

# Grant Reporting Certification Form Instructions

<b>Subawardee/Contractor Information</b>	
Name	Enter the business/organization name as it appears in your contract
Address	Enter the business/organization address as it appears in your contract
City	Enter the business/organization city as it appears in your contract
State	Enter the business/organization two digit State abbreviation
Zip+4	Enter the business/organization nine digit Zip+4
DUNS #	Enter the business/organization nine digit DUNS #
DUNS+4	Enter the business/organization four digit DUNS+4

<b>Subaward Information</b>	
Contract Title	Enter the Contract Title as it appears in your contract
Purchase Order #	Enter the Purchase Order Number as it appears in your contract
Project Description	Enter a detailed summary (200 characters or less) of the project described in your contract

<b>Subawardee/Contractor Principal Place of Performance (POP)</b>	
POP Address	Enter the physical address of the principal place of performance
POP City	Enter the city of the principal place of performance
POP State	Enter the principal place of performance two digit State abbreviation
POP Zip+4	Enter the principal place of performance nine digit Zip+4 <b>(This field is used to identify the Congressional District. If it's not entered correctly the report will be rejected.)</b>

<b>Compensation Information</b>	
Compensation Q1	If yes, answer Compensation Q2 below. If no, skip to Authorized Contracting Official Section.
Compensation Q2	If yes, skip to Authorized Contracting Official Section. If no, complete Top Employer Compensation below.
Total Employer Compensation	Enter name and total compensation* for the five most highly compensated executives* in your business or organization using the following format: <b>John Doe:120000;Jane Doe:75000; etc. for all five</b>
<p><b>*As defined in Electronic Code of Federal Regulations Title 2 - Subtitle A - Chapter 1 – Part 170 Subpart C – Definitions: Appendix A paragraph e.5 Total Compensation</b> means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes salary and bonus, awards of stock, stock options, and stock appreciation rights, earnings for services under non-equity incentive plans, change in pension value, above market earnings on deferred compensation which is not tax-qualified, and other compensation, if the aggregate value of all such other compensation for the executive exceeds \$10,000. <b>§170.315 Executive</b> means officers, managing partners, or any other employees in management positions.</p>	

<b>Authorized Contracting Official</b>	
	After double checking your completed form, type the Authorized Contracting Official's Name in the space provided
	In the Date box type the date the form was completed
Option 1	Click the "Submit Form" button and an email will automatically open, click the send button in the email and the form will be sent to the grants mailbox. Please check your sent items to ensure the transmission was successful.
	Print a copy of the submitted form, sign, scan and send PDF to <a href="mailto:Wendy.bidon@azdema.gov">Wendy.bidon@azdema.gov</a>
Option 2	Click the orange arrow in the Electronic Signature box and follow the instructions on how to sign the form electronically
	Click the "Submit Form" button and an email will automatically open, click the send button in the email and the form will be sent to the grants mailbox. Please check your sent items to ensure the transmission was successful.

**All questions should be submitted in writing to [Wendy.bidon@azdema.gov](mailto:Wendy.bidon@azdema.gov)**