



RAAMS Users' Guide

**Restoration Assistance and Award Management System Gulf
Coast Ecosystem Restoration Council**

Performance-Outcome Reporting Supplement

Version 1.03

1/3/2018

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.

This document contains specific instructions for Performance-Outcome (Performance) Report submission 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.

Recipients of multi-year awards must submit an annual performance report for each year funding has been approved. The annual performance report should demonstrate whether substantial progress has been made toward meeting the project objectives and the program performance measures.

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)*.

Table of Contents

Introduction	2
Table of Contents	3
Performance Reporting	4
Start	4
Performance Report Access	4
Personnel	5
Performance Narratives	6
Update Leveraged Funding	8
Update Metrics	9
Performance Reporting	10
Uploads	10
Publications	11
Electronic Signature	12
Submit Report	12
Council Acceptance	14

Performance-Outcome Reporting

RESTORE Act recipients are required to submit Performance-Outcome (Performance) Reports throughout the life of their award. The schedule of due dates for Performance Reports are noted on the recipient's award. Recipients will be reminded of any upcoming due dates 30 days prior, at which point access to the Performance Reporting Task in RAAMS will become available.

Performance Report Access

- Once logged into the RAAMS system, Performance Report tasks assigned to the user will be visible on their Home Page (Figure 1) under the My Tasks tab 30 days prior to the due date.



Figure 1. Performance Report Task visible under the My Tasks tab on user Home Page.

- Click the Performance Report task (Figure 1) to begin the process of performance reporting. The Performance Report task will include the Start Page, Personnel, Performance Narratives, Update Leveraged Funding, Update Metrics, Performance Reporting, Uploads, Publications and Electronic Signature tabs.

Start

- Users will advance to the "Start" page where the validation summary indicates the status of each page (Figure 2). ***Note:** Pages with a complete status include data that pre-populated. This data can be modified if necessary.

Validation Summary	
Page Name	Status
Personnel	✓ Complete
Performance Narratives	✗ Incomplete
Update Leveraged Funding	✓ Complete
Update Metrics	✓ Complete
Performance Reporting	✗ Incomplete
Uploads	✓ Complete
Publications	✓ Complete
Electronic Signature	✗ Incomplete

Figure 2. Start Page which includes the Validation Summary for the pages of the Financial Report.

Personnel

- Click the Personnel tab (located on the left column under Start) to update personnel who will require RAAMS access (Figure 3). ***Note:** Deleting personnel from this task will delete that user or users from all other concurrent and future tasks associated with this award.
- If new personnel require access to the Performance Reporting task, click “Add” under “Contacts-Project Personnel” subheading or the “Contacts-Other” subheading (Figure 3). If changes need to be made to existing personnel, click “Edit” under “Contacts-Project Personnel” subheading or the “Contacts-Other” subheading. **Important: Only the Primary Person may complete the Electronic Certification and submit this Performance Report.**



Figure 3. Personnel page to update personnel, if necessary, who will require RAAMS access.

- 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 4). ***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 4). 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 4). ***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. Permission levels do not carry forward to future tasks. The Primary Person can change permission levels for personnel necessary to complete this task.** Permission levels include:

- **No Access (default):** Individuals with No Access will not be able to view the current reporting 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 report, with the exception that they cannot electronically sign or submit the report. 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.
- **Data:** Data users can complete all sections of the Performance Report with the exception of adding or updating personnel, completing the Electronic Certification, and submitting the report
- **View Only:** Individuals with View Only Access will be able to view the current task but will not be able to add or edit information.

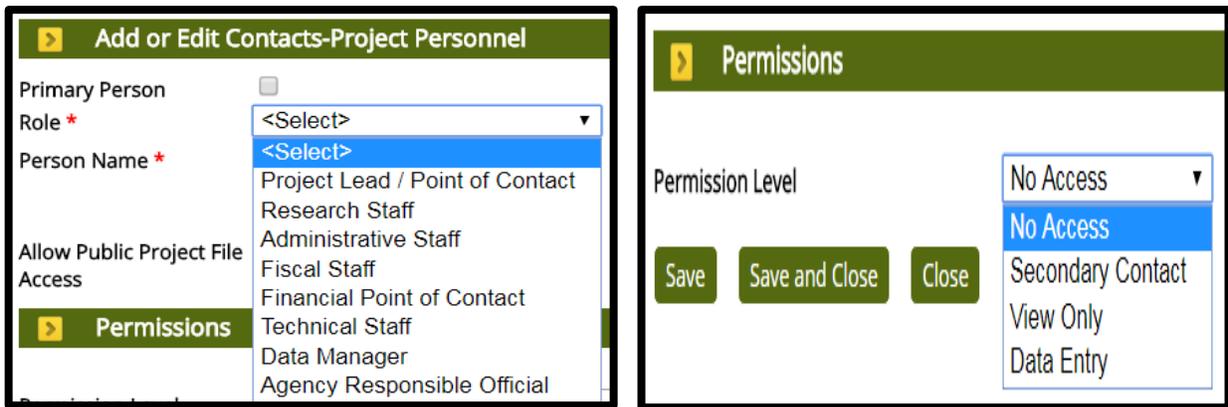
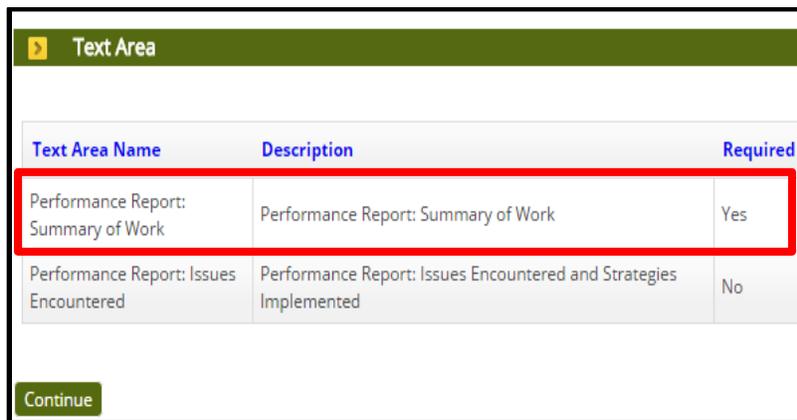


Figure 4. Add or Edit Contacts-Project Personnel to identify project personnel roles, names of the personnel to be added and permission level. **Note: Required information is indicated by a red asterisk (*).*

- Users, who will require access to the Performance Report task, 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.

Performance Narratives

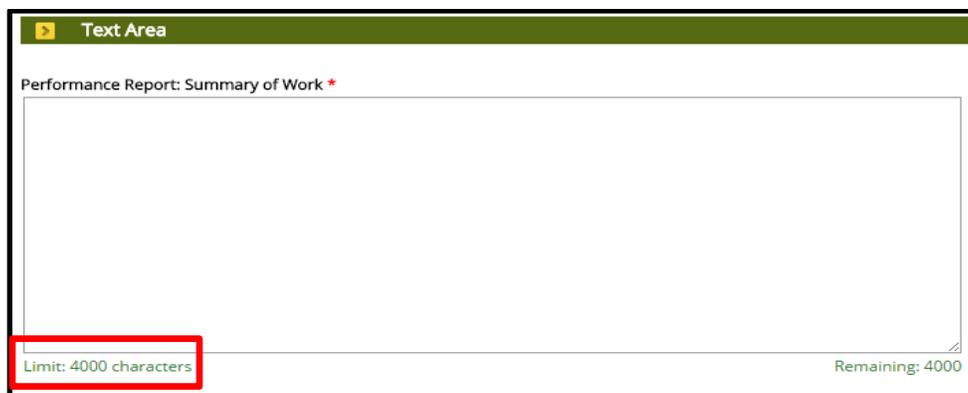
- Click the Performance Narratives tab (located on the left column under the Personnel tab) to provide a Summary of Work.
- At a minimum, a Summary of Work performed during the period covered by the Performance Report must be entered into RAAMS. ***Note:** If a lengthy narrative detail needs to be provided, please at a minimum include a short summary using the Summary of Work field, and then upload additional narrative via the Uploads page.
- To add a Summary of Work, click “Add” under the Text Area subheading (Figure 5).



Text Area Name	Description	Required
Performance Report: Summary of Work	Performance Report: Summary of Work	Yes
Performance Report: Issues Encountered	Performance Report: Issues Encountered and Strategies Implemented	No

Figure 5. Performance Narratives page to enter Summary of Work (***required**) and Issues Encountered during the time covered by the Performance Report.

- The Summary of Work should be entered into the “Text Area” on the Text Area Editor. When finished, click “Save,” “Save and Close” or “Close” (Figure 4). ***Note:** The Summary of Work is limited to 4,000 characters (Figure 6).



Performance Report: Summary of Work *

Limit: 4000 characters Remaining: 4000

Figure 6. Text Area to enter information related to the Summary of Work. ***Note:** Required information is indicated by a **red asterisk (*)**.

- If issues were encountered during the period covered by the Performance Report, those issues and any mitigation strategies implemented must be provided using the “Issues Encountered.” To add Issues Encountered, click “Add” under the Text Area subheading and then enter all necessary information into the “Text Area” on the Text Area Editor. When finished, click “Save,” “Save and Close” or “Close.” ***Note:** Issues Encountered is limited to 4,000 characters.
- Click “Continue” after entering all necessary information.

Update Leveraged Funding

- Updates to Leveraged Funding should be made on the Update Leveraged Funding page. Updates can be made by clicking “Edit” under the Leveraged Funding subheading (Figure 7). ***Important: Do not add or delete instances of leveraged funding using this page.** Please contact the Programs Office if there is a need to add or delete instances of leveraged funding.

Status	Type	Description	Source	Source Type	Planned Amount	Actual Amount	
Received	Adjoining	The project consists of creating living shorelines at two sites, Project GreenShores Site II and Sanders Beach, both in Escambia County. The project will create and restore approximately 18.8 acres of salt marsh habitat and four acres of reef.	Natural Resource Damage Assessment	Other Federal	\$10,800,000.00	\$0.00	<input type="button" value="Add New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Total					\$10,800,000.00	\$0.00	

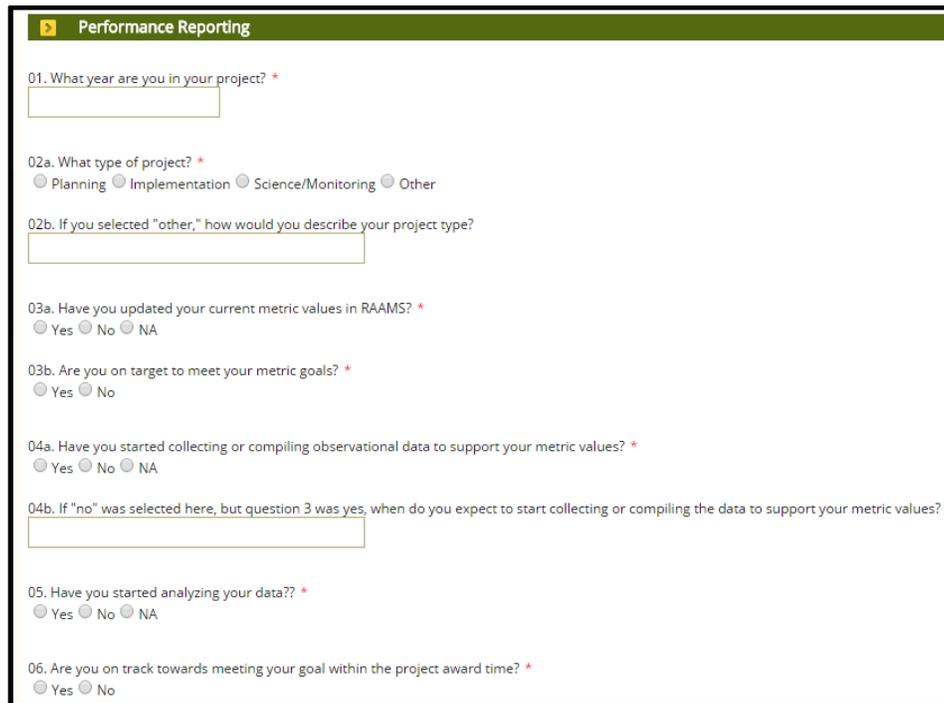
Viewing Records 1 - 1 of 1 Page size 25 First | Previous | Next | Last | Show All

Figure 7. Update Leveraged Funding page to edit instances of leveraged funding. ***Important: Do not add or delete instances of leveraged funding using this page.**

- Updates to the Status and Actual Amount must be made in the Leveraged Funding Editor (Figure 8). After updating, click “Save and Close” or “Close” to return to the Update Leveraged Funding page.

Performance Reporting

- Responses should be provided the questions listed on the Performance Reporting page (Figure 10). ***Note:** Any question with a **red asterisk (*)** requires a response.



The screenshot shows a web form titled "Performance Reporting" with a green header. The form contains several questions, each marked with a red asterisk to indicate it is required. The questions are:

- 01. What year are you in your project? * (Text input field)
- 02a. What type of project? * (Radio buttons: Planning, Implementation, Science/Monitoring, Other)
- 02b. If you selected "other," how would you describe your project type? (Text input field)
- 03a. Have you updated your current metric values in RAAMS? * (Radio buttons: Yes, No, NA)
- 03b. Are you on target to meet your metric goals? * (Radio buttons: Yes, No)
- 04a. Have you started collecting or compiling observational data to support your metric values? * (Radio buttons: Yes, No, NA)
- 04b. If "no" was selected here, but question 3 was yes, when do you expect to start collecting or compiling the data to support your metric values? (Text input field)
- 05. Have you started analyzing your data?? * (Radio buttons: Yes, No, NA)
- 06. Are you on track towards meeting your goal within the project award time? * (Radio buttons: Yes, No)

Figure 10. Performance Reporting questions. ***Note:** Required information is indicated by a **red asterisk (*)**.

- Click “Save” or “Save and Continue” when answers have been provided to all of the questions.

Uploads

- Users can provide updated documents to Council staff as part of the performance report by utilizing the Uploads page. To upload Performance Report documentation, choose the corresponding upload type from the dropdown list under the “Uploads” heading (Figure 11).
- By clicking “Add files...” (Figure 11), the appropriate file can be selected from a local machine. ***Note:** Files uploaded should be named in a manner indicative of their content.

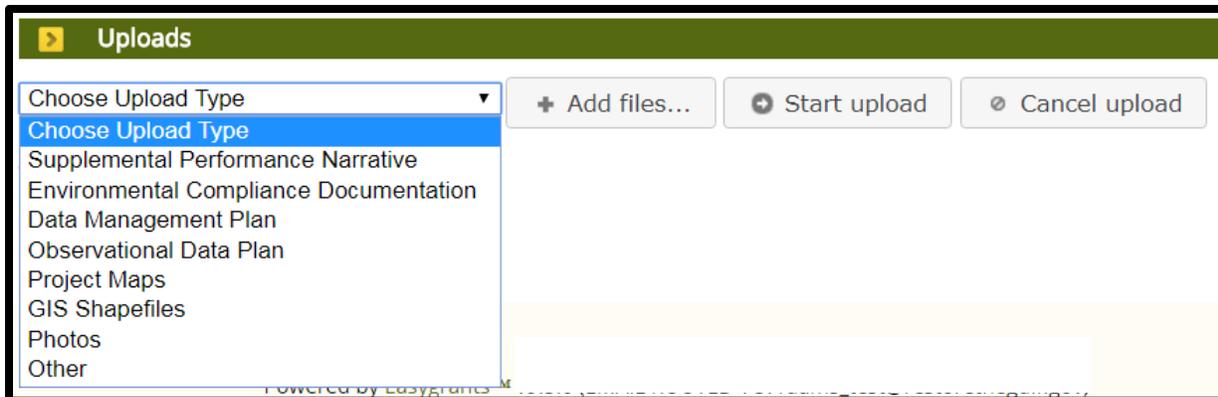


Figure 11. Uploads page that includes the upload types for Performance Report documentation.

- Once the selection has been made, click “Start” or “Start upload” (Figure 11). ***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 Performance Report documentation is complete.

Publications

- If there are publications associated with the project that the Performance Report is being completed for, please add by clicking “Add” under the “Publications” subheading (Figure 12). ***Note:** If there are no publications that need to be added, click “Continue.”

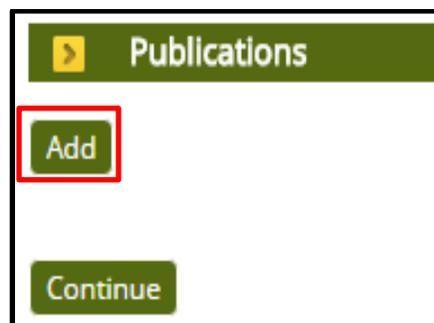


Figure 12. Publications page to add publications associated with the project.

- For each publication, please fill out the fields listed under the Add or Edit Publications subheading (Figure 13). If available, a copy of the publication can be uploaded by clicking “Choose File” under the Upload Publication subheading (Figure 13). ***Note:** Only those fields marked with a **red asterisk (*)** are required to be completed.

The screenshot displays two main sections in a green header bar. The top section, 'Add or Edit Publications', contains several form fields: 'Publication Title *', 'Author', 'Publication Year *' (with a 'yyyy' placeholder), 'Publication Type *' (a dropdown menu), 'Publication Name', 'Publication Status *' (a dropdown menu), 'Author Role' (a dropdown menu with 'NA' selected), 'URL', and 'Abstract' (a large text area with a 'Limit: 2500 characters' and 'Remaining: 2500' indicator). Below these fields are three buttons: 'Save', 'Save and Close', and 'Close'. The bottom section, 'Upload Publication', shows 'Allowed File Types: gif,jpg,jpeg,doc,xls,rtf,txt,pdf,ppt,docx,xlsx,pptx' and a file upload area with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Red boxes highlight the 'Add or Edit Publications' header and the 'Choose File' button.

Figure 13. Add or Edit Publications and Upload Publication for the project. **Note: Required information is indicated by a red asterisk (*).*

- Click “Continue” when complete.

Electronic Signature

- The box adjacent to “I Agree” must be clicked on the Electronic Certification page. By clicking “I Agree,” the Primary Person is agreeing that “*I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.*” ***Note: Only the Primary Person can complete the Electronic Certification.**
- Click “Save” or “Save and Continue” to advance to the Submit Report page.

Submit Report

- RAAMS is able to validate certain required components of the Performance Report 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 Performance Report are complete (Figure 14). ***Note: The Performance Report task cannot be submitted if the status is incomplete for any of the page validations.**
- To ensure that there are no issues with the Performance Report submission, click “View PDF” under the “View Full Submission” (Figure 14) to view a pdf of the Performance

Report. ***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 page.

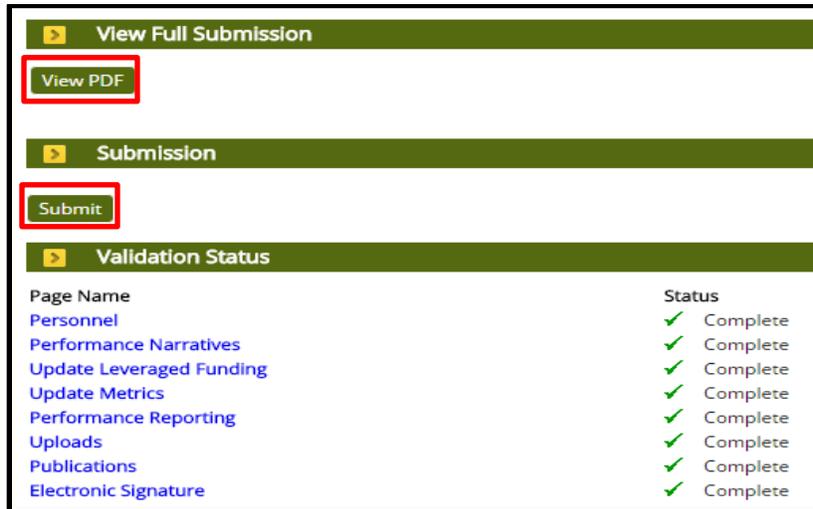


Figure 14. Submit Review page to (1) View PDF, (2) Submit submission and (3) review Validation Status.

- 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 15).
***Note:** No additional edits can be made to this task once submitted unless it is returned by Council staff.
- After clicking “Submit,” a prompt to verify the submission of this task will appear at the top of the page (Figure 15). Please click “OK” if you are sure that you are ready to submit this task.

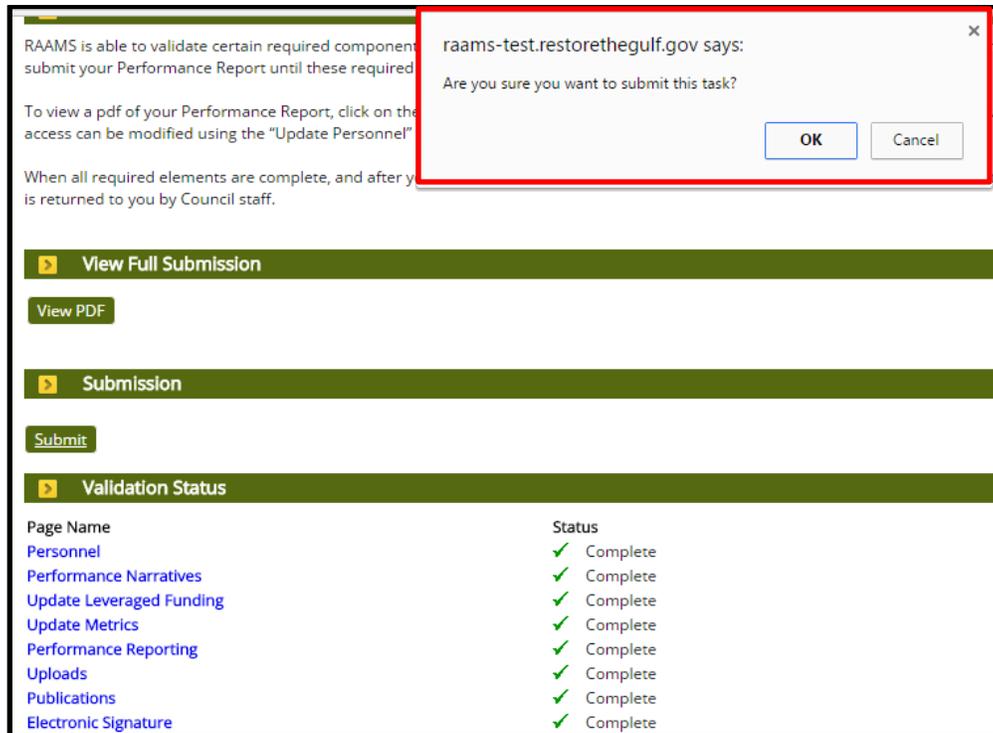


Figure 15. Review and Validate page view to submit the task. **Note: No additional edits can be made to this task once submitted unless it is returned by Council staff.*

Council Acceptance

- Once the Performance Report submission is completed and certified by the Primary Person, the Programs Office will review the information submitted. The Programs Office will either accept the performance report or will contact the recipient for additional information, clarification, or resolution of any issues/concerns.