

LOBBYING CERTIFICATION INSTRUCTIONS

Signed *Lobbying Certification* forms must be collected by the Grantee/unit of general local government (UGLG) from *all* subrecipients, developers, prime contractors and subcontractors performing construction and/or non-construction work/activities for the Community Development Block Grant (CDBG) funded project.

1. Enter the name of the Grantee/UGLG name and the Division of Energy, Housing and Community Resources (DEHCR) Grant Agreement # in the space provided in the upper right corner of the form.
2. Check the appropriate box for the type of entity signing the *Lobbying Certification* form. Check “Other” if the form is for an entity other than a municipality/UGLG, contractor/subcontractor, or subrecipient (e.g., developer or other entity).
3. Enter the name of the UGLG, contractor or other entity and the name and title of the authorized representative signing the form. It must be the chief elected official (CEO) for an UGLG, chief executive officer (CEO) or owner of a company/firm, or other authorized representative designated by the CEO or organization.
4. The authorized representative of the entity must sign and date the form.
5. **Grantees/UGLGs must collect the signed certifications** from subrecipients, contractors, subcontractors, and other entities **at the time of contracting or upon their start of work on the CDBG project**; and place them in the project’s Procurement & Contracting or Labor Standards file.
6. The Grantee/UGLG is to email copies of all signed *Lobbying Certifications* to the assigned DEHCR Project Representative when submitting the *Project Completion Report*, or during monitoring if requested by DEHCR.