



RAAMS Users' Guide

CPS Application Supplement

Restoration Assistance and Award Management System

Gulf Coast Ecosystem Restoration Council

Version 1.02

1/24/2018

Subject to Council Review and Approval

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, CPS 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 CPS application submissions within RAAMS. 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)*.

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CPS Submission

CPS funding will provide the necessary resources for Council members to stimulate and encourage the coordination and collaboration necessary to achieve the commitments of the Comprehensive Plan. CPS funds can be used to cover individual Council Members' costs associated with:

- Evaluating the efficacy of using multiple funding streams to fund a single large-scale restoration and/or conservation project/program beyond what could be achieved through a single funding source.
- Developing project and program concepts that may be pursued for funding in future FPL(s), thereby potentially accelerating implementation of those selected for funding. Note that CPS funds may not be used to advance specific projects and programs beyond what is needed for submission for possible FPL approval.
- Harmonizing projects and programs within a defined geographic area, including a watershed/estuary system, that are temporally and spatially aligned with ecosystem function.

Activities supported by the proposed CPS funding can include project/program planning, coordination, collaboration, and pre-submission environmental compliance review. All funded activities must be directly related to the Council-Selected Restoration Component FPL development.

Applicants will submit CPS applications electronically to the Grants Office via RAAMS.

Create CPS Submission

- Once logged into the RAAMS system, applicants can create a CPS application by selecting “Apply for Funding” under the “My Tasks” tab on their Home page (Figure 1).
***Note: Only the Primary Person can complete the Electronic Certification and submit CPS Submissions.**

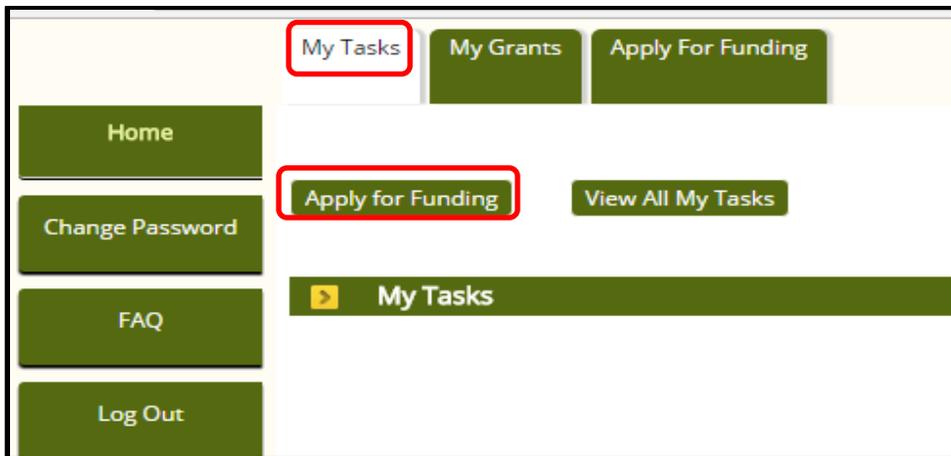


Figure 1. Home page to “Apply for Funding.”

- Under the “Apply for Funding” tab, click the link that for “Click here to respond to an RFP or to a solicited request” (Figure 2).

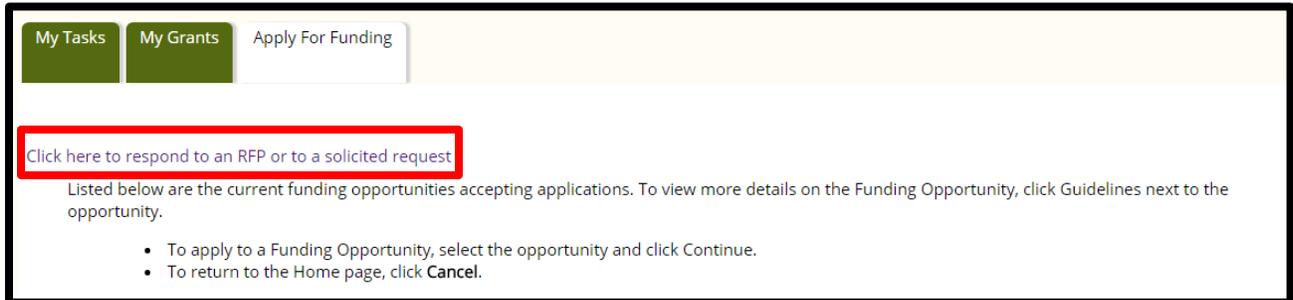


Figure 2. Apply for Funding tab with “Click here to respond to an RFP or to a solicited request” link.

- After clicking the link located under the “Apply for Funding” tab, enter the “RFP Code” under the “RFP Quick Search” subheading and click “Find” (Figure 3).

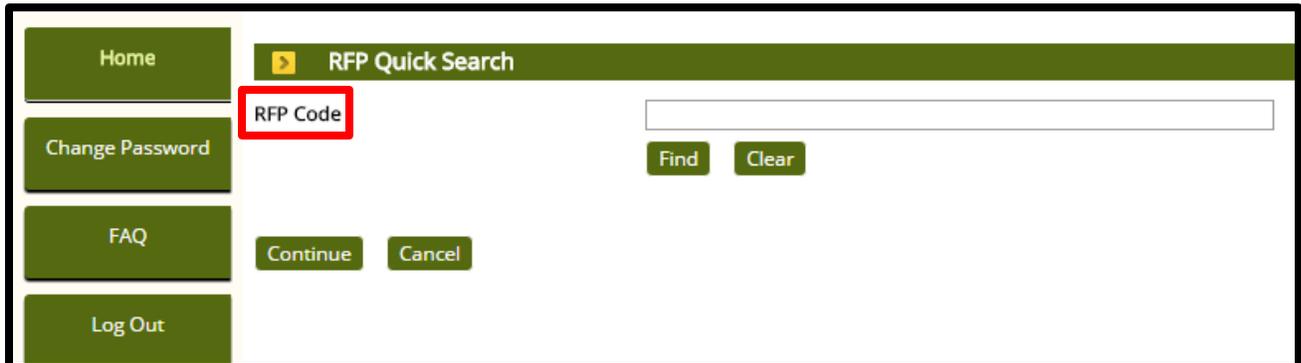


Figure 3. Respond to RFP page to enter the RFP Code.

- Select the CPS funding opportunity and click “Continue.”
- Applicants will be advanced to the “Apply for Funding” page which will contain three headings: (1) “Apply for Funding-Funding Cycle Information;” (2) “Funding Cycle Public Documents” and (3) “Confirmation” (Figure 4). Under the “Confirmation” heading, applicants should click “Apply” (Figure 4).

Apply for Funding - Funding Cycle Information

Selected Program: FPL
 Selected Funding Opportunity: COMP PLAN GRANT
 Selected Funding Cycle: CPS
 Funding Cycle Close Date: 1/1/2030 12:00 AM
 Program Support E-mail Address: raams_pgmsupport@restorethegulf.gov
 Funding Cycle Guideline URL:

Public Document Type	Public Document Description	File Name
Guidelines	Recipient Proposal and Award Guide	GO-RES RPAG 1-01 12-21-2015.pdf
Guidelines	RAAMS CPS Application Guide	RAAMS CPS Guide_20171213.pdf
Guidelines	CPS FAQ	CPS FAQ 12-7-2017.docx
Guidelines	CPS Project Information Guidance	CPS Applications Project Information_Guidance_Examples_Draft 11-9-17.docx
Guidelines	Budget Narrative Examples	DRAFT CPS Budget Narrative Attachments 12-1-2017.docx

Confirmation

Apply Cancel

Figure 4. Apply for Funding page to view (1) “Apply for Funding-Funding Cycle Information,” (2) “Funding Cycle Public Documents” and (3) “Confirmation.”

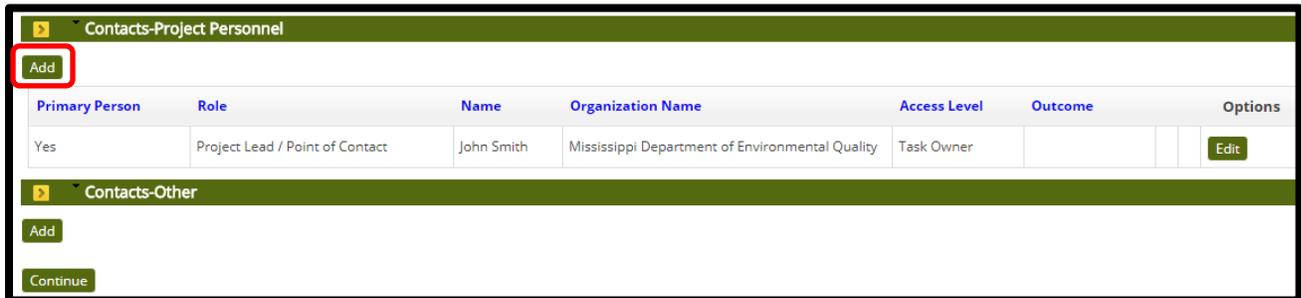
- Applicants will advance to the “CPS Submission” page where required data fields on each of the pages will need to be completed (Figure 5). ***Note:** Data that pre-populates can be modified if necessary.

Page Name	Status
Personnel	Complete
Organization Info	Incomplete
Application Information	Incomplete
Project Categories and Activities	Incomplete
Project Category Narratives	Complete
Location Information	Incomplete
Budget	Incomplete
Cash Forecast	Incomplete
Milestones	Incomplete
Metrics	Incomplete
Uploads	Incomplete
Electronic Signature	Incomplete

Figure 5. CPS Submission page to view the “Validation Summary.”

Personnel

- Click the Personnel tab (located on the left column under Start) to “Add” additional users who will require RAAMS access (Figure 6). ***Note:** The authorized official (Agency Responsible Official), who will sign the award, **must** be designated. Agency Responsible Officials who do not need RAAMS access are not required to register.



The screenshot shows a web interface for managing personnel. At the top, there is a green header bar with a dropdown menu labeled 'Contacts-Project Personnel'. Below this, there is a table with columns: Primary Person, Role, Name, Organization Name, Access Level, Outcome, and Options. The first row of the table has the following data: Primary Person: Yes, Role: Project Lead / Point of Contact, Name: John Smith, Organization Name: Mississippi Department of Environmental Quality, Access Level: Task Owner, Outcome: (empty), and Options: Edit. To the left of the table, there is a green 'Add' button. Below the table, there is another green header bar labeled 'Contacts-Other' with an 'Add' button and a 'Continue' button.

Figure 6. Personnel page to add the authorized official (Agency Responsible Official), members of the primary organization and users who are not members of the primary organization.

- If an applicant requires a member of the primary organization to have access to the CPS application, click “Add” under the “Contacts-Project Personnel” heading (Figure 6).
- Under the “Add or Edit Contacts-Project” subheading, choose the “Role” for personnel to be added or edited and then click “Add New Person” or “Select” to obtain the name of a person currently registered in RAAMS (Figure 7). ***Note:** Always search for existing users in the system. If users without RAAMS accounts need to be added, please request that those individuals self-register for access. **Important: The “Role” selected for personnel is not task specific and will carry forward to future tasks.**
- The allowance for public project file access will also need to be determined (Figure 7). All individuals anticipated to play an active role in managing an award should be extended Public Project File Access so that they will have access to current award information and the results of previous tasks completed as part of that award. Click “Save” or “Save and Close” after completing (Figure 7). ***Note:** Users with Public Project File Access will be able to view project or program information in the Award File. **Important: “Public Project File Access” is not task specific and will carry forward to future tasks.**
- The permission level for personnel to be added or edited can be selected under the “Permissions” heading. **Important: Permission levels for personnel are set to default to “No Access” and are task specific. The Primary Person can change permission levels for personnel necessary to complete this task.** Permission levels include:
 - **No Access:** Individuals with No Access will not be able to view the task. 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.

- **Secondary Contact:** Secondary Contacts have full access to the application, with the exception that they cannot electronically sign the application or submit the application. 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.
- **View Only:** Individuals with View Only Access will be able to view the task, but they will not be able to add or edit information.
- **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.

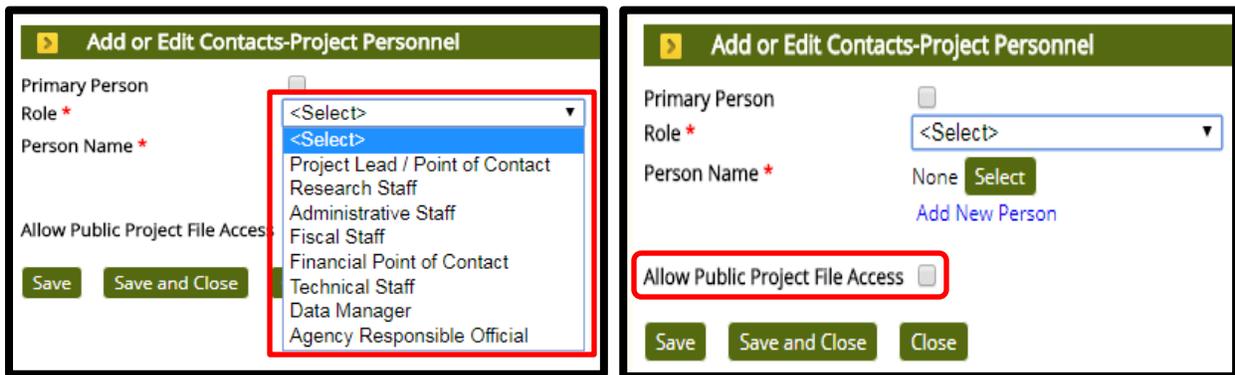


Figure 7. Add or Edit Contacts-Project Personnel heading to choose project personnel roles, names of the personnel to be added and allowance of public project file access. **Note: Required information is indicated by a red asterisk (*).*

- Users, who will require access to the CPS application, but who are not members of the primary organization, should be entered under the “Contacts-Other” heading.
- Click “Continue” after completing personnel additions and/or edits.

Organization Info

- Applicants can add organizations that will be associated with the project or program by clicking the Organization Info tab (located on the left column under Personnel). **Note:* In addition to the primary organization, any partners, contractors, and/or subrecipients should also be added.
- To add an organization, click “Add” under the “Project Organizations” subheading. To edit an organization, click “Edit” under the “Project Organizations” subheading (Figure

8). **Important:** Please search for existing organizations in the system before adding a new organization.

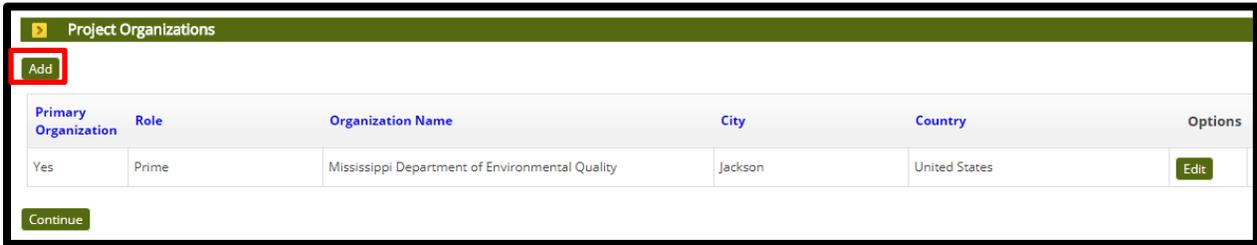


Figure 8. Project Organizations heading to add or edit organizations associated with the project.

- Under the “Add or Edit Project Organizations” subheading, choose the “Role” for the organization to be added or edited and then click “Select Organization” to choose the Organization (Figure 9). Click “Save” or “Save and Close” after completing (Figure 9).

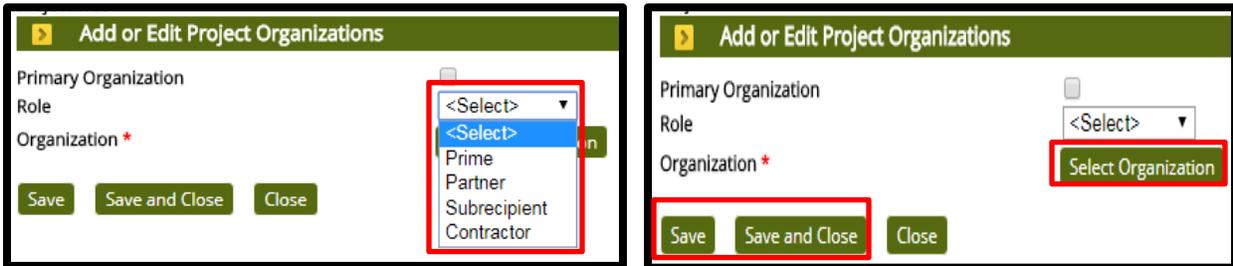


Figure 9. Add or Edit Project Organizations heading to add or edit organizations associated with the project. **Note:* Required information is indicated by a red asterisk (*).

- Click “Continue” when complete.

Application Information

- Click the Application Information tab (located on the left column under Organization Info tab) to enter project details which captures basic information about the proposed project (Figure 10). Information must be entered for each of the following fields:
 - **Project Title:** The title of the project or program. The title should adhere to the following format: “Commitment and Planning Support—Member.” **Note:* The word “Member” should be replaced with the name of the State or Federal member submitting the application.
 - **Project Start Date:** The anticipated start date of proposed activities. This is the date the applicant wants the award term to start. **Note:* The Project Start Date should be a realistic date 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 and program scope of work, including any close-out activities, to be completed.

- **Project End Date:** The anticipated end date of proposed activities. This is the date that the applicant wants the award term to end. ***Note:** The Project End Date should be a realistic date 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 and 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 abstract should be a brief summary of the purpose/goal of the project, where it is located, and what entity (or entities) will be undertaking project activities (i.e., the Member that submits the application and/or subreceptients or contractors). ***Note:** The project abstract is limited to 1,500 characters.

- The total of the GCERC funds requested should also be provided (Figure 10).

The screenshot shows a web application interface with two main sections: "Project Details" and "Project Budget".

Project Details: This section contains four input fields, each with a red asterisk indicating it is required:

- Project Title *
- Project Start Date * (with a date picker icon)
- Project End Date * (with a date picker icon)
- Project Abstract * (with a character count indicator: "Limit: 1500 characters" and "Remaining: 1500")

Project Budget: This section contains one input field with a red asterisk:

- Requested Amount *

At the bottom of the form, there are two buttons: "Save" and "Save and Continue".

Figure 10. Project Details view to enter (1) Project Title, (2) Project Start Date, (3) Project End Date, (4) Project Abstract and (5) Request Amount. ***Note:** Required information is indicated by a red asterisk (*).

- Click “Save” or “Save and Continue” when all required information has been entered.

Project Categories and Activities

- Click the Project Categories and Activities tab (located on the left column under the Application Information tab) to indicate the applicable categories and activities for the project or program. **Important:** Categories and activities that do not apply to your

application should be marked as "No." ***Note:** Required information is indicated by a **red asterisk (*)**.

- Click “Save” or “Save and Continue” when all required information has been entered.

Project Category Narratives

- Click the Project Category Narratives tab (located on the left column under the Project Categories and Activities tab) to provide detailed information regarding the project categories and activities that apply to the project or program. **Important:** For each category that you marked "applicable" on the preceding page, a narrative must be provided describing work to be conducted under that category. For categories that have associated activities, a narrative must also be provided which supports those activities that you marked “applicable.”
- On the Project Category Narratives page, click “Add” located under the “Text Area” heading to enter information for the project categories and activities (Figure 11). ***Note:** The text area for each narrative is limited to 6,000 characters.



Text Area Name	Description	Required	Text	Options
CPS Category: Planning and Collaboration	CPS Category: Planning and Collaboration	No		Add
CPS Category: Staffing in support of planning, collaboration, pre-submission environmental compliance coordination, and meeting other commitments from the Comprehensive Plan	CPS Category: Staffing in support of planning, collaboration, pre-submission environmental compliance coordination, and meeting other commitments from the Comprehensive Plan	No		Add

Figure 11. Project Category Narratives view to enter information regarding the project categories and activities that apply to the project or program.

- Click “Save” or “Save and Continue” when all information has been entered.

Location Information

- The Location Information tab is located below the Project Category Narratives tab. The primary place of performance should be provided under the “Location Description” heading (Figure 12). ***Note:** The primary place of performance is limited to 1,000 characters.
- The Primary Place of Performance must include the address or addresses where the majority of work will be conducted. The Primary Place of Performance does not include areas where future implementation projects might be conducted as a result of planning activities completed as part of the CPS Program.

Location Description

Primary Place of Performance *

Limit: 1000 Remaining: 1000

Save Save and Continue

Figure 12. Location Information view to enter the Primary Place of Performance.

- Click “Save” or “Save and Continue” when all information has been entered.

Budget

- Applicants should enter budget data for each of the five years of the project or program, as well as, any co-funding budgets on the Budget page. ***Note: “Component” is equivalent to “Year”** (Figure 13).
- Line item costs must be provided for each projected expense within a budget category. To add a line item under a budget category, click on the **green “+”** sign icon next to the category name and complete the information requested in the resulting “pop-up” screen (Figure 13). **Important: The budgets for the first three years of the award are limited to \$500,000 for each year. The budgets for the last two years of the award are limited to \$300,000 for each year.**

Budget

Collapse all

Organization: Environmental Quality, Mississippi Department of

	Component 1	Component 2	Component 3	Component 4	Component 5	Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel +	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits +	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel +	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction management/legal expenses +	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land, structures, rights-of-way, appraisals, etc. +	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Relocation expenses and payments +	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 13. Budget view to enter budget line items.

- Click “Continue” when all budget information has been entered.

Cash Forecast

- Applicants are required to forecast their cash needs over the life of the proposed project or program. Amounts should be entered in six-month intervals corresponding to the Federal fiscal year on the Cash Forecast page (Figure 14). ***Note:** The total of the cash forecasting values must be equivalent to the GCERC funds requested. The amounts provided in the cash forecast are not binding, but should be accurate to the extent possible.

From	To	Cash Projection	Running Total
10/31/2017	- 3/31/2018	\$0.00	\$0.00
4/1/2018	- 9/30/2018	\$0.00	\$0.00
10/1/2018	- 3/31/2019	\$0.00	\$0.00
4/1/2019	- 9/30/2019	\$0.00	\$0.00
10/1/2019	- 3/31/2020	\$0.00	\$0.00
4/1/2020	- 9/30/2020	\$0.00	\$0.00
10/1/2020	- 3/31/2021	\$0.00	\$0.00
4/1/2021	- 9/30/2021	\$0.00	\$0.00
10/1/2021	- 3/31/2022	\$0.00	\$0.00
4/1/2022	- 9/30/2022	\$0.00	\$0.00
10/1/2022	- 10/31/2022	\$0.00	\$0.00
		Total \$0.00	

Figure 14. The Cash Flow Projection view to enter the six-month interval cash drawdown projections.

- Click “Save” or “Save and Continue” when all information has been entered.

Milestones

- The Milestones page collects data for each project or program milestone and deliverable, as well as information about the costs of activities required to achieve the milestone and/or deliverable. ***Note:** It is recommended that the milestones be organized by year and named according to year (e.g., Year 1 Activities). The milestones section should be more detailed than the project category narratives, and should support the budget narrative.

- To add milestones, click “Add New” under the Milestones heading (Figure 15).

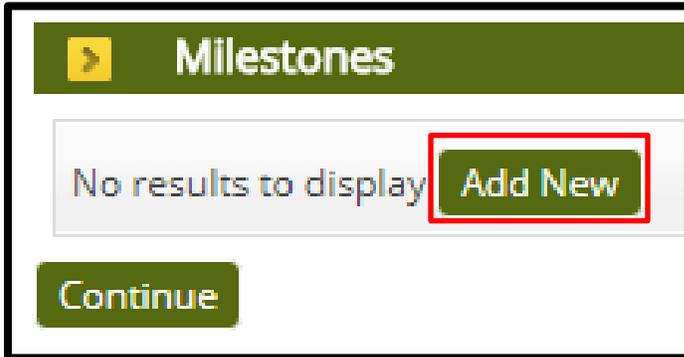


Figure 15. The Milestones view to enter project or program milestones.

- Applicants should assign each milestone or deliverable to the areas of effort. For each milestone and/or deliverable, you must provide the following data elements.
 - **Milestone/Activity:** Provide a short, descriptive name for the milestone and/or deliverable.
 - **Milestone Type:** Choose the area of effort that best fits the milestones.
 - **Description:** Provide a short, narrative description of the milestone and/or deliverable (limit 2,000 characters) and 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.
 - **Project Plan Amount:** Provide the estimated cost of reaching the milestone and/or producing the deliverable.
- The milestone/activity, milestone type, description, start date, end date and amount should be provided in the Milestones Editor (Figure 16). ***Note:** The sum of the milestone amounts should be roughly equivalent to the amount of the GCERC funds requested.

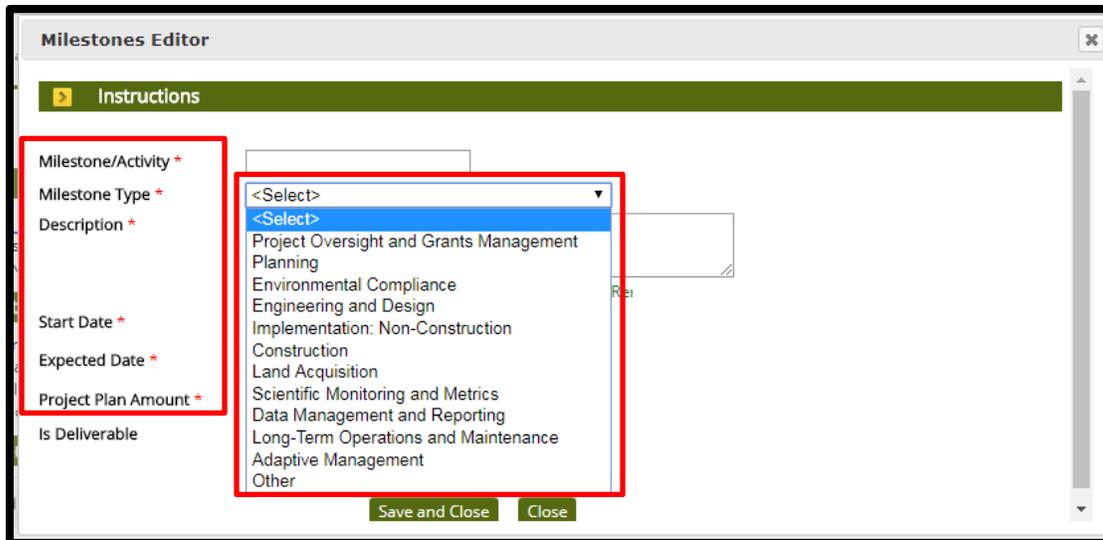


Figure 16. The Milestones Editor view to enter (1) Milestone/Activity, (2) Milestone Type, (3) Description, (4) Start Date, (5) Expected Date and (6) Project Plan Amount. **Note: Required information is indicated by a red asterisk (*).*

- Click “Save and Close” when all information has been entered into the Milestones Editor.
- Click “Continue” when all Milestone information has been entered.

Metrics

- The metric that will be tracked for all CPS-FPL awards is: Number of types of collaboration actions implemented by the recipient annually. **Note: No action is necessary regarding metric tracking at the application stage.*
- During the annual performance reporting for each CPS-FPL award, recipients will be asked to select which collaboration actions were implemented during the reporting year by selecting “Yes” or “No” for each of the Collaboration Actions Indicators listed. Details regarding the implementation of collaboration actions will be described in the Annual Performance Report Narrative.
- Collaboration Actions Indicators include:
 - Sponsor workshops, meetings, etc. related to future FPL submissions
 - Participate in meetings, workshops, etc. with Council members and other potential FPL funding partners
 - Participate in Council meetings regarding the Council-Selected Restoration Component
 - Participate in technical meetings/focus groups related to future FPL submissions
 - Public engagement activities related to FPL submission development

- Development of concepts, project scoping, pre-submission environmental compliance review/coordination, and technical assistance for potential FPL projects
 - Process-related activities to support FPL project/program options development (e.g., decision support structure development, preparation of collaboration materials, Council workgroup participation, public comment review)
 - Evaluation activities to determine the impact of the Council’s projects/programs and inform adaptive management
 - Preparation of collaboratively developed proposals, (e.g., entry of proposals into the Council’s FPL Collaboration Tool or RAAMS)
 - Collaborative preparation of applications for IAAs, grants and other related items required prior to implementing project-specific interagency activities
 - Other (Please provide a brief description of this collaboration action) Metrics have been provided for the CPS Grant application task. If you have questions regarding the metrics, please contact the Council Science Officer prior to submitting an application.
- By signing the award certification, the recipient is acknowledging the annual reporting requirements for this metric. (Figure 17).

Figure 17. Metrics Page with annual reporting requirements agreement. *Note: Required information is indicated by a **red asterisk (*)**.

- Click “Save” or “Save and Continue” after indicating agreement by clicking the box adjacent to “I Agree.”

Uploads

- To upload the CPS documentation, choose the corresponding upload type from the dropdown list under the “Uploads” heading (Figure 18). ***Note:** Documents marked as required must be uploaded in order for the application to be complete. Documents that are marked “not required” will not prohibit you from submitting the application, but may be required to process your application depending on the nature of your particular project or program. If any of the necessary project-specific documentation is not provided, the application will be considered incomplete and will be returned.
- By clicking “Add files...” (Figure 18), the appropriate file can be selected from a local machine. ***Note:** Files uploaded should be named in a manner indicative of their content.

Upload Type	Required	Template	File Types Allowed	Max Uploads	Max File Size	Max Pages	Max Words	Max Characters
CPS Budget Narrative	Yes	CPS Budget Narrative	.doc, .docx, .pdf	1	16 MB	No Limit	No Limit	No Limit
CPS Budget Spreadsheet	No	CPS Budget Spreadsheet	.pdf, .xls, .xlsx	1	16 MB	No Limit	No Limit	No Limit
Certifications and Assurances	Yes	Assurances and Certifications	.doc, .docx, .pdf	1	16 MB	No Limit	No Limit	No Limit
Contractual Documents	No		.doc, .docx, .pdf	No Limit	16 MB	No Limit	No Limit	No Limit
Letter of Authorization	Yes	Letter of Authorization	.doc, .docx, .pdf	1	8 MB	No Limit	No Limit	No Limit
Indirect Cost Rate Agreement / Overhead	No		.doc, .docx, .pdf, .rtf, .xls, .xlsx	No Limit	16 MB	No Limit	No Limit	No Limit
Subrecipient Budget	No	Subrecipient Budget	.doc, .docx, .pdf, .xls, .xlsx	No Limit	16 MB	No Limit	No Limit	No Limit
Subrecipient Documentation	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	No Limit	32 MB	No Limit	No Limit	No Limit

Uploads

Choose Upload Type + Add files... Start upload Cancel upload

Figure 18. Upload CPS page to upload CPS documentation.

- Once the selection has been made, click “Start” or “Start upload” (Figure 18). ***Note:** Files can be renamed by clicking the “Edit” button located next to “Uploaded By.” Uploaded files can also be removed by clicking the “Delete” button located next to the “Edit” button.
- Click “Continue” after the upload of CPS documentation is complete.

Electronic Certification

- The box adjacent to “I Agree” must be clicked on the Electronic Certification page. By clicking “I Agree” and submitting this application, the user is agreeing that *“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 (U.S. Code, Title 18, Section 1001).” ***Note: Only the Primary Person can complete the Electronic Certification.**

- Click “Save” or “Save and Close” to advance to the Review and Validate page.

Review and Validate

- RAAMS is able to validate certain required components of the CPS application prior to submission. The status of each page validation listed under the “Validation Status” heading should be consulted to ensure that all required components for the CPS application are complete (Figure 19). ***Note:** The CPS submission task cannot be submitted if the status is incomplete for any of the page validations.
- To ensure that there are no issues with the CPS application, click “View PDF” under the “View Full Submission” (Figure 19) to view a pdf of the application. ***Note:** Only users with Public Project File Access will be able to generate or view pdf versions of this task. Public Project File access can be modified updating the Personnel form.

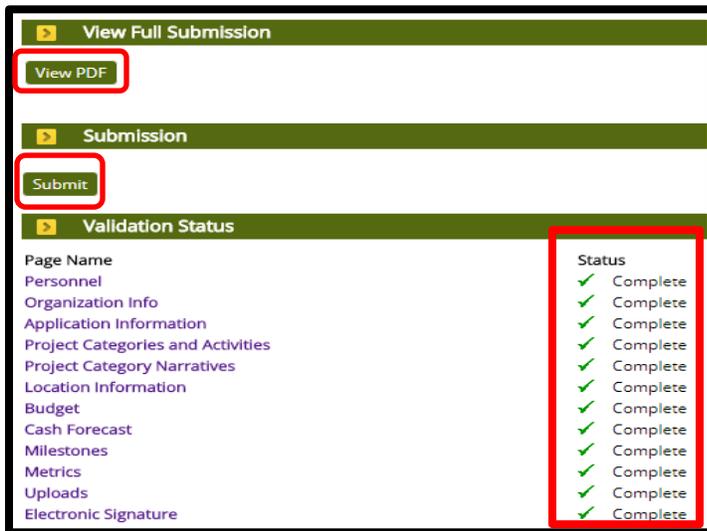


Figure 19. Review and Validate page to (1) View PDF, (2) Submit application and (3) review Validation Status.

- When all required elements are complete, and after the pdf version of this task has been reviewed for accuracy, click “Submit” under the Submission heading (Figure 19). ***Note:** No additional edits can be made to this task once submitted unless returned by Council staff.
- After clicking “Submit,” a prompt to verify the submission of this application task will appear at the top of the page (Figure 20). Please click “OK” if you are sure that you are ready to submit this task.

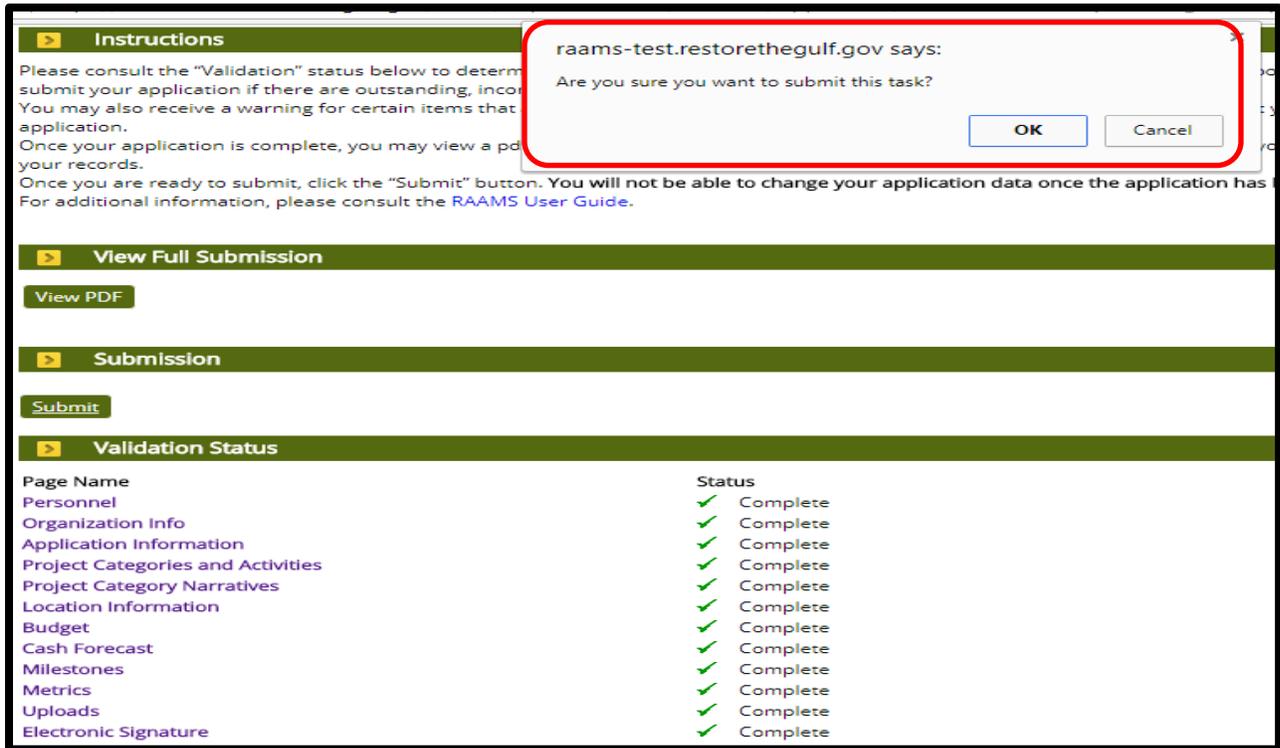


Figure 20. Review and Validate page view to submit the CPS application.

Council Acceptance

- Once the CPS submission is completed and certified by the applicant, the Grants Office will review the CPS application. The Grants Office will either accept the submission or will contact the applicant for additional information, clarification, or resolution of any issues/concerns.