Puerto Rico Planning Board Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940–9985 Telephone (809) 727–4444

Virgin Islands

Jose L. George, Director Office of Management and Budget # 41 Norregade Emancipation Garden Station Second Floor Saint Thomas, Virgin Islands 00802 Please direct correspondence to: Linda Clarke, telephone (809) 774–0750

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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 any 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, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

State for Loan Guarantee and Loan Insurance

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

Date

ATTACHMENT J

Checklist for Use in Submitting OCS Grant Applications (Optional) The application should contain: 1. A completed, signed SF-424, "Application for Federal assistance". The letter code for the priority area e.g., (UR) should be in the lower right hand corner.

2. A completed "Budget Information—Non-Construction" (SF-424A);

3. A signed "Assurances—Non-Construction" (SF-424A);

4. A Project Abstract

5. A Project Narrative beginning with a Table of Contents that describes the project in the following order:

(a) Eligibility Confirmation

(b) Analysis of Need (except for Sub-Priority 1.4)

(c) Organizational Experience and Staff Responsibilities

(d) Work Program (including Executive Summary)

6. Appendices, including relevant sections of By-Laws and/or Articles of Incorporation which confirm applicant's eligibility as a CDC; proof of non-profit status where applicable; résumés, written agreements re grants, coordination with JOBS, etc.; Single Point of Contact comments (where applicable); certification regarding antilobbying activities; and a disclosure of lobbying activities''.

7. A signed copy of "Certification Regarding Anti-Lobbying Activities."

8. A completed "Disclosures of Lobbying Activities", if appropriate; and

9. A self-addressed mailing label which can be affixed to a notice to acknowledge receipt of application.

The application should not exceed a total of 50 pages for applications submitted under sub-priority areas 1.1 and 1.2 and 30 pages for all applications submitted under the other sub-priority areas. It should include one original and four identical copies, printed on white $8^{1/2}$ by 11 inch paper only. Applications should be two holed punched at the top center and fastened with a compressor slide paper fastener or a binder clip. All pages should be numbered.