ConPlan covering the period July 1, 2005 through June 30, 2010.

In addition to meeting the federal requirements and consolidated plan deadlines, the City of Fresno is encouraging meaningful public participation in the consolidated planning process. The selected consultant will be expected to confer with a broad spectrum of public and private agencies that provide subsidized and assisted housing, health, and social services to low to moderate income persons, seniors, homeless, female heads of households, and disabled persons. The resulting report, the 2010-2014 Consolidated Plan, should provide a direct link between community goals and objectives, priority needs and include clear actionable direction for implementing the ensuing one-year action plans.

## III. IMPLEMENTATION SCHEDULE

The Consultant shall provide sufficient staffing and be available as needed to complete the 2010-2014 Consolidated Plan by February 28, 2010. Following is the Consolidated Plan implementation schedule.

Activity	Completion Date
RFP Issued	July 6, 2009
RFP Submission Date	July 20, 2009
Contract Approval and Initiation of Work	August 2009
1 <sup>st</sup> Draft of Consolidated Plan Submitted to the City	December 31, 2009
Final Consolidated Plan Submitted to the City	February 28, 2010
Submission of 2010-2014 Consolidated Plan to HUD	April 2010

#### **IV. CITY OF FRESNO RESPONSIBILITIES**

City of Fresno grant management staff will be available on a limited and negotiated basis to coordinate activities with the consultant. At a minimum, City staff will be available for monthly meetings with the consultant to review progress, discuss policy issues and coordinate activities. The selected consultant should prepare the proposal with the assumption that it will have primary responsibilities for activities such as coordinating meetings with representatives of target groups and public and private consultation with agencies. City of Fresno staff will assist in identifying available data and resources. City staff will arrange meetings with elected public officials. City staff will be responsible for completing the one-year annual action plan.

#### **V. CONSULTANT RESPONSIBILITIES**

The selected consultant should prepare the proposal with the assumption that it will have primary responsibilities for coordination activities, technical data, analysis, maps, conclusions and optional actions that may be undertaken by the City. The selected consultant will be responsible for carrying out all aspects of the development of the Consolidated Plan in accordance with the Scope of Services described below.

In addition to the citizen participation and consultation process, the selected consultant will be required to attend three public meetings/ hearings as a part of performance duties for the consolidated planning process.

#### **VI. SCOPE OF SERVICES**

The City of Fresno's complete consolidated plan will follow regulations set forth by Title 24 CFR Part 91 et seq., and in accordance with instructions prescribed by HUD, including tables and narratives. Specifically, the selected consultant will need to prepare an analysis and report in accordance with the following regulations:

1. Subpart A: General Program Overview and Definitions – § 91.1
2. Subpart B: Citizen Participation and Consultation – § 91.100
3. Subpart C: Local Governments; Contents of Consolidated Plan – § 91.200

The final work plan will be included in a contract with the selected consultant. The following objectives and work tasks are to be considered for bidding purposes in developing individual proposals.

- 1) Subpart A: General Program Overview and Definitions – § 91.1  
Consultants will have demonstrated experience and a working knowledge of the consolidated planning process.
- 2) Subpart B: Citizen Participation and Consultation – § 91.100  
Consultants will collaborate with the agencies that provide: housing and social services; fair housing services; homeless services; health services; chronically

homeless services; Lead-based Paint services. Collaborate with adjacent State (non-housing), County, metropolitan planning agencies, HOPWA organizations, and the local public housing authority.

- 3) Subpart C: Local Governments; Contents of Consolidated Plan – § 91.200
- The consolidated plan must provide a concise summary of Fresno’s estimated housing needs projected for the ensuing five-year period. Housing data included in this portion of the plan shall be based on U.S. Census data, as provided by HUD, as updated by any properly conducted local study, or any other reliable source that the jurisdiction clearly identifies, and should reflect the consultation with social service agencies and other entities conducted in accordance with §91.100 and the citizen participation process conducted in accordance with §91.105. The following paragraphs provide the duties of the City and the selected consultant for meeting Subpart C requirements.

**A. § 91.205: Housing, Homeless, and Non-Homeless Needs (Including HOPWA)**

**Task 1: Housing Needs**

Housing needs must address specific housing problems, including: cost burden, severe cost burden, substandard housing, overcrowding, and substandard housing experienced by the target group in comparison to Fresno as a whole. The Housing needs must also provide discussion of any racial or ethnic group that have a disproportionately greater need in a specific income category compared to the overall needs of that particular income category.

- 1) Duties of the City
  - a. Provide the selected consultant with copies of past ConPlan and Fair Housing related documents, continuum of care information, past homeless studies.
  - b. Meet with the selected consultant to discuss relevant and pertinent housing and community development issues.
- 2) Consultant
  - a. Using current data sources, documents and field surveys, estimate current and projected housing needs for the next five years (housing data should be based on census data or updated reliable source). Consultant must provide an affordability/availability index in user-friendly format. The index should reflect an estimate of rental units affordable to lower income households, and owner units affordable to lower income households. The index should reflect HUD income categories of very low income households ( $\leq 30\%$  of the AMI); low income households (31-50% of the AMI); and moderate income 51%-80% of the AMI).
  - b. Estimate the number and type of families in need of housing assistance for renters, owners, single persons, large families, and for persons/families

with AIDS in the following income categories: very low income households ( $\leq 30\%$  of the AMI); low income households (31-50% of the AMI); and moderate income (51%-80% of the AMI).

- c. Using census data and updated reliable sources identify and describe disproportionately greater need of HUD defined racial and ethnic groups in specific income categories as compared to the category as a whole.
- d. Completion of Table 2A.

## **Task 2: Homeless Needs**

### 1) Duties of the City

- a. Provide the selected consultant the most recent street count, sheltered and unsheltered surveys, and point-in-time homeless survey prepared by the local continuum of care.

### 2) Duties of the Consultant

- a. Identify and describe the nature and extent of homelessness, addressing separately the need for facilities and services (i.e., emergency, transitional, and permanent housing) for persons and families with children (sheltered and unsheltered) and related sub-populations. Include the characteristics and needs of low-income individuals and families (especially, extremely low income) for emergency housing as well as those who are currently housed but threatened with homelessness. Describe linkages between homeless assistance and other public and private resources. To the extent information is available; provide a narrative description of the nature and extent of homelessness by racial and ethnic group.

### b. Completion of Table 1A

- c. Using updated 2000 census data and other reliable sources provide the minimum following maps in a user-friendly format:
  - Overcrowded owner-households
  - Overcrowded renter-households
  - Hispanic population
  - Black population
  - Asian population
  - Low & moderate income areas
  - Services & facilities by type
  - Schools and parks
  - Persons in poverty
  - Unemployed persons

**Non-Homeless Special Needs, including HOPWA**

- 1) Identify the size and characteristics of the HOPWA population with HIV/AIDS and their families that will be served in the metropolitan area.
- 2) Estimate, to the extent practicable, the number of persons in various subpopulations that are not homeless but may require housing or supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, victims of domestic violence, public housing residents, and any other categories the jurisdiction may specify and describe their supportive housing needs.
- 3) Completion of Table 1B

**B. § 91.210: Housing Market Analysis****Task 3: Housing Market Analysis**

- 1) Duties of the City
  - a. Provide the selected consultant with the 2007 city-wide housing conditions survey, and available market study and feasibility reports.
- 2) Duties of the Consultant
  - a. Describe the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing; the housing stock available to serve persons with disabilities; and to serve persons with HIV/AIDS and their families.
  - b. Provide an estimate; to the extent information is available, of the number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation.
  - c. Public and Assisted Housing
    - i. Describe the needs of public housing, including:
      - The number of public housing units in the jurisdiction;
      - the physical condition of such units;
      - the restoration and revitalization needs of public housing projects within the jurisdiction;
      - the number of families on public housing and tenant-based waiting lists; and
      - results from the Section 504 needs assessment of public housing projects located within its boundaries (i.e. assessment of needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25).

- d. Describe the number and targeting (income level and type of household served) of units currently assisted by local, state, or federally funded programs, and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, (i.e. expiration of Section 8 contracts).
- e. Summary of the existing facilities and services (including a brief inventory) that assist homeless persons and families with children and subpopulations identified in Table 1A. These include outreach and assessment, emergency shelters and services, transitional housing, permanent supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children (especially extremely low-income) from becoming homeless. This inventory of facilities should include (to the extent it is available to the jurisdiction) an estimate of the percentage or number of beds and supportive services programs that are serving people that are chronically homeless.
- f. Describe housing supply/demand and general market conditions/trends for the city with emphasis on:
  - i. Socioeconomic, employment, population, and income characteristics;
  - ii. Housing land use trends and general absorption analysis (for rent and for sale); and
  - iii. Impediments / opportunities created by the market conditions for:
    - Promoting new home ownership
    - Producing rental housing
    - Alleviating overcrowding
    - Meeting the needs of under served populations
  - iv. Provide a description of inventory (supply) conditions and identify supply of housing by:
    - Total year-round housing stock - 0 and 1 bedrooms; 2 bedrooms; and 3 or more bedrooms
    - Occupied tenure status (ownership; rental) - 0 and 1 bedrooms; 2 bedrooms; and 3 or more bedrooms
    - Vacant status (for rent; for sale; other) - 0 and 1 bedroom; 2 bedrooms; and 3 or more bedrooms (include overall vacancy rate for rent and sale)
    - Rents (applicable FMRs and rent affordable at 30% and 50% of MFI) - 0 and 1 bedrooms; 2 bedrooms; and 3 or more bedrooms

- v. Describe overall demand for housing:
  - Identify and describe the demand/needs for home ownership by first-time homebuyer (describe constraints and trends).
  - Provide aggregate analysis (the new demands for additional units by type/tenure of units). To the degree practical, identify potential need for additional units by income category and type of family (elderly, large family, small family, and single persons).
- vi. Identify and describe the concentration of low-income areas and minorities within the city. Consultant will be required to access school enrollment and State Department of Finance data for updates.
- vii. Identify and describe government assisted affordable housing multi-family complexes [non public housing authority (PHA)] within the city (include name of project, address, number of units, average rent structures, nature of assisted financing, nature of supportive services). Determine government-assisted housing at-risk of going free market or being lost from the inventory. Include name of housing development, type of complex (i.e., SRO, seniors, etc.), and number of units, applicable assisted program, address, and potential conversion date.

**C. § 91.215: Strategic Plan**

**Task 4: Strategic Plan**

Prepare a strategic plan that describes how the jurisdiction plans to provide new or improved availability, affordability, and sustainability of decent housing, a suitable living environment, and economic opportunity, principally for extremely low, low-income, and moderate-income residents.

- 1) Duties of the City
  - a. Review the Housing Market Analysis, the trend analysis and work with the Consultant to develop a strategy for providing services to the target group.
- 2) Duties of the Consultant
  - a. Prepare an overview and analysis of the significant factors concerning the City's housing needs and socioeconomic conditions with a trend analysis and projection for the next five consolidated plan years;

**VII. FIXED FEE SCHEDULE FOR SCOPE OF SERVICES**

	<b>Task and Description</b>	<b>Amount</b>
<b>Task 1:</b>	<b>Housing Needs</b>	_____
<b>Task 2:</b>	<b>Homeless and Special Population Needs</b>	_____
<b>Task 3:</b>	<b>Housing Market Analysis</b>	_____
<b>Task 4:</b>	<b>Strategic Plan</b>	_____

**TO BE SUBMITTED WITH PROPOSAL**

**VIII. PROPOSAL FORMAT, CONTENT, AND SELECTION PROCESS**

- A. All valid proposals shall include and be evaluated on the following items.
1. Consultant's time required to complete the project;
  2. Consultant's fee for the Scope of Services;
  3. Consultant's ability to comply with City, HUD, and other federal requirements;
  4. Professional qualifications, work experience, and consultant's project approach to complete the Scope of Services; and
  5. Consultant's submitted writing sample relating to the Scope of Services.
- B. It is anticipated that two or more consultants may be selected by the CITY for interviews (either by phone or in person). The selected consultant must be qualified and able to complete the project in a satisfactory and timely manner.
- C. An optional pre-bid conference may be scheduled for interested consultants at the discretion of the City.
- D. For a proposal to be deemed responsive, it must include the appropriate certifications, (Exhibits A-C); a cover letter; and a comprehensive narrative outlining the consultant's background, experience, project approach, fee schedule, and project time line. In addition, the fixed fee schedules in Sections VII must be completed and attached to the consultant's proposal. Qualified respondents should review the attached specifications and submit one (1) unbound original, one (1) copy, **and** one (1) PDF version of its proposal no later than 4:00 p.m. on July 20, 2009 to:
- City of Fresno  
Budget and Management Studies  
Attn: Crystal Smith, CDBG Administrator  
2440 Tulare Street Suite 100  
Fresno CA 93721
- PDF version submitted via e-mail: [crystal.smith@fresno.gov](mailto:crystal.smith@fresno.gov) or via compact disk.
- E. The selected consultant must have the ability to submit any and all final work product on a compact disk formatted in MS Word and graphic user-friendly formats such as jpeg.

- F. The tentative time line for selection of a consultant and execution of a contract is as follows:

<i>All Proposals Received</i>	<i>July 20, 2009</i>
<i>Consultant Phone Interviews</i>	<i>July 30, 2009</i>
<i>Finalize Contract</i>	<i>August 30, 2009</i>

- G. Time Schedule

Proposals must include the following information regarding time scheduling:

Number of days anticipated to complete Task 1:	_____
Number of days anticipated to complete Task 2:	_____
Number of days anticipated to complete Task 3:	_____
Number of days anticipated to complete Task 4:	_____
Number of days anticipated to complete Total Scope of Services:	_____

Note: City requires the first draft of the work outlined in this RFP is to be completed no later than **December 31, 2009**. The final draft must be submitted to the City by **February 28, 2010**. The City reserves the right to extend the time line of the Final Scope of Services.

**IX. SOLICITATION CAVEAT**

Consultants submitting proposals understand and agree that the City shall have no financial responsibility for any costs incurred by the consultants in responding to this RFP and shall not be liable for any costs until the selected consultant has executed a contract with the City and has been authorized in writing to proceed. The City reserves the right to terminate this RFP after three days notice to all consultants. The submission of a proposal shall be conclusive evidence that the consultant has investigated and understands, to its own satisfaction, the conditions to be encountered, the character, quality and scope of work to be performed, the requirements of the City, and the applicable HUD regulations.

**IX. EXHIBITS TO BE SUBMITTED WITH PROPOSAL**

- A. Certification of Compliance with Executive Order on Pay to Play Reform
- B. Equal Employment Opportunity Compliance Certificate
- C. Disclosure Statement for Non-Profit Subrecipients

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**CERTIFICATION OF COMPLIANCE WITH EXECUTIVE ORDER ON PAY TO PLAY REFORM**

The Contractor hereby certifies that it has read or caused to be read the Executive Order on Pay to Play Reform, dated February 8, 2007, and that the Business Entity, as that term is defined in the Executive Order, has not made a Contribution or solicited a Contribution that would bar the award of this Contract.

I hereby certify that the foregoing is true to the best of my knowledge and belief.

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Corporate Name

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Print Name and Title

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Signature

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Date

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE**

## Equal Opportunity Clause

Unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, during the performance of each contract with the City of Fresno, the contractor agrees as follows:

1. The contractor will not discriminate against any employees or applicant for employment because of race, color, religion, sex, or national origin. Such action 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the labor union of worker's representative of the contractors commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the contractors noncompliance with the nondiscrimination clauses of this subcontract or with any of such rules, regulations, or orders, this subcontract may be cancelled, terminated in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and

such order sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204, of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event the contract becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

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Corporate Name

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Print Name and Title of Authorized Signature

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Signature

Date

**DISCLOSURE STATEMENT FOR NONPROFIT SUB-RECIPIENTS**

**Part A: Please attach a copy of the Articles of Incorporation**

Name of Corporation:

\_\_\_\_\_

Principal Place of Business:

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

Incorporated in the State of:

\_\_\_\_\_

1. I am \_\_\_\_\_  
(Title)

of the \_\_\_\_\_  
(Name of Corporation)

which is a Non-Profit Corporation organized under the General Corporation Law for the State of California.

- 2. Annexed hereto is a true copy of the Articles of Incorporation together with all Amendments thereto which are on file with the Secretary of the State of California.
- 3. I certify that no administrator, agent, servant, or employee of the City of Fresno has any indirect or direct interest in the corporation or this contract.
- 4. No Federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an administrator, agent, or employee of any agency, a member of Congress, an administrator, agent, 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, loan, cooperative agreement, extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 5. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an administrator, agent, or employee of any agency, a member of Congress, an administrator, agent, or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, then a Standard Form-LLL "Disclosure of Lobbying Activities" will be submitted in accordance with the instructions.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment and/or termination of the Contract.

---

Corporate Name

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Print Name and Title of Authorized Signature

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Signature

Date