State of West Virginia
Federal Subrecipient Disbursement Agreement

1. Subrecipient’s Name & Address

2. Amount

3. Project Obligation Period
   From:  
   To:  

4. End Project Date

5. Scope and Conditions
   5.1 This disbursement authorizes expenditures in accordance with the Help America

   5.2 Funds provided under this disbursement shall be used solely for the uses
       outlined in the original grant request according to documentation provided by
       the county commission.

   5.3 County Commission is responsible for disbursing funds according to request sub-
       mitted to West Virginia Secretary of State.

   5.4 Funds will be used for project described during Project Obligation Period, or will
       be returned to the West Virginia Secretary of State to be returned to the West Virginia
       Federal Election Fund.

   5.5 Remaining funds will be returned to the West Virginia Secretary of State to be re-
       turned to the West Virginia Federal Election Fund.

   5.6 The disbursement of these funds is subject to monitoring by the West Virginia
       Secretary of State and the US Department of Health and Human Services.

   5.7 The completed project is subject to monitoring by the West Virginia Secretary of
       State and the US Department of Health and Human Services.

   5.8 Documentation of the completed project will be submitted by the county
       commission to the West Virginia Secretary of State by End Project Date.

   5.9 The Certification Regarding Lobbying (attachment A) must be signed and returned
       with this disbursement agreement.

6. ACCEPTED
   Signature of Authorized County Commission
   Representative

   Date

7. APPROVED
   Signature of Authorized Secretary of State
   Representative

   Date
Attachment A

CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements

Statement for Loan Guarantees and Loan Insurance
The undersigned certifies, 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. C. 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