RAAMS Users' Guide

Restoration Assistance and Award Management System
Gulf Coast Ecosystem Restoration Council

Part 1 – FPL Application Process

Version 1.1

February 26, 2015

Subject to Council Review and Approval

Version History

Version 1.1 (published 2.26.2016)

- Revised instructions for system access. All users are now requested to self-register for RAAMS.
- Clarified the instructions for invitation codes. Users who receive an invitation code from GCERC staff are asked to not distribute that code to other members of their organization.
- Revised the instructions for the Personnel Page of the *FPL Application Task*. Users are asked not to add users who are not already present in RAAMS. Users who are not in the system are required to self-register before being added to the *FPL Application Task*.

Introduction

RAAMS (The Restoration Assistance and Award Management System) is the Gulf Coast Ecosystem Restoration Council's (GCERC or Council) automated grants management system. The Council is utilizing RAAMS for all stages of the grant and interagency agreement (IAA) lifecycle, including the submission of Funded Priority List (FPL) proposals, FPL project applications, State Expenditure Plans (SEPs), SEP project applications, amendments, financial and performance reports, and final closeout documentation.

Although use of RAAMS is not a Council requirement, all applicants and recipients are strongly encouraged to use the system in order to streamline the application, award, and reporting process, minimize delays, and enable the Council to report its progress toward the Gulf Coast restoration goals and objectives outlined in the Initial Comprehensive Plan.

This document contains specific instructions for completing grant and IAA application tasks within RAAMS and is intended for all key project personnel affiliated with Council-Selected Restoration Component and/or Spill Impact Component proposals, applications, and awards.

This document does not address the various statutory, regulatory, and programmatic requirements of the Council-Selected Restoration Component or Spill Impact Component. For detailed information regarding these requirements, the reader is referred to the *Recipient Proposal and Award Guide* (*RPAG*).

* Note: Available instructions are currently limited to system access/navigation and applications for funding under the Council-Selected Restoration Component. Once the Spill-Impact Component and post-award system configurations are complete, additional instructions will be added to this guide.

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System Access and Navigation

System Access

The RAAMS web site is located at: https://raams.restorethegulf.gov.

Users who do not already have RAAMS access can register by clicking on the "Register Here" link, which is located on the right side of the screen on the RAAMS login page. Registering for RAAMS will not automatically allow users to create or submit proposals and/or applications for funding.

In order to submit a proposal or application, you must be authorized by a Council Member or Member Designee to act behalf of the applicant organization. Council members or their Designees are responsible for providing a list of authorized users. Council staff will affiliate those users with their respective organizations once they have self-registered., Please see the Personnel section of this Guide for more information on user access and permissions.

Users with questions regarding account access are encouraged to contact the Grants Office for additional information.

System Security

As noted on the login page, RAAMS is an automated Federal system that runs in a Federal environment. RAAMS and the hosting system are provided for the processing of official U.S. Government information only. All data contained within RAAMS may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel.

RAAMS implements a number of security features designed to prevent unauthorized account access. Users are particularly advised to note the rules regarding password requirements and system timeouts, as detailed below.

RAAMS accounts may not be shared among multiple users, and users are prohibited from sharing their password with any party, including other members of their organization, Council staff, and system administrators. If anyone requests access to your account, please report the request immediately to raams_techsupport@restorethegulf.gov.

If you have any reason to believe that your account may be compromised, please contact RAAMS technical support immediately at raams_techsupport@restorethegulf.gov.

Password Requirements
Passwords must adhere to the following password rules:

- At least 12 characters and no more than 20
- Different from your last 8 passwords

- Include a combination of uppercase and lowercase letters, numbers, and special characters
- Not include your first or last name, birthdays, or other personal information
- Not include dictionary words, common names, or simple patterns.

System Timeout

As a security measure, RAAMS will automatically log users out of the system after 30 minutes of inactivity. After 20 minutes of inactivity, the system will display a warning message prompting users to perform an action.

Actions that count as activity include navigating between web pages and saving data using a "*Save*" or "*Save and Continue*" button. The system does not recognize data entry as activity. For this reason, users are advised to save their work often, particularly when completing longer data-entry pages.

* Hint: The "*Save*" button will save your work on and return you to the current page. The "*Save and Continue*" button will save your work on the current page and then navigate you to the next page in the current task.

Navigation

Once logged into the system, users will see a number of tabs along the horizontal and vertical panes of the system screen. These tabs are briefly described below.

* Hint: Do not use the back button on your web browser when navigating through RAAMS. Using your browser's back button may cause the application to log you off!

- **My Tasks:** The *My Tasks* tab shows all tasks currently assigned to a given user. In RAAMS, tasks comprise any number of web pages which enable users to compete standard activities such as proposal submissions, applications for funding, amendment requests, and performance and financial reports. To open a task, simply click on the task name. Users are strongly encouraged to check their *My Tasks* page frequently in order to keep current with assigned tasks and their deadlines. Once a task has been submitted, it will no longer automatically appear under *My Tasks*, but can be viewed by clicking the *View All My Tasks* button.

- **My Grants:** The *My Grants* tab displays a list of all applications and awards to which the user has access. Clicking on the EGID number will open the Award File for the relevant submission or award. The Award File contains current information on the application or award, as well as a list of tasks completed by or assigned to the applicant. Information submitted by the applicants and recipients via tasks is saved to this location. The applicant controls access to each Award File via the Public Project File Access control (see the Personnel section for more information).

- **Apply for Funding:** Users can apply for available Council-Selected Restoration Component or Spill Impact Component funding opportunities by clicking on *Apply for Funding*. Users will be prompted to select from available and open opportunities before proceeding into an application.

  Users who have previously submitted a grant application and initiate a new application under the same Funding Opportunity will be asked to confirm their selection. Users who need to access an application in progress should not submit a new application, but rather access the existing application, which should appear on the *My Tasks* page.

  * Hint: If you do not see the expected open funding opportunity, contact the Grants Office for assistance. You may not have authorization in RAAMS to submit an application for the opportunity, or an invitation and access code may be required in order to apply.

- **Change Password:** Users can change their password by clicking on Change Password. Users must verify their existing password before submitting a new password.

- **FAQs:** A list of frequently asked questions regarding system use and navigation.

- **Log Out:** Logs users out of the system.

  * Hint: Logging out is a two-step process. The system will always ask if you want to log out. If you do not respond to this question, you will receive a warning message after 20 minutes, and the system will timeout after 30 minutes, automatically logging you out.

Tasks and Pages

Once a user begins a task, the top navigation bar will disappear and the user will be directed to the *Main Page* for that task. Each *Main Page* lists a Validation Summary for the task indicating which elements are complete and which elements are outstanding. The vertical tabs along the left of the screen represent individual data entry pages specific to the current task. Once a task is complete, users should go to the *Review and Validate Page* in order to submit the task. Users are able to navigate back and forth freely between different task pages by using the tabs.

Clicking on *Home*, at the top left of the screen, will exit the current task and return users to their *My Tasks* pages.

* Hint: As you move between task pages, be sure to click the *Save* or *Save and Continue* button on the bottom of the screen before moving forward or revisiting a previous page. If you do not hit save, your data may be lost!

* Hint: Data elements marked with a red asterisk are required. You cannot successfully complete and submit a task until all required data fields have been completed.

FPL Application Task

Applicants will be notified of their proposal results once the Final FPL is published. For those projects or programs where Council funding was committed, applicants will be able to proceed into the application process. If the FPL proposal was submitted electronically using RAAMS, a task to initiate the application process will appear on the applicant's home screen under the *My Tasks* page. If the proposal was submitted outside of RAAMS, applicants will need to initiate an application.

* Note: For the 12/9/2015 FPL, applicants will need to initiate an application.

Proposal Submitted in RAAMS
Application data will be prepopulated with data collected during the proposal process, when applicable. For data items which are prepopulated, the applicant is requested to review that data to make sure it reflects the project or program as it appears on the FPL.

Proposal Submitted Outside of RAAMS
If the proposal was submitted outside of RAAMS, applicants will need to initiate an *FPL Application Task*. To initiate, users should select *Apply for Funding*, and then choose the Council-Selected Restoration Component. This will create and load a new instance of the *FPL Application Task* for that user. Users are able to exit, re-enter, and edit this task at any time until its submission. Users are asked to refrain from creating multiple Application Tasks for the same FPL-listed project or program (unless agreed upon in advance in consultation with the Council staff) and may not combine individually listed FPL projects into a single application.

* Hint: An invitation code will be provided to applicants to begin the application process for projects listed on the December 2015 FPL. ONLY USERS WHO RECEIVE AN INVITATION CODE FROM COUNCIL STAFF ARE APPROVED TO INITIATE AN APPLICATION FOR FUNDING. Users who receive an invitation code are asked to not share that code with other members of their organization. Applications will only be accepted from the authorized Primary User designated for that project or program. Applications that are initiated and submitted by users who are not an authorized Primary User for that project may be returned.

Personnel

The *Personnel Page* allows users to associate primary project personnel and other contacts connected with the project. Individuals associated under the Project Personnel subheading should consist of other members or affiliates of the prime recipient organization who will require edit or view access to the application and/or the Award File, or who represent key project personnel who will require access to the Award File.

To associate an individual, click the *Add* button, and then click the *Select* button next to *Person Name* (Figure 1). This allows you to search the system by first name, last name, or email address in case the individual is already listed in the RAAMS database.

If you are unable to locate the individual you wish to add within the system, and that person will need RAAMS access, please contact that individual and ask that he or she register for RAAMS. New users may register by visiting http://raams.restorethegulf.gov and clicking on the "Register Here" link.

* Note: When associating a user with an application, do not select "Add New Person." All users who will need RAAMS access are required to self-register. Once a user has self-registered, you will be able to select that individual by clicking the Select button. Only individuals who will not need access to the application or project information in RAAMS should be added to the database using the "Add New Person" option on the Personnel page. Those users should not be given Public Project File Access and should be assigned "No Access" permissions.

After you have selected and associated an individual under the Project Personnel subheading, you will be prompted to provide the appropriate role and level of access for that user. These permissions consist of the following:

Primary Person
An application (as well as any subsequent award) can have only one Primary Person. This role defaults to the individual who initiates the application. The Primary Person is the only individual able to submit the *FPL Application Task* and electronically certify the application prior to submittal (see the *Electronic Certification Page*), although other associated persons can participate in entering the application data. Once an application has been submitted, future actions associated with the application or award will also be assigned to the Primary Person.

The Primary Person must be authorized by the Council member or Designee to submit applications and complete tasks for any subsequent award on behalf of the applicant agency. Changes to the Primary Person will only be allowed when the Council member or Designee provides authorization. FPL Applications submitted by individuals who are not authorized by the Council member or Designee, or who have not supplied the necessary letter of authorization, will not be accepted.

Role
The role of the new user is set from the choice list. These roles are for informational purposes

only and do not affect the level of system access extended to a user. Select the functional role that best describes the person's role in carrying out the project or program.

Allow Public Project File Access
Users with Public Project File Access will be able to view project or program information in the Award File. All individuals anticipated to play an active role in managing an award should be extended Public Project File Access in order that they will have access to current award information and the results of previous tasks completed as part of that award.

Permission Level
Permission level controls the level of access to the current task and, once an award is made, any future tasks. Possible values are as follows.

- **Secondary Contact:** Secondary contacts have full access to the application, with the exception that they cannot electronically sign the application, submit the application, or edit the budget screen. The secondary contact can only be designated by the Primary Contact. The secondary Contact and Primary Contact are the only individuals who can extend access to other users within their organization.

- **Full Access:** Users with full access have the same privileges as the secondary contact, with the exception that they cannot add additional personnel or assign system permissions.

- **Data Entry:** This gives users the ability to access, add, and delete information for this and future tasks with the following exceptions.
  o The user will not be able to modify data entered on the Budget Page, Milestones, Page, or Cash Forecasting Page.
  o The user will not be able to change the Primary Person.
  o The user will not be able to modify selections on the Electronic Certification Page.
  o The user will not be able to submit the *FPL Application Tas*k or any future tasks once an award is made.

- **Financial:** Financial users may only edit the Milestones and Cash Forecasting pages. Financial users may edit budget data if a budget re-assignment is requested. To request a budget re-assignment, please contact the Grants Office.

- **View Only:** Individuals with View Only Access will be able to view this task and future tasks (i.e., they will be able to select the task from their My Tasks screen and view any data that has been entered by other users), but they will not be able to add or edit information.

- **No Access:** Individuals with No Access will not be able to view this task or future tasks. If an individual has Public Project File Access but is given No Access at the task level, that user will only be able to view information entered as part of a task once that task has been submitted and the results saved within the Award File.

Figure 1a. Project personnel screen to: (1) add and/or associate a RAAMS user with a grant or IAA application, and (2) set the user's role and permissions/access levels. In this example, the roles and permissions are being set for the Primary Contact for the application.

Figure 1b. Project personnel screen to: (1) add and/or associate a RAAMS user with a grant or IAA application, and (2) set the user's role and permissions/access levels. In this example, the roles and permissions are being set for support staff.

Contractors, subrecipients, and personnel from partnering Council member organizations who represent key personnel and need access to RAAMS should be associated with the project under the Contacts-Other subheading. Only individuals who represent key project personnel and/or

who will require edit or view access to the *FPL Application Task* and any subsequent tasks once an award is made should be associated. Individuals associated under Contacts-Other cannot be given access to the Award File. The process for associating individuals with a Contacts-Other designation is identical to the process for associating users with a Project Personnel designation, with the exception that other contacts cannot be extended access Public Project File Access.

Organizations

The *Organizations Page* is used to associate key organizations with the application, as well as any subsequent award. Organizations that must be included as part of a complete application consist of:

- Primary Council member organization (this value should pre-populate based on the organizational affiliation of the Primary Person)
- Partnering Council member organizations
- Organizations providing Co-Funding required to achieve the project objectives
- Other partners (e.g., Native American tribes, nonprofits)
- Subrecipients
- Contractors

To associate an organization, click the *Add* button, and then click the S*elect Organization* button and search for the organization by name.

If you do not see the organization listed, perform the search again, but leave the search string blank. This will return a list of all organizations currently in the system. Scroll through this list and make certain that the organization you need to add is not present. If it is not, you may then add a new organization by clicking the *Add New* button, which appears at the bottom of the search results window.

*Note: In order to prevent duplicate organization records within the system, it is imperative that you search existing organizations before adding a new one.

Adding a new organization will prompt you to supply the following values for that organization:

- Organization Name
- Organization Type
- EIN
- DUNS
- Street Address

- City
- State
- Zip Code
- Country

Only the organization name value is required when adding a new organization. If you are unsure of the other values, and if those values are not required as part of the application, you may leave

them blank. However, if the organization being added is a subrecipient or contractor, you are required to supply all of the above data elements.

The organization address should match the information associated with the organization in the System for Award Management (www.SAM.gov) and the organization's DUNS (Date Universal Numbering System).

٭ Hint: If you do not know the organization's EIN, enter "N/A" in this field.

Once you've added or selected the organization, you must indicate its role and whether it is the Primary Organization. Available roles include:

- Prime (reserved for the Primary Organization only)
- Partner (e.g., partnering Council member organizations, Co-funders, Native American Tribes, nonprofits)
- Subrecipient
- Contractor

Only one organization can be selected as the Primary Organization, and that organization must match the organizational affiliation of the Primary Person. A Primary Organization must be designated in order for the application to be considered complete. In some cases, the system may pre-populate the Primary Organization based on available data for the Primary Person. If data for the Primary Organization is incorrect, please contact the Grants Office before attempting any corrections.

The *Performance Sites* subheading is not being used as part of the FPL Application Task. Please do not enter data under Performance Sites. Applications with Performance Sites data will not be accepted.

Application Information

The *Application Information Page* captures basic data about the proposed project or program. Information must be entered for each of the following fields.

- **Project Title:** The title of the project or program. The title should correspond to or reference the title shown on the Final FPL.

- **Project Start Date:** The anticipated start date of proposed activities. This is the date the applicant wants the award term to start.

- **Project End Date:** The anticipated end date of proposed activities. This is the date that the applicant wants the award term to end.

* Hint: When entering the Start and End dates, try to set dates that are realistic. Remember to provide sufficient time for the Council staff to review the application and process the award, for any applicable contracts to be negotiated, and for the entire project or program scope of work, including any close out activities, to be completed.

- **Project Abstract:** A short narrative summarizing the proposed project or program. The project summary is limited to 5,000 characters (approximately 750 words). This summary will be utilized by the Council for reporting and other public purposes. Please be sure to include information that your organization would like to be shared about this project in the project summary.

- **Requested Funding:** The amount of Council funding requested. The requested amount does not include funds pledged or anticipated from other sources. Instances of leveraged funding, including co-funding required to complete the objective(s), are captured in other sections of the FPL Application Task. The requested amount should be equal to the amount shown as committed to the project or program on the Final FPL. If there are questions about this amount, or if these amounts are not equivalent, contact the Grants Office.

* Hint: For text entry, such as the Project Abstract, you may be able to copy and paste text directly from the Technical Narrative, the FPL project summary, the FPL proposal, or other sources.

* Hint: For FPL projects and programs, consider using the Executive Summary and Project Description text from the FPL document appendix for the Project Summary in RAAMS.

Location Information

The *Location Information Page* captures basic location data for the project or program (users will be also required to upload detailed geospatial data later in the process). Users must enter values for all of the fields below.

- **Country:** The United States should be selected for all GCERC applications.

- **State:** Select all states where project activities will occur from the list provided. If the project includes work in Federal waters, also select "N/A" from the list.

- **Congressional Districts:** Select all Congressional Districts where project activities will occur from the list provided. If the project includes work in Federal waters, please also select that value from the list. Federal Waters will only appear as an option if you selected "N/A" as one of your choices under State(s).

- **Project Location Description:** For projects which include discrete locations, provide a list of counties where those activities will occur. For regional or Gulf-wide proposals, or for those which do not include discrete locations, provide a short description of the general region or area. If the project includes work in Federal waters, please indicate this here as well.

* Hint: The country and state tables can be quickly filtered using the search box below each respective list.

Budget

Applicants are required to submit detailed budget data according to budget categories found on the SF-424A and SF-424C forms, as applicable. Line-item costs must be provided for each projected expense within each budget category. The budget spreadsheet will expand as additional items are added, allowing the applicant to enter as many items as necessary within each category. A thorough description of budget requirements is beyond the scope of this guide; for detailed information, users are referred to the *Recipient Proposal and Award Guide*.

* Reminder: The Primary User who initiated the application will be the budget owner and, as such, the only person who can edit the budget. If a reassignment of the budget ownership is required, please contact the Grants Office.

* Note: Make sure the Primary Organization is listed next to the organization field on top of the budget screen. If no organization or an incorrect organization is listed, you may change the value by clicking on the pencil icon.

* Note on Pre-Award Costs: If requesting Pre-award Costs, these costs are included in the RAAMS budget. Enter pre-award costs as separate line items under the appropriate budget categories. Indicate in the item description that this cost was or will be incurred pre-award.

Figure 2. A collapsed view of the categories on the RAAMS Budget Page. These categories correspond to the Object Categories on the forms SF-424A and SF-424C.

To expand or collapse the budget categories, click on the button near the top of the budget screen that will read "Expand all" when the categories are collapsed and "Collapse all" when the categories are expanded (Figure 3).
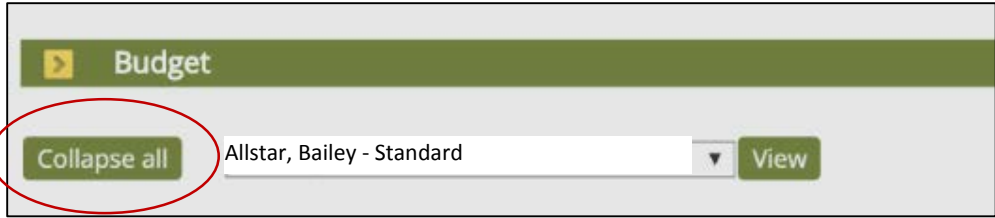
Figure 3. Button to collapse or expand budget categories on RAAMS Budget Page.

Individual categories can be collapsed or expanded by clicking on the gray arrow to the left of the category name (Figure 4).

Figure 4. Example of buttons to expand and contract individual budget categories (gray arrow), to add a line item under that category (green plus), or to add notes for the category (paper icon) on the RAAMS Budget Page.
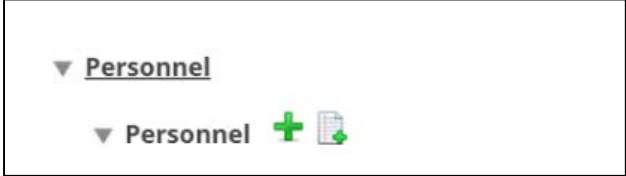
Users may add notes or details specific to a budget category by clicking on the "Notes" icon (Figure 4).

To add an item under a budget category, click on the green "Plus" icon next to the budget category name (Figure 4). This will open a "pop up" screen where specific data fields are completed for the line item (Figure 5). When all information has been entered, click *Save* to save the data or *Save and Close* to save the data and return to the Budget Page.

Figure 5. Line item data entry screen for Personnel object category on the RAAMS Budget Page.

Once a line item has been entered, users may perform edits by clicking on the "Pencil" icon next to the line item name, or delete the entry by clicking on the red "X" (Figure 6). Click on the green "Plus" icon if additional lines need to be entered for the category.

Figure 6. Example of buttons to edit (pencil icon) or delete (red X) line item budget entries on the RAAMS Budget Page.

Construction (and Land Acquisition)
Additional budget categories are required for projects that involve construction activities or land acquisition. Click on the gray arrow to the left of "Construction" to expand this budget category and reveal the additional budget categories (corresponding to those on the SF-424C form).

* Hint: For the purposes of the budget data in RAAMS, "construction" includes traditional construction, any project involving or requiring engineering and design or similar technical documentation, and land acquisition.

Subrecipients
Funding provided to subrecipients to carry out the objectives of the project or program is a budget category on the Budget Page. Detailed budgets for subawards are not required to be entered into the RAAMS *Budget Page*, but must be submitted as an uploaded file for each known subrecipient.[1] A template for subrecipient budgets is available on the *Uploads Page* and the Grants Office web page.

For each subrecipient, click on the green "Plus" icon beside the word "Subrecipient." In the pop-up window, enter the name of the subrecipient organization.

- If the subrecipient organization is known, the name entered must match an organization associated with the project or program on the Organization Page.
- If the subrecipient organization is not known, enter "to be determined."

Briefly describe the work that will be performed by this subrecipient, and enter the amount budgeted for the subrecipient or scope of work to be accomplished. The amount entered must match the amount shown in the detailed budget submitted as an upload. Repeat this task for all subrecipients.

* Hint: For information on determining whether an agreement should be classified as a contract or a subaward, see the *Recipient Proposal and Award Guide* (Part IV, Chapter 2, H.3) and 2 CFR Part 200 §§ 200.23, 200.93 and 200.330.

Contractors
The process for adding contractors is similar to that required for subrecipients. However, a detailed budget is not required to be uploaded and submitted for each contractor.

Indirect Costs
Administrative costs for recipients, including overhead for Federal Servicing agencies, are capped under the RESTORE Act. Instructions for calculating allowable indirect costs, are available on the Grants Office web page. When entering indirect costs, the budget data entry screen contains a calculation of the maximum allowable administrative costs, based on the total direct costs entered.

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[1] If a subrecipient is not known at the time of application, the subrecipient name and a detailed budget for that subrecipient must be submitted to the Grants Office prior to the recipient's approval of the subaward.
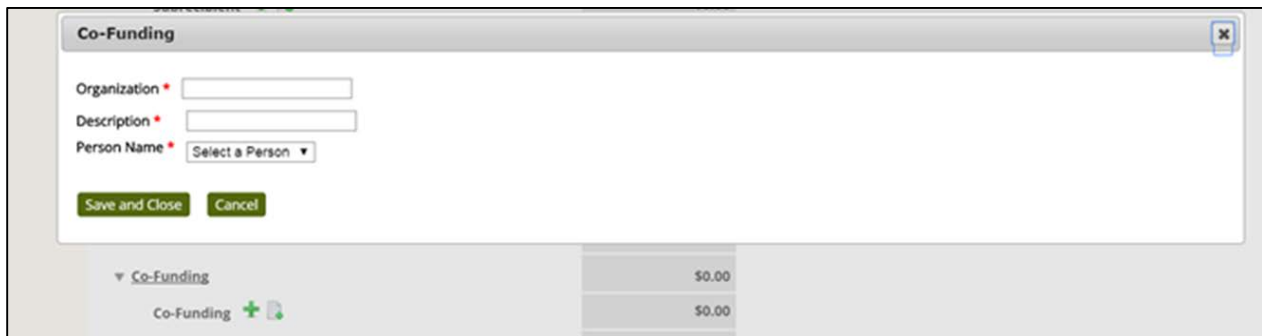
* Hint: For best results in using the RAAMS estimation of allowable indirect (or overhead) costs, enter all direct costs into the Budget Page before adding indirect costs.

* Note: Federal Servicing agencies should include overhead and general/administrative (G&A) costs in the Indirect category.

* Note: Indirect costs associated with facilities not subject to the 3% cap should be added under Other – Miscellaneous. Please contact the Grants Office if assistance is needed.

Co-Funding Sub-Budget
Detailed budgets by object class must be submitted for leveraged co-funding that is required in order to complete the project or program objectives. To create co-funding budgets, scroll to the bottom of the budget and click on the green "Plus" sign beside the word "Co-Funding." Then enter the name of the entity providing the co-funding, a short description, and select your name under person name (this gives you the ability to create and edit the co-funding budget) (Figure 7). Once "Save and Close" is selected, a line should be added to the budget under Co-Funding for these funds.

Figure 7. RAAMS Budget Page with the Co-Funding Screen open to enter basic information about required co-funding. Details regarding the co-funding budget will be entered on a subsequent screen.

To edit the co-funding budget, return to the top of the budget screen and locate the selection window which displays the budget that is currently shown. Click on the down arrow and select the name of the co-funding organization. Then click "View" (Figure 8).
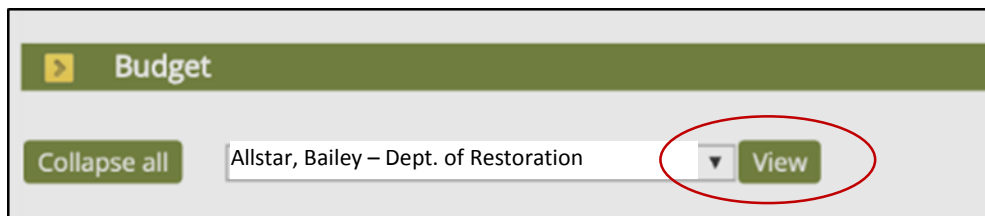

Figure 8. Example of selecting Co-Funding Budget Page from the Main RAAMS Budget Page.

This will open a Co-Funding Budget Page that looks like the Main or Standard Budget Page and is completed using the same processes and steps described above. Enter the budget data by

object class for the co-funding organization. Repeat this process as needed until all co-funding is recorded.

* Note: Please be sure to check that the organization listed at the top of the co-funding budget screen is correct. You may need to edit this value by clicking on the pencil icon next to the organization name.

To return to the Main Budget, return to the selection window at the top of the Co-Funding Budget Page. Click on the down arrow to the right of the selection window. Select the budget that ends in Standard, and click "View" (Figure 8).

Program Income

Any income anticipated to be earned by the recipient during the award period that is directly generated by a supported activity or as a result of the award must be included in the budget as Program Income. Required information includes the source of income, a description of the income and the amount of income anticipated. If you anticipate program income will earned, please contact the Grants Office prior to submitting your application.

* Hint: Carefully consider whether any program income may be generated by the project or program. It is much easier to address program income during the application stage than after the award has been made.

Cash Forecast

Applicants are required to forecast their cash needs over the life of the proposed project or program. The *Cash Forecast Page* collects cash flow estimates at six-month intervals corresponding to the Federal fiscal year. The sum of the estimates provided must be equivalent to the total requested amount of funding. Recipients will be able to update cash forecasting needs semi-annually as part of the *Progress Report Task* once an award is made. The amounts provided in the cash forecast are not binding, but should be accurate to the extent possible.

The *Cash Forecast Page* intervals are April 1 through September 30 and October 1 through March 30. When the start or end date of a project or program falls in the middle of an interval, the start or end date will be used, allowing for a beginning and ending period that may be shorter than six months.

Figure 9. The Cash Flow Projection Page in RAAMS. In the example shown, the beginning and ending six-month intervals are truncated by the project start and end dates.

Leveraged Funding

Leveraged Funding Part 1

Applicants must identify instances where the proposed project or program builds upon, benefits, or furthers activities funded via other Deepwater Horizon vehicles, as well as other Gulf restoration programs. If the proposed project or program does take advantage of these opportunities, applicants must briefly describe the leveraged opportunity in the box provided (Figure 10). Additional detail should be provided in the project narrative uploaded later in the application process.

Additional detail regarding the nature and type of any leveraged funding opportunities is provided on the proceeding page.

Figure 10. The Leveraged Funding Part 1 Page in RAAMS.

Leveraged Funding Part 2

Applicants must enter and describe all sources of leveraged funding using the *Leveraged Funding Part 2 Page*. Co-funding, in addition to being identified here, must also be entered on the *Budget Page* of the *FPL Application Task*.

To begin adding sources of leveraged funding, click the *Add* button. For each source, the following data elements are required:

- **Leveraged Funding Amount:** The amount of leveraged funding from this source. If the amount is not known, or cannot be calculated, enter $0.00 and provide additional information in the Description/Notes field. Any amounts for co-funding should match the co-funding budget.

Figure 11. The Leveraged Funding Part 2 Page in RAAMS.

- **Leveraged Funding Type:** The type of leveraged funding. The three types of leveraged funding are described below.

  o **Co-Funding:** Costs will be shared across funding from two or more sources. The leveraged funding from all sources is required in order to achieve the project or program objective.

  o **Adjoining:** Activities are proposed in a location that adjoins another existing or proposed project. Geographic proximity is key to this type of leveraging.

  o **Builds on Other Work:** The project builds upon activities completed as part of other projects or programs but is not captured by either of the other two types of leveraging.

- **Leveraged Funding Source:** The name of the program, organization or person providing the leveraged funding.

- **Leveraged Funding Source Type:** The type of organization or affiliation of the leveraged funding source.

- **Leveraged Funding Status:** The current status of the leveraged funds. Possible values are as follows.

  o **Received:** The funds or benefits have already been received.

  o **Pledged:** The funds or benefits have been pledged but not yet received.

  o **Proposed:** The funds or benefits have been proposed but not yet committed.

- **Leveraged Funding Description/Notes:** Enter any relevant additional information applicable to this source of leveraged funding. For instance, for a source of leveraged funding that has been pledged, you could provide the date that those funds would be available.

Tribal Support

Applicants must identify federally recognized Indian Tribes supported or benefitted by project or program activities on the *Tribal Support Page*. The following data elements are collected.

- Whether the application has been prepared or submitted on behalf of a federally recognized Indian Tribe, and
- Whether the project or program provides a direct benefit to a federally recognized Indian Tribe.

Specific tribes should be listed using the checkboxes provided. Federally recognized Tribes with interests in the Gulf Coast region include the following:

- Absentee-Shawnee Tribe of Oklahoma
- Alabama-Coushatta Tribe of Texas
- Alabama-Quassarte Tribal Town Oklahoma
- Caddo Nation of Oklahoma
- Catawba Indian Nation
- Cherokee Nation Oklahoma
- Chickasaw Nation Oklahoma
- Chitimacha Tribe of Louisiana
- Choctaw Nation of Oklahoma
- Coushatta Tribe of Louisiana
- Eastern Band of Cherokee Indians
- Eastern Shawnee Tribe of Oklahoma
- Jena Band of Choctaw Indians of Louisiana
- Kialegee Tribal Town of Oklahoma
- Kickapoo Traditional Tribe of Texas

- Miccosukee Tribe of Choctaw Indians of Florida
- Mississippi Band of Choctaw Indians
- Muscogee (Creek) Nation, Oklahoma
- Poarch Band of Creek Indians, Alabama
- Quapaw Tribe of Indians, Oklahoma
- Seminole Nation of Oklahoma
- Seminole Tribe of Florida
- Shawnee Tribe, Oklahoma
- Thlopthlocco Tribe of Louisiana
- Tunica-Biloxi Indian Tribe of Louisiana
- United Keetoowah Band of Cherokee Indians
- Ysleta Del Sur Pueblo, Texas

Comprehensive Plan Criteria

The *Comprehensive Plan Criteria Page* collects data pertaining to Council program and Comprehensive Plan goals and objectives. Narrative responses elaborating on these selections are collected on the *Comprehensive Plan Narrative Page*, which immediately follows. As long as users save their work by clicking the Save button, they will be able to navigate between these two pages as necessary using the panel on the left of the screen. The following data elements are collected.

- **Watershed**: Applicants must designate the watershed where the project or program will be implemented. This watershed should correspond to the watershed designated in the FPL. For Gulf-wide projects, select "Gulf-wide" from the choice list.

- **Primary Goal:** Applicants must designate one and only one primary goal. Comprehensive Plan Goals include the following.

    o Restore and Conserve Habitat: Includes activities that restore and conserve the health, diversity and resilience of key coastal, estuarine, and marine habitats.

    o Restore Water Quality: Includes activities that restore and protect water quality of the Gulf Coast region's fresh, estuarine and marine waters.

    o Replenish and Protect Living Coastal and Marine Resources: Includes activities that restore and protect healthy, diverse and sustainable living coastal and marine resources.

    o Enhance Community Resilience: Includes activities that build upon and sustain communities with capacity to adapt to short- and long-term changes.

- **Primary Objective:** Applicants must designate one and only one primary objective. The Comprehensive Plan objectives include the following.

    o Restore, Enhance, and Protect Habitats

    o Restore, Improve, and Protect Water Resources.

    o Protect and Restore Living Coastal and Marine Resources

    o Restore and Enhance Natural Processes and Shorelines

    o Promote Community Resilience

    o Promote Natural Resource Stewardship and Environmental Education

    o Improve Science-Based Decision-Making Processes

- **Project or Program:** Applicants must indicate if the application is for a project or a program. Only one may be selected.

- **Project Phase(s):** Applicants must indicate which project phase(s) apply to the project or program. At least one project phase must be selected. Applicants may select as many phases as are applicable. Project phases include: planning, implementation, and technical assistance.

- **Secondary Goals:** Applicants must select all secondary goals, if any, which are addressed by the proposed project or program.

- **Secondary Objectives:** Applicants must select all secondary objectives, if any, which are addressed by the proposed project or program.

- **Priority Criteria:** Applicants must indicate all RESTORE Act and Comprehensive Plan priorities that would be supported by the proposed project by checking those which are applicable. The priorities include the following.

  o Priority 1: Projects that are projected to make the greatest contribution to restoring and protecting the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region, without regard to geographic location within the Gulf Coast region;

  o Priority 2: Large-scale projects and programs that are projected to substantially contribute to restoring and protecting the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast ecosystem;

  o Priority 3: Projects contained in existing Gulf Coast State comprehensive plans for the restoration and protection of natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region; and

  o Priority 4: Projects that restore long-term resiliency of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands most impacted by the Deepwater Horizon oil spill.

- **Commitments:** Applicants must identify all Comprehensive Plan commitments supported by the proposed project by selecting those that apply. Comprehensive Plan commitments include the following:

  o Science-based Decision-Making

  o Regional Ecosystem-based Approach to Restoration

  o Engagement, Inclusion, and Transparency

  o Leveraging Resources and Partnerships; and

  o Delivering Results and Measuring Impacts.

Comprehensive Plan Narratives

The *Comprehensive Plan Narrative Page* is used to collect narrative justifications for the data elements selected on the previous page. Before navigating back to the previous page to check your responses, be sure to save your progress on this page in order to avoid data loss. Required narrative fields are listed below.

- **Goals Narrative:** Provide a short, narrative justification for the primary and any secondary goals listed on the previous form. Briefly describe how the project addresses the goal(s).

- **Objectives Narrative:** Provide a short, narrative justification for the primary and any secondary objectives listed on the previous form. Briefly describe how the project addresses the objective(s).

- **Priority Criteria Narrative:** Provide a short, narrative justification for the priority criteria selected on the previous form. Briefly describe how the proposal supports the criteria selected.

- **Commitments Narrative:** Provide a short, narrative justification for the Comprehensive Plan commitments selected on the previous form. Briefly describe how the project or program achieves the commitments identified.

Emphasis Areas

The *Emphasis Areas Page* is used to collect narrative details regarding the project or program's relationship to the four emphasis areas in the Comprehensive Plan.

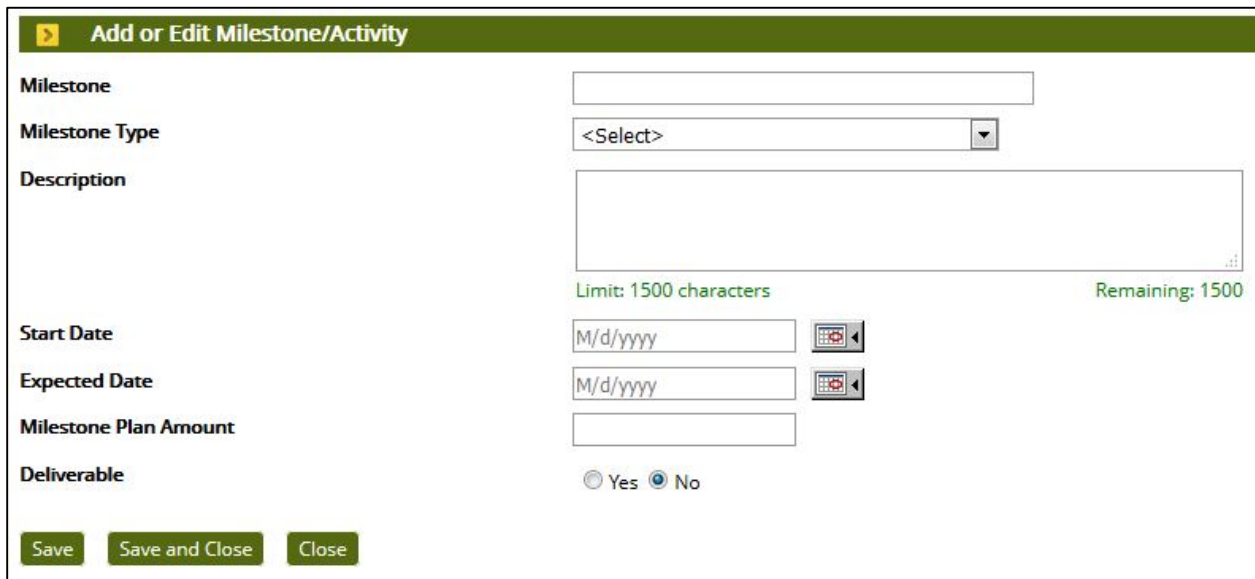Applicants must provide a short, narrative response to the following four questions.

- **Emphasis Area 1:** How is the proposed activity foundational in the sense that the project or program forms an initial core step (or steps) in addressing a significant ecosystem issue, and that future activities can be tiered to substantially increase the benefits?

- **Emphasis Area 2:** How will the proposed activity be sustainable over time?

- **Emphasis Area 3:** Why is the proposed activity likely to succeed?

- **Emphasis Area 4:** How does the proposed activity benefit the human community?

Milestones

The *Milestones Page* collects data for each project milestone and deliverable, as well as information about the costs of activities required to achieve the milestone and/or deliverable. In general, all major activities associated with the project or program should be included, such that the sum of the milestone cost estimates is equivalent (optimally, or at least roughly equivalent) to the amount of funding requested.

It is not intended that each and every single project or program activity, or its cost, be itemized and described on this page. Nor is there a set timeline for milestones (e.g., "year 1 sampling", "year 2 sampling", etc.). Activities can be grouped under a single milestone so long as there is a relationship between the activity and achieving the milestone or completing the deliverable.

Clicking the *Add* button will load the sheet used to collect detailed information for each milestone. When you are done adding milestones, click *Continue*. At least one milestone must be entered for an application to be considered complete in RAAMS.

Figure 12. The Milestones Page in RAAMS.

For each milestone and/or deliverable, you must provide the following data elements.

- **Milestone:** Provide a short, descriptive name for the milestone and/or deliverable.

- **Milestone Type:** Choose the area of effort that best fits the milestone. Areas of effort include the following.

    o **Project Oversight and Grants Management:** Management of the day-to-day operations of award and recipient activities including supervision of project or program activities and functions in progress to ensure they are on-course, on-schedule and within budget to meet objectives and performance targets. Grantees are responsible for managing the day-to-day operations of award and

subrecipient-supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved.

o **Planning:** A basic management function involving formulation of one or more detailed plans to achieve optimum balance of needs or demands with the available resources. The planning process identifies the goals or objectives to be achieved, formulates strategies to achieve them, arranges or creates the means required, and implements, directs, and monitors all steps in their proper sequence. Although generally considered a part of planning, environmental compliance and engineering and design activities are separate areas of effort for the purposes of the functional milestone budget.

o **Environmental Compliance:** Conforming to environmental laws, regulations, standards and other requirements such as site permits to operate. Environmental compliance activities include the preparation of required environmental investigations, documents and permit applications.

o **Engineering and Design:** The process of utilizing knowledge and principles to design and analyze objects, usually in preparation for construction.

o **Implementation: Non-Construction:** The process of creating activities required to achieve goals and objectives of a project. Implementation includes new activities as well as a continuation of activities to achieve the project or program objective. Implementation measures that involve construction are included in the construction area of effort for the functional milestone budget.

o **Construction:** the initial building or major alterations or renovations of a structure, facility or project. Construction activities may include clearing, dredging, excavating, and grading of land and other activity associated with buildings, structures, or other types of real property.

o **Land Acquisition:** The procurement of land or an interest in land, which may include improvements or appurtenances, by purchase (fee), donation or exchange. Land acquisition activities may include the search for and selection of properties and due diligence activities prior to the actual acquisition of properties or easements.

o **Scientific Monitoring and Metrics:** The collection of observational data which include any field data collected, compiled, or utilized as part of a RESTORE funded project, such as compliance, engineering and design, baseline, post-implementation assessment data, etc. This area of effort also includes measurements of metrics to assess performance, efficiency, progress, or quality of the project or program and to demonstrate benefits after implementation of the primary project objective is complete. An observational data plan is required when data will be collected, and the preparation of that plan can be included

under this area of effort. Management of any observational data collected is included in the data management area of effort.

- o **Data Management and Reporting:** A comprehensive process involving movement of data and information from the observing system sensor to the data user. Data that has been acquired is validated, cataloged, stored, protected, processed, and archived, and accessibility, reliability, and timeliness is ensured to satisfy the needs of the data users. A data management plan is required when data will be collected during a RESTORE project or program, and the preparation of that plan can be included under this area of effort. Collection of observational data collected is included in the scientific monitoring and metrics area of effort.

- o **Long-Term Operations and Maintenance:** Activities required or undertaken to conserve as nearly and as long as possible the original condition of an asset or resource while compensating for normal wear and tear. O&M includes routine activities, such as inspections, mechanical maintenance, or vegetation, physical stability and erosion control, as well as more intensive items, such as repairing damage after major storm events.

- o **Adaptive Management:** A systematic process for continually improving management policies and practices and may involve modification of a concept, object, or activity to make it applicable in situations different from originally anticipated.

- o **Other:** For milestones that are not captured by the areas of effort provided.

- **Description:** Provide a short, narrative description of the milestone and/or deliverable. Describe key activities and any deliverables.

- **Start Date:** Provide the date that work toward completing the specific milestone and/or deliverable is expected to commence.

- **Expected Date:** Provide the estimated date of completion for the specific milestone and/or deliverable.

- **Milestone Plan Amount:** Provide the estimated cost of reaching the milestone and/or producing the deliverable.

- **Deliverable:** Using the checkbox provided, indicate if a deliverable is associated with the milestone. Where a deliverable is expected, it should be identified in the Description.

* Hint: Include any indirect, overhead or contingency costs in the area of effort to which they are applicable.

* Hint: A template for developing milestones is available on the Grants Office web page.

Metrics

A wide variety of restoration metrics have been pre-loaded into RAAMS for applicant and recipient use. Metrics are organized into templates by Comprehensive Plan objective. If you have questions regarding which metrics to select as part of the *FPL Application Task*, or if you are unable to locate the desired metric within the system, please contact the Council Science Officer prior to submitting an application. Applications submitted with unapproved or incomplete metric datasets will be returned for revision. A full list of available metrics is available on the Grants Office web page.

Option 1: Load all metrics under a template

Users may load and include all or a selection of metrics available under a metric template. To do so, simply select the appropriate template from the selection box provided and hit *Select*. This will load all metrics under the chosen template.

* Hint: Each template corresponds to a Comprehensive Plan objective.

* Hint: You can preview the metrics under an Objective, by clicking on the *Preview* button. This will open an additional tab in your browser.

Select any metrics you do not want to include and delete these. To delete a metric that you do not need, click the check box next to the metric name and hit the *Go* button at the bottom of the screen (next to *Delete* – see figure 14 below). Multiple metrics can be deleted at once.

After you have included a metric, you will need to enter data specific to that metric by clicking on *Add* to the right of the metric name ("Activity-Outcome" column). The following values are required for each metric added.

- **Baseline:** A numerical value representing a measurement reflective of conditions prior to restoration or other activities conducted as part of the proposed project or program. This value will often be "zero", but in some cases may reflect activities carried out prior to the new project or program or natural conditions that exist on the site.

- **Current:** This value should be equal to the baseline value at the application stage. During the reporting process once an award is made, users will update this value as the project moves toward completion.

- **Project Completion:** A numerical value representing the goal at project completion.

Entry of *Notes* is optional for many metrics, but may be required for others. Clicking on *Notes* in the column to the right of the metric name allows you to enter specific details about a metric (e.g., to include the width of a riparian buffer, or indicate that the baseline represents restoration activities conducted at some point in the past).

* Note: You must delete any metrics that will not be used. When you are finished, every metric on the screen should have baseline, current and project completion data entered, as indicated by a green "check" in the far left columns.

Option 2 – Search for specific metrics

To search for and add a metric, click the *Search All Metrics* button. Users can search for and filter available metrics by providing a value for one or both of the following fields.

- **Objective:** Each metric in the system is assigned to a template based on the Comprehensive Plan objectives. Selecting the objective will filter and display available metrics to only those associated with your selection.

  * Hint: Start by selecting the primary Comprehensive Plan objective for your project or program.

- **Activity-Outcome:** This field allows users to search for a metric based on a text string. Single word values or short phrases will generally provide the most relevant results (e.g., oyster, vegetation, beach nourishment).

After performing a search, check the box next to each metric that you would like to include and hit *Save and Close*.

Users must then add baseline, current, and project completion values for each metric selected in this fashion, as described above.

* Note: Do to a system defect, users are not currently able to search for metrics unless they have previously loaded all metrics under a given template. Until the defect is addressed, please load all metrics under a given template first, delete those that will not be used, and then search for and add any additional metrics required.

Figure 13. The Metrics Page in RAAMS. In the example shown, the user has added baseline and target data for the first two metrics, but must still either delete or add data for the remaining four metrics.

Figure 14. The Metrics Page in RAAMS. In the example shown, the user wishes to delete three out of the four metrics for which data has not been entered. This is accomplished by selecting the metrics to be deleted as shown and selecting Go beside Delete at the bottom of the screen. The user will then need to enter data for the remaining metric.

Figure 15. The Metrics Data Entry Page in RAAMS. In the example shown, the user will enter the baseline, current and target values for the number of miles of riparian buffer to be installed or restored.

Environmental Compliance Checklist Parts 1, 2, and 3

The Environmental Compliance Checklists contain most Federal environmental compliance obligations that the Council has identified as potentially applicable to awards made under the Council-Selected Restoration Component. For each item, applicants must indicate whether the requirement has been met, applied for, or is not applicable to the proposed activity or activities. Later in the submission process, applicants will be asked to provide documentation of compliance obligations that have been met.

Pre-Award Council Environmental Compliance Responsibilities (Checklist 1)
The Council must comply with the National Environmental Policy Act, Endangered Species Act, National Historic Preservation Act, Magnuson-Stevens Fishery Conservation and Management Act and the Fish and Wildlife Coordination Act, as applicable, before approving funding under the Council-Selected Restoration Component. In addition, the Council has addressed, as applicable, Executive Order 11988 ("Floodplain Management"), Executive Order 11990 ("Protection of Wetlands"), Executive Order 12898 ("Environmental Justice in Minority Populations and Low Income Populations") and Executive Order 13653 ("Preparing the United States for the Impacts of Climate Change"). These laws and Executive Orders requirements have been addressed, where applicable, for all activities listed in Category 1 of the Initial Funded Priorities List (FPL). Documentation regarding compliance with the aforementioned requirements for each FPL Category 1 activity can be found on the Council website. For each item, applicants must indicate whether the requirement has been met, not met, or is not applicable to the proposed activity or activities.

* Hint: All of the requirements on the first Environmental Compliance Checklist should have been met for Category 1 projects on the 12/9/2015 FPL. Documentation for these projects will not need to be uploaded during the application process.

Pre-Award Council Environmental Compliance Responsibilities (Checklist 2)
Prior to awarding a grant or interagency agreement under the Council-Selected Restoration Component, the Council must comply with the Coastal Zone Management Act, Coastal Barrier Resources Act, and Farmland Protection Policy Act, as applicable. The Council will work with the sponsors of each FPL Category 1 activity to address these laws. Applicants must indicate whether the requirement has been met, not met, or is not applicable to the proposed activity or activities. Later in the submission process, applicants will be asked to provide documentation of compliance obligations that have been met. If you have questions about these requirements, contact the Council Director of Environmental Compliance.

Post-Award Environmental Compliance Responsibilities (Checklist 3)
Post award, recipients must comply with all other applicable Federal environmental laws before implementation funds are fully disbursed. While the Council may impose Special Award Conditions related to specific environmental laws, recipients remain responsible for identifying and addressing all applicable Federal environmental requirements, and for providing the Council with documentation verifying compliance with such requirements. As part of the application

process, applicants must indicate whether each of the following requirements has been met, applied for, or is not applicable to the proposed activity or activities.

- Clean Water Act Section 404
- River and Harbors Act Section 10
- Marine Protection, Research and Sanctuaries Act
- Marine Mammal Protection Act
- National Marine Sanctuaries Act
- Migratory Bird Treaty Act
- Bald and Golden Eagle Protection Act
- Clean Air Act

Any additional Federal, State, or local environmental requirements identified by the applicant should be listed using the Environmental Compliance Supplemental List, which is available on the *Uploads Page*.

Notes or comments can be entered for any of these requirements, e.g., to indicate why the requirement is not applicable or to provide further details, such as when the permit application was submitted or when a permit or other approval was received.

* Hint: Providing applicable details is highly recommended to streamline the environmental compliance review of the application.

The award of a grant or interagency agreement by the Council does not in any way eliminate or otherwise alter the recipient's responsibility to comply with any and all applicable Federal, state, and/or local laws and other requirements.

Uploads

Applicants are required to upload a number of supporting documents in order for their applications to be considered complete. In addition, there are a number of documents that may be required depending on the nature of the project or program. Some documents are required at an organizational level and will only need to be submitted by the organization once per year. Please note that documents marked "No" in the *Required* column may be required depending on the nature of the project or program. Word and page limits may be applicable to some upload types, and users are encouraged to consult the appropriate submission guidelines prior to uploading documents.

Upload types for which a template is available will have a file name within the template column. Users can download the template by clicking on the file name.

To upload a file, scroll to the bottom of the screen and select the upload type from the box under the *Uploads* heading. Then click *Add Files*. This will let you select the appropriate file from your local machine. Once you've made a selection, click *Start* or *Start Upload*. Repeat this process for each upload that you wish to add.

Once a file has been uploaded, you can delete it by clicking the "Delete" button next to the file name, or rename the file by clicking on the "Edit" button.

Please name your files in a manner indicative of their content.

Upload Checklist

Upload Type	Required	Template	File Types Allowed	Max Uploads	Max File Size	Max Pages	Max Words	Max Characters
Organizational Self-Assessment	No	Organizational Self-Assessment	.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Executive Summary	Yes		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Observational Data Plan	Yes	Observational Data Plan	.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Project Narrative	Yes		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Indirect Cost Rate Agreement	No		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Subrecipient Budgets	No		.doc, .docx, .pdf, .xls, .xlsx	No Limit	16 MB	No Limit	No Limit	No Limit
Data Management Plan	Yes	Data Management Plan	.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Project Maps	No		.jpeg, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
GIS shapefiles	No		.zip	No Limit	16 MB	No Limit	No Limit	No Limit
Budget Narrative	Yes		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Environmental Compliance Documentation	No		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Permits	No		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Assurances and Certifications	Yes	Certifications and Assurances	.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Land Acquisition Documentation	No		.pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Engineering and Design	No		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Other	No		.doc, .docx, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .rtf, .xls, .xlsx, .txt	No Limit	16 MB	No Limit	No Limit	No Limit
Authorization Letter	No	Authorization Letter	.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Environmental Compliance: Supplemental List	No	Environmental Compliance: Supplemental List	.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit

Figure 16. The Uploads Page in RAAMS, showing examples of various upload types for the application task.

Information on preparing and completing the various documents that are collected on the *Uploads Page* is provided in the *Recipient Proposal and Award Guide (RPAG)* and on the Grants Office web page. The list of upload types is as follows.

- **Executive Summary:** A short, abstract, not to exceed two pages. The executive summary is required of all applications. Additional information regarding what must be included as part of the executive summary can be found in the *RPAG*.

- **Project Narrative:** Detailed technical information regarding the project or program. This document is required. Additional information regarding what must be included as part of the project narrative can be found in the *RPAG*.

- **Assurances and Certifications:** Required assurances and certifications, including the SF-424B and SF-424D, as appropriate. Certifications and assurances must be signed by the Agency Responsible Official (ARO) for the organization that is applying for funding. This official must be empowered to make certifications and assurances on behalf of the agency and to commit the agency. The Certifications and Assurances forms can be downloaded from RAAMS or the Grants Office web page.

- **SF-LLL:** Required if the recipient or if any subrecipient must report lobbying activities.

- **Observational Data Plan:** A plan for monitoring the project and collecting data on its progress. This document is required. A template for the Observational Data Plan is available in RAAMS and on the Grants Office web page.

- **Data Management Plan:** A plan for storing and sharing data collected as part of the project or program. This document is required. A template is available within RAAMS and on the Grants Office web page.

- **Budget Narrative:** A detailed description supporting the budget. This document is required. Additional information can be found in the *RPAG*.

- **Subrecipient Budgets:** Line-item budget data for each subrecipient; required only if the application includes subrecipients. A template for subrecipient budgets is available in RAAMS and on the Grants Office web page.

- **Indirect or Overhead/G&A Cost Documentation:** Documentation supporting indirect, overhead or G&A costs charged against the award. This documentation must include Negotiated Indirect Cost Rate Agreements (NICRA) for each recipient and subrecipient where indirect costs are included in the budget. In the absence of a NICRA, documentation of how indirect or other overhead costs will be determined is required. Information regarding Indirect Cost Rate Agreements can be found in the *RPAG*.

- **Project Maps:** Maps of the project area. Project maps are required for all applications.

- **GIS shapefiles:** Shapefiles depicting project locations. Shapefiles are required for all projects and are available on the Council Grants Office Resources website.

- **Environmental Compliance Documentation:** Documents specific to environmental compliance obligations, including applicable environmental assessments, permit applications, permit cover letters, letters of concurrence, etc. Documentation for each compliance obligation that is mandatory and was indicated as complete on the *Environmental Checklist Page* 2 and *3* is required. In many cases, it will not be necessary to submit voluminous documents to verify compliance. If you have questions about what to submit, contact the Director of Environmental Compliance for assistance.

- **Environmental Compliance-Supplemental List:** A list of additional environmental compliance requirements identified by the applicant and not present on the Council environmental compliance checklists. This upload is required only if the applicant has identified additional environmental compliance obligations.

- **Land Acquisition Documentation:** Data specific to land acquisition, which may include purchase agreements, appraisals, title opinions, etc. This information is required only for projects which include land acquisition. There is no predefined template for land acquisition documentation. Additional information on requirement can be found in the RPAG.

- **Engineering and Design:** Data specific to projects that include an engineering and design component, and required only for those projects. There is no predefined template for engineering and design documentation.

- **Organizational Self-Assessment:** Required at an organizational level for all non-Federal applicants. If your organization has already completed and submitted this assessment, you do not need to include it here. The Organizational Self-Assessment must be signed by the Agency Responsible Official (ARO) for the organization that is applying for funding. The Self-Assessment is available in RAAMS and on the Grants Office web page.

- **Authorization Letter:** Council members or their Designees may complete and sign this letter authorizing RAAMS users to submit applications on behalf of the applicant agency. A template is available in RAAMS and on the Council website. The Designee will typically provide an Authorization Letter prior to the application process, but the letter must also be included here if updates to the list of authorized users are required.

- **Other:** For information not captured by the above types.

* Hint: Some uploads are limited to certain file types. If the system will not accept an upload because of its file extension, please convert it to prior to uploading. Most documents are accepted in .doc, .docx, and .pdf file format. The system will notify you if you attempt to upload a file with an invalid file extension.

* Note: Please try to reduce file sizes when feasible. This will reduce upload time and Council storage requirements.

Electronic Signature

Only the Primary Contact for the application can electronically sign the application, and only with authorization from the Council member, Designee or Responsible Agency Official for the applicant organization. The Primary Contact who initiated the application must indicate that they have read and agree to the following statement:

By checking the box below and submitting this application, I certify (1) that the statements herein are true, complete, and accurate to the best of my knowledge, and (2) that I am authorized to submit this application for Council-Selected Restoration Component funding on behalf of my agency. I also agree to provide the assurances required by the opportunity announcement signed by the appropriate agency official. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, and/or administrative penalties (18 USC § 1001).

Only the individual who initiates an application can complete this page.

Review and Validate

This page gives users the opportunity to review data requirements and to determine if their application is missing any information necessary for the application to be submitted. If required information is absent, or if the system detects errors with the application, these will be listed on this page under Validation Status, allowing the applicant the opportunity to correct the error.

System validation rules allow for three outcomes.

> **Pass:** Validation rules which are met are indicated by a green check mark and noted as Complete.

> **Warning:** Validation rules which are not met, but which may not be required, are indicated with a yellow warning symbol.

* Note: Before submitting an application with outstanding warnings, please review those items and make certain that they do not apply to your application.

> **Stop:** Validation rules that are required and not met will be indicated by a red "X" symbol and noted as incomplete. These items must be corrected before the system will allow you to submit the task.

Validation Summary	
Page Name	**Status**
Personnel	✓ Complete
Organization Info	✓ Complete
Application Information	✓ Complete
Location Information	✓ Complete
Budget	✓ Complete
Cash Forecast	✓ Complete
Leveraged Funding Part 1	✓ Complete
Leveraged Funding Part 2	✓ Complete
Tribal Support	✓ Complete
Comprehensive Plan Criteria	✓ Complete
Comprehensive Plan Narratives	✓ Complete
Milestones	✓ Complete
Metrics	✓ Complete
Environmental Compliance Checklist Part 1	✓ Complete
Environmental Compliance Checklist Part 2	✓ Complete
Uploads	✗ Incomplete
Electronic Signature	✓ Complete

Figure 17. The Review and Validate Page in RAAMS. In the example shown, all items have successfully validated except the Uploads Page.

Users can view a pdf version of their application by clicking on *View PDF*. It is recommended that all key personnel review the application for completeness and correctness before it is submitted.

* Note: It is highly recommended that applicants view the application pdf before submitting. Once submitted, applicants will still be able to access the pdf version from the Award file.

Submitting the Application

If the validation status of all required application elements is complete, the Primary Contact may submit the application by clicking the *Submit* button (Figure 18). If there are incomplete required elements, this button will not display.

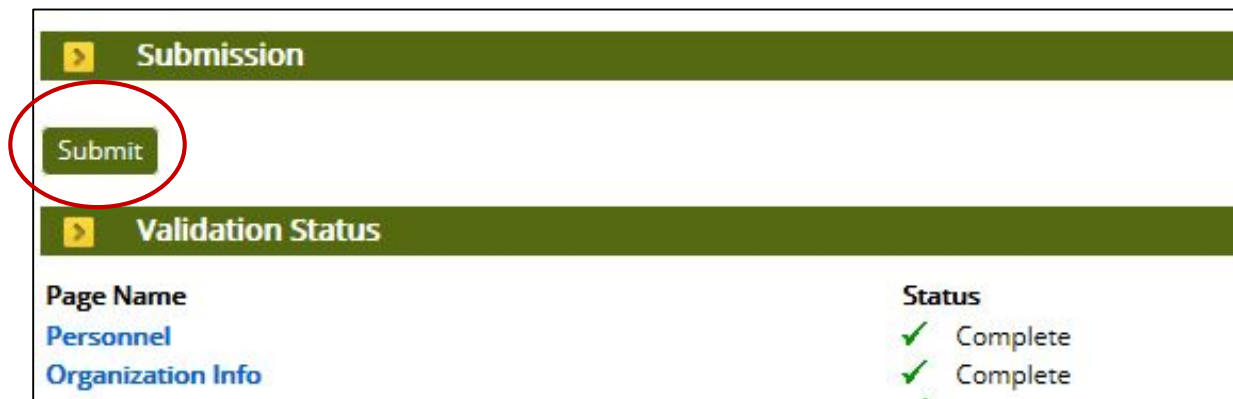Only the person who initiated an *FPL Application Task* may submit that task.

Figure 18. The Submit button on the RAAMS Review and Validate Page. The Submit button will not be available until the status of each required elements of the application is "complete."

Once the application has been successfully submitted, an email will be sent to the Primary Contact verifying the submission.

The application information can be viewed under the *My Grants* tab. Users with Public Project File Access can view but cannot edit the application information. If there is a need to edit the application information, please contact the Grants Office.