**Primary Contact Designation Letter Template**

**Instructions:**

*Before submitting an application to the Council’s Restoration Assistance and Award Management System (RAAMS), agencies must designate one or more users who are authorized to enter and submit information and data on behalf of the agency. This template and the associated information is provided to assist agencies in preparing and submitting this authorization to the Council. After completing the prompts in this letter, delete this gray box and place the content on agency letterhead for final signature.*

*Please note:*

*This must be signed by the Council Member or Council Member Designee.*

*The Council Member or Designee must first designate the agency responsible as the recipient of the award or IAA, and then designate the authorized official from that agency.*

*You must then designate a Primary Contact for each project, program or funding stream, as appropriate for the member, for which an application will be submitted. The Primary Contact will be responsible for submitting the application, subsequent financial and performance reports, as well as other post-award tasks such as amendment requests. The Primary Contact is also responsible for managing project access and extending permissions to other users within your organization.*

*The Primary Contact must have completed RAAMS Training.*

*Please also note that agencies may send applications for preliminary review and Council staff feedback in advance of the approval of any given funded priorities list (FPL). Please note that until the applicable FPL is approved and a specific project or program included on the list, submission of an application or Council feedback on that application does not indicate Council approval or guarantee RESTORE Act funding.*

*Please send your completed authorization document to the RAAMS grants office email address at* [grantsoffice@restorethegulf.gov](mailto:grantsoffice@restorethegulf.gov)*.*

[Date]

To: Mary Pleffner, CFO/Director of Administration, Gulf Coast Ecosystem Restoration Council,

This letter designates person or persons authorized to act on behalf of [Grant Applicant Agency or Federal Interagency Agreement Servicing Agency] in submitting [grant/IAA] information to the Gulf Coast Ecosystem Restoration Council through the Restoration Assistance and Award Management System (RAAMS) for the following project or program:

[Project/Program Name]

[Responsible agency]

[Authorizing official from that agency]

I authorize the Primary Contact listed below to submit an application for funding to the Council on behalf of my agency for the project indicated above and to carry out necessary post-award activities.

**Primary Contact**

[Name]

[E-mail Address]

[Organizational Title]

[Phone Number]

**Signature**

[GCERC Member or Designee]

[Title]

[Agency Information]