

Companion Instructions
Form SF-LLL Disclosure of Lobbying Activities

TCAP grantees and their sub-recipients must comply with the lobbying requirements of 24 CFR Part 87. These instructions are not a substitute for reading and understanding the regulations. For further information, please consult the regulations at 24 CFR Part 87.

The regulations state that any person who requests or receives a federal contract, grant, loan or cooperative agreement from a federal agency and uses non-appropriated funds to pay an individual to influence or attempt to influence an officer or member of any federal agency, a member of Congress, or an employee of a member of Congress in connection with a covered federal action, must submit a disclosure form (SF-LLL) in accordance with 24 CFR Part 87. A "person" means an individual, corporation, company, association, authority, firm, partnership, society, state, and local government.

Information to be listed on the SF-LLL form that is specific to the TCAP award to MHDC:

1. Enter "b" for grant, as HUD's allocation of TCAP to the state housing credit agency is in the form of a grant regardless of the agency's method of providing funds to sub-recipients.
2. Enter "b" for initial award.
4. Check the box for Subawardee. Enter the tier number by development team role as follows:
Tier 1 – Owner
Tier 2 – General Contractor
Tier 3 – Subcontractor with a contract greater than \$100,000
Tier 4 – Subcontractor (with a contract greater than \$100,000) of a subcontractor

If the PDF will not allow you to type in the Subawardee's address, please type in or print.
5. Enter the Prime Recipient as follows:
Missouri Housing Development Commission
3435 Broadway
Kansas City, MO 64111
Congressional District 5
6. The federal agency is HUD.
7. The federal program name is "Tax Credit Assistance Program," and the CFDA number is 14.258.
8. No entry is required.
9. The federal award amount is \$38,687,026.
- 10a. If there is no lobbying activity to report, please enter "N/A."

These companion instructions may change based upon the issuance of further federal guidance.