RESTORE Grants Management System (RGMS)

RGMS External User Guide

PREPARED BY

Treasury Office of the Chief Information Officer (OCIO),
Enterprise Business Solutions (EBS)

Version #	Description of Change	Revision Date	Revised By
Version 1.0	Initial	09/16/2022	Michael Gado
Version 1.1	OGCR Revision		
Version 1.2	Revision to include FFR & PPR	11/28/2022	Michael Gado
Version 1.3	Revision to include OSA	1/18/2023	Michael Gado
Version 1.4	Revision to include Manage User Roles	3/7/2023	David Barker
Version 1.5	Revision to include BABAA	3/23/2023	David Barker
Version 1.6	Revision to include MIP & Funds Availability	4/3/2023	David Barker
Version 1.7	Revision to include TRAC Compliance		David Barker
Version 1.8	Added Grant Message feature	6/2/2023	Michael

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Overview

The **RESTORE Grants Management System** (RGMS) is a Salesforce Lightning Application run by the United States Department of the Treasury's Office of Gulf Coast Restoration.

The purpose of this document is to provide guidance on the application process for a new award and an amendment. The topics covered in this guide include:

- Portal Navigation
- Starting an Application for a New Award
- Entering Application Information for the 3 Award Types (Direct Component- Construction, Direct Component- Non-Construction, and Centers of Excellence)
- Submitting an Application
- Signing an Application with DocuSign
- Accepting an Award
- Creating an Amendment Application
- Entering Information for Amendment Forms
- Correspondence with The Office of Gulf Coast Restoration
- Requesting an Application Return

Assistance Information

For assistance with RGMS related matters or setting up new user accounts, please contact:

RGMShelpdesk@treasury.gov

System User Roles

Roles	Edit and Submit Permission
Authorizing Official	Able to complete, validate, certify, and submit applications for new awards, amendments, and post-award prior approvals; able to complete, certify, and submit performance reports. ONLY role able to certify and submit applications for new awards and amendments.

Project Investigator/ Project Director	Able to complete and validate (but not certify and submit) applications for new awards, amendments, and post-award prior approvals; able to complete, certify, and submit performance reports. ONLY role able to add and manage account user roles.
Program Support Staff	Able to complete and save (but not validate, certify, and submit) applications for new awards, and amendments, and post-award prior approvals; able to complete (but not certify or submit) performance reports.
Financial Officer	Able to complete, validate, certify, and submit financial reports. Able to complete and save (but not validate, certify, and submit) applications for new awards, and amendments, and post-award prior approvals. ONLY role able to submit financial reports.
Financial Support Staff	Able to complete, save, and validate (but not certify and submit) financial reports. Able to complete and save (but not validate, certify, and submit) applications for new awards, and amendments, and post-award prior approvals.
All roles allow for read-only access to all grantee-facing documents related to awards, amendments, post-award prior approval actions, FFRs, and performance reports.	

1. Accessing the RGMS Portal

The **RESTORE Grants Management System Portal** is accessible via https:/portal.treasury.gov/RGMS. For best site performance, the recommended browser to experience the full functionality of the RGMS portal is Google Chrome. Other browsers may be used such as Microsoft Edge, Mozilla-Firefox, or Safari, but functionalities may slightly differ between browser providers. Note that screenshots in this user guide were taken with the Chrome browser. Approved eligible entities must sign-up for Login.gov and complete the verification process. After the verification process has been completed, users will be able to log into the RGMS portal with their credentials via Login.gov to access additional information and functionality. Approved external users can sign up for Login.gov on the portal login page.

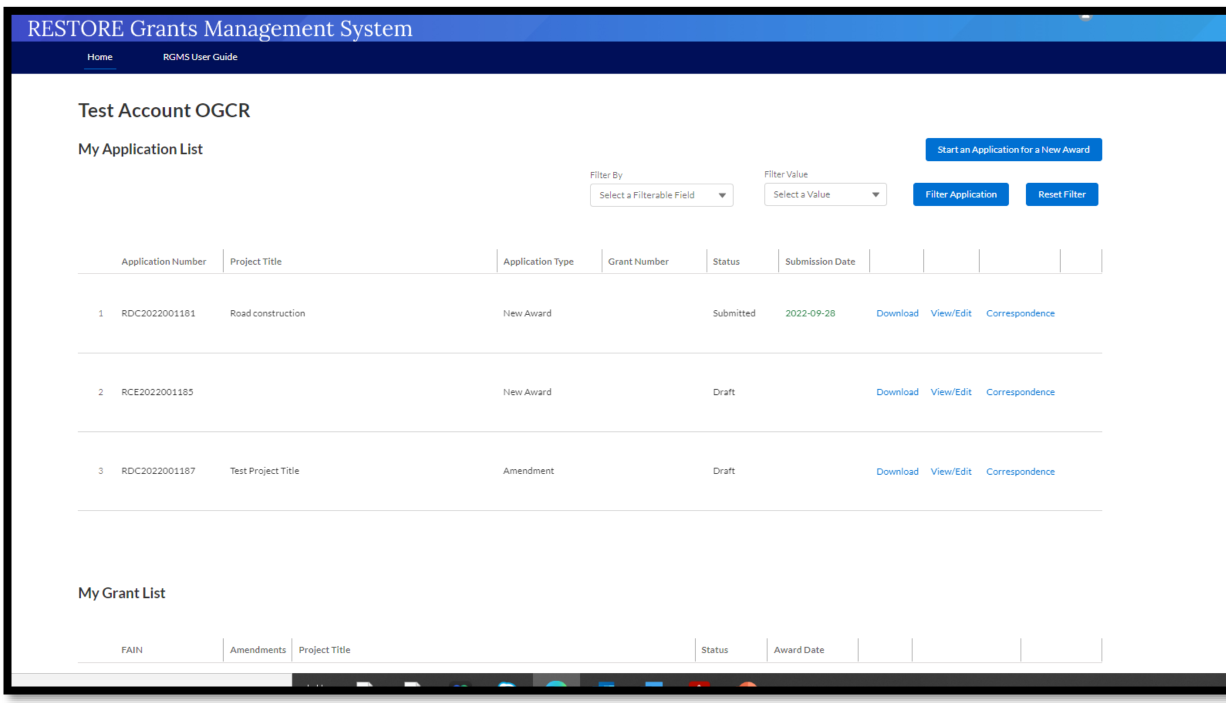
Login.gov provides secure identity proofing, authentication, and group affiliation verification. For more information about Login.gov, visit What is Login.gov? | Login.gov. Approved external users must sign-up for Login.gov and complete the identity verification process in order to access additional information and functionality.

2. RGMS Homepage

This section provides an overview of the different components of the RGMS portal **homepage**.

1. The RGMS Homepage will be the first page visible after a user logs into the systems (figure 1). The user will see two lists **My Application List** and **My Grant List**. The **My Application List** will show a list of all outstanding applications that are in progress, being reviewed by Treasury, or awaiting grantee action to accept the award. Once an award is accepted by the grantee the application will be removed from the **My Application List** and the grant will appear for that application on the **My Grant List**.

Figure 1: RGMS Homepage



2. To navigate back to the homepage at any time during your session, click on the **Home** link in the upper left corner of the banner. Users must save their work before clicking **Home** to avoid data loss.

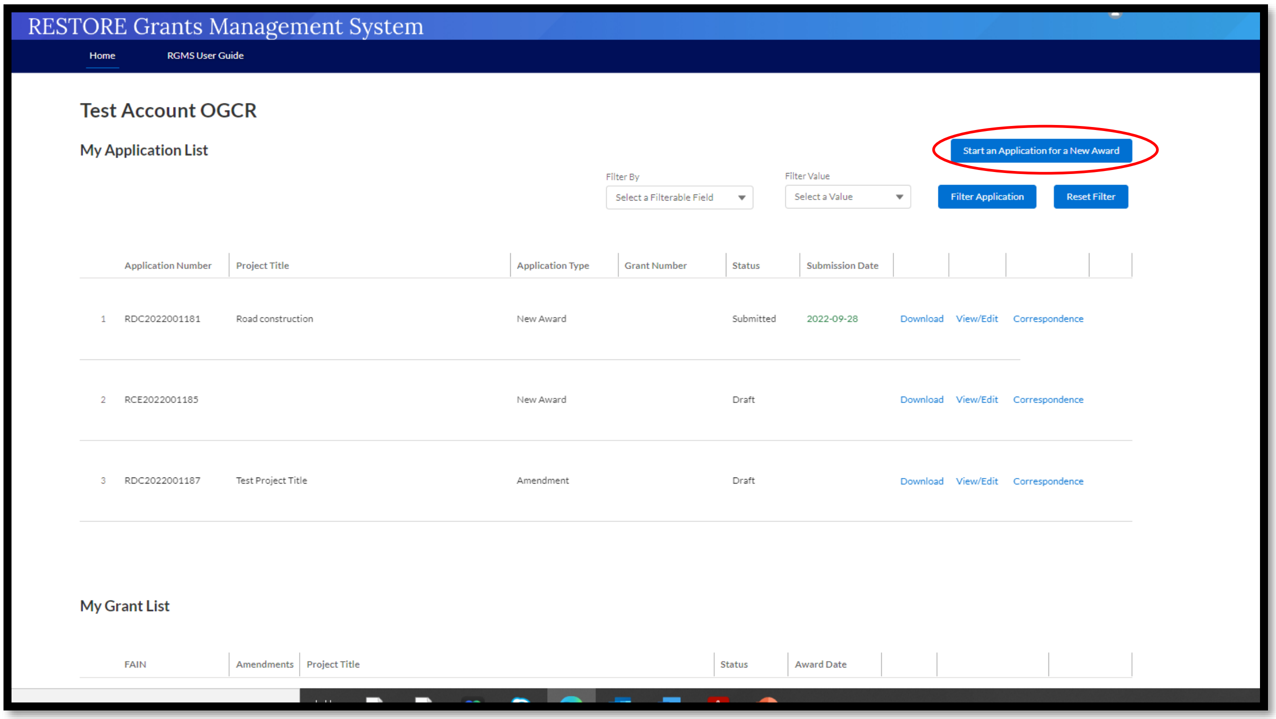
*To increase font size, magnify the application view. To make everything larger with a keyboard shortcut, hold CTRL and press the + key to zoom in (and – to zoom out) or use the browser magnifier tool.

3. Starting an Application for a New Award

The purpose of this section is to illustrate how to start an application for a new award.

1. Click the button **Start an Application for a New Award** at the top of the **My Application List**. (figure 2)

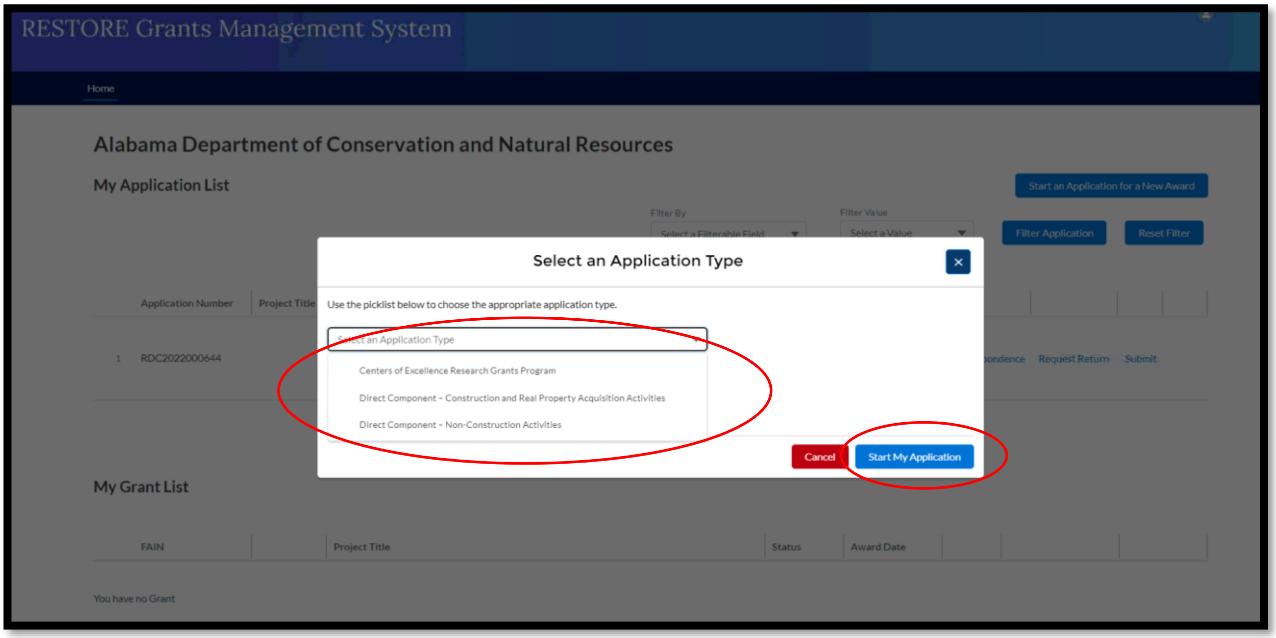
Figure 2: Start an Application for a New Award



2. A pop-up window will display, and the user will choose the application/program type they want to start an application for (figure 3). Note that entities will only be given the option to select from the RESTORE Act program types that they are eligible under. This user guide illustrates the selection options for an entity that is eligible for all 3 program/application types (Non-Construction - Direct Component, Construction - Direct Component, Centers of Excellence).

3. Once the user selects an application type click the **Start My Application** button to start the application (figure 3).

Figure 3: Start an Application for a New Award



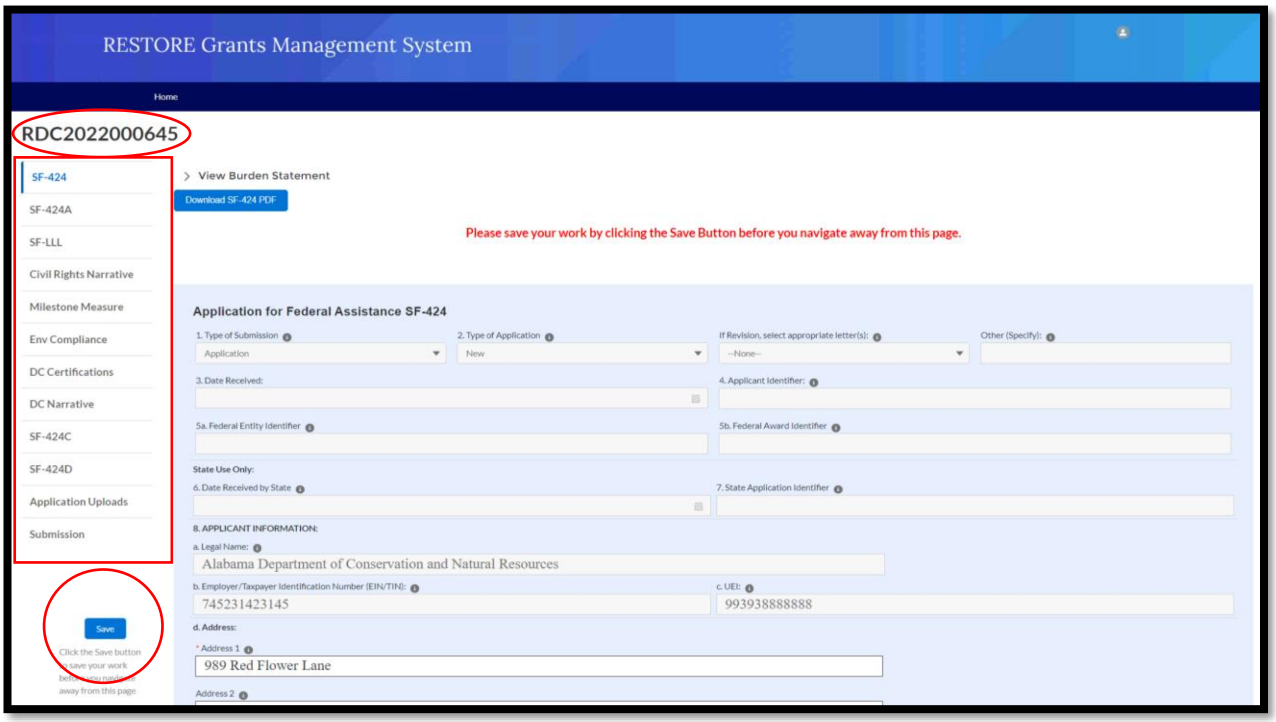
4. Providing Information for a Direct Component Construction Application

The purpose of this section is to illustrate the process for filling out a Direct Component Construction Application.

Overview

1. After completing the steps in section 3 of this guide and selecting the Direct Component Construction application type the user will be taken to the application (figure 4).
2. On the left of the application screen there is a sidebar menu that lists the forms that need to be completed for a Direct Component Construction application.
3. Above the side menu is the RESTORE Act application reference number for this record (figure 4).
4. After inputting information, **<u>it is important to click the Save button</u>** in the bottom left corner of the screen before navigating away from the page (figure 4).

Figure 4: Direct Component Construction Application



SF-424 Application for Federal Assistance

1. The first form to complete is the SF-424. This form will be the first tab on the side menu and will already be displayed after starting a new application.

2. The fields that are required are marked with a red asterisk (figure 5). Certain non-editable fields will be prepopulated and grayed out (e.g., Field 1. Type of Submission).

Figure 5: Required fields

3. Some fields will be prepopulated with entity information. These fields may be edited by the applicant. Please contact Treasury if any populated information is incorrect.

4. Once all required fields are filled out press the **Save** button then press the **Validate** button at the bottom left of the page (figure 6). If information needs correcting scroll to the top of the page to read error messages and adjust your provided information (figure 7).

Figure 6: Validate

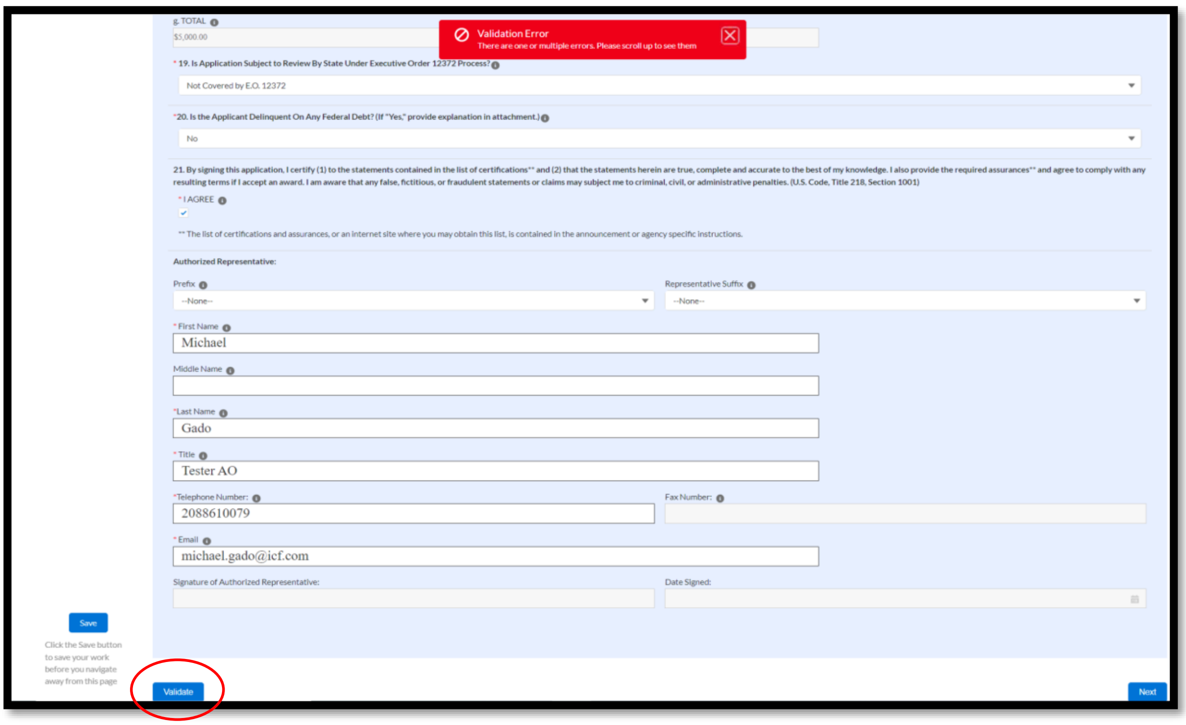
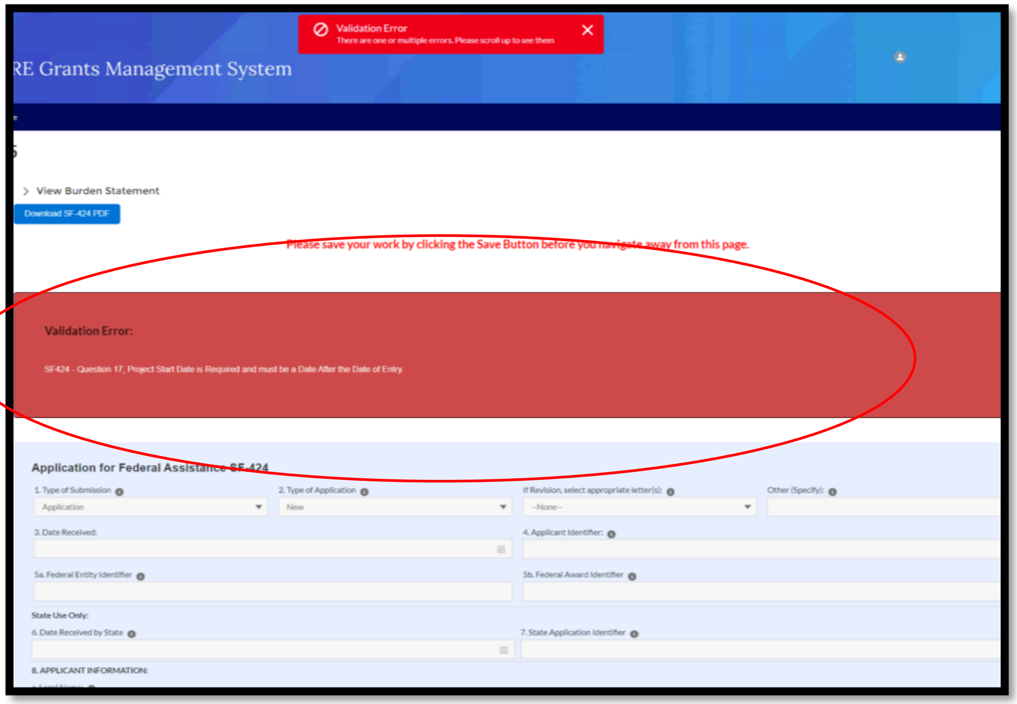
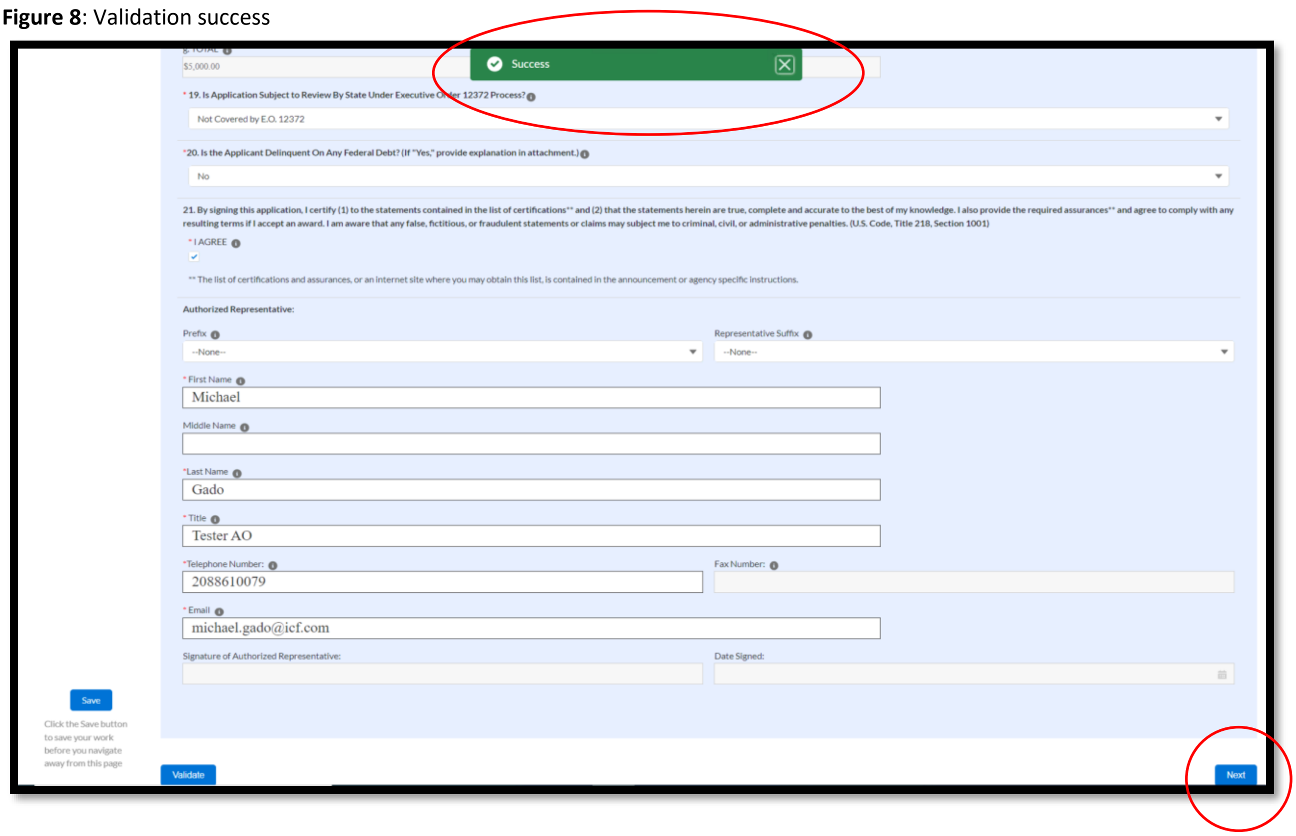


Figure 7: Validate with errors



5. Once the information has been adjusted click **Save** and then click **Validate**. If there are no errors, a green success message will display (figure 8).

Figure 8: Validation success

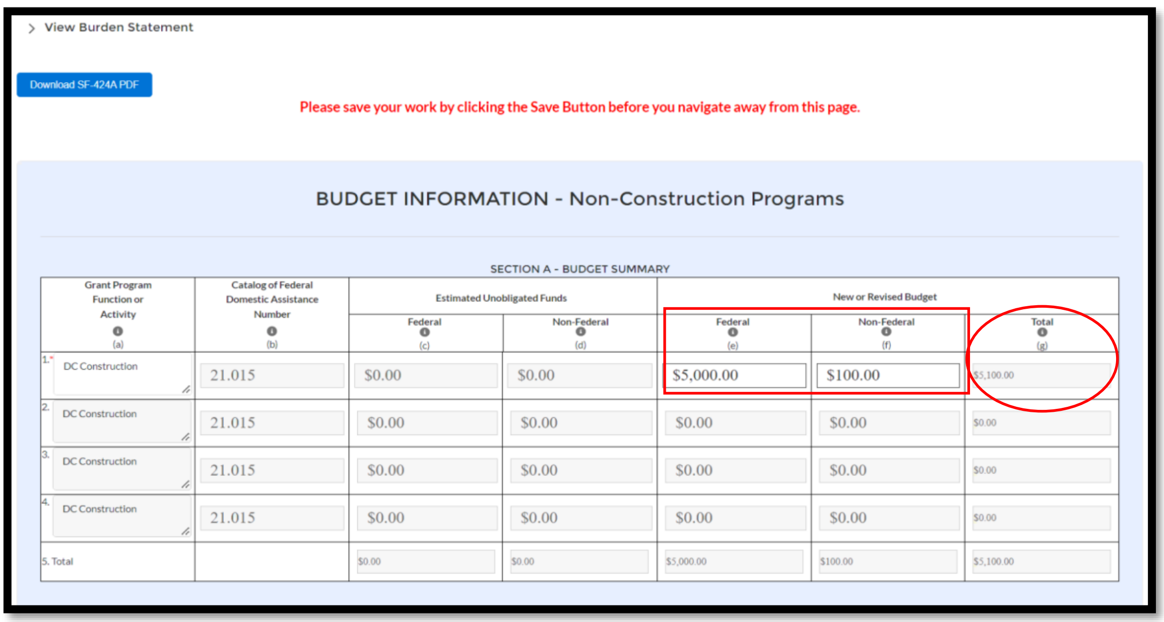


6. The user can continue to enter information on other forms by navigating with the **Next** button (figure 8) or by clicking on the form name on the side menu (figure 4). Before navigating to another form with the side menu press **Save** to ensure no data is lost on the current form.

SF-424A Budget Information

1. User will provide information for section A of the form in column e and f (figure 9). Only one row of data is allowed. Note that the total rows and columns only update after the **Save** button is pressed.

Figure 9: SF-424A Section A



> View Burden Statement

Download SF-424A PDF

Please save your work by clicking the Save Button before you navigate away from this page.

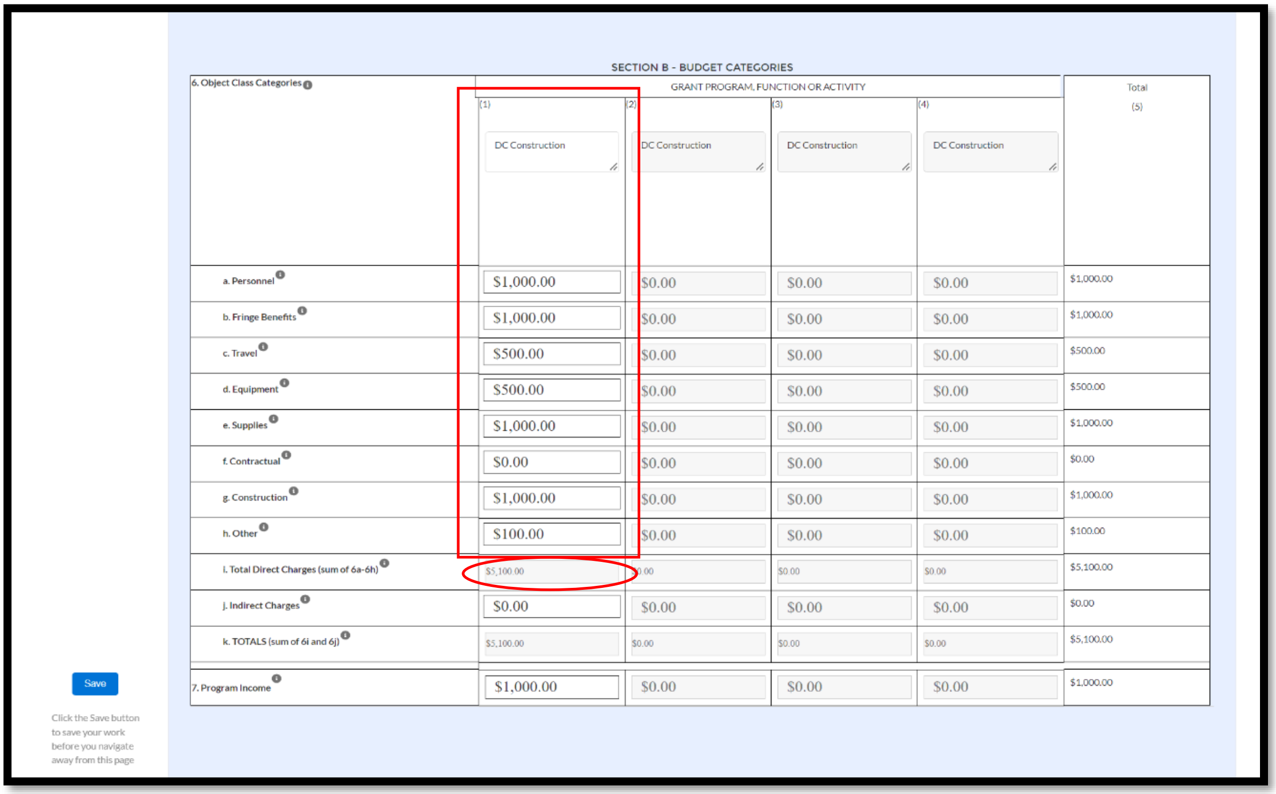
BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.* DC Construction	21.015	$0.00	$0.00	$5,000.00	$100.00	$5,100.00
2. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
3. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
4. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
5. Total		$0.00	$0.00	$5,000.00	$100.00	$5,100.00

2. User will provide federal budget information for section B of the form (figure 10). Only one column of data is allowed. The total in section B column 1 row i (figure 10), must match the total for section A column g row 1 (figure 9).

Figure 10: SF-424A Section B



SECTION B - BUDGET CATEGORIES

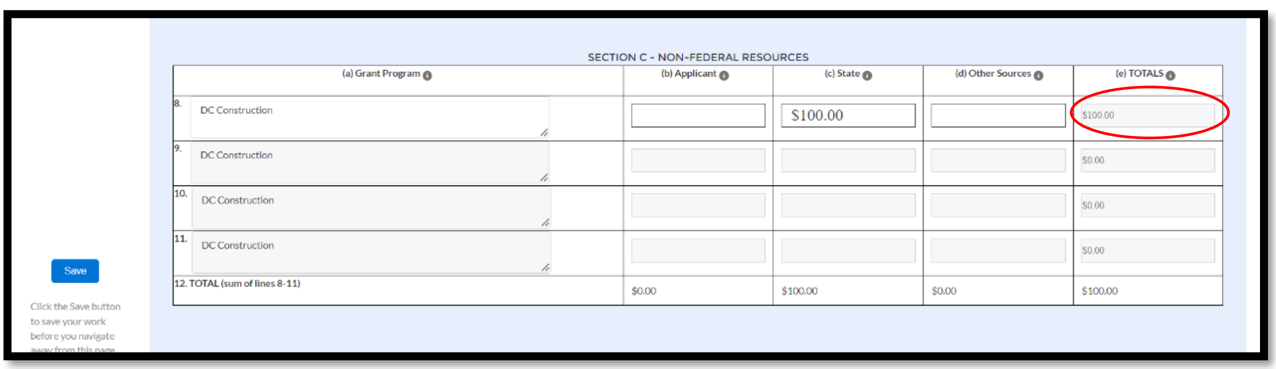
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) DC Construction	(2) DC Construction	(3) DC Construction	(4) DC Construction	Total (5)
a. Personnel	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
b. Fringe Benefits	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
c. Travel	$500.00	$0.00	$0.00	$0.00	$500.00
d. Equipment	$500.00	$0.00	$0.00	$0.00	$500.00
e. Supplies	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
f. Contractual	$0.00	$0.00	$0.00	$0.00	$0.00
g. Construction	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
h. Other	$100.00	$0.00	$0.00	$0.00	$100.00
i. Total Direct Charges (sum of 6a-6h)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
j. Indirect Charges	$0.00	$0.00	$0.00	$0.00	$0.00
k. TOTALS (sum of 6i and 6j)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
7. Program Income	$1,000.00	$0.00	$0.00	$0.00	$1,000.00

Save

Click the Save button to save your work before you navigate away from this page

3. User will provide non-federal budget information for section C of the form (figure 11). The total in section C column e row 8 must equal the total in section A column f row 1.

Figure 11: SF-424A Section C



SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	DC Construction		$100.00		$100.00
9.	DC Construction				$0.00
10.	DC Construction				$0.00
11.	DC Construction				$0.00
12. TOTAL (sum of lines 8-11)		$0.00	$100.00	$0.00	$100.00

Save

Click the Save button to save your work before you navigate away from this page

4. Sections D and E will not be used in RGMS and section F is optional.

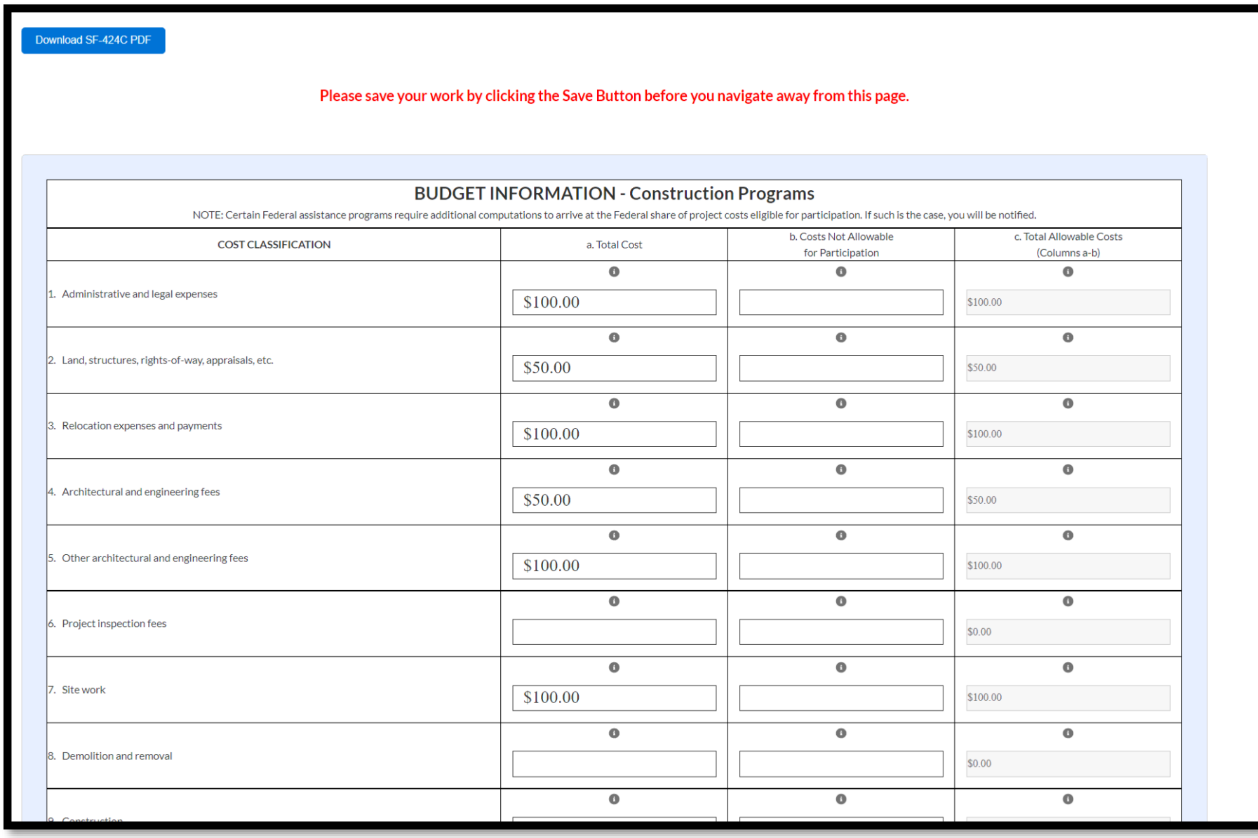
5. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

6. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

SF-424C Budget Information – Construction Programs

1. The user will enter information for the SF-424C (figure 20).

Figure 20: SF-424C Budget Information – Construction Programs



Download SF-424C PDF

Please save your work by clicking the Save Button before you navigate away from this page.

BUDGET INFORMATION - Construction Programs

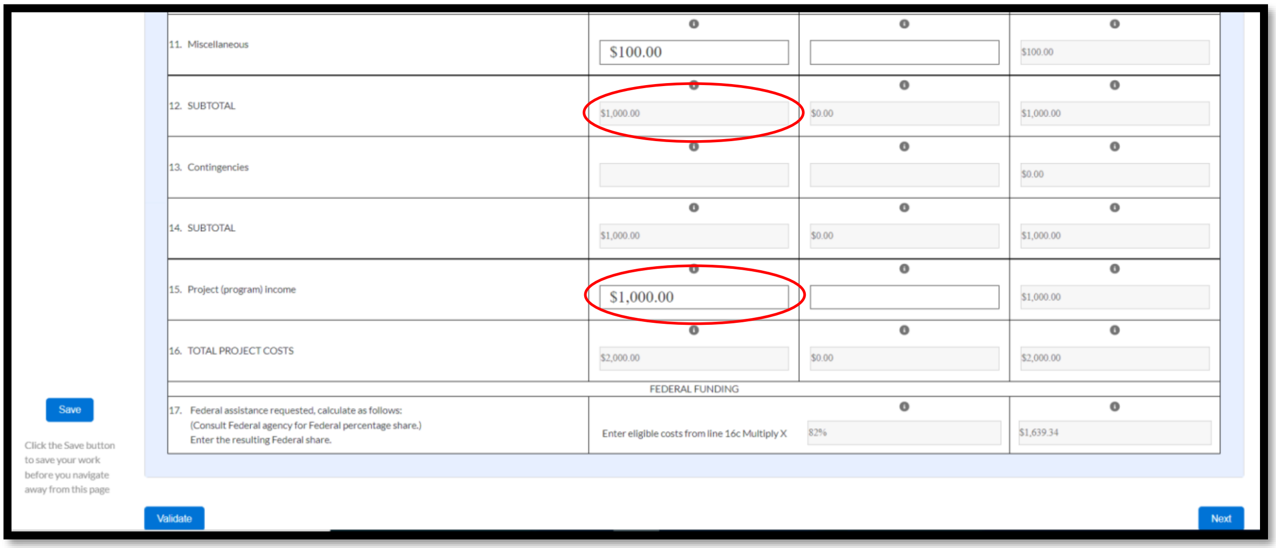
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	$100.00		$100.00
2. Land, structures, rights-of-way, appraisals, etc.	$50.00		$50.00
3. Relocation expenses and payments	$100.00		$100.00
4. Architectural and engineering fees	$50.00		$50.00
5. Other architectural and engineering fees	$100.00		$100.00
6. Project inspection fees			$0.00
7. Site work	$100.00		$100.00
8. Demolition and removal			$0.00
9. Construction			

2. The value in column a row 12 (figure 21) must match the value in SF-424A section B column 6 row g (figure 22).

3. The value in column a row 15 (figure 21) must match the value in SF-424A section B column 6 row 7 (figure 22).

Figure 21: SF-424C fields that must match fields on SF-424A



11. Miscellaneous	$100.00		$100.00
12. SUBTOTAL	$1,000.00	$0.00	$1,000.00
13. Contingencies			$0.00
14. SUBTOTAL	$1,000.00	$0.00	$1,000.00
15. Project (program) income	$1,000.00		$1,000.00
16. TOTAL PROJECT COSTS	$2,000.00	$0.00	$2,000.00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X	82%	$1,639.34

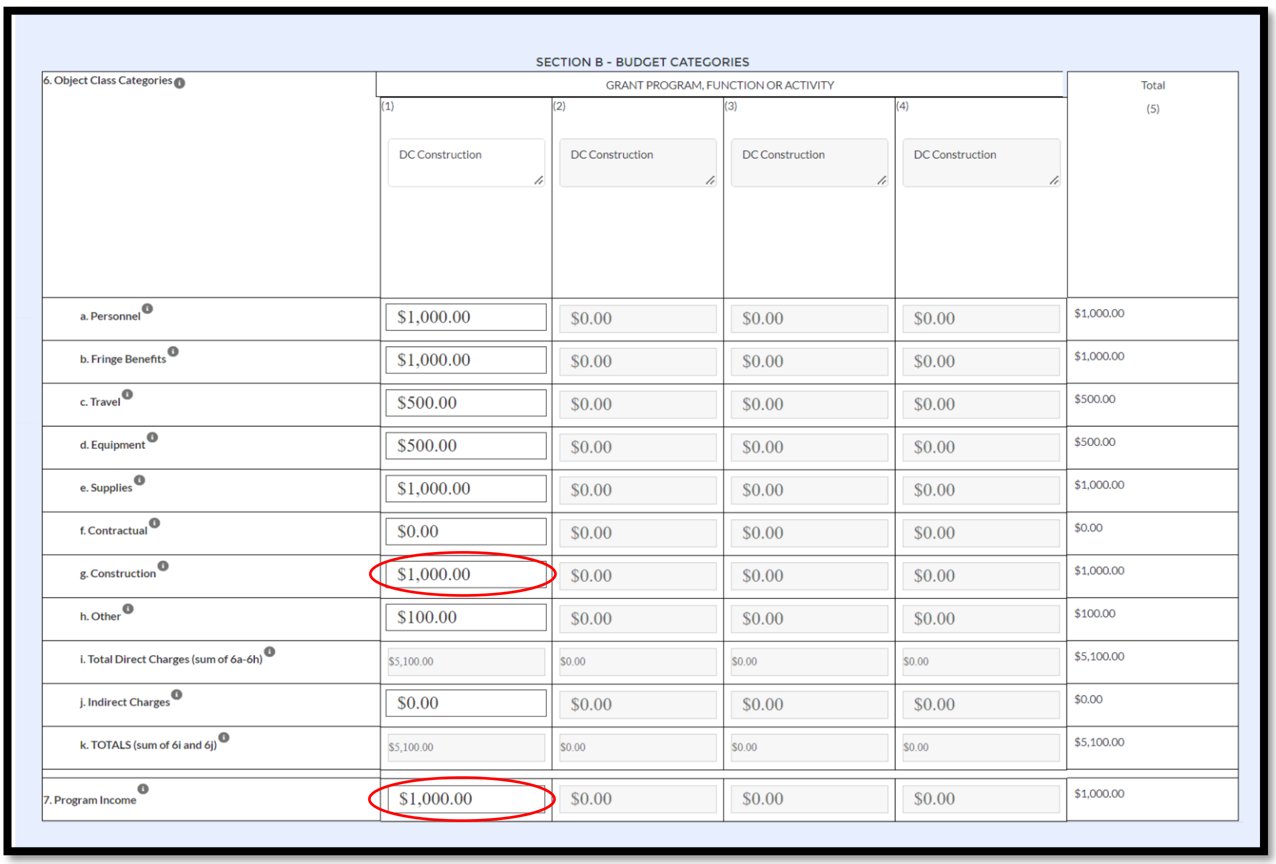
Save

Click the Save button to save your work before you navigate away from this page

Validate

Next

Figure 22: SF-424A fields that must match fields on SF-424C



SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
	DC Construction	DC Construction	DC Construction	DC Construction	
a. Personnel	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
b. Fringe Benefits	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
c. Travel	$500.00	$0.00	$0.00	$0.00	$500.00
d. Equipment	$500.00	$0.00	$0.00	$0.00	$500.00
e. Supplies	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
f. Contractual	$0.00	$0.00	$0.00	$0.00	$0.00
g. Construction	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
h. Other	$100.00	$0.00	$0.00	$0.00	$100.00
i. Total Direct Charges (sum of 6a-6h)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
j. Indirect Charges	$0.00	$0.00	$0.00	$0.00	$0.00
k. TOTALS (sum of 6i and 6j)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
7. Program Income	$1,000.00	$0.00	$0.00	$0.00	$1,000.00

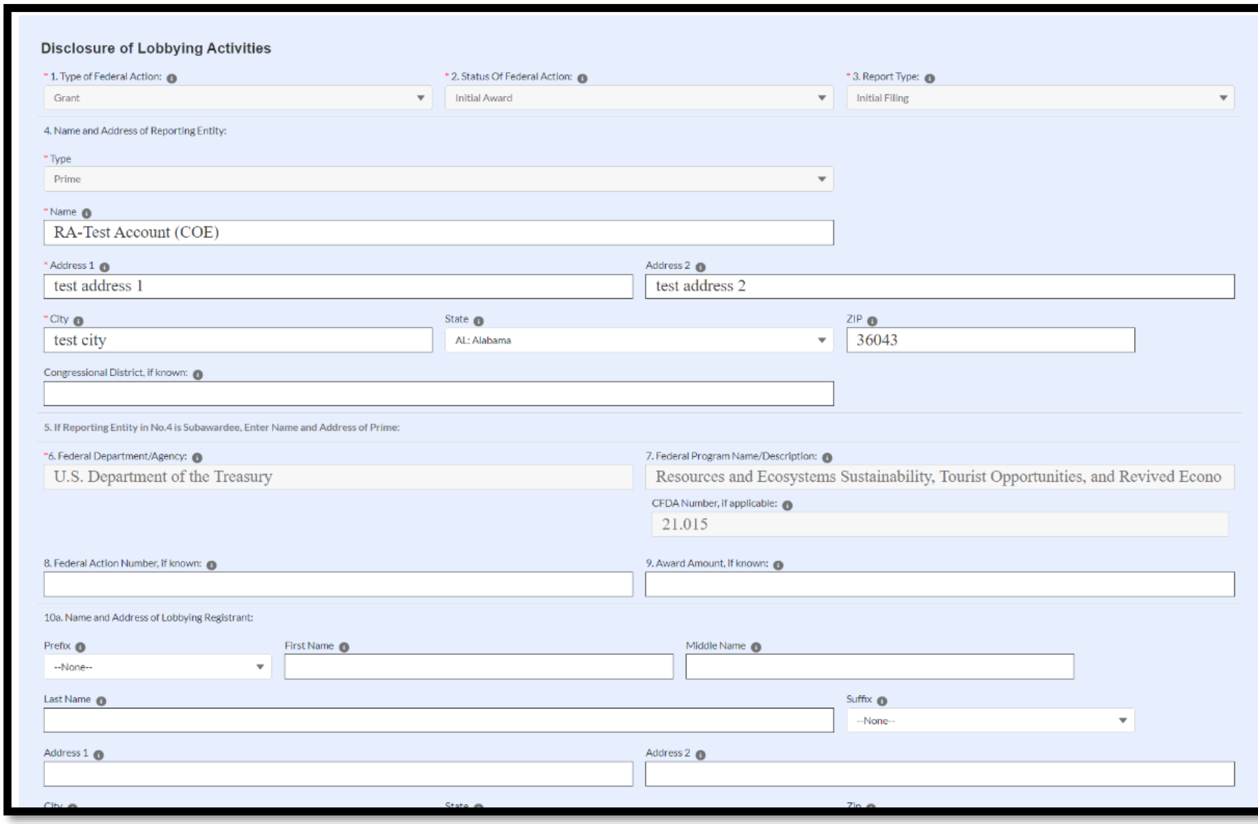
4. Once the construction budget information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

5. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

SF-LLL Disclosure of Lobbying Activities

1. The user will provide information for the Disclosure of Lobbying Activities form (figure 12).

Figure 12: Disclosure of Lobbying Activities


Disclosure of Lobbying Activities

* 1. Type of Federal Action: Grant
* 2. Status Of Federal Action: Initial Award
* 3. Report Type: Initial Filing

4. Name and Address of Reporting Entity:

* Type: Prime
* Name: RA-Test Account (COE)
* Address 1: test address 1
Address 2: test address 2
* City: test city
State: AL: Alabama
ZIP: 36043
Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

*6. Federal Department/Agency: U.S. Department of the Treasury
7. Federal Program Name/Description: Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Econo
CFDA Number, if applicable: 21.015

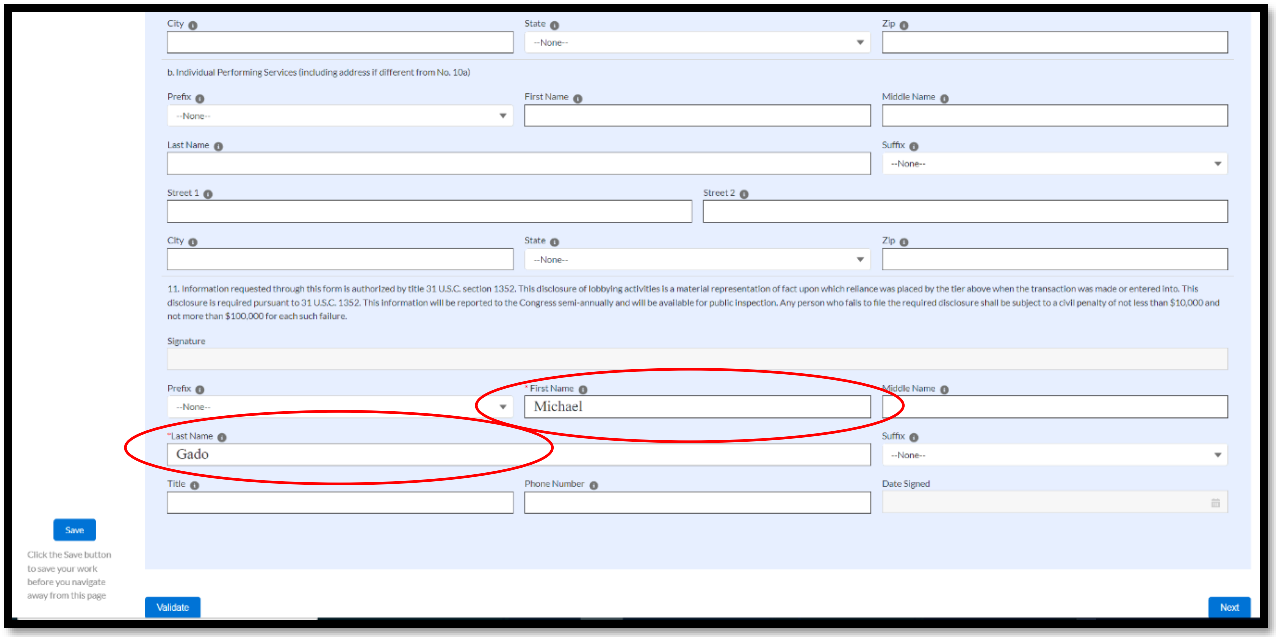
8. Federal Action Number, if known:
9. Award Amount, if known:

10a. Name and Address of Lobbying Registrant:

Prefix: --None--
First Name
Middle Name
Last Name
Suffix: --None--
Address 1
Address 2

2. If the Applicant conducts lobbying activities, enter the name and contact information for the lobbying registrants in question 10. If the Applicant does not have any lobbying activities to report, leave question 10 blank and only complete the fields in question 11 (i.e., only enter the authorized official name into the name fields in the signature section (Figure 12-1)).

Figure 12-1: SF-LLL enter the authorized official name



3. Once the lobbying information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

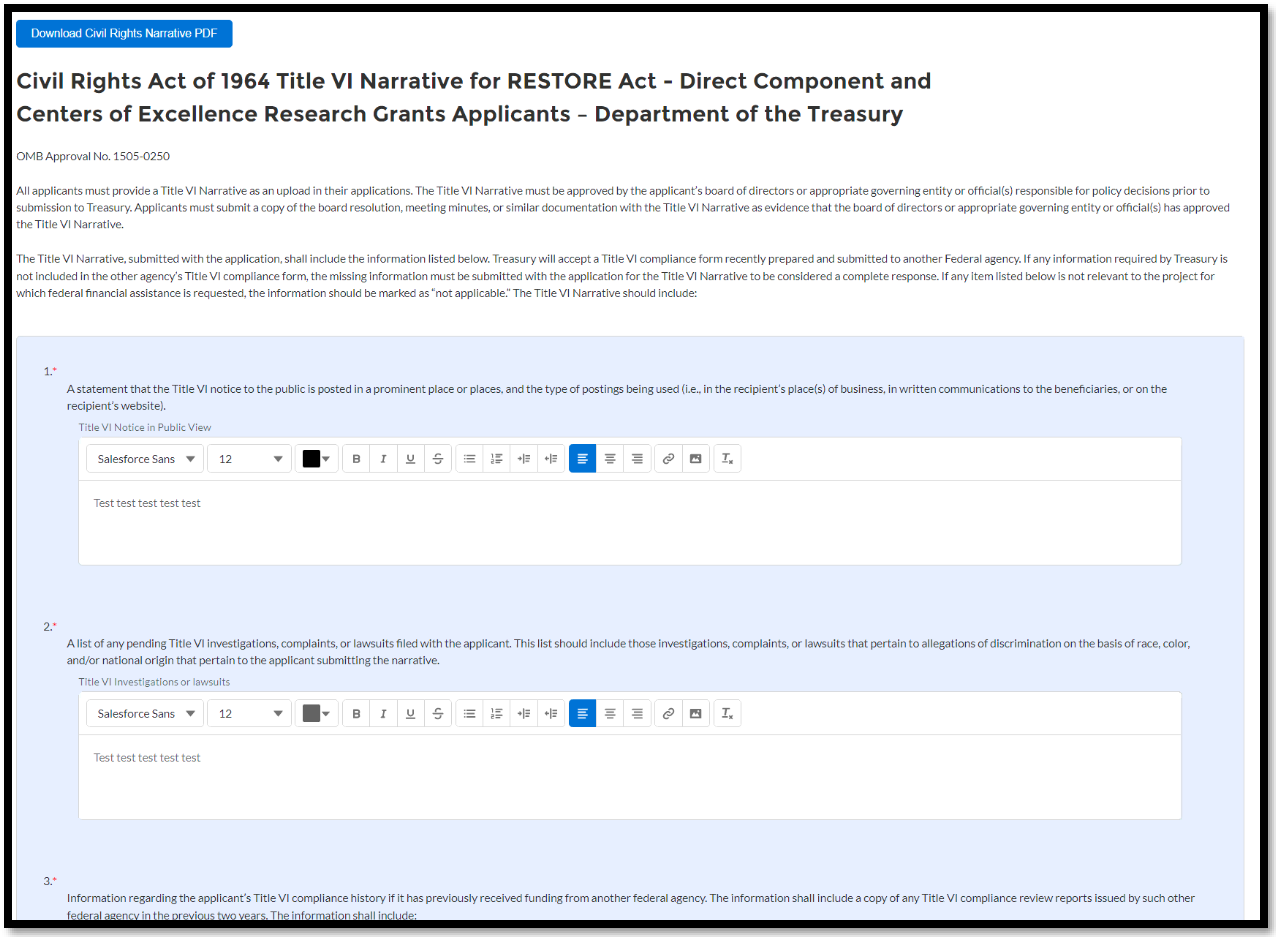
4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Civil Rights Narrative

1. The user will provide responses to all questions on this form (figure 13). Questions 1 - 7 require a user to enter responses in a text field. Question 8 requires a user to upload document(s)[1].

[1] The RGMS file uploader accepts most Microsoft files (word, excel, ppt, etc.), PDF, Image files, zip files, audio/video files.

Figure 13: Civil Rights Narrative Form



Download Civil Rights Narrative PDF

Civil Rights Act of 1964 Title VI Narrative for RESTORE Act - Direct Component and Centers of Excellence Research Grants Applicants – Department of the Treasury

OMB Approval No. 1505-0250

All applicants must provide a Title VI Narrative as an upload in their applications. The Title VI Narrative must be approved by the applicant's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to Treasury. Applicants must submit a copy of the board resolution, meeting minutes, or similar documentation with the Title VI Narrative as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Narrative.

The Title VI Narrative, submitted with the application, shall include the information listed below. Treasury will accept a Title VI compliance form recently prepared and submitted to another Federal agency. If any information required by Treasury is not included in the other agency's Title VI compliance form, the missing information must be submitted with the application for the Title VI Narrative to be considered a complete response. If any item listed below is not relevant to the project for which federal financial assistance is requested, the information should be marked as "not applicable." The Title VI Narrative should include:

1.*

A statement that the Title VI notice to the public is posted in a prominent place or places, and the type of postings being used (i.e., in the recipient's place(s) of business, in written communications to the beneficiaries, or on the recipient's website).

Title VI Notice in Public View

Salesforce Sans 12

Test test test test test

2.*

A list of any pending Title VI investigations, complaints, or lawsuits filed with the applicant. This list should include those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin that pertain to the applicant submitting the narrative.

Title VI Investigations or lawsuits

Salesforce Sans 12

Test test test test test

3.*

Information regarding the applicant's Title VI compliance history if it has previously received funding from another federal agency. The information shall include a copy of any Title VI compliance review reports issued by such other federal agency in the previous two years. The information shall include:

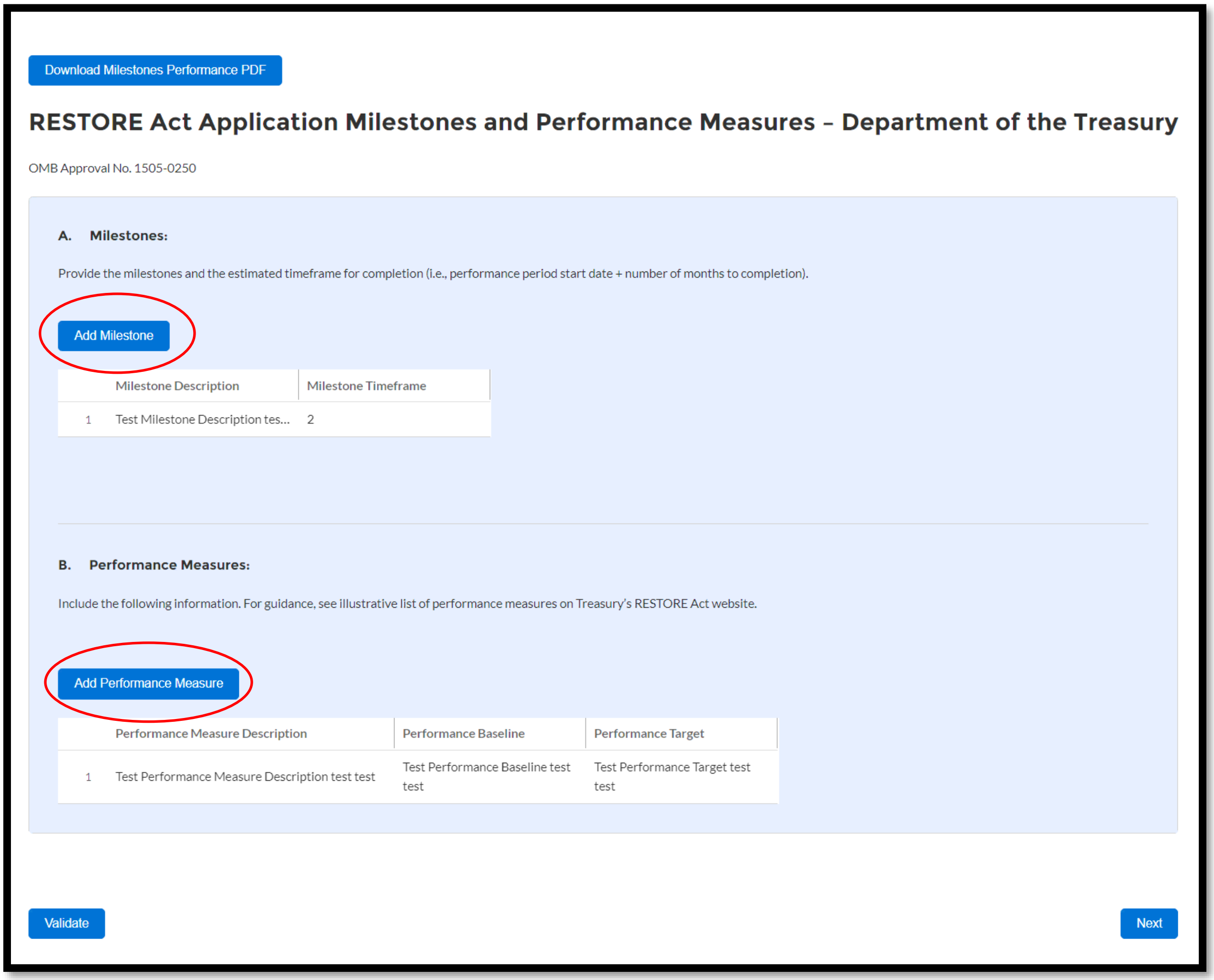
2. Once the Civil Rights Title VI information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

3. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Milestones and Performance Measures

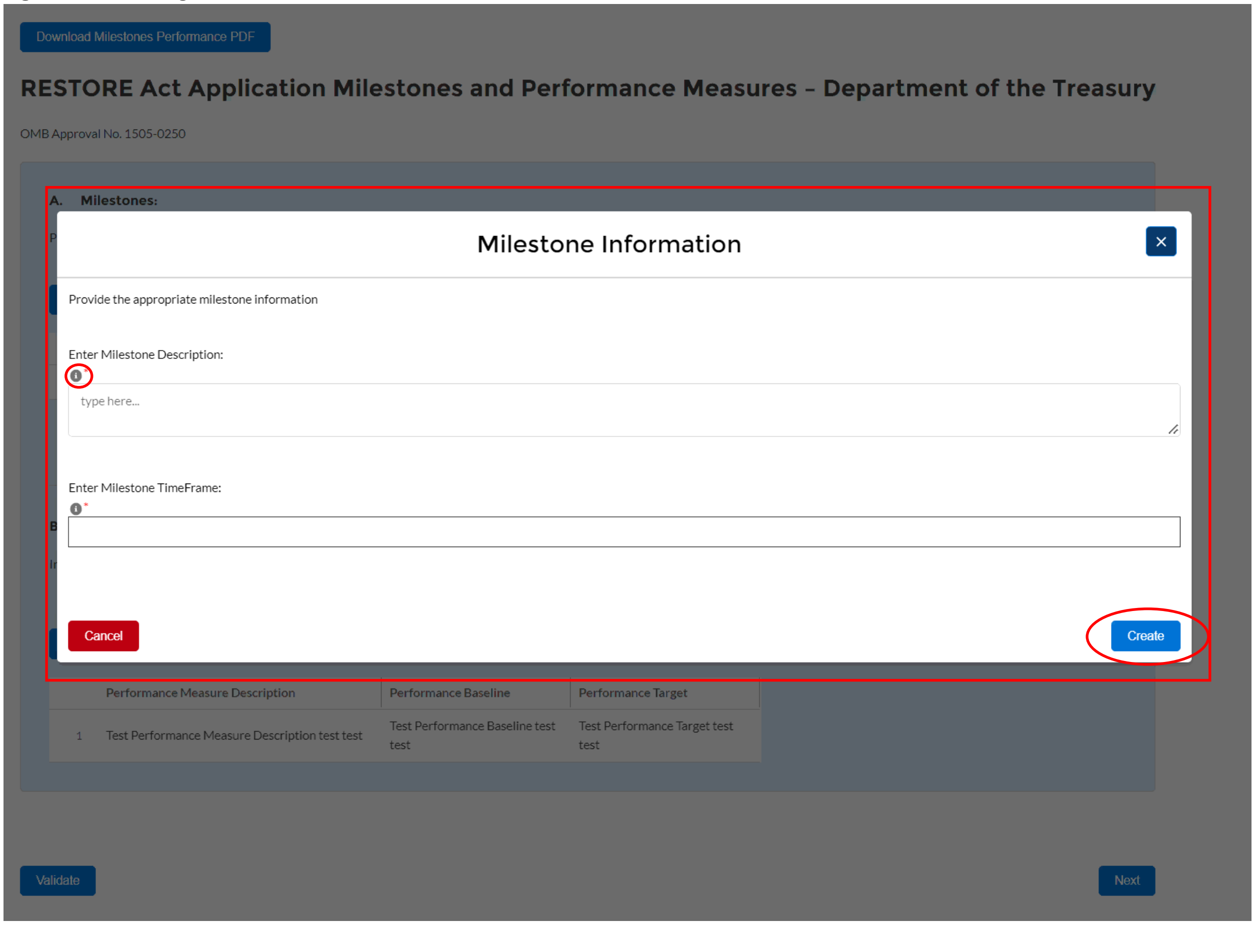
1. The user must add at least one Milestone and at least one Performance Measure to the form (figure 14).

Figure 14: Milestones and Performance Measures



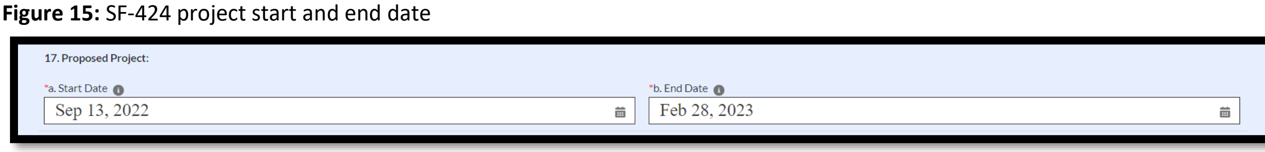
2. To add a milestone or performance measure click on the **add** button on the top of the relevant table (figure 14). A pop-up window will display with input fields (figure 15). All field are required to add an entry to the relevant table. A user can click on the help text icon to find more information about the type of entry required (figure 15). When all fields have been entered for the record click **create** (figure 15).

Figure 15: Entering a milestone



3. When entering a milestone timeframe, the user must enter a timeframe (in months) no longer than the proposed project period length measured in months. The project length (in months) is calculated from the project start date and project end date on the SF-424 (figure 15).

Figure 15: SF-424 project start and end date



4. Continue entering all milestones and measuring by repeating steps #2 and #3 as many times as necessary. Once all milestones and measures information is entered click **Save** then click **Validate** on the bottom left of the screen.

5. When the user has completed adjustments to the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** button for milestones and performance measures because all records are automatically saved when they are created in a table.

Environmental Compliance

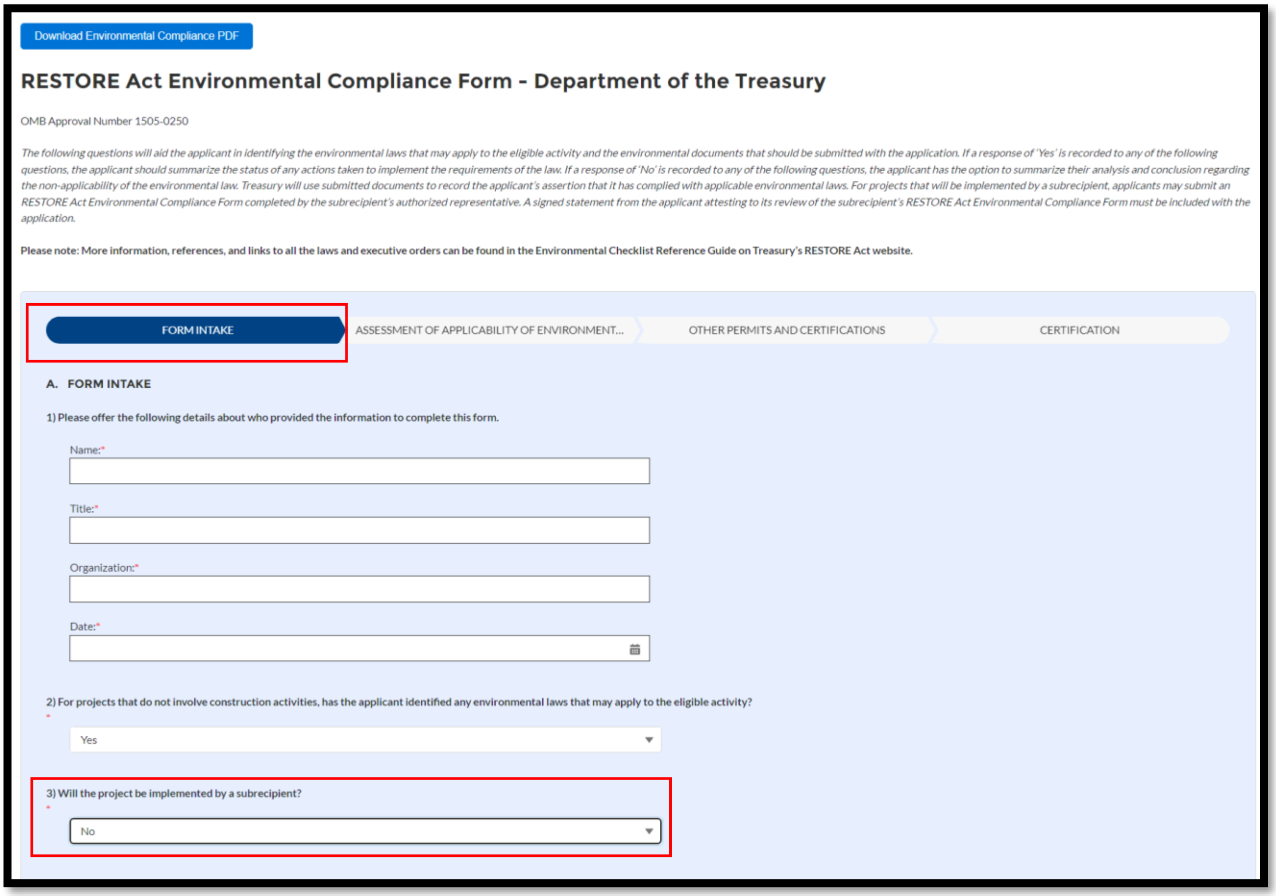
1. The user will enter information for the environmental compliance form and begin on the **Form Intake** section (figure 16). If the user indicates that the project will not be implemented by a subrecipient (question 3) (figure 16) then an additional section "Assessment of Applicability of Environmental Laws" will appear (figure 16).

2. Complete the information for the individual who provided the information for this form. Then, for question 2, select "Not applicable – The project includes construction activities" unless the project is ONLY for land acquisition, in which case select the appropriate answer from the dropdown.

3. Indicate in question 3 if a subrecipient is completing the scope of work. If you select yes, you will be prompted to enter the name of the subrecipient and asked to upload a copy of the environmental narrative. (If a subrecipient will be completing the scope of work, the user can download a fillable version of the form and provide to the subrecipient to complete.) If you are not able to provide this at the time of application, you will be prompted to provide an explanation. Please note that this will likely result in a Special Award Condition to provide an environmental narrative prior to receiving permission to proceed with construction.

4. Continue completing the form, navigating to each section by clicking on each of the arrow-shaped tabs along the top of the forms. On the last tab, Certification, indicate whether your environmental narrative is 'final' or 'preliminary.' If you indicate 'preliminary,' you will be required to provide an updated environmental narrative prior to receiving permission to proceed with construction.

Figure 16: Environmental Compliance form



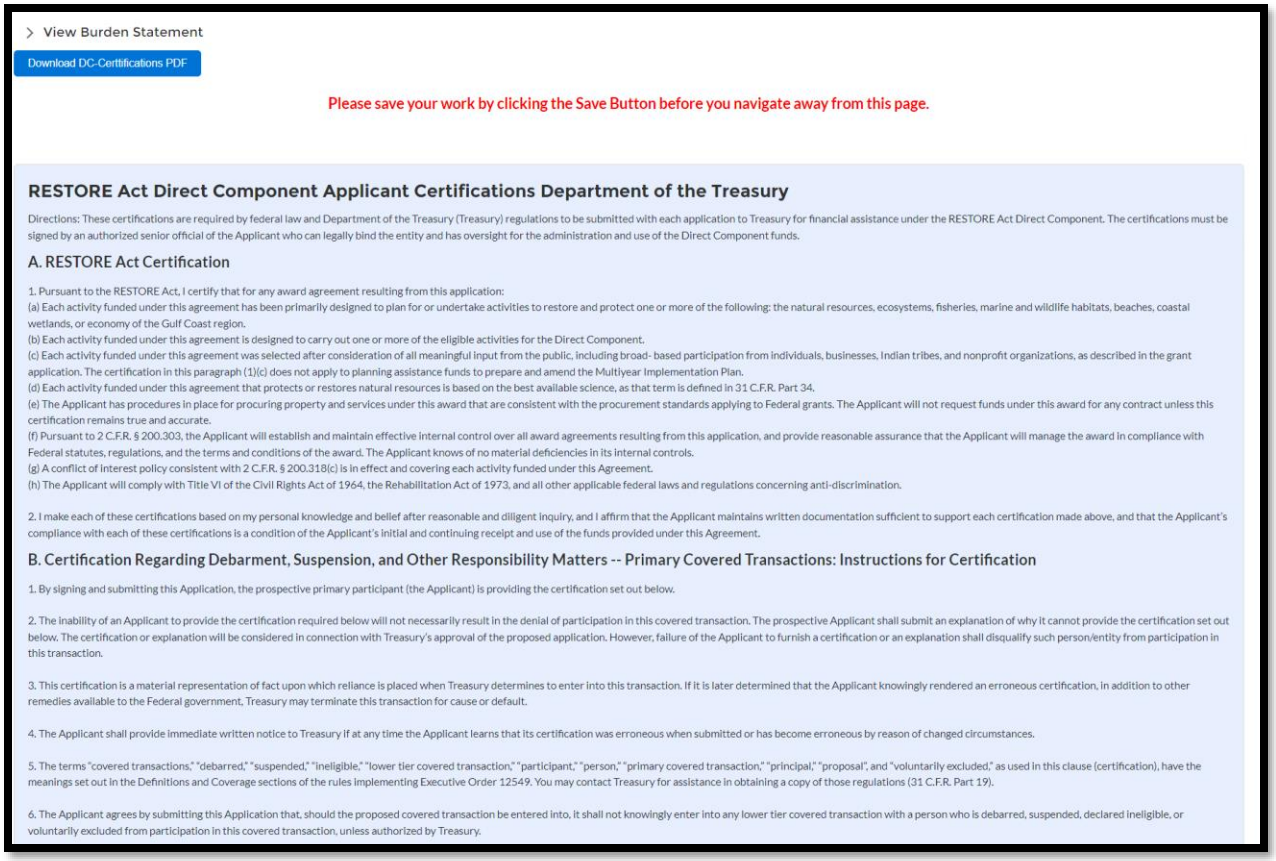
5. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

6. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Direct Component Applicant Certifications

1. The Direct Component applicant certifications form must be read by the user (figure 17). No information is needed for entry at this stage of the application process.

Figure 17: Direct Component applicant certifications



RESTORE Act Direct Component Applicant Certifications Department of the Treasury

Directions: These certifications are required by federal law and Department of the Treasury (Treasury) regulations to be submitted with each application to Treasury for financial assistance under the RESTORE Act Direct Component. The certifications must be signed by an authorized senior official of the Applicant who can legally bind the entity and has oversight for the administration and use of the Direct Component funds.

A. RESTORE Act Certification

1. Pursuant to the RESTORE Act, I certify that for any award agreement resulting from this application:
(a) Each activity funded under this agreement has been primarily designed to plan for or undertake activities to restore and protect one or more of the following: the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, coastal wetlands, or economy of the Gulf Coast region.
(b) Each activity funded under this agreement is designed to carry out one or more of the eligible activities for the Direct Component.
(c) Each activity funded under this agreement was selected after consideration of all meaningful input from the public, including broad- based participation from individuals, businesses, Indian tribes, and nonprofit organizations, as described in the grant application. The certification in this paragraph (1)(c) does not apply to planning assistance funds to prepare and amend the Multiyear Implementation Plan.
(d) Each activity funded under this agreement that protects or restores natural resources is based on the best available science, as that term is defined in 31 C.F.R. Part 34.
(e) The Applicant has procedures in place for procuring property and services under this award that are consistent with the procurement standards applying to Federal grants. The Applicant will not request funds under this award for any contract unless this certification remains true and accurate.
(f) Pursuant to 2 C.F.R. § 200.303, the Applicant will establish and maintain effective internal control over all award agreements resulting from this application, and provide reasonable assurance that the Applicant will manage the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. The Applicant knows of no material deficiencies in its internal controls.
(g) A conflict of interest policy consistent with 2 C.F.R. § 200.318(c) is in effect and covering each activity funded under this Agreement.
(h) The Applicant will comply with Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and all other applicable federal laws and regulations concerning anti-discrimination.

2. I make each of these certifications based on my personal knowledge and belief after reasonable and diligent inquiry, and I affirm that the Applicant maintains written documentation sufficient to support each certification made above, and that the Applicant's compliance with each of these certifications is a condition of the Applicant's initial and continuing receipt and use of the funds provided under this Agreement.

B. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions: Instructions for Certification

1. By signing and submitting this Application, the prospective primary participant (the Applicant) is providing the certification set out below.

2. The inability of an Applicant to provide the certification required below will not necessarily result in the denial of participation in this covered transaction. The prospective Applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with Treasury's approval of the proposed application. However, failure of the Applicant to furnish a certification or an explanation shall disqualify such person/entity from participation in this transaction.

3. This certification is a material representation of fact upon which reliance is placed when Treasury determines to enter into this transaction. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, Treasury may terminate this transaction for cause or default.

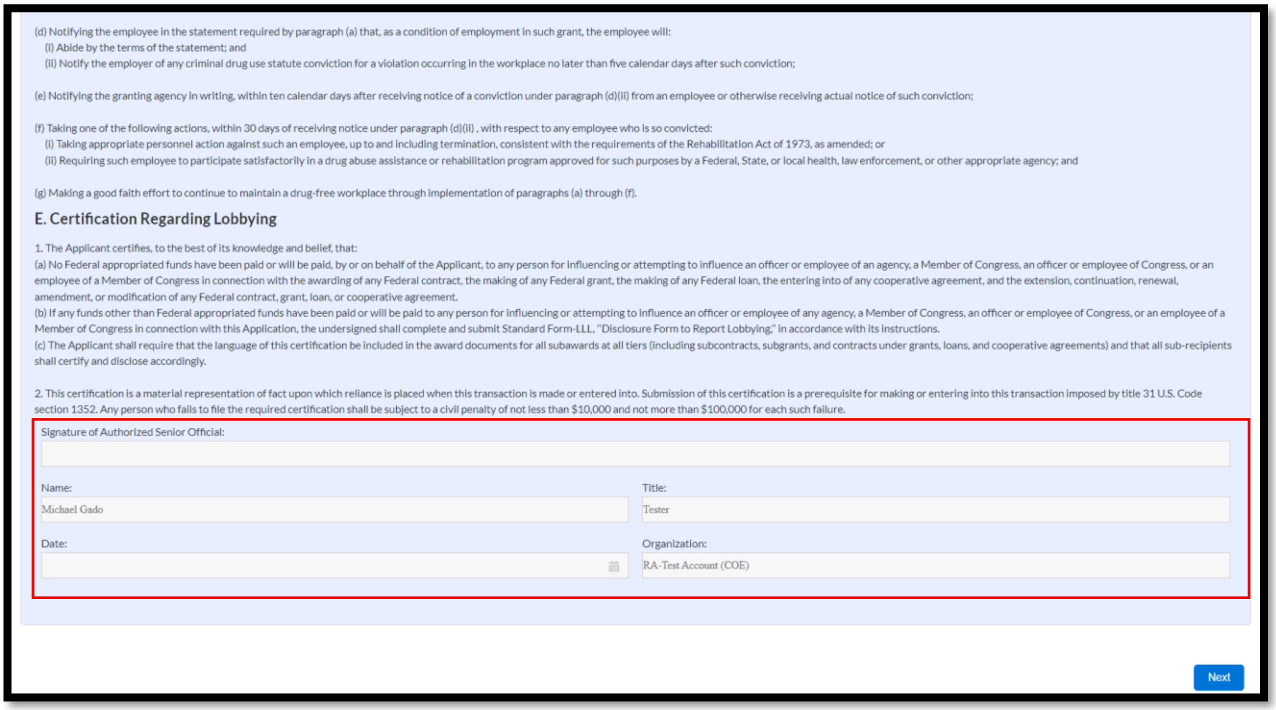
4. The Applicant shall provide immediate written notice to Treasury if at any time the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal", and "voluntarily excluded," as used in this clause (certification), have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact Treasury for assistance in obtaining a copy of those regulations (31 C.F.R. Part 19).

6. The Applicant agrees by submitting this Application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Treasury.

2. The user will see the fields name, title, and organization prepopulated at the bottom of the form (figure 18). Name and title are prepopulated from the entry for the authorized official on the bottom of the SF-424 form. The signature and date field will be blank when the user submits the application because the form will be signed in DocuSign when the Authorizing Official submits the application.

Figure 18: prepopulated field section of Direct Component applicant certifications



(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment in such grant, the employee will:
(i) Abide by the terms of the statement; and
(ii) Notify the employer of any criminal drug use statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the granting agency in writing, within ten calendar days after receiving notice of a conviction under paragraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under paragraph (d)(ii) , with respect to any employee who is so convicted:
(i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

E. Certification Regarding Lobbying

1. The Applicant certifies, to the best of its knowledge and belief, that:
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Application, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
(c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

2. This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by title 31 U.S. Code section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature of Authorized Senior Official:

Name: Michael Gado

Title: Tester

Date:

Organization: RA-Test Account (COE)

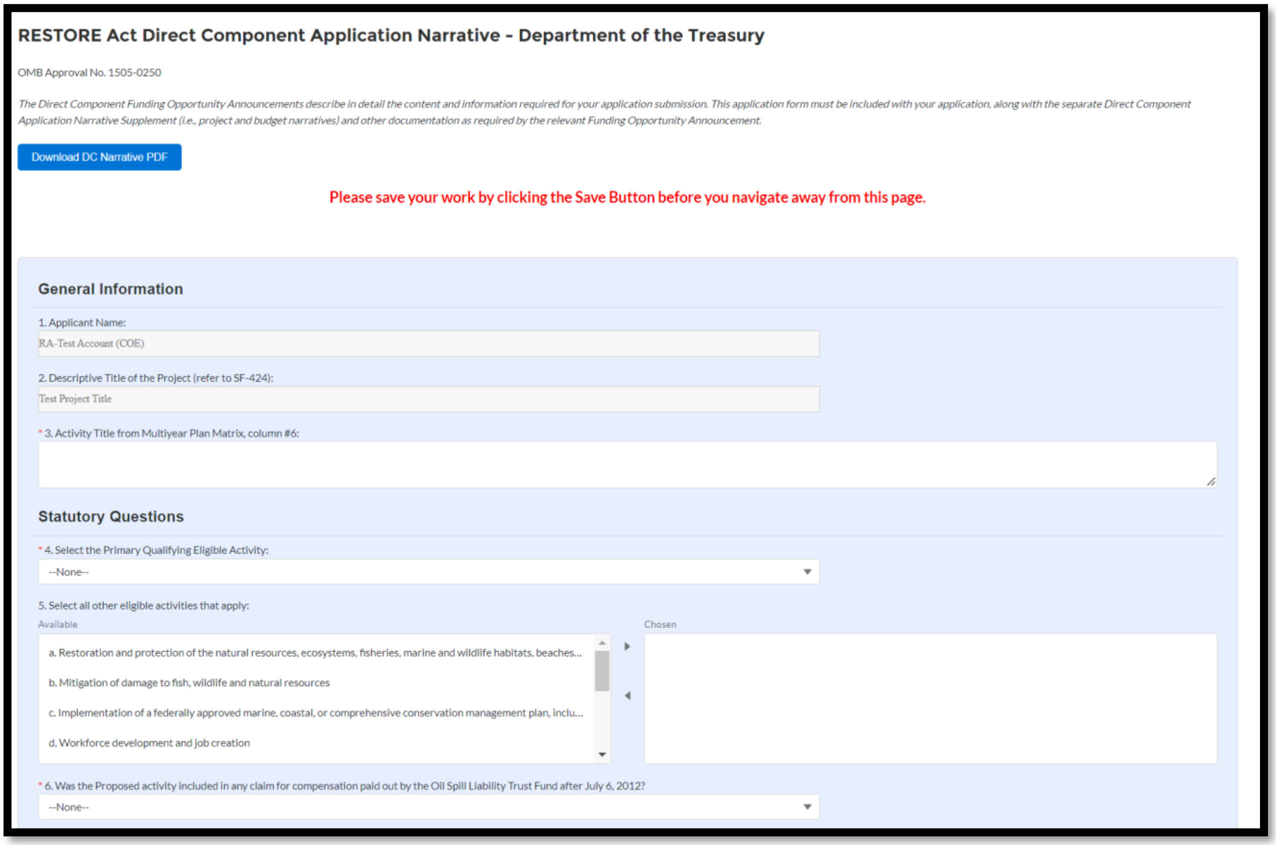
Next

3. When the user has read the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** or **Validate** button since no information will be entered by the user.

Direct Component Application Narrative

1. The user will enter information for the Direct Component Application Narrative (figure 19).

Figure 19: Direct Component Application Narrative


RESTORE Act Direct Component Application Narrative - Department of the Treasury

OMB Approval No. 1505-0250

The Direct Component Funding Opportunity Announcements describe in detail the content and information required for your application submission. This application form must be included with your application, along with the separate Direct Component Application Narrative Supplement (i.e., project and budget narratives) and other documentation as required by the relevant Funding Opportunity Announcement.

Download DC Narrative PDF

Please save your work by clicking the Save Button before you navigate away from this page.

General Information

1. Applicant Name:
RA-Test Account (COE)

2. Descriptive Title of the Project (refer to SF-424):
Test Project Title

* 3. Activity Title from Multiyear Plan Matrix, column #6:

Statutory Questions

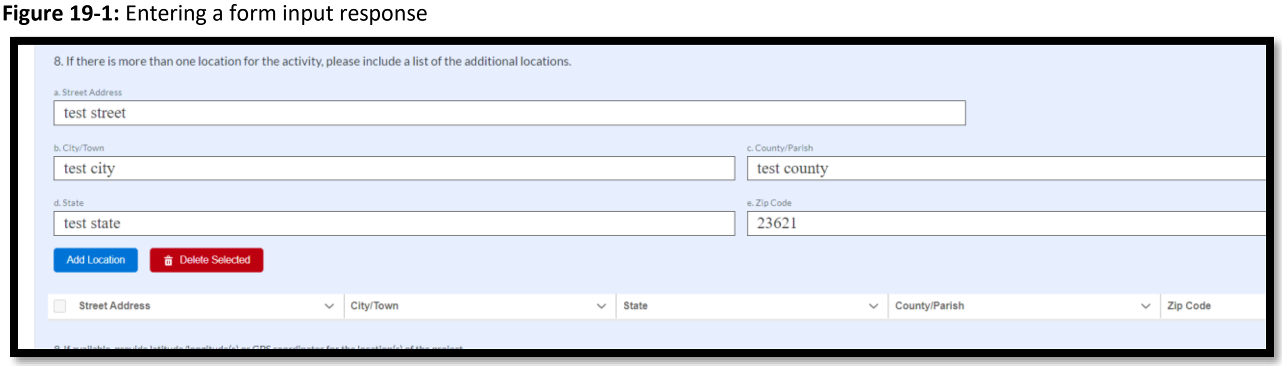
* 4. Select the Primary Qualifying Eligible Activity:
--None--

5. Select all other eligible activities that apply:
Available
a. Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches...
b. Mitigation of damage to fish, wildlife and natural resources
c. Implementation of a federally approved marine, coastal, or comprehensive conservation management plan, inclu...
d. Workforce development and job creation
Chosen

* 6. Was the Proposed activity included in any claim for compensation paid out by the Oil Spill Liability Trust Fund after July 6, 2012?
--None--

2. Complete all required fields. Note that depending on your answer, additional required fields may appear. Please also note that the user will have to fill out some questions that are structured like question 8 of this form (figure 19-1). The user must enter their information for the question and click **Add** at the bottom of the fields. The information will then be added to the table below (figure 19-2).

Figure 19-1: Entering a form input response


8. If there is more than one location for the activity, please include a list of the additional locations.

a. Street Address
test street

b. City/Town
test city

c. County/Parish
test county

d. State
test state

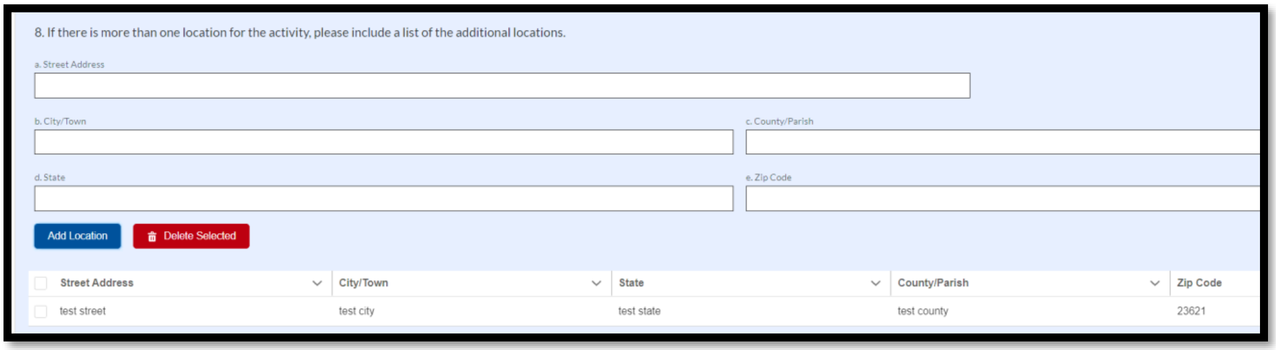
e. Zip Code
23621

Add Location

Delete Selected

Street Address	City/Town	State	County/Parish	Zip Code

Figure 19-2: Adding a form input response



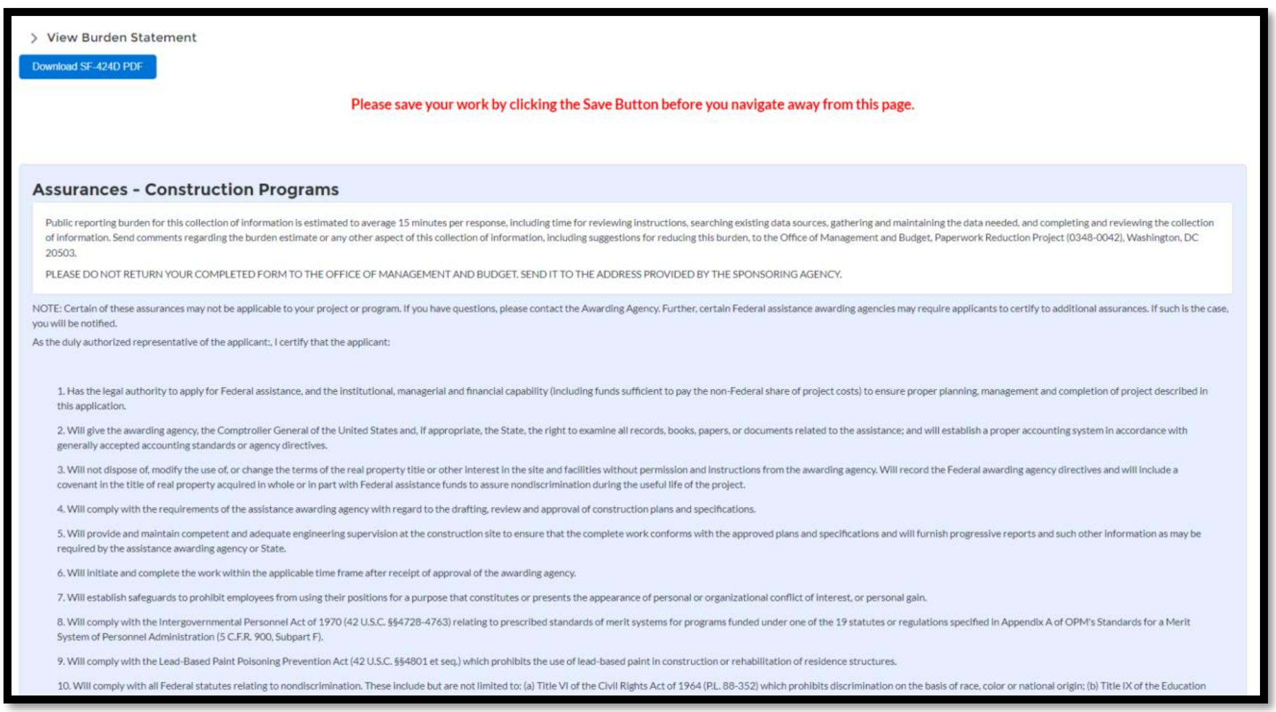
3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

SF-424D Assurances - Construction Programs

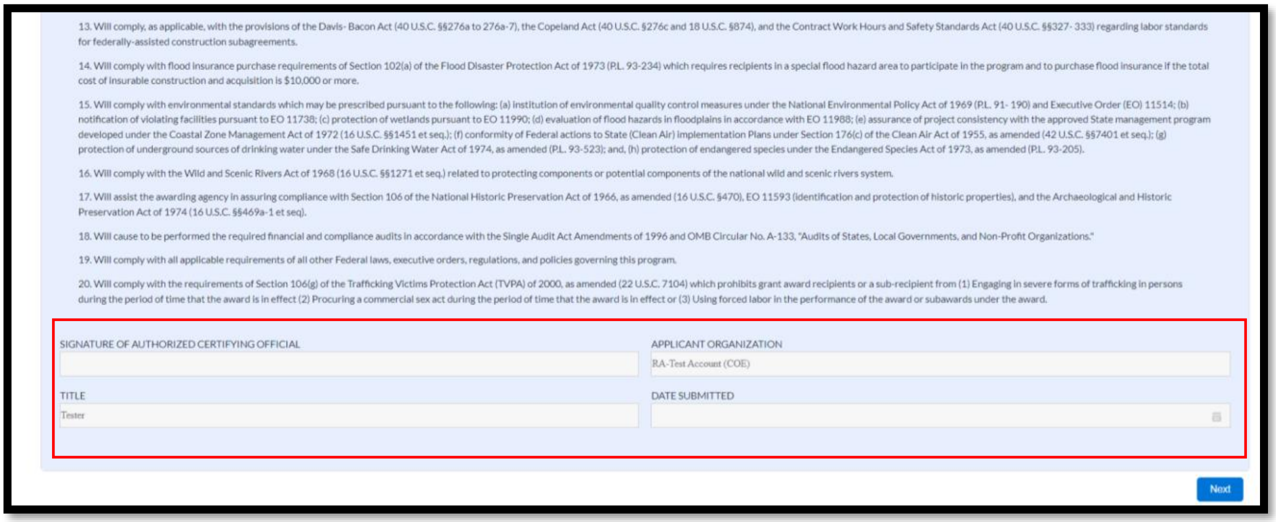
1. The SF-424D Assurances – Construction Programs form must be read by the user (figure 23). No information is needed for entry at this stage of the application process.

Figure 23: SF-424D Assurances – Construction Programs form



2. The user will see the fields title and organization prepopulated at the bottom of the form (figure 24). Title is prepopulated from the entry for the authorized official on the bottom of the SF-424 form. The signature and date field will be blank when the user submits the application because the form will be signed in DocuSign when the Authorizing Official submits the application.

Figure 24: SF-424D Assurances – Construction Programs signature section



13. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91- 190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT ORGANIZATION
RA-Test Account (COE)

TITLE
Tester

DATE SUBMITTED

Next

3. When the user has read the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** or **Validate** button since no information will be entered by the user.

Application Uploads – Conditional Requirements and Supporting Documents

1. In the first section the user will provide program and state specific uploads with optional narrative explanation. The appropriate file upload requests will display depending on the applicant's state (Alabama, Louisiana, Florida) and program (DC or COE). Refer to Funding Opportunity Announcement for more information about these conditional mandatory. Note that if, based on your application's characteristics, no additional uploads are required, you will see a screen like the one shown in Figure 27. If you see this screen, you must check the box marked 'Section is N/A to the project' in order to proceed.

2. The bottom section **Supporting Documentation** (figure 24) is an optional section for the grantee to submit any additional documents that support their application. If the user wishes to include a narrative description for any/all of the uploads, please list the files and add a description for each in the optional field. The user can use bullets or numbering to indicate each attachment.

Figure 24: Application Uploads (certification visible for an Alabama DC application) (Alabama COE will not see)

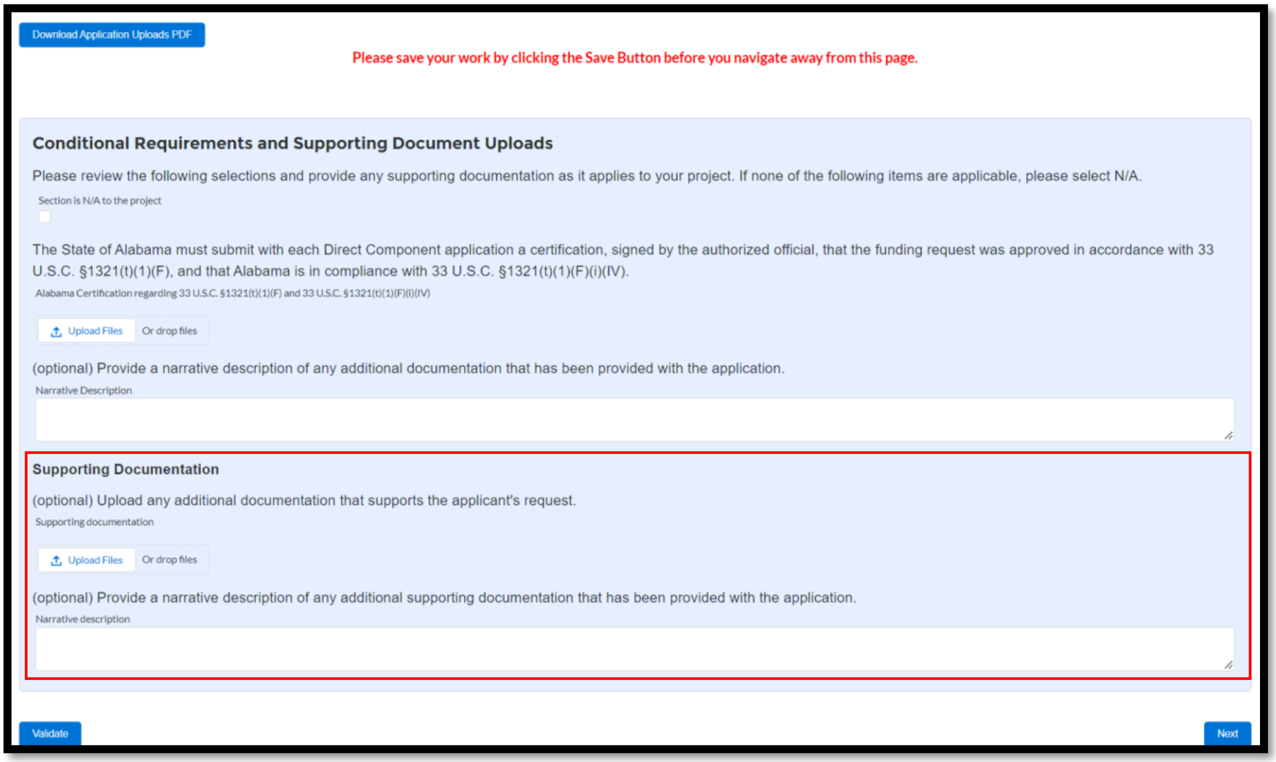


Figure 25: Application Uploads (certification visible for a Florida DC application that responded “b. Program is subject to E.O. 12372 but has not been selected for 12372 review” to question 19 on S-F424) (Florida COE or Florida DC that did not respond “b. Program is subject to E.O. 12372 but has Not been selected for 12372 review” to SF-424 question 19 will not see).

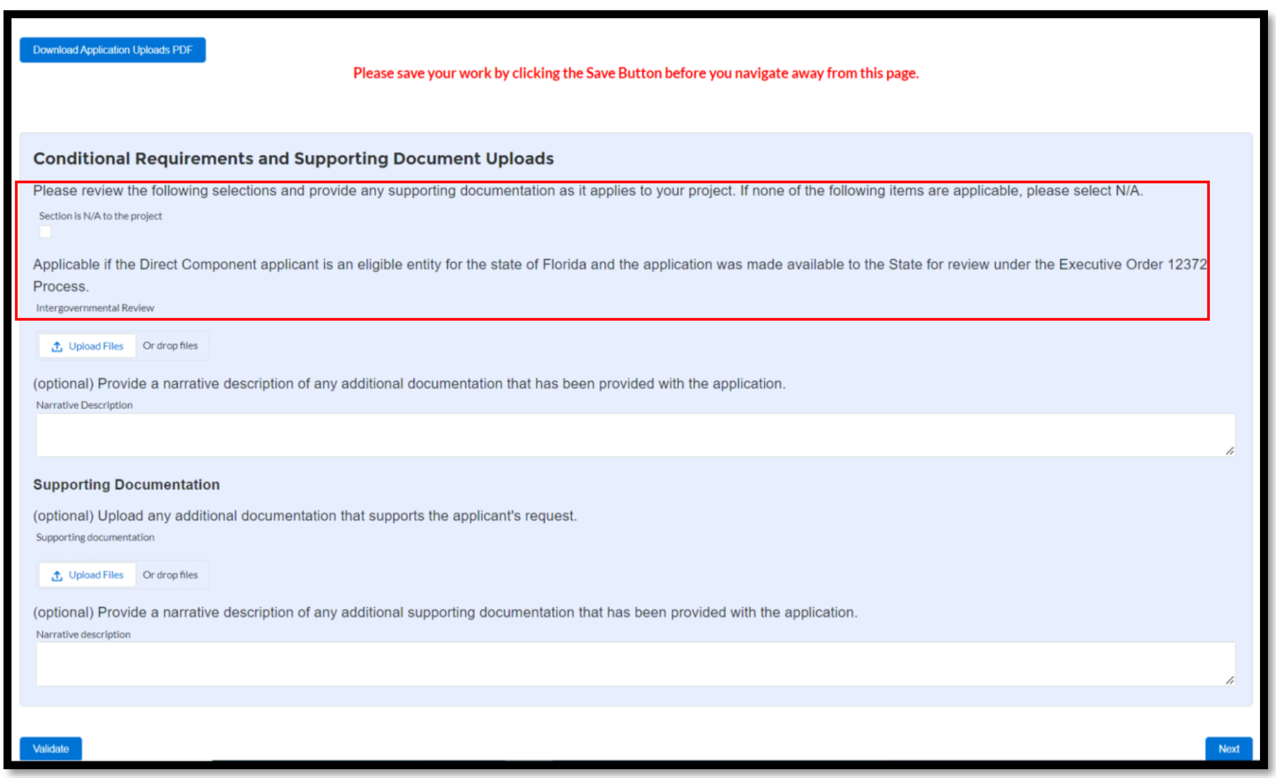


Figure 26: Application Uploads (certification visible for a Louisiana Applicant)

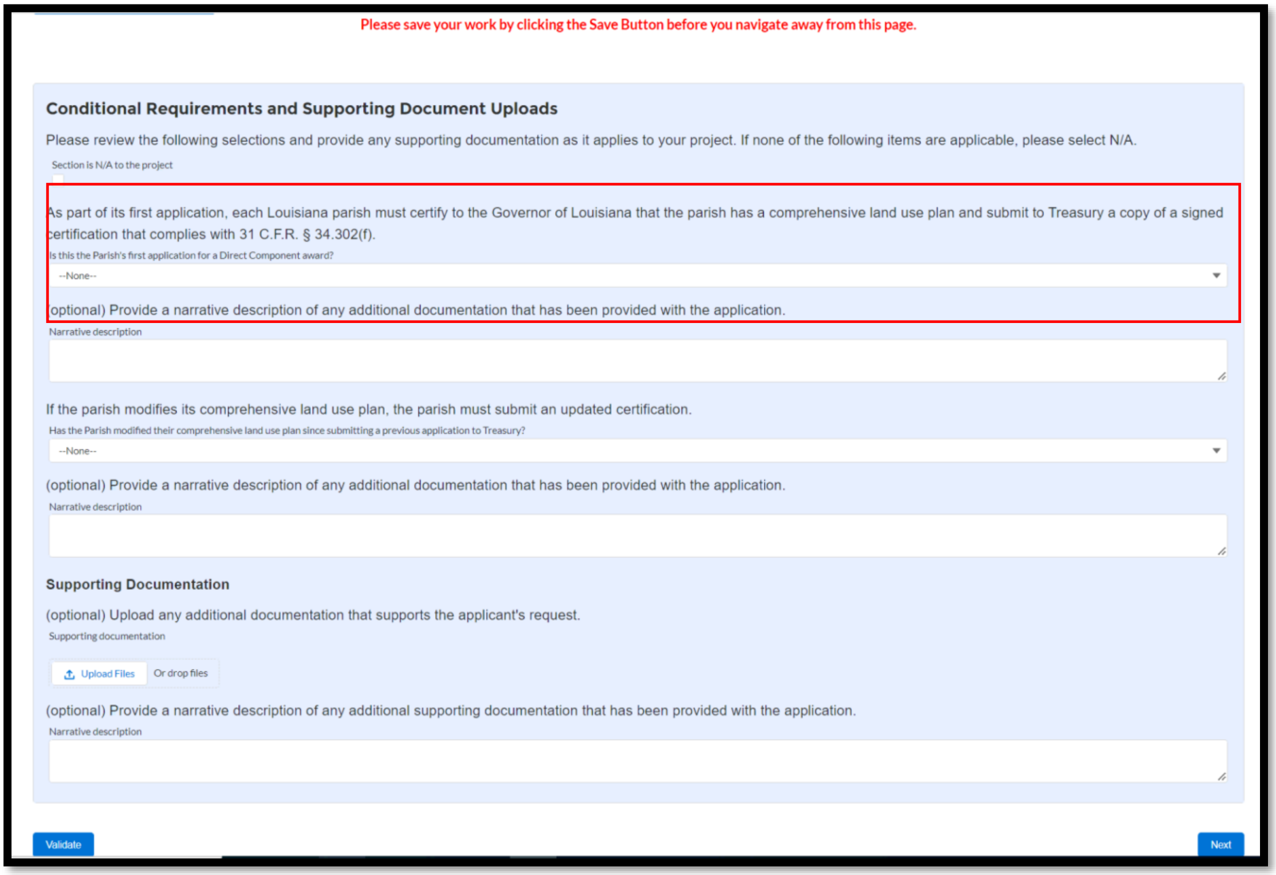
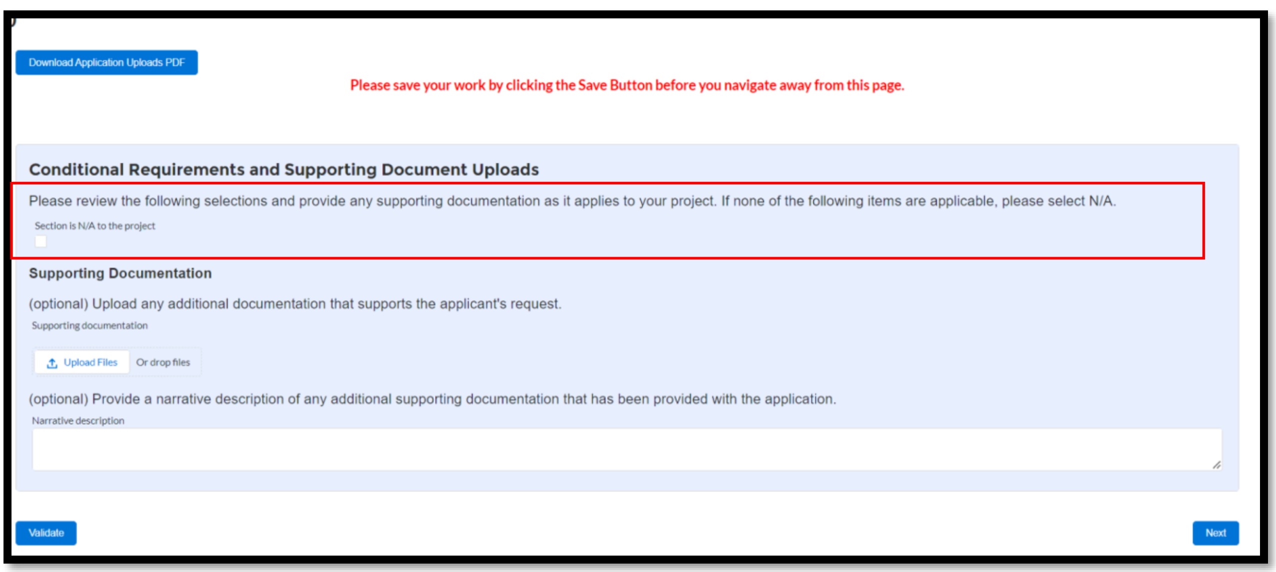


Figure 27: Application Uploads if no uploads required



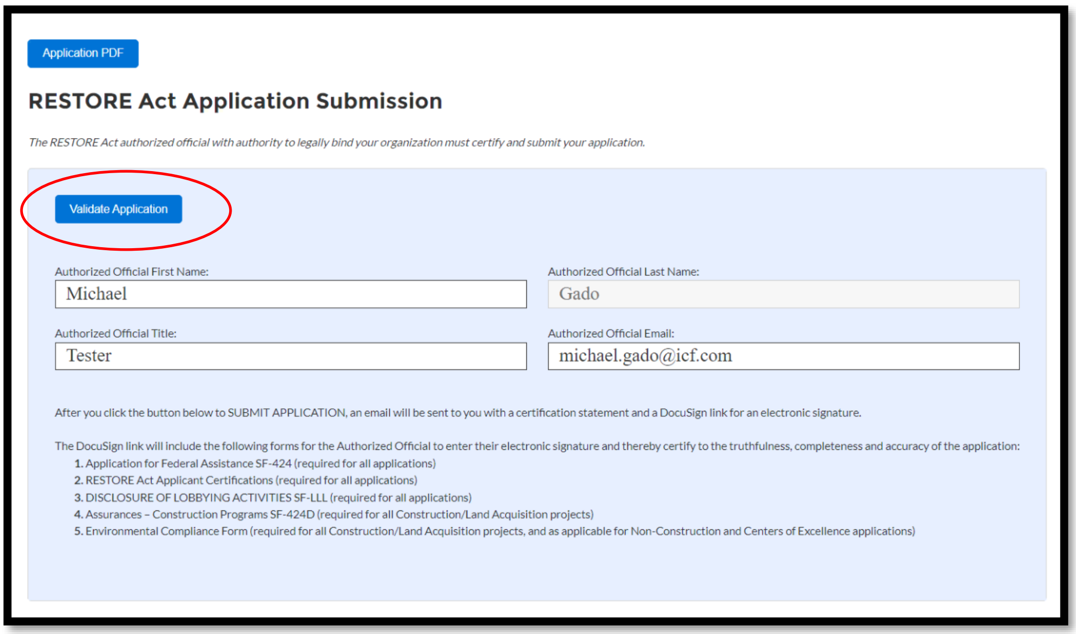
3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Application Submission form

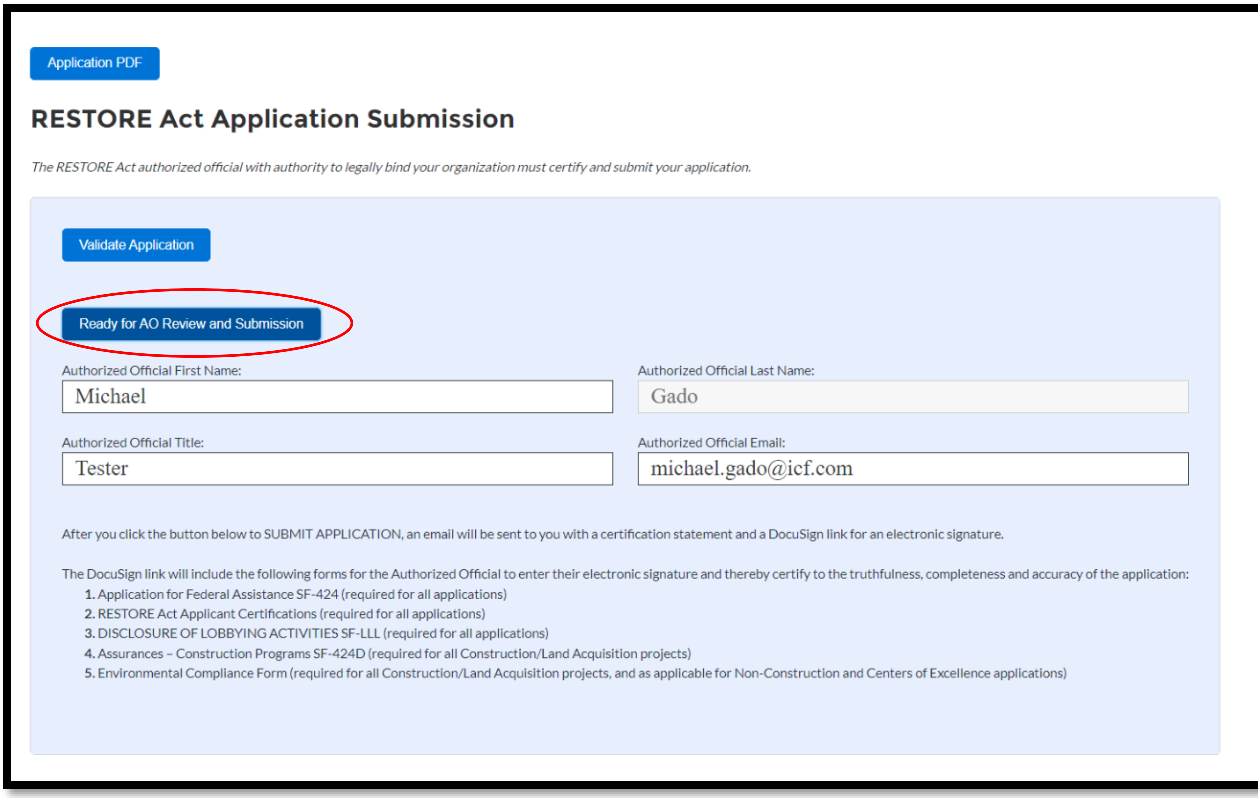
1. The project investigator / project director that is filling out this application will see the following page (figure 28). The project investigator / project director will click the **Validate** button (figure 28). This will return a list of validation errors for all sections of the application. To correct validation errors, refer to validation step 4 and 5 for filling out an SF-424 form.

Figure 28: PI/PD view of submission form



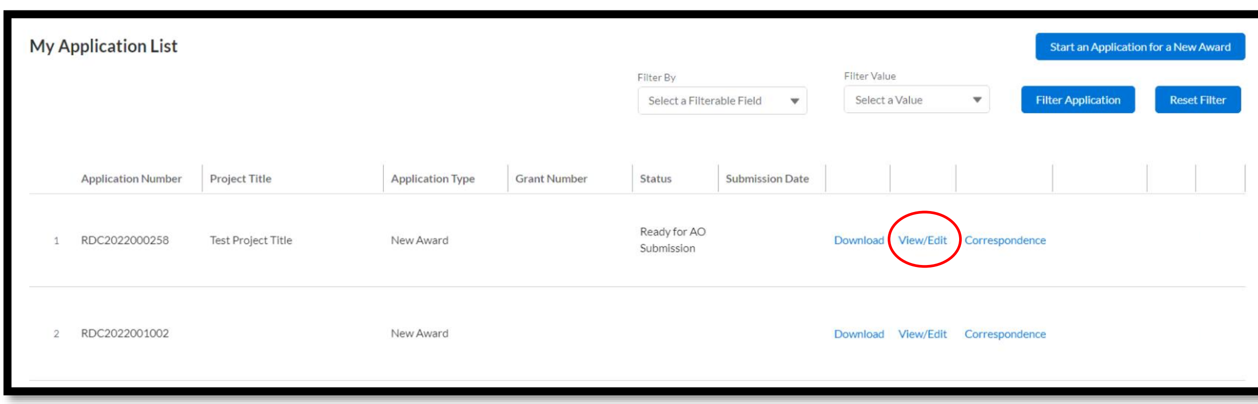
2. After successfully validating the application the “Ready for AO Review and Submission” button will appear (figure 29). When the button is pressed an email will be sent the individual listed as the authorized official in the SF-424 to log in and submit the award.

Figure 29: PI/PD view of submission form and request AO button



3. The authorized official (AO) will log into the RGMS portal and click on the application that they were requested to submit by pressing the **View/Edit** link on the **My Application List** (figure 30). The AO will review the application information. If the AO makes any changes to the application information the application will need to be re-validated.

Figure 30: Accessing the application from the My Application List



4. Once they have reviewed the application, the AO will navigate to the submit tab. Once on the submit tab they will see the "Submit Application" button (figure 31). The submit application button will first validate the application to catch any errors caused during final edits made by the AO. If errors occur refer to validation step 4 and 5 for filling out an SF-424 form. Once the AO presses the **Submit Application** button the success message will appear (figure 32) and the AO will receive a DocuSign email. The application will be in a status of "AO Signature Pending" until

the DocuSign has been complete (see section for completing DocuSign). **<u>Please note that until the AO signs the application via DocuSign, Treasury is NOT in receipt of the application. Please see section 7 of this document for the Docusign process.</u>**

Figure 31: AO view of submission form

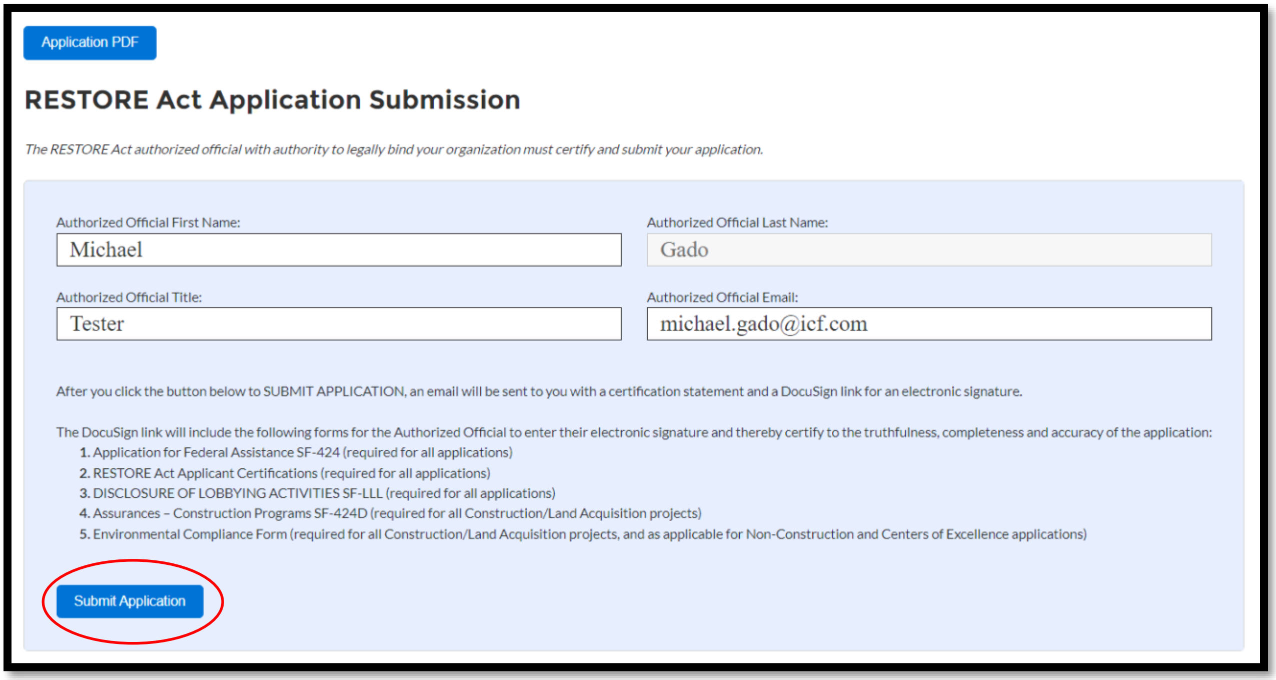
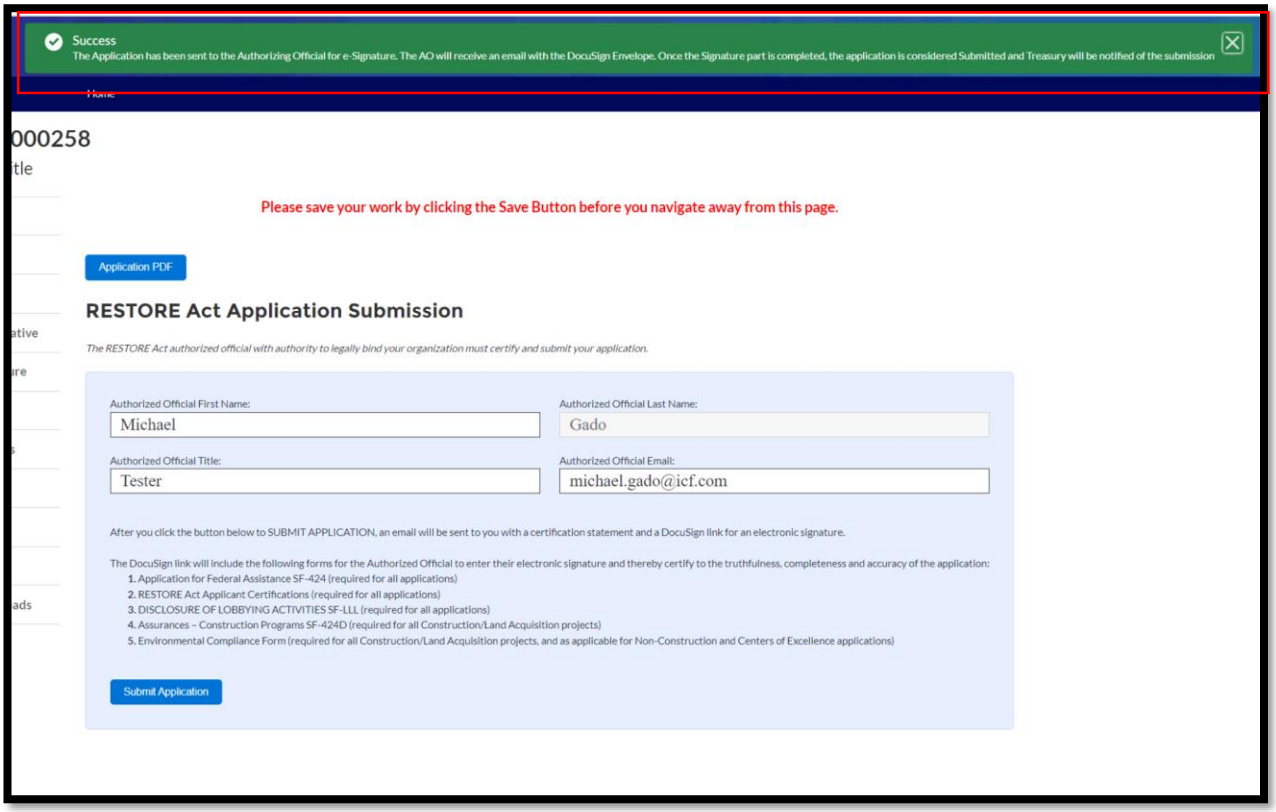


Figure 32: AO view of submission form



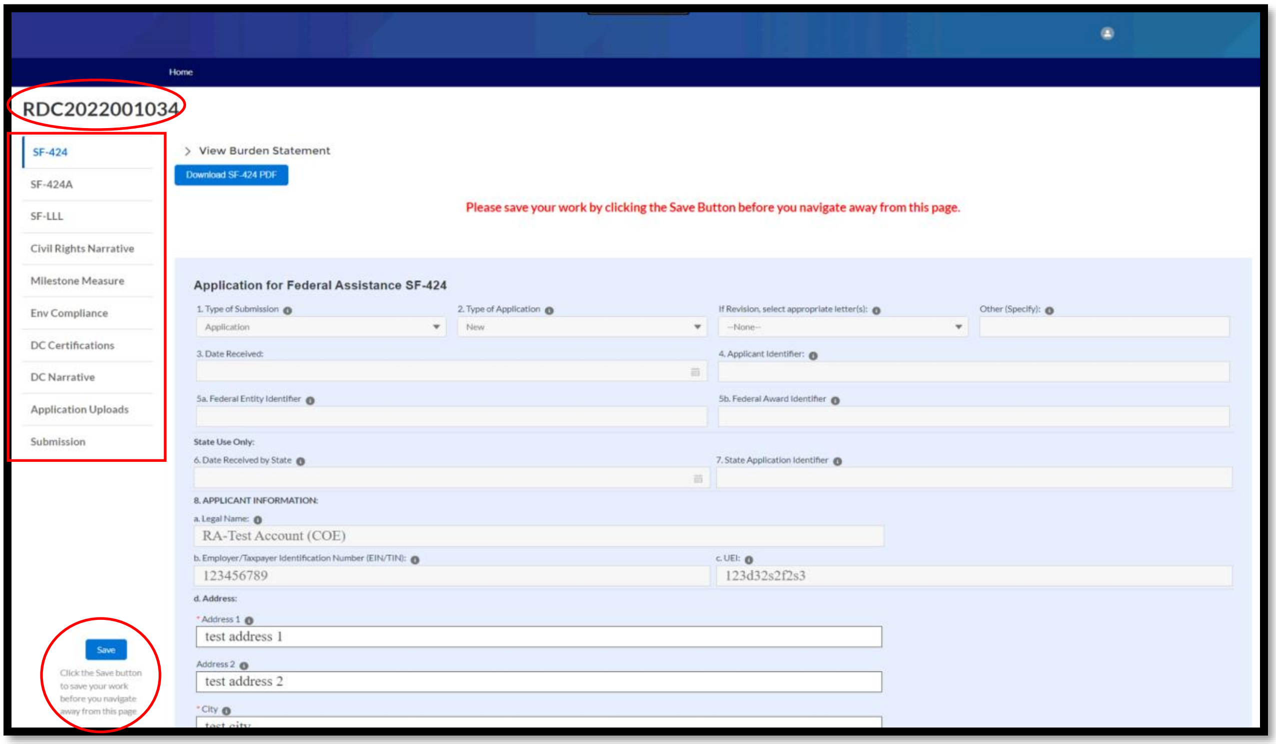
5. Providing Information for a Direct Component Non-Construction Application

The purpose of this section is to illustrate the process for filling out a Direct Component Non-Construction Application.

Overview

1. After completing the steps in section 3 of this guide and select the Direct Component Non-Construction application type the user will be taken to the application (figure 33).
2. On the left of the application screen there is a sidebar menu that lists the forms that need to be completed for a direct component construction application.
3. Above the side menu is the RESTORE Act application reference number for this record (figure 33).
4. After inputting information, it is important to click the **Save** button in the bottom left corner of the screen before navigating away from the page (figure 33).

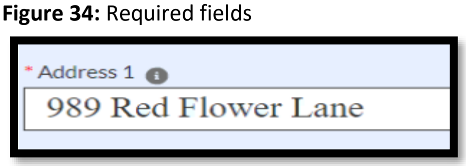
Figure 33: Direct Component Construction Application



SF-424 Application for Federal Assistance

1. The first form to complete is the SF-424. This form will be the first tab on the side menu and will already be displayed after starting a new application.
2. The fields that are required are marked with a red asterisk (figure 34).

Figure 34: Required fields



3. Some fields will be prepopulated with entity information. Please contact Treasury if any populated information is incorrect.
4. Once all required fields are filled out. Press the **Save** button then press the **Validate** button at the bottom left of the page (figure 35). If information needs correcting scroll to the top of the page to read error messages and adjust your provided information (figure 36).

Figure 35: Validate

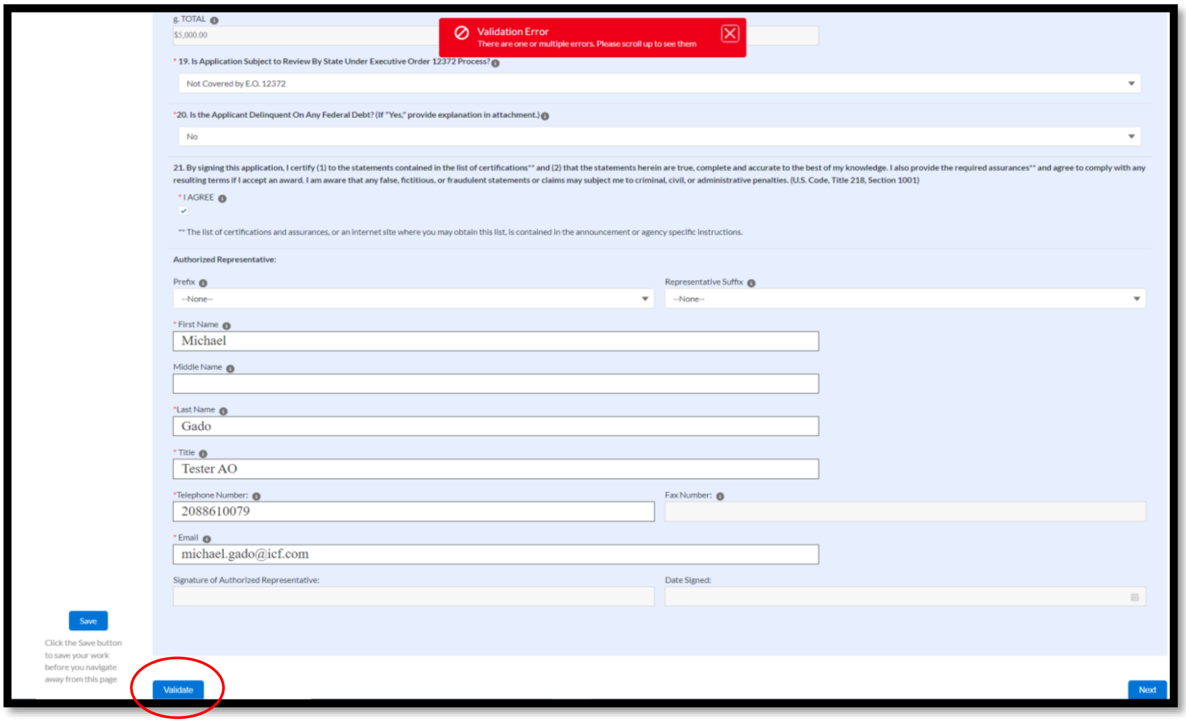
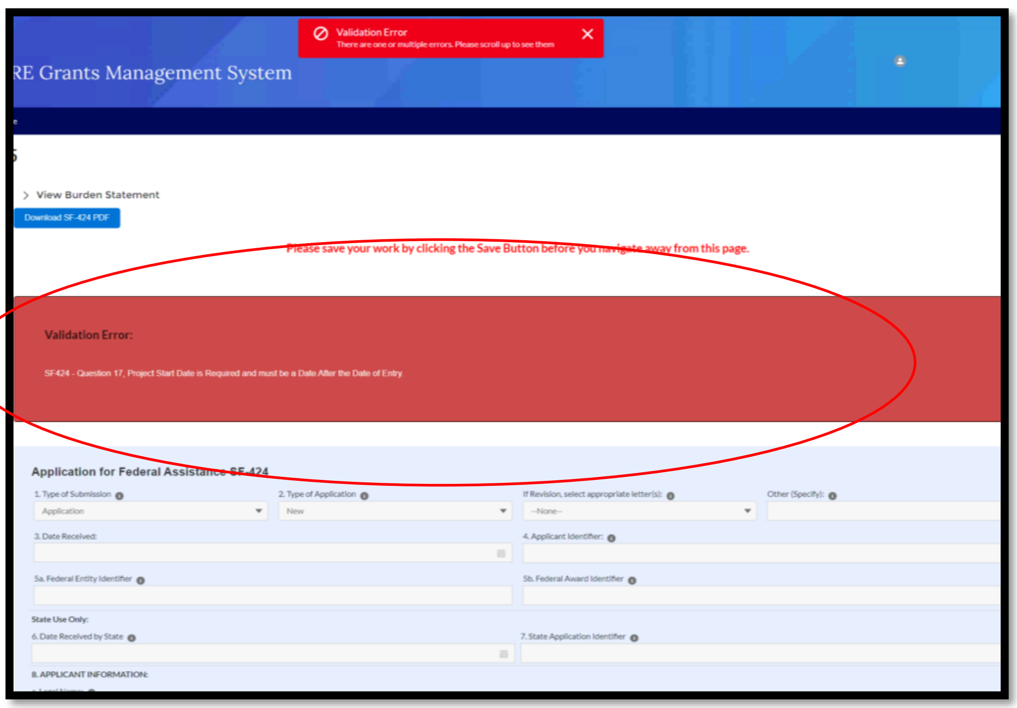
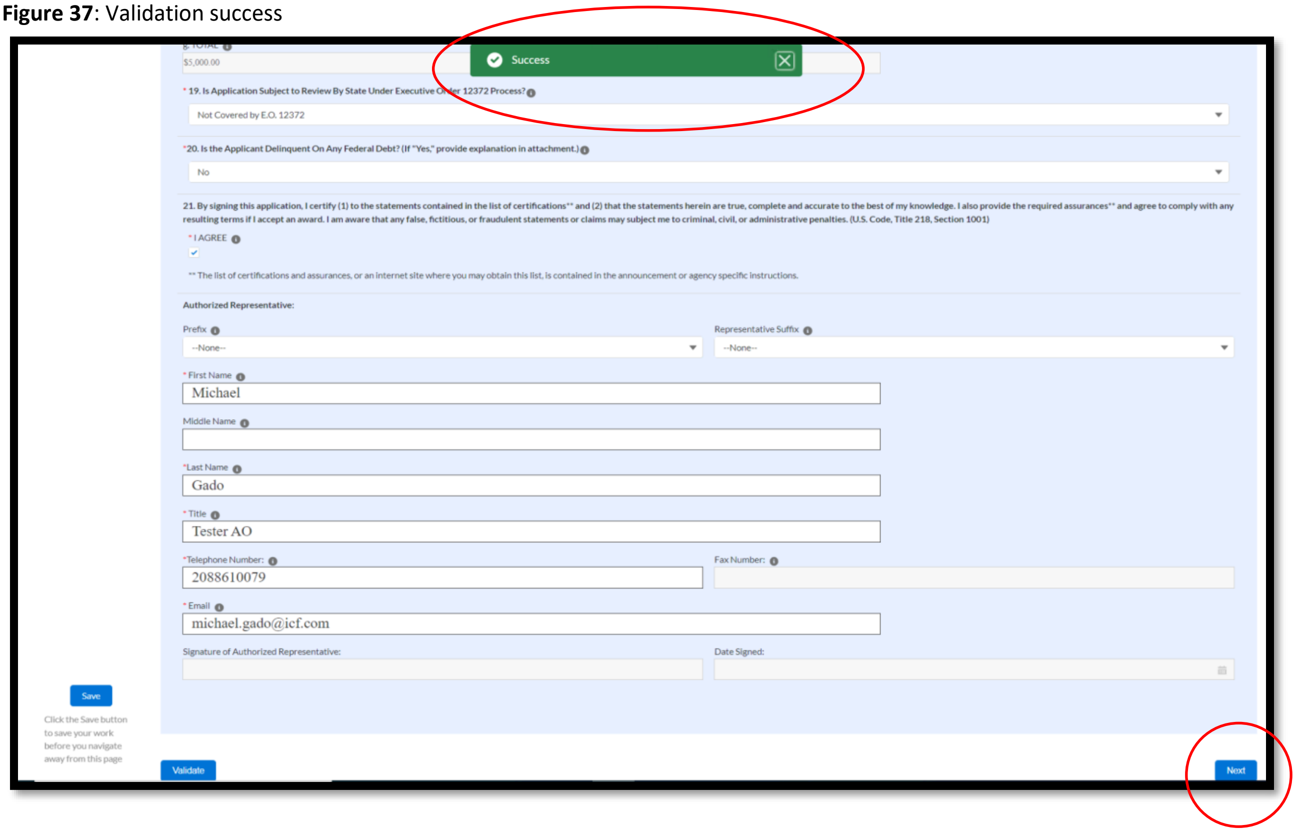


Figure 36: Validate with errors



5. Once the information has been adjusted click **Save** and then click **Validate**. If there are no errors, a green success message will display (figure 37).

Figure 37: Validation success

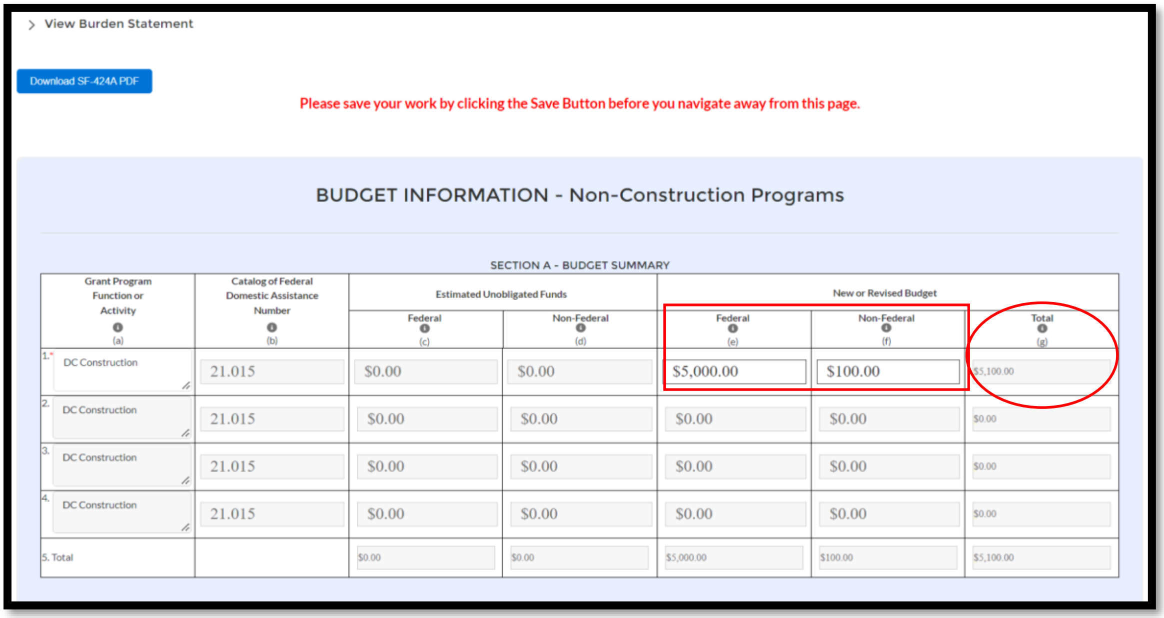


6. The user can continue to enter information on other forms by navigating with the **Next** button (figure 37) or by clicking on the form name on the side menu (figure 33). Before navigating to another form with the side menu press **Save** to ensure no data is lost on the current form.

SF-424A Budget Information

1. User will provide information for section A of the form in column e and f (figure 38). Only one row of data is allowed. Note that the total rows and columns only update after the **Save** button is pressed.

Figure 38: SF-424A Section A



> View Burden Statement

Download SF-424A PDF

Please save your work by clicking the Save Button before you navigate away from this page.

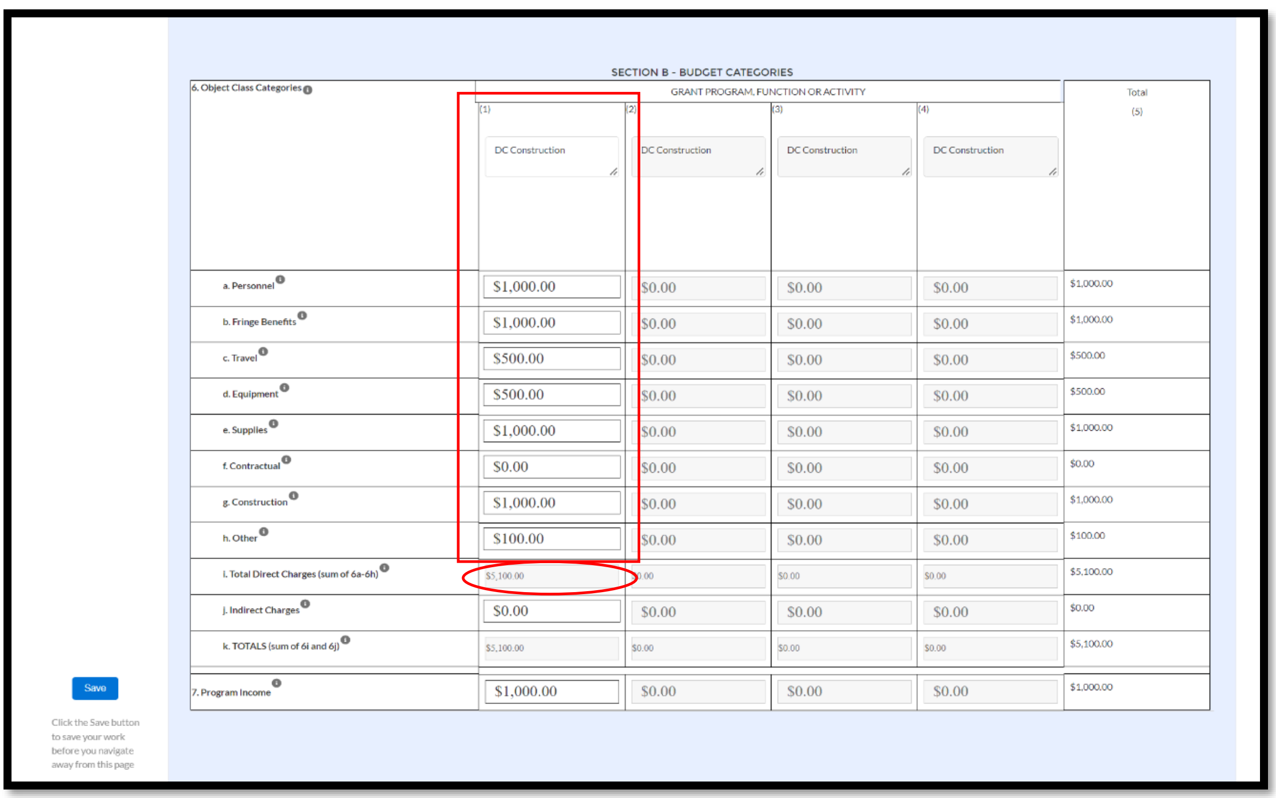
BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds: Federal (c)	Estimated Unobligated Funds: Non-Federal (d)	New or Revised Budget: Federal (e)	New or Revised Budget: Non-Federal (f)	New or Revised Budget: Total (g)
1.* DC Construction	21.015	$0.00	$0.00	$5,000.00	$100.00	$5,100.00
2. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
3. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
4. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
5. Total		$0.00	$0.00	$5,000.00	$100.00	$5,100.00

2. User will provide information for section B of the form (figure 39). Only one column of data is allowed. The total in section B column 1 row i (figure 39), must match the total for section A column g row 1 (figure 38).

Figure 39: SF-424A Section B



SECTION B - BUDGET CATEGORIES

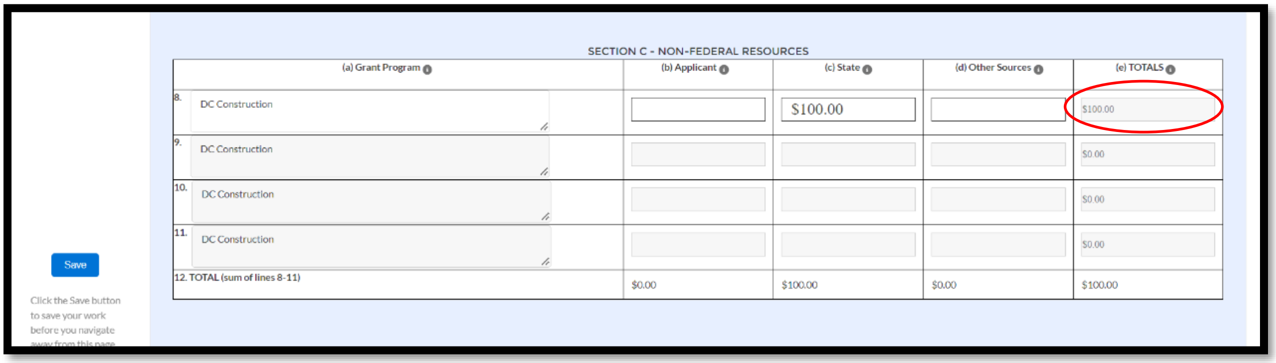
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) DC Construction	(2) DC Construction	(3) DC Construction	(4) DC Construction	Total (5)
a. Personnel	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
b. Fringe Benefits	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
c. Travel	$500.00	$0.00	$0.00	$0.00	$500.00
d. Equipment	$500.00	$0.00	$0.00	$0.00	$500.00
e. Supplies	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
f. Contractual	$0.00	$0.00	$0.00	$0.00	$0.00
g. Construction	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
h. Other	$100.00	$0.00	$0.00	$0.00	$100.00
i. Total Direct Charges (sum of 6a-6h)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
j. Indirect Charges	$0.00	$0.00	$0.00	$0.00	$0.00
k. TOTALS (sum of 6i and 6j)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
7. Program Income	$1,000.00	$0.00	$0.00	$0.00	$1,000.00

Save

Click the Save button to save your work before you navigate away from this page

3. User will provide information for section C of the form (figure 40). The total in section C column e row 8 must equal the total in section A column f row 1.

Figure 40: SF-424A Section C



4. Sections D and E will not be used in RGMS and section F is optional.

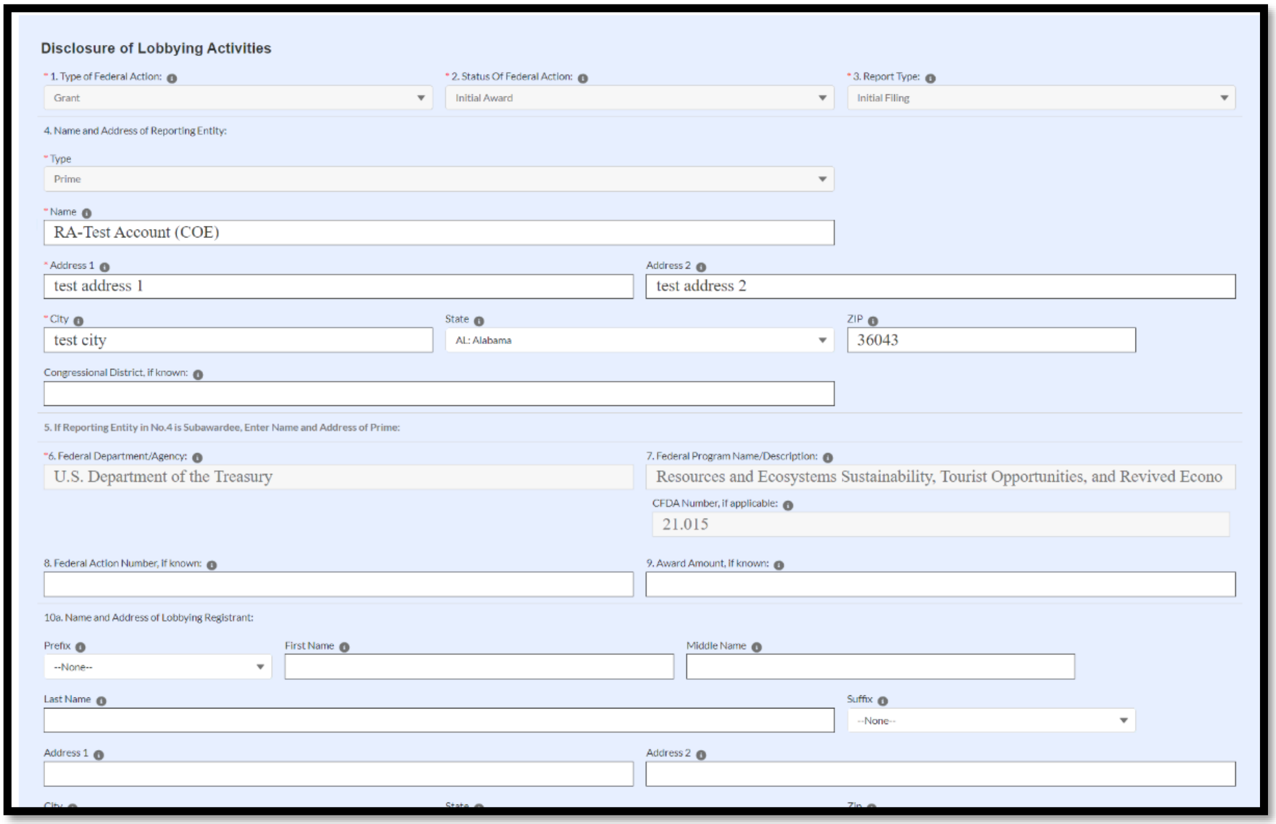
5. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

6. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

SF-LLL Disclosure of Lobbying Activities

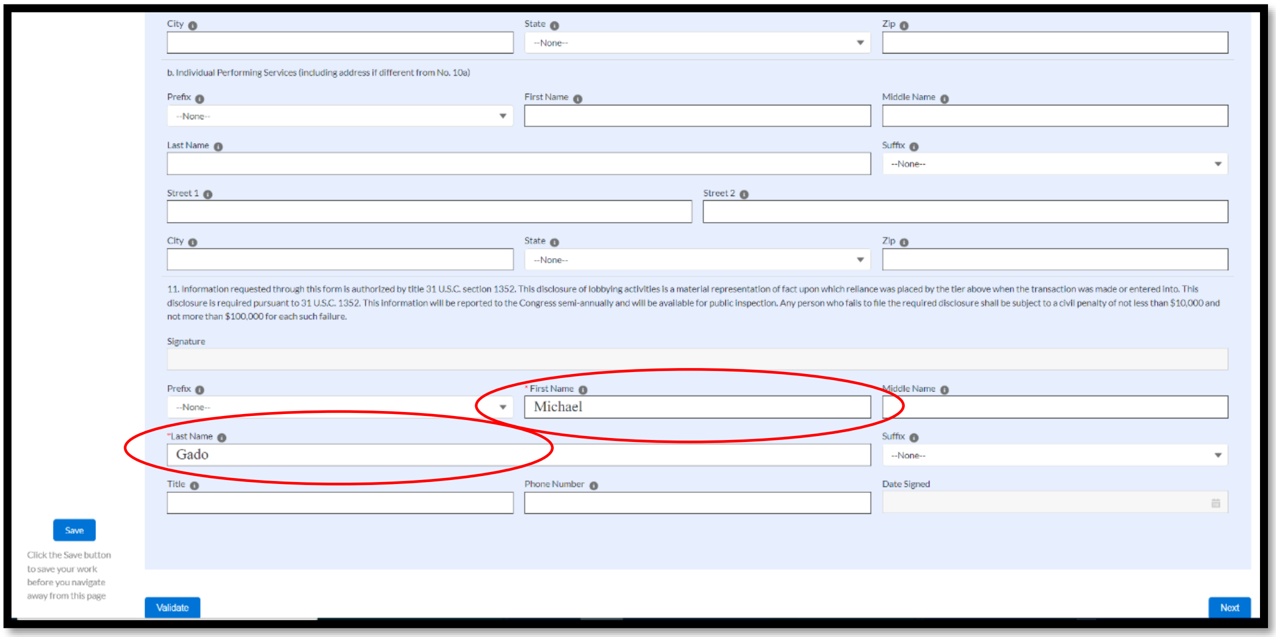
1. The user will provide information for the Disclosure of Lobbying Activities form (figure 41).

Figure 41: Disclosure of Lobbying Activities



2. If the Applicant conducts lobbying activities, enter the name and contact information for the lobbying registrants in question 10. If the Applicant does not have any lobbying activities to report, leave question 10 blank and only complete the fields in question 11 (i.e., only enter the authorized official name into the name fields in the signature section (Figure 42).

Figure 42: SF-LLL enter the authorized official name



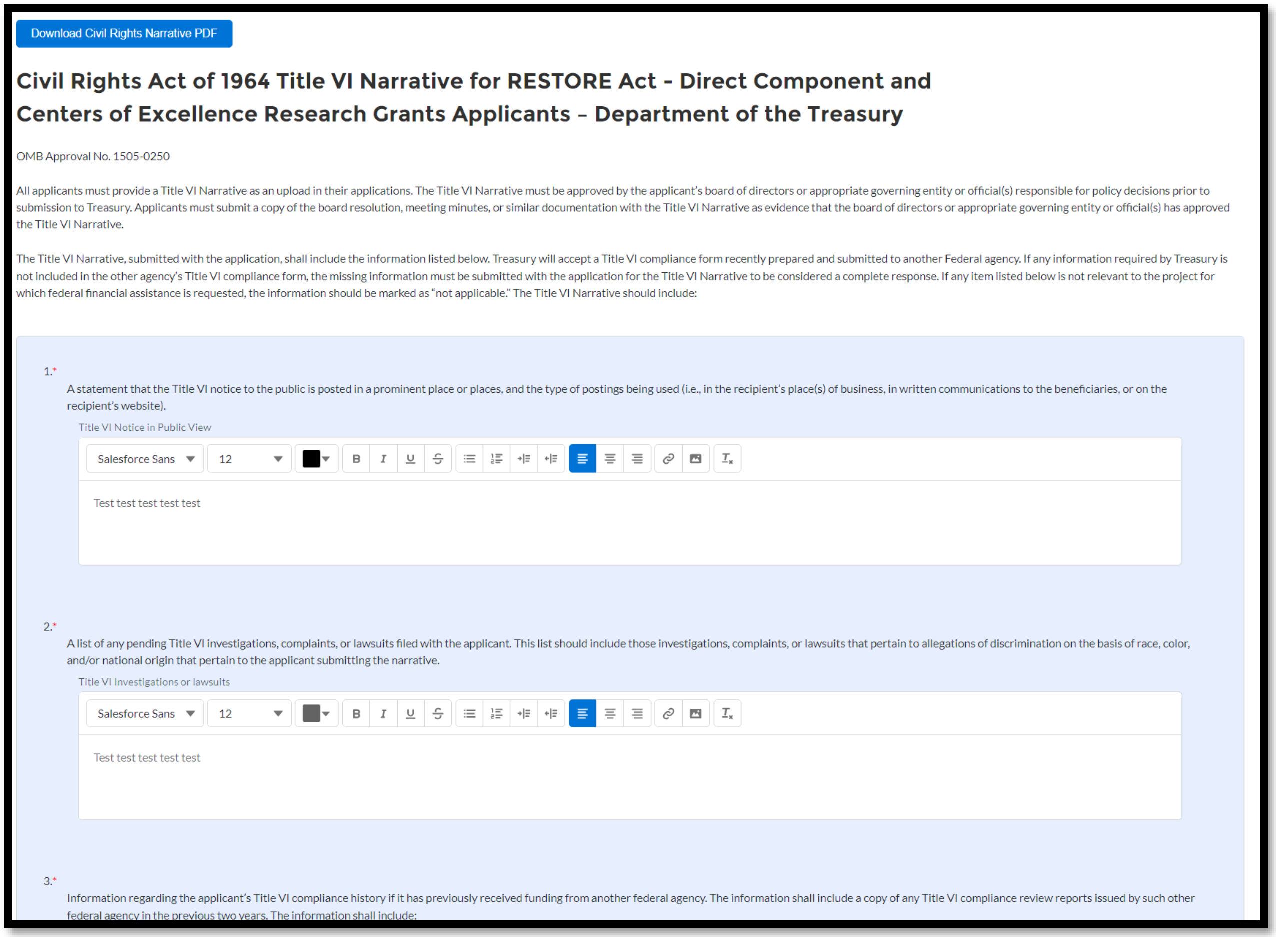
3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Civil Rights Narrative

1. The user will provide responses to all questions on this form (figure 43).

Figure 43: Civil Rights Narrative Form


Download Civil Rights Narrative PDF

Civil Rights Act of 1964 Title VI Narrative for RESTORE Act - Direct Component and Centers of Excellence Research Grants Applicants – Department of the Treasury

OMB Approval No. 1505-0250

All applicants must provide a Title VI Narrative as an upload in their applications. The Title VI Narrative must be approved by the applicant's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to Treasury. Applicants must submit a copy of the board resolution, meeting minutes, or similar documentation with the Title VI Narrative as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Narrative.

The Title VI Narrative, submitted with the application, shall include the information listed below. Treasury will accept a Title VI compliance form recently prepared and submitted to another Federal agency. If any information required by Treasury is not included in the other agency's Title VI compliance form, the missing information must be submitted with the application for the Title VI Narrative to be considered a complete response. If any item listed below is not relevant to the project for which federal financial assistance is requested, the information should be marked as "not applicable." The Title VI Narrative should include:

1.*
A statement that the Title VI notice to the public is posted in a prominent place or places, and the type of postings being used (i.e., in the recipient's place(s) of business, in written communications to the beneficiaries, or on the recipient's website).
Title VI Notice in Public View
Salesforce Sans 12
Test test test test test

2.*
A list of any pending Title VI investigations, complaints, or lawsuits filed with the applicant. This list should include those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin that pertain to the applicant submitting the narrative.
Title VI Investigations or lawsuits
Salesforce Sans 12
Test test test test test

3.*
Information regarding the applicant's Title VI compliance history if it has previously received funding from another federal agency. The information shall include a copy of any Title VI compliance review reports issued by such other federal agency in the previous two years. The information shall include:

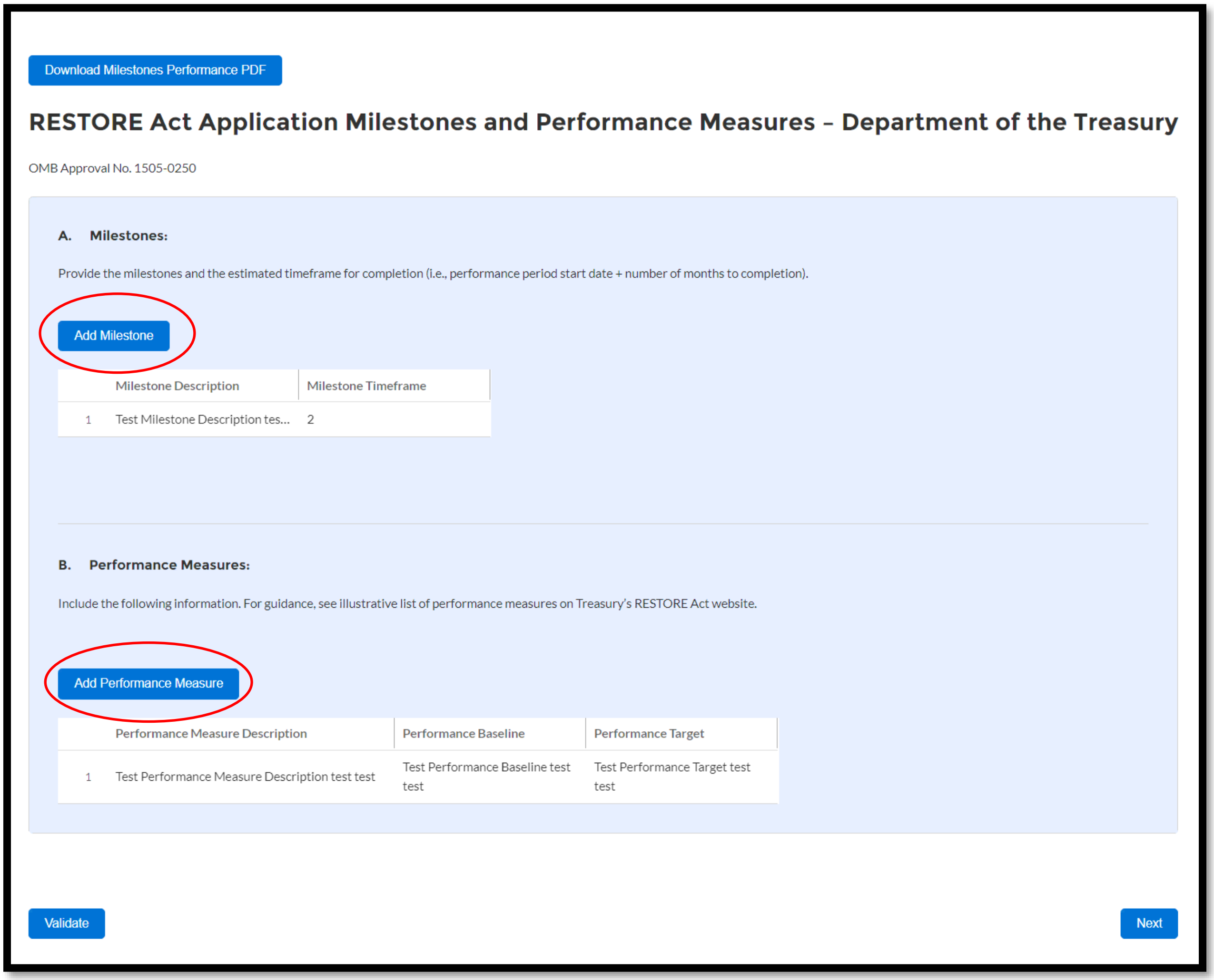
2. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

3. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Milestones and Performance Measures

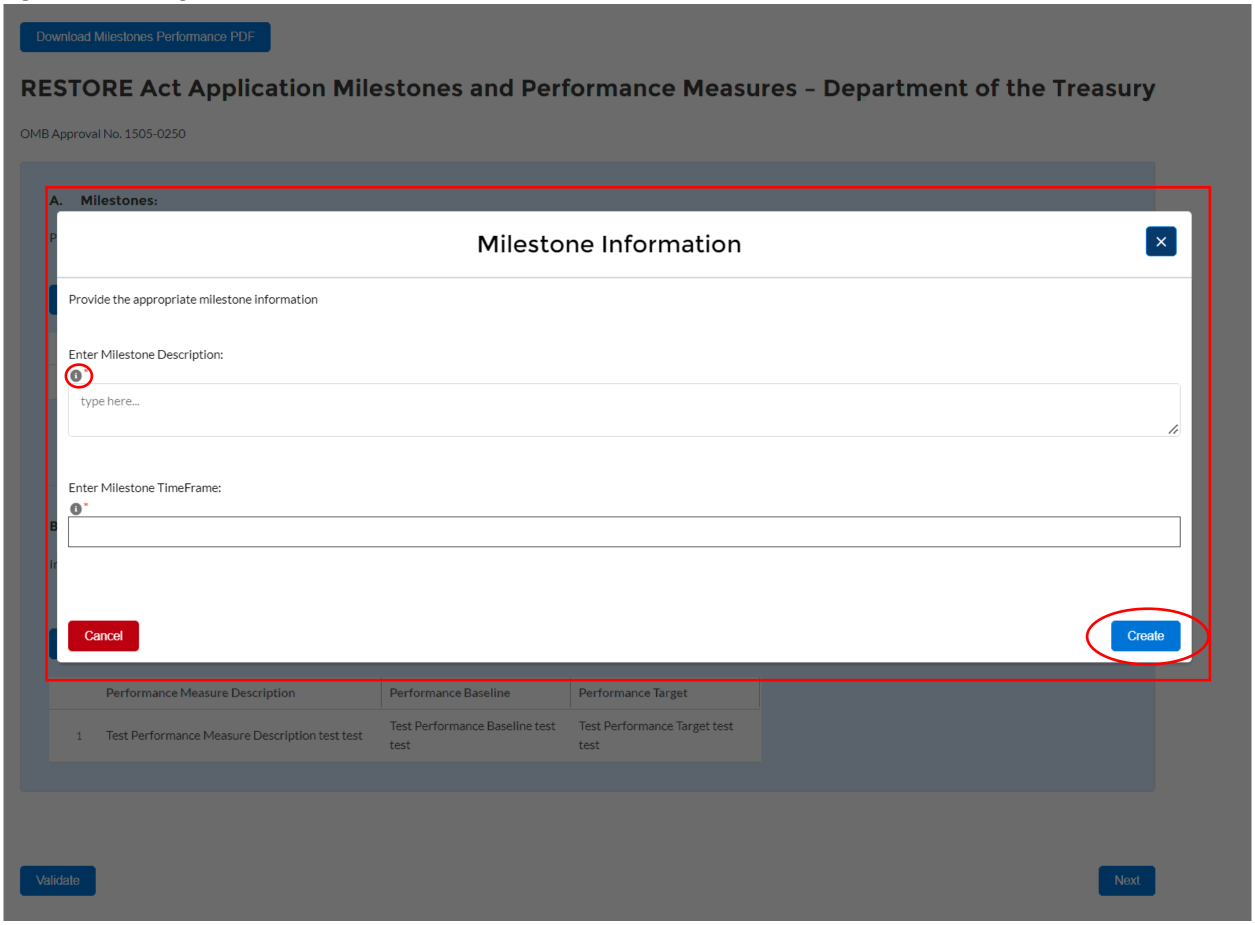
1. The user must add at least one Milestone and at least one Performance Measure to the form (figure 44).

Figure 44: Milestones and Performance Measures



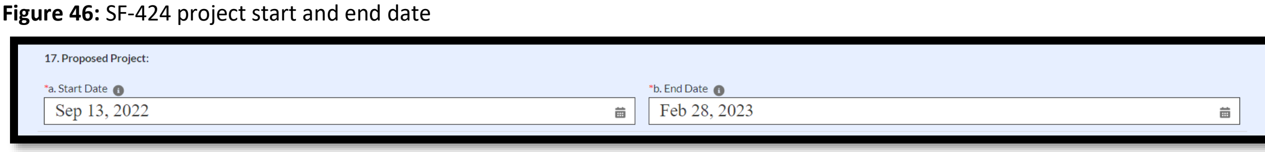
2. To add a milestone or performance measure click on the **add** button on the top of the relevant table (figure 44). A pop-up window will display with input fields (figure 45). All field are required to add an entry to the relevant table. A user can click on the help text icon to find more information about the type of entry required (figure 45). When all fields have been entered for the record click **create** (figure 45).

Figure 45: Entering a milestone



3. When entering a milestone timeframe, the user must enter a timeframe (in months) no longer than the project length measured in months. The project length is calculated from the project start date and project end date on the SF-424 (figure 46).

Figure 46: SF-424 project start and end date



4. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

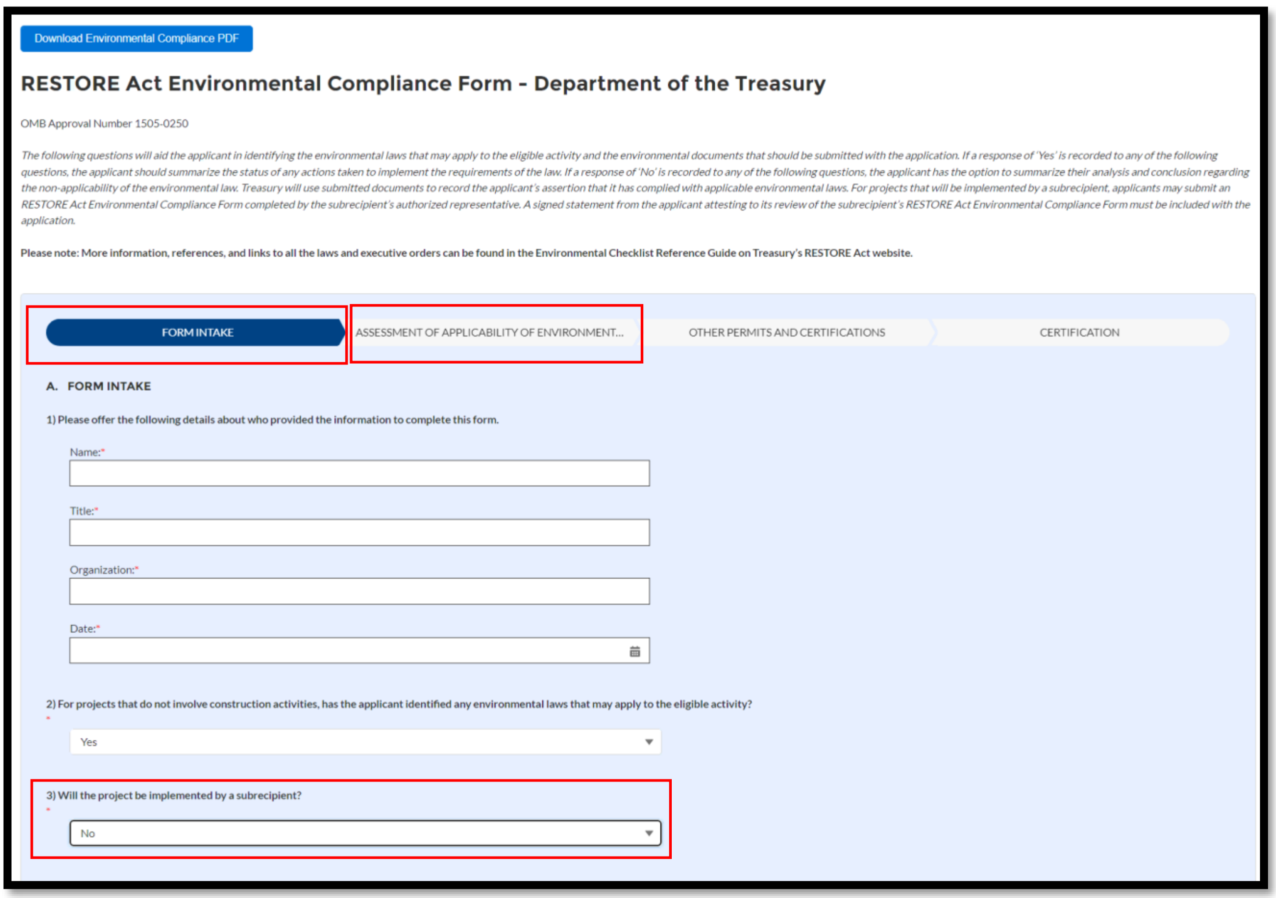
5. When the user has completed adjustments to the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** button for milestones and performance measures because all records are automatically saved when they are created in a table.

Environmental Compliance

1. The user will enter information for the environmental compliance form and begin on the **Form Intake** section (figure 47). For nonconstruction projects, the user should enter either 'Yes' if you have identified any environmental laws that may apply or 'no.' Do not select 'not applicable' as this only applies to construction projects. For most nonconstruction projects, the answer is 'no.' If you select 'no,' the Assessment of Applicability of Environmental Laws and the Other Permits and Certifications tabs will not display, and you should navigate direction to the Certification tab by clicking on the Certification arrow along the top. Once there, indicate if this is a final environmental compliance form or if this is preliminary and you will need to provide an updated form at a later date. If you select 'yes,' you will be prompted to complete the Assessment of Applicability of Environmental Laws and the Other Permits and Certifications tabs.

2. Indicate whether the scope of work will be carried out by a subrecipient. If the user indicates that the project will not be implemented by a subrecipient (question 3) (figure 47) then an additional section "Assessment of Applicability of Environmental Laws" will appear (figure 47).

Figure 47: Environmental Compliance form



3.

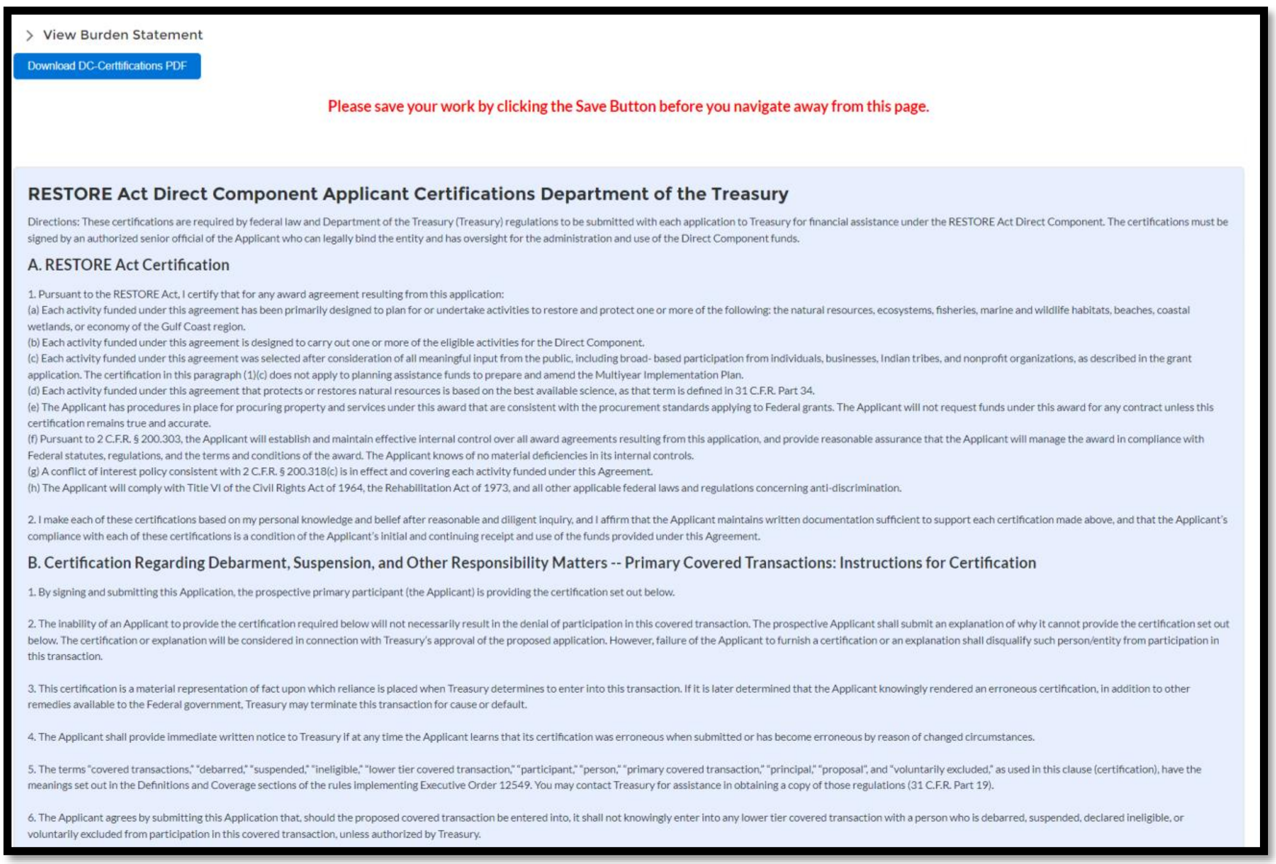
4. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

5. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Direct Component Applicant Certifications

1. The direct component applicant certifications form must be read by the user (figure 48). No information is needed for entry.

Figure 48: direct component applicant certifications


> View Burden Statement

Download DC-Certtifications PDF

Please save your work by clicking the Save Button before you navigate away from this page.

RESTORE Act Direct Component Applicant Certifications Department of the Treasury

Directions: These certifications are required by federal law and Department of the Treasury (Treasury) regulations to be submitted with each application to Treasury for financial assistance under the RESTORE Act Direct Component. The certifications must be signed by an authorized senior official of the Applicant who can legally bind the entity and has oversight for the administration and use of the Direct Component funds.

A. RESTORE Act Certification

1. Pursuant to the RESTORE Act, I certify that for any award agreement resulting from this application:
(a) Each activity funded under this agreement has been primarily designed to plan for or undertake activities to restore and protect one or more of the following: the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, coastal wetlands, or economy of the Gulf Coast region.
(b) Each activity funded under this agreement is designed to carry out one or more of the eligible activities for the Direct Component.
(c) Each activity funded under this agreement was selected after consideration of all meaningful input from the public, including broad- based participation from individuals, businesses, Indian tribes, and nonprofit organizations, as described in the grant application. The certification in this paragraph (1)(c) does not apply to planning assistance funds to prepare and amend the Multiyear Implementation Plan.
(d) Each activity funded under this agreement that protects or restores natural resources is based on the best available science, as that term is defined in 31 C.F.R. Part 34.
(e) The Applicant has procedures in place for procuring property and services under this award that are consistent with the procurement standards applying to Federal grants. The Applicant will not request funds under this award for any contract unless this certification remains true and accurate.
(f) Pursuant to 2 C.F.R. § 200.303, the Applicant will establish and maintain effective internal control over all award agreements resulting from this application, and provide reasonable assurance that the Applicant will manage the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. The Applicant knows of no material deficiencies in its internal controls.
(g) A conflict of interest policy consistent with 2 C.F.R. § 200.318(c) is in effect and covering each activity funded under this Agreement.
(h) The Applicant will comply with Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and all other applicable federal laws and regulations concerning anti-discrimination.

2. I make each of these certifications based on my personal knowledge and belief after reasonable and diligent inquiry, and I affirm that the Applicant maintains written documentation sufficient to support each certification made above, and that the Applicant's compliance with each of these certifications is a condition of the Applicant's initial and continuing receipt and use of the funds provided under this Agreement.

B. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions: Instructions for Certification

1. By signing and submitting this Application, the prospective primary participant (the Applicant) is providing the certification set out below.

2. The inability of an Applicant to provide the certification required below will not necessarily result in the denial of participation in this covered transaction. The prospective Applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with Treasury's approval of the proposed application. However, failure of the Applicant to furnish a certification or an explanation shall disqualify such person/entity from participation in this transaction.

3. This certification is a material representation of fact upon which reliance is placed when Treasury determines to enter into this transaction. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, Treasury may terminate this transaction for cause or default.

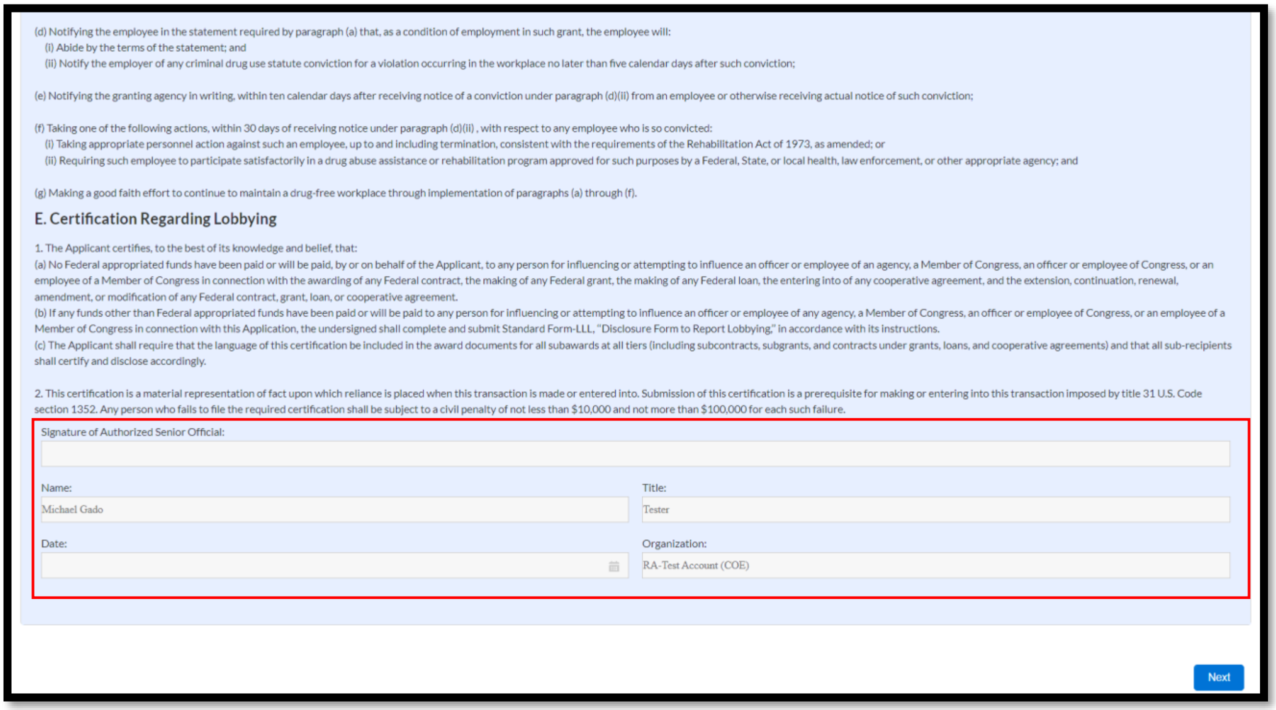
4. The Applicant shall provide immediate written notice to Treasury if at any time the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal", and "voluntarily excluded," as used in this clause (certification), have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact Treasury for assistance in obtaining a copy of those regulations (31 C.F.R. Part 19).

6. The Applicant agrees by submitting this Application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Treasury.

2. The user will see the fields name, title, and organization prepopulated at the bottom of the form (figure 49). Name and title are prepopulated from the entry for the authorized official on the bottom of the SF-424 form. The signature and date field will be blank when the user submits the application because the form will be signed in DocuSign when the user submits the application.

Figure 49: prepopulated field section of direct component applicant certifications



(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment in such grant, the employee will:
(i) Abide by the terms of the statement; and
(ii) Notify the employer of any criminal drug use statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the granting agency in writing, within ten calendar days after receiving notice of a conviction under paragraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under paragraph (d)(ii) , with respect to any employee who is so convicted:
(i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

E. Certification Regarding Lobbying

1. The Applicant certifies, to the best of its knowledge and belief, that:
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Application, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
(c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

2. This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by title 31 U.S. Code section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature of Authorized Senior Official:

Name: Michael Gado

Title: Tester

Date:

Organization: RA-Test Account (COE)

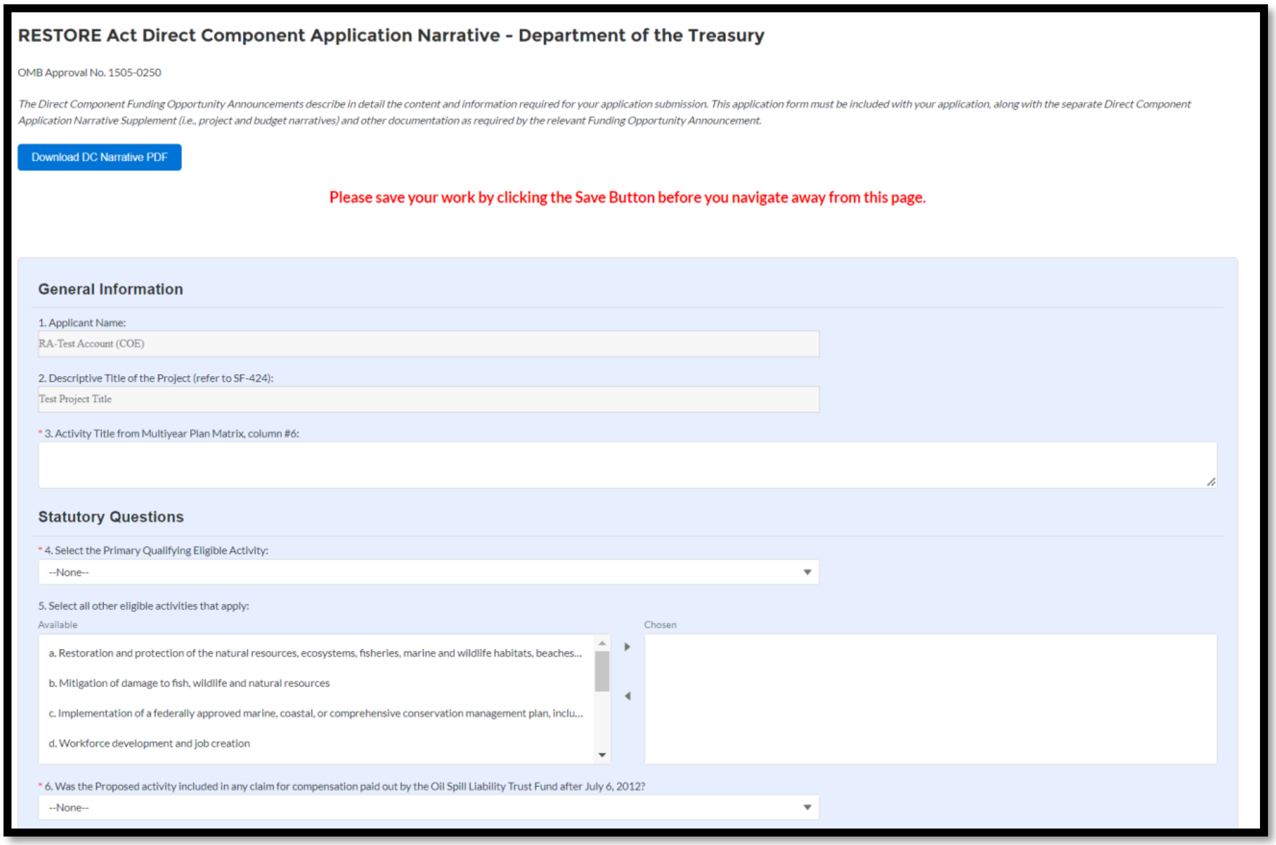
Next

3. When the user has read the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** or **Validate** button since no information will be entered by the user.

Direct Component Application Narrative

1. The user will enter information for the Direct Component Application Narrative (figure 50).

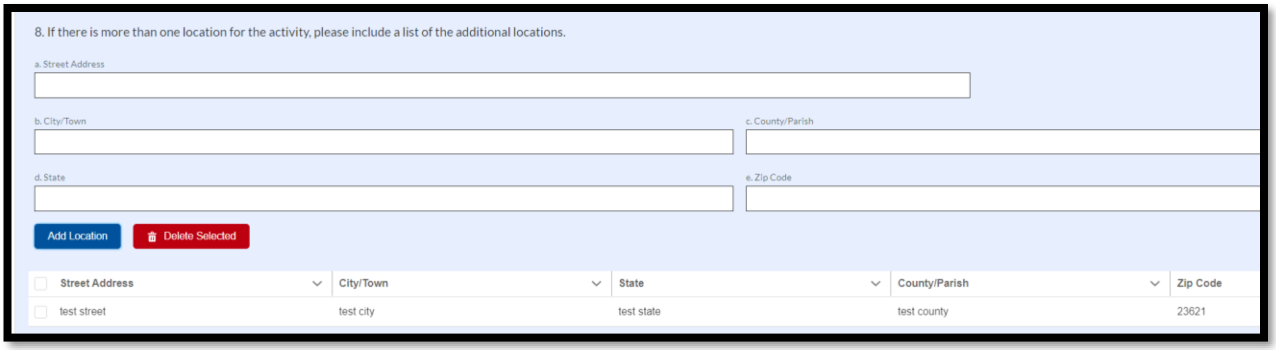
Figure 50: Direct Component Application Narrative



2. The user will have to fill out some questions that are structured like question 8 of this form (figure 50-1). The user must enter their information for the question and click **Add** at the bottom of the fields. The information will then be added to the table below (figure 50-2).

Figure 50-1: Entering a form input response

Figure 50-2: Adding a form input response



3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Application Uploads – Conditional Requirements and Supporting Documents

1. In the first section the user will provide program and state specific uploads with optional narrative explanation. The appropriate file upload requests will display depending on the applicant's state (Alabama, Louisiana, Florida) and program (DC or COE). Refer to Funding Opportunity Announcement for more information about these conditional mandatory. Note that if, based on your application's characteristics, no additional uploads are required, you will see a screen like the one shown in Figure 54. If you see this screen, you must check the box marked 'Section is N/A to the project' in order to proceed.

2. The bottom section **Supporting Documentation** (figure 55) is an optional section for the grantee to submit any additional documents that support their application. If the user wishes to include a narrative description for any/all of the uploads, please list the files and add a description for each in the optional field. The user can use bullets or numbering to indicate each attachment.

Figure 51: Application Uploads (certification visible for an Alabama DC application) (Alabama COE will not see)

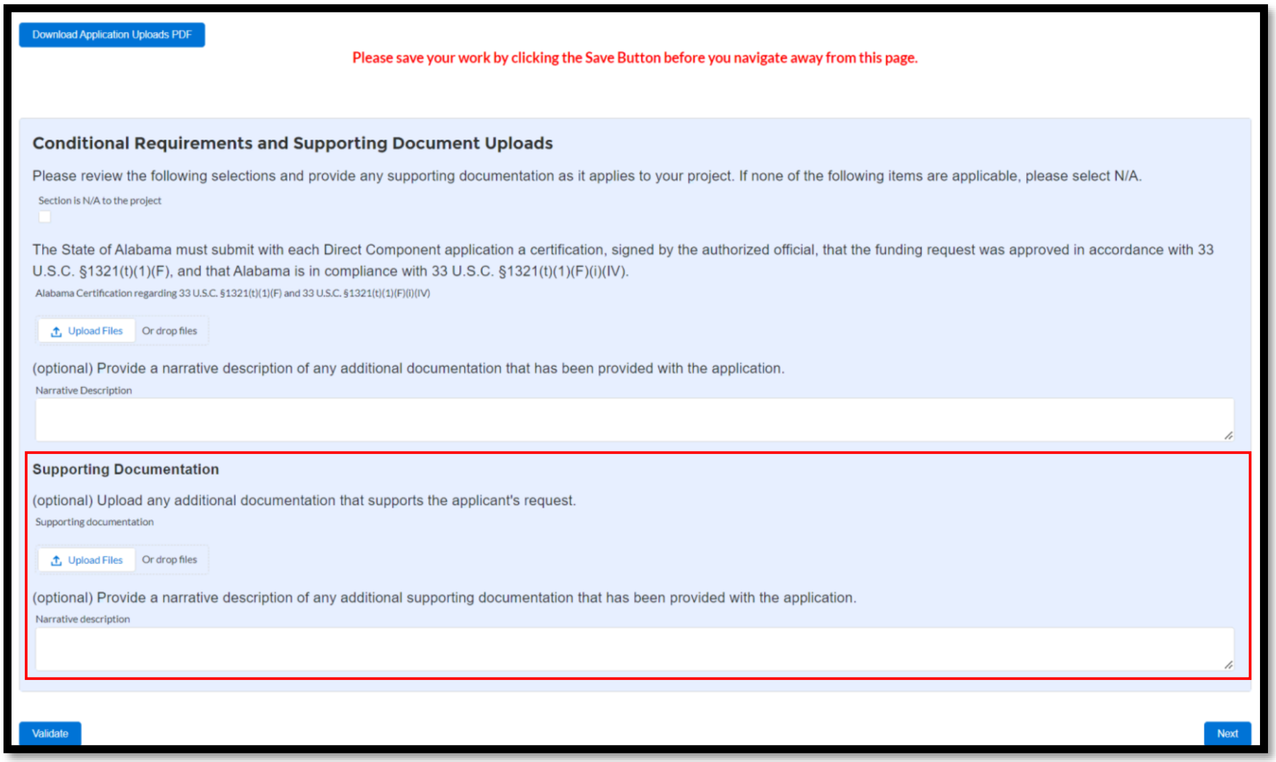


Figure 52: Application Uploads (certification visible for a Florida DC application that responded "b. Program is subject to E.O. 12372 but has not been selected for 12372 review" to question 19 on S-F424) (Florida COE or Florida DC that did not respond "b. Program is subject to E.O. 12372 but has Not been selected for 12372 review" to SF-424 question 19 will not see).

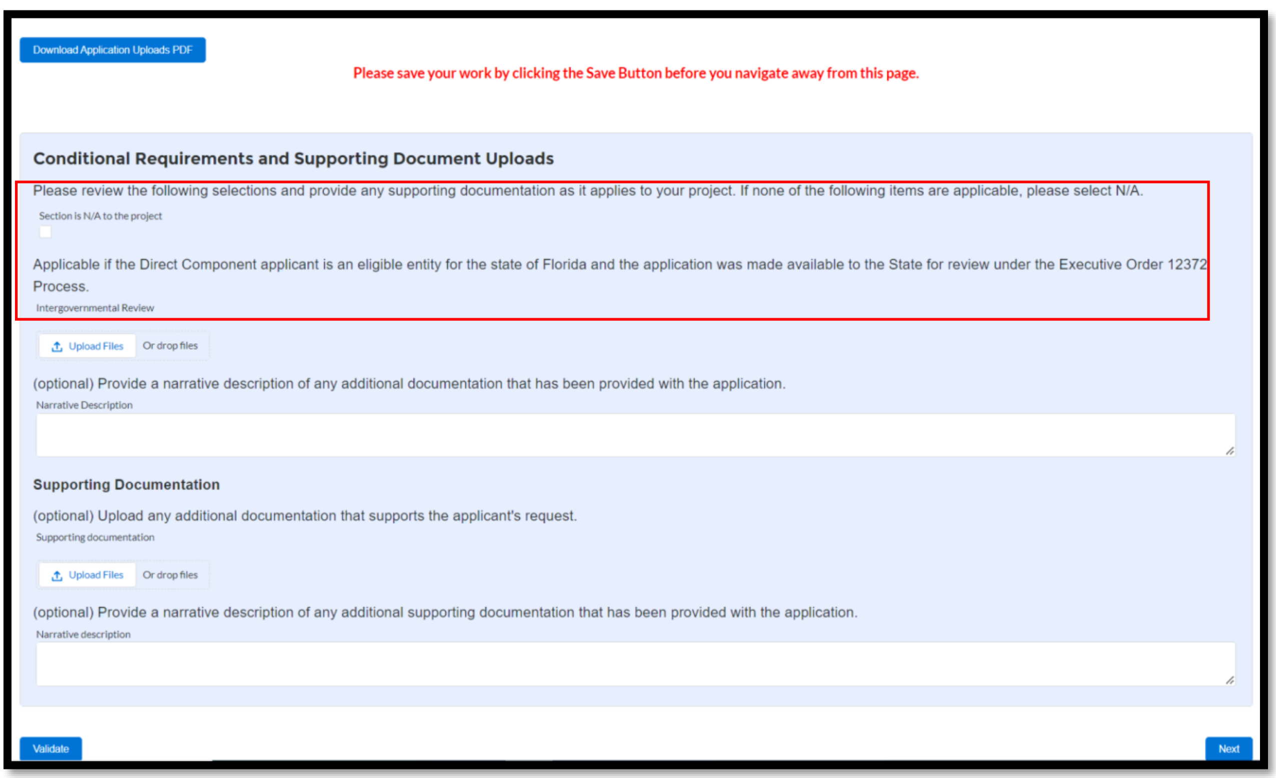


Figure 53: Application Uploads (certification visible for a Louisiana Applicant)

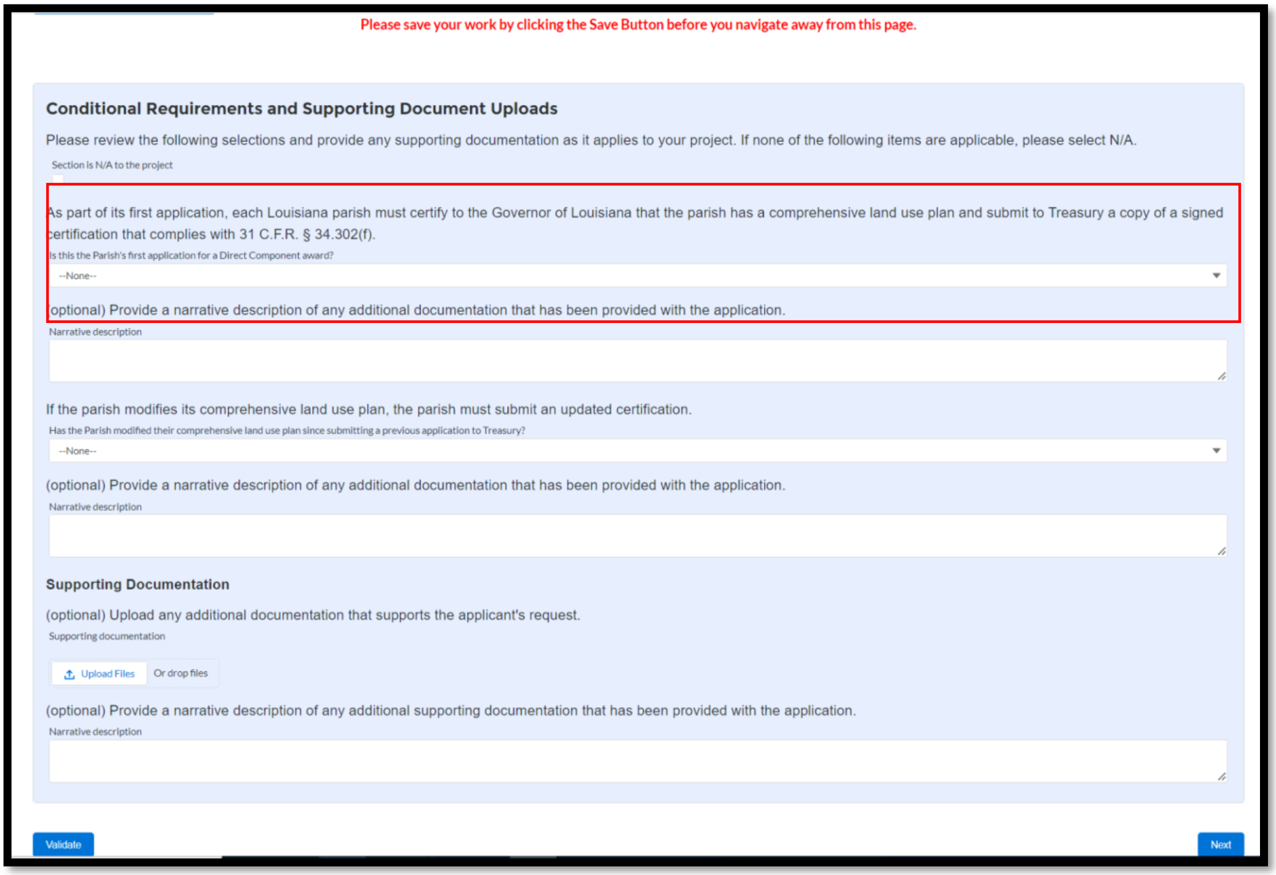
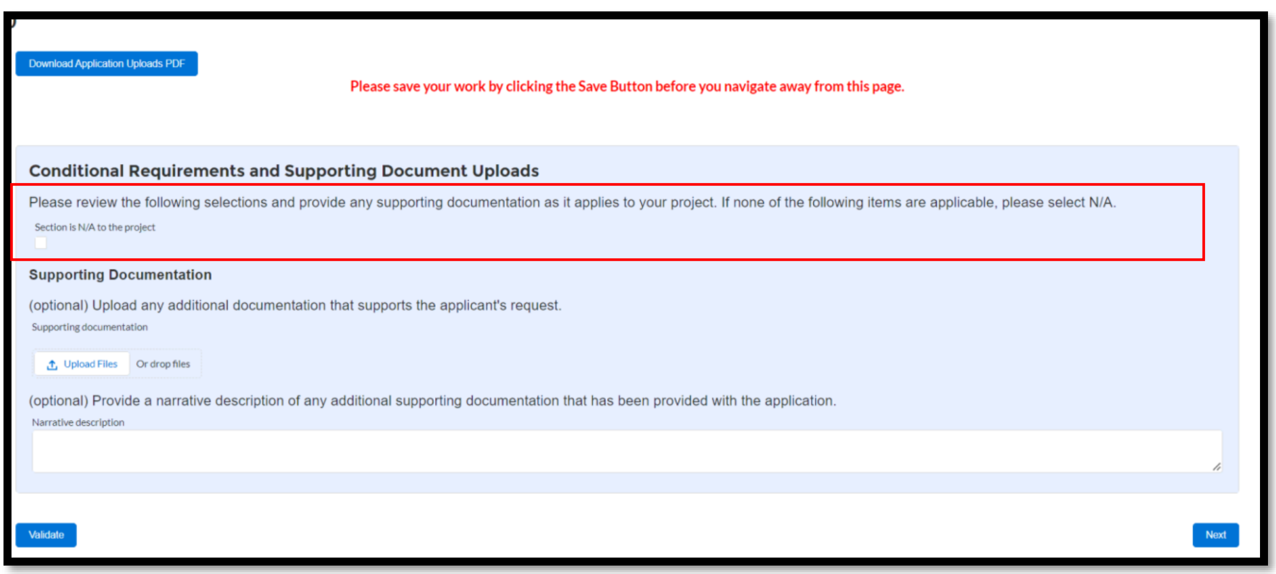


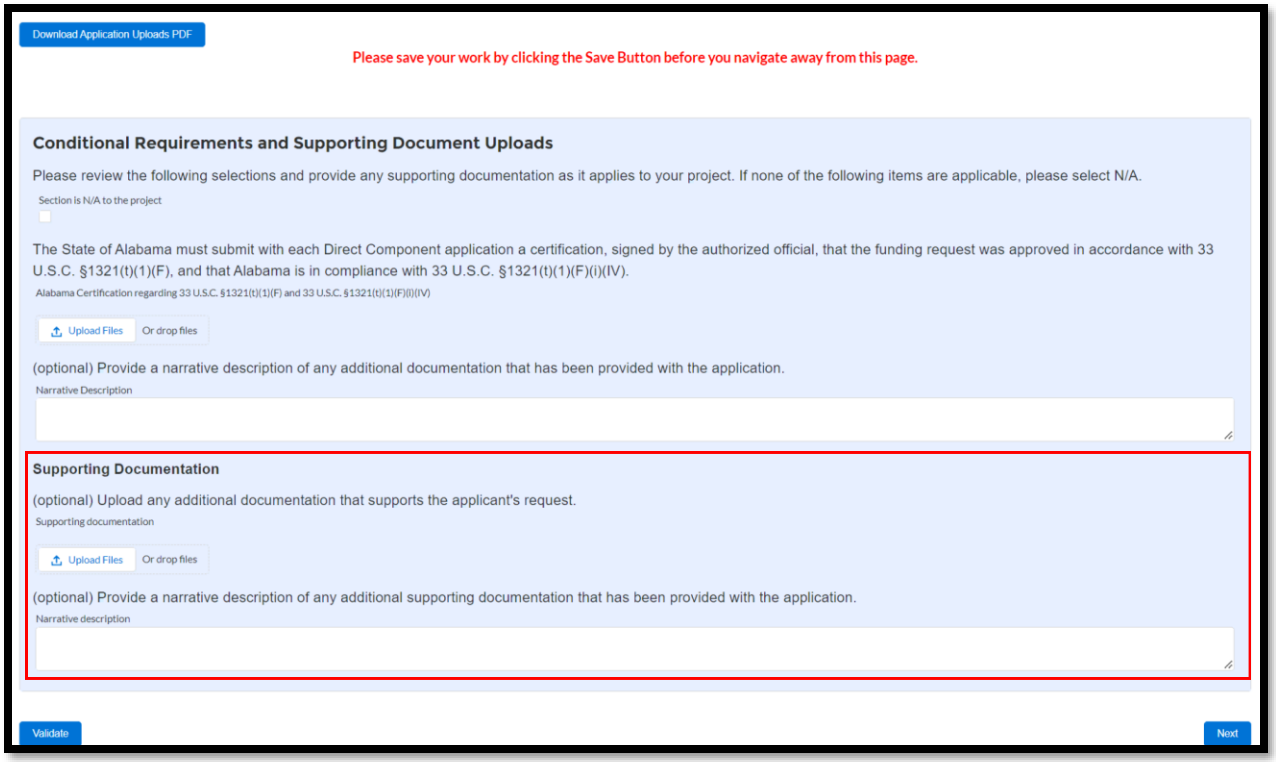
Figure 54: Application Uploads if no uploads required



3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

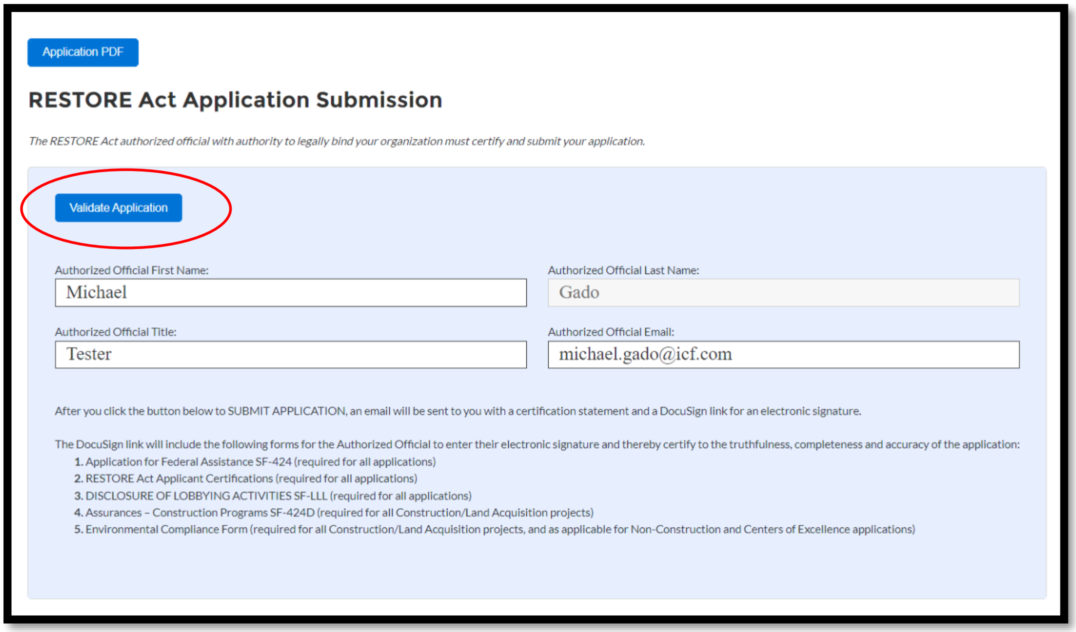
Figure 55: Optional Supporting Documentation



Application Submission form

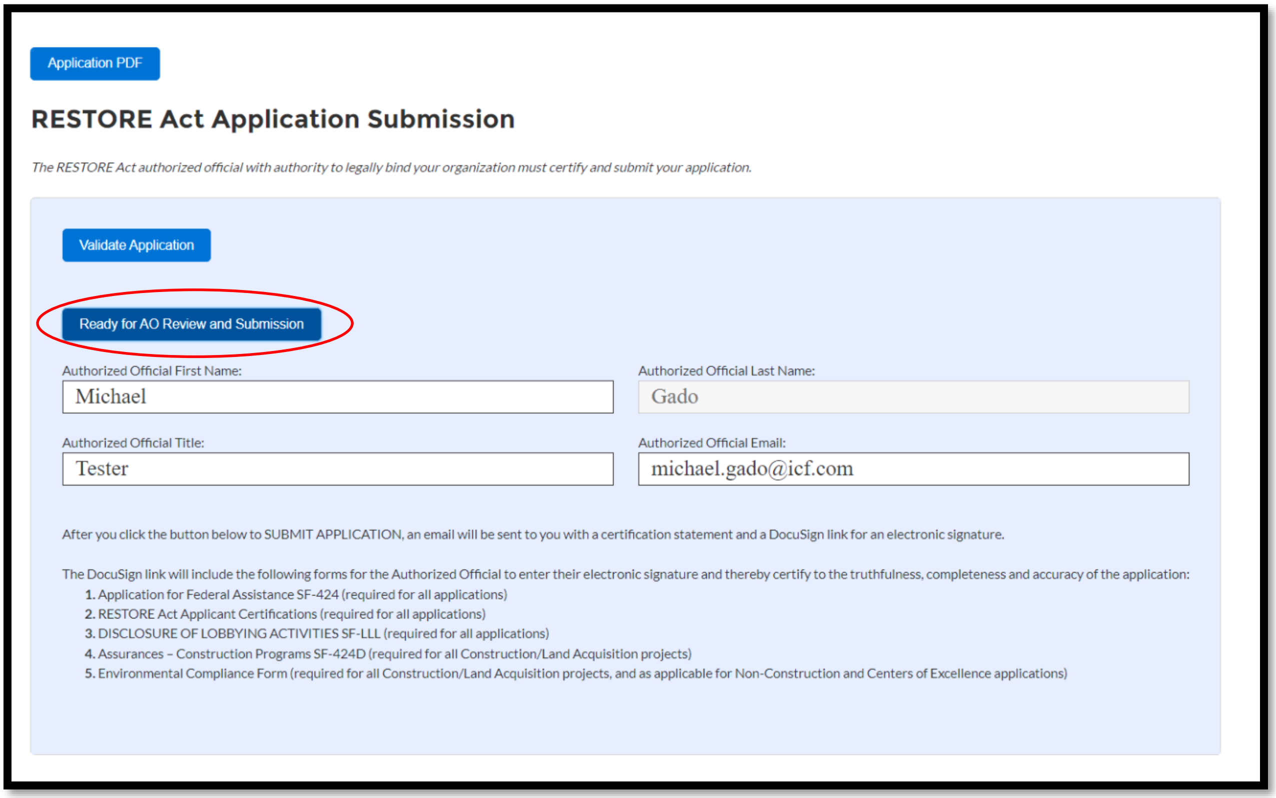
1. The project investigator / project director that is filling out this application will see the following page (figure 56). The project investigator / project director will click the validate button (figure 56). To correct validation errors, refer to validation step 4 and 5 for filling out an SF-424 form.

Figure 56: PI/PD view of submission form



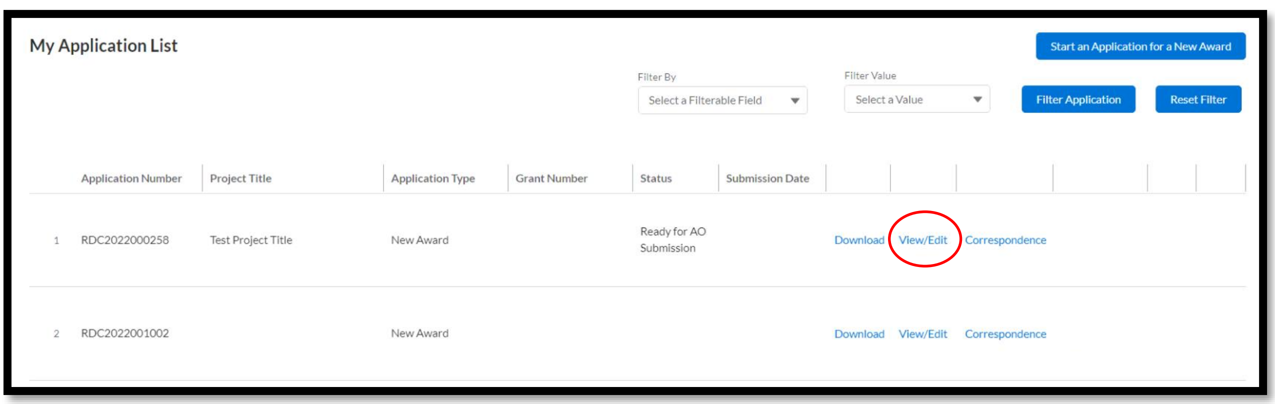
2. After successfully validating the application the "Ready for AO Review and Submission" button will appear (figure 57). When the button is pressed an email will be sent to the authorized official of the user organization to login and submit the award.

Figure 57: PI/PD view of submission form and request AO button



3. The authorized official will log into the RGMS portal and click on the application that they were requested to submit by pressing the **View/Edit** link on the **My Application List** (figure 58). The authorized official will review the application information.

Figure 58: Accessing the application from the My Application List

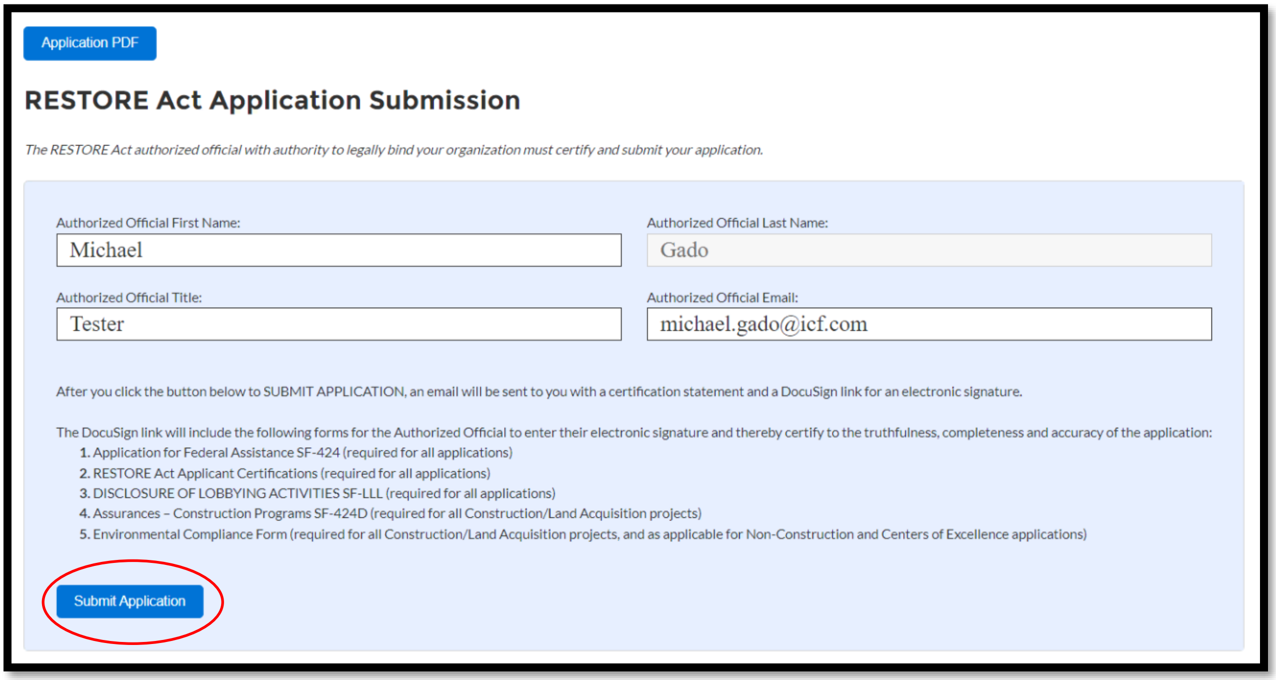


5. Once they have reviewed the application, they will navigate to the submit tab. Once on the submit tab they will see the "Submit Application" button (figure 59). The submit application button will first validate the application to catch any errors caused during final edits made by the AO. If errors occur refer to validation step 4 and 5 for filling out an SF-424 form. Once they successfully press the button the success message will appear and the authorized official will receive a DocuSign email. The application will be in a status of "AO Signature Pending" until the DocuSign has been complete (see section for completing DocuSign). **Please note that until the AO signs the**

application via DocuSign, Treasury is NOT in receipt of the application. Please see section 7 of this document for the DocuSign process.

4.

Figure 59: AO view of submission form



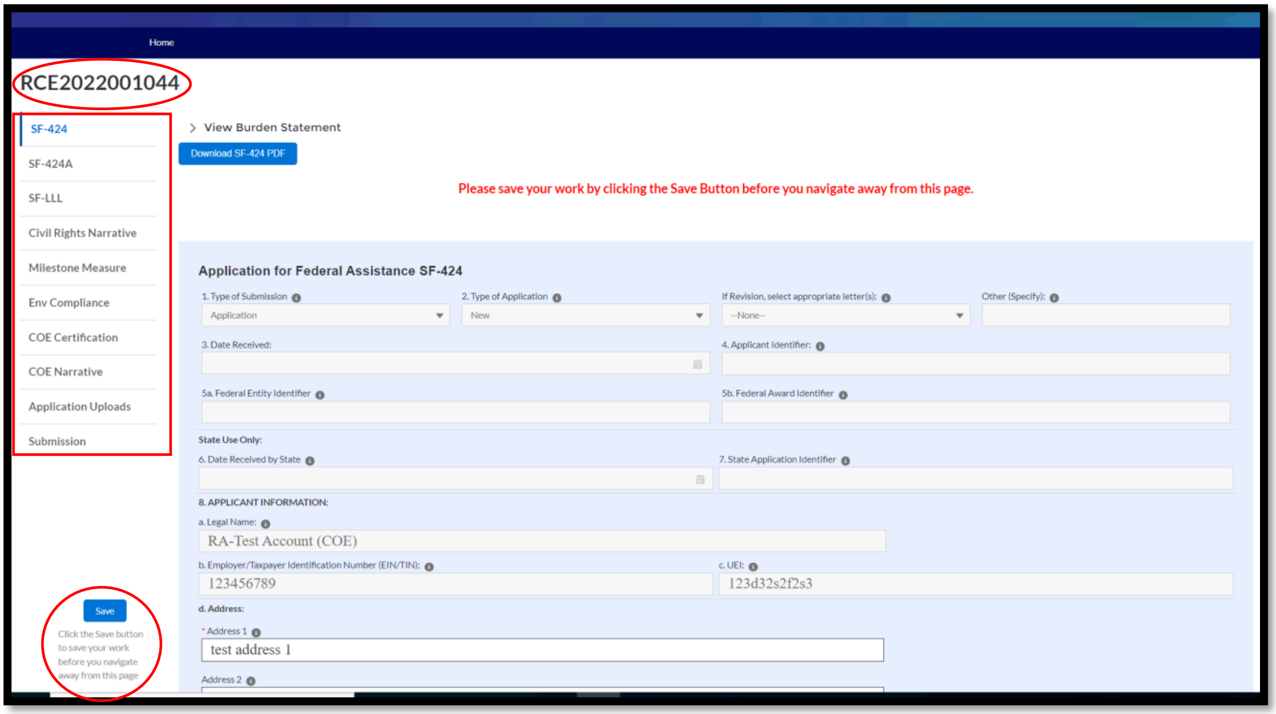
6. Providing Information for a Center of Excellence Application

The purpose of this section is to illustrate the process for filling out a Center of Excellence Application.

Overview

1. After completing the steps in section 3 of this guide and select the Direct Component Non-Construction application type the user will be taken to the application (figure 60).
2. On the left of the application screen there is a sidebar menu that lists the forms that need to be completed for a direct component construction application.
3. Above the side menu is the RESTORE Act application reference number for this record (figure 60).
4. After inputting information, it is important to click the **Save** button in the bottom left corner of the screen before navigating away from the page (figure 60).

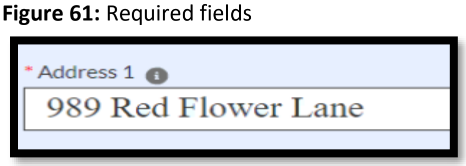
Figure 60: Direct Component Construction Application



SF-424 Application for Federal Assistance

1. The first form to complete is the SF-424. This form will be the first tab on the side menu and will already be displayed after starting a new application.
2. The fields that are required are marked with a red asterisk (figure 61).

Figure 61: Required fields



3. Some fields will be prepopulated with entity information. Please contact Treasury if any populated information is incorrect.
4. Once all required fields are filled out. Press the **Save** button then press the **Validate** button at the bottom left of the page (figure 62). If information needs correcting scroll to the top of the page to read error messages and adjust your provided information (figure 63).

Figure 62: Validate

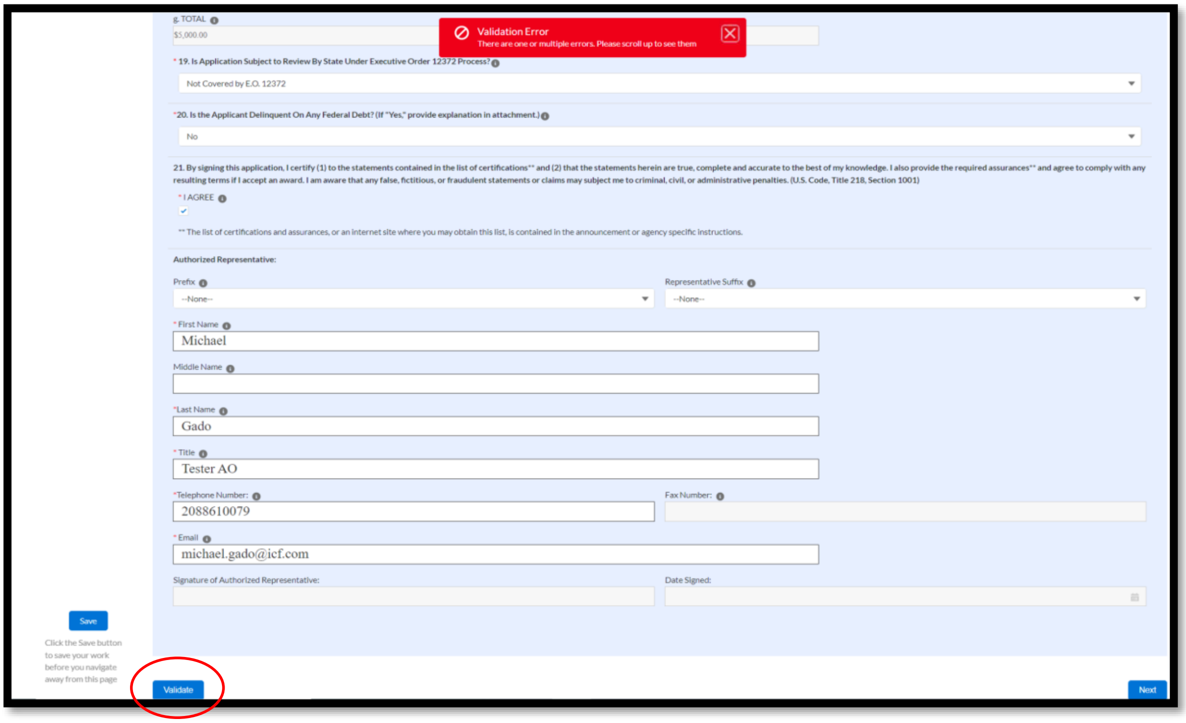
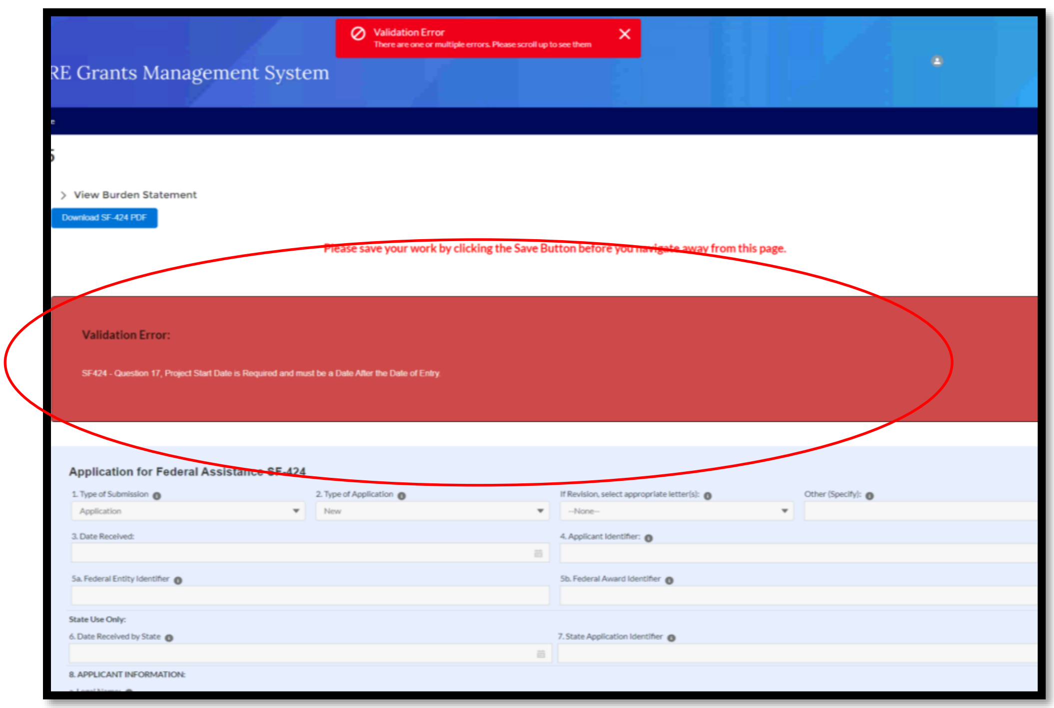
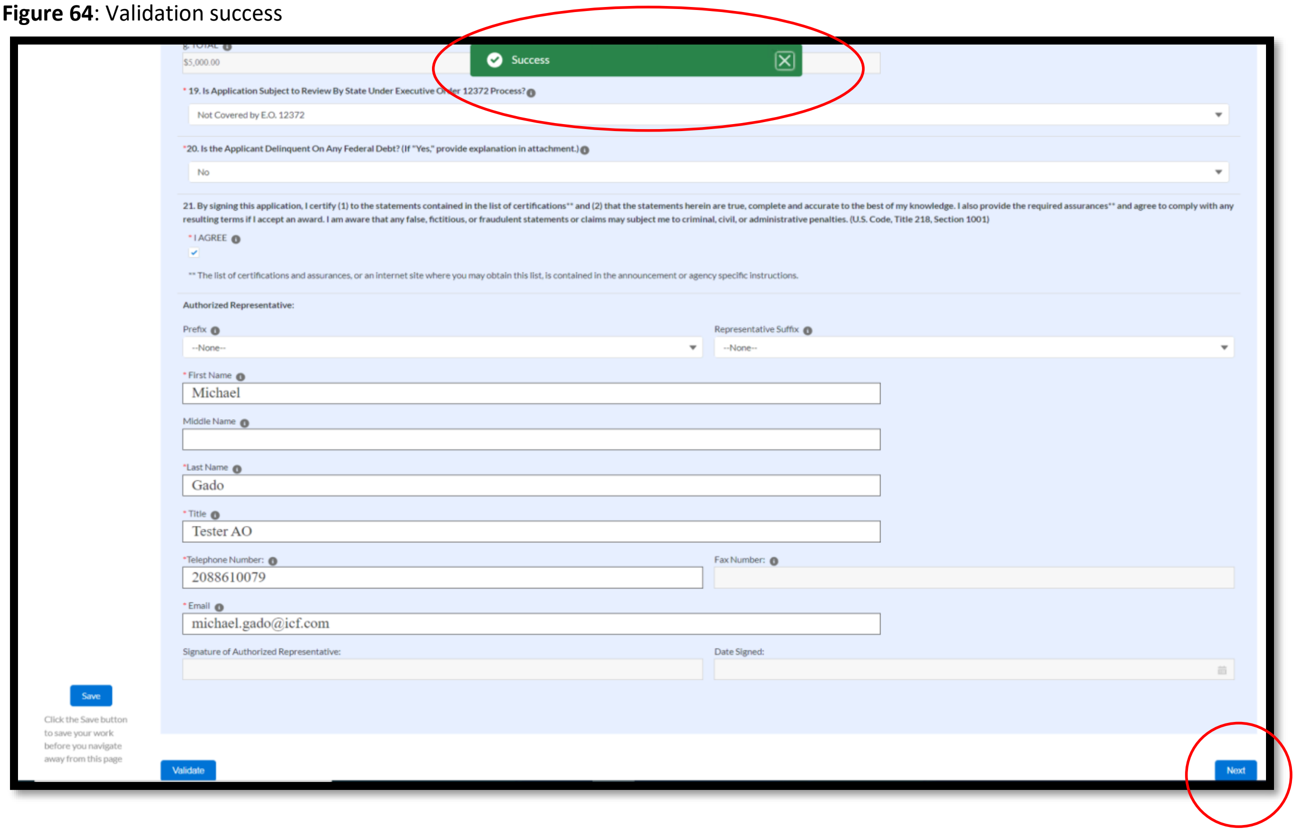


Figure 63: Validate with errors



5. Once the information has been adjusted click **Save** and then click **Validate**. If there are no errors, a green success message will display (figure 64).

Figure 64: Validation success

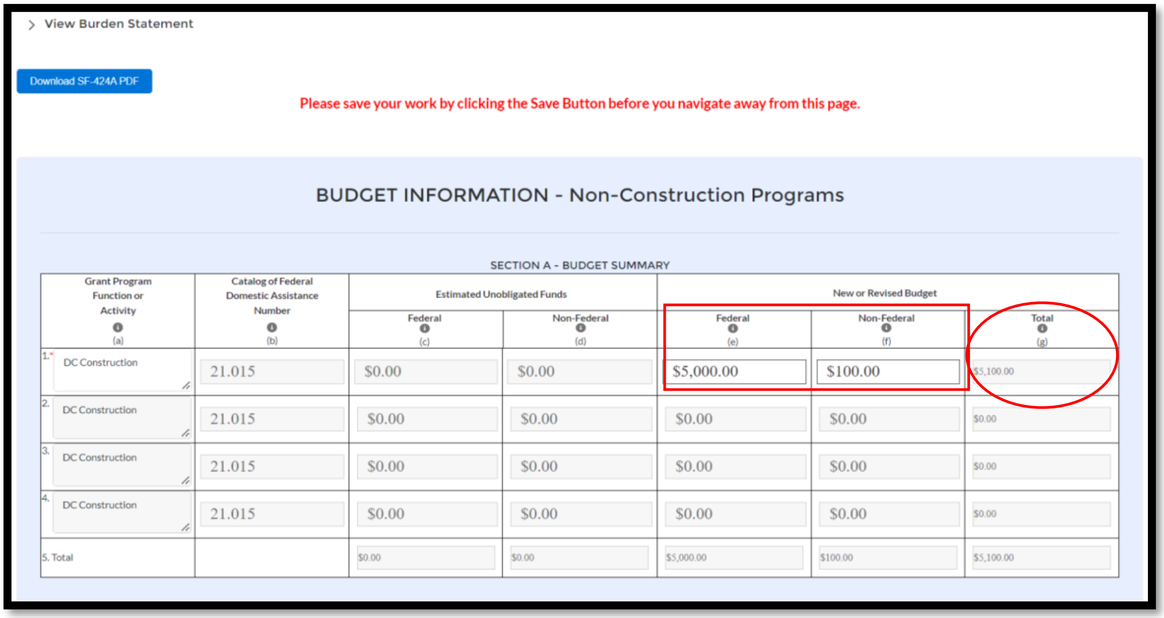


6. The user can continue to enter information on other forms by navigating with the **Next** button (figure 64) or by clicking on the form name on the side menu (figure 60). Before navigating to another form with the side menu press **Save** to ensure no data is lost on the current form.

SF-424A Budget Information

1. User will provide information for section A of the form in column e and f (figure 65). Only one row of data is allowed. Note that the total rows and columns only update after the **Save** button is pressed.

Figure 65: SF-424A Section A



> View Burden Statement

Download SF-424A PDF

Please save your work by clicking the Save Button before you navigate away from this page.

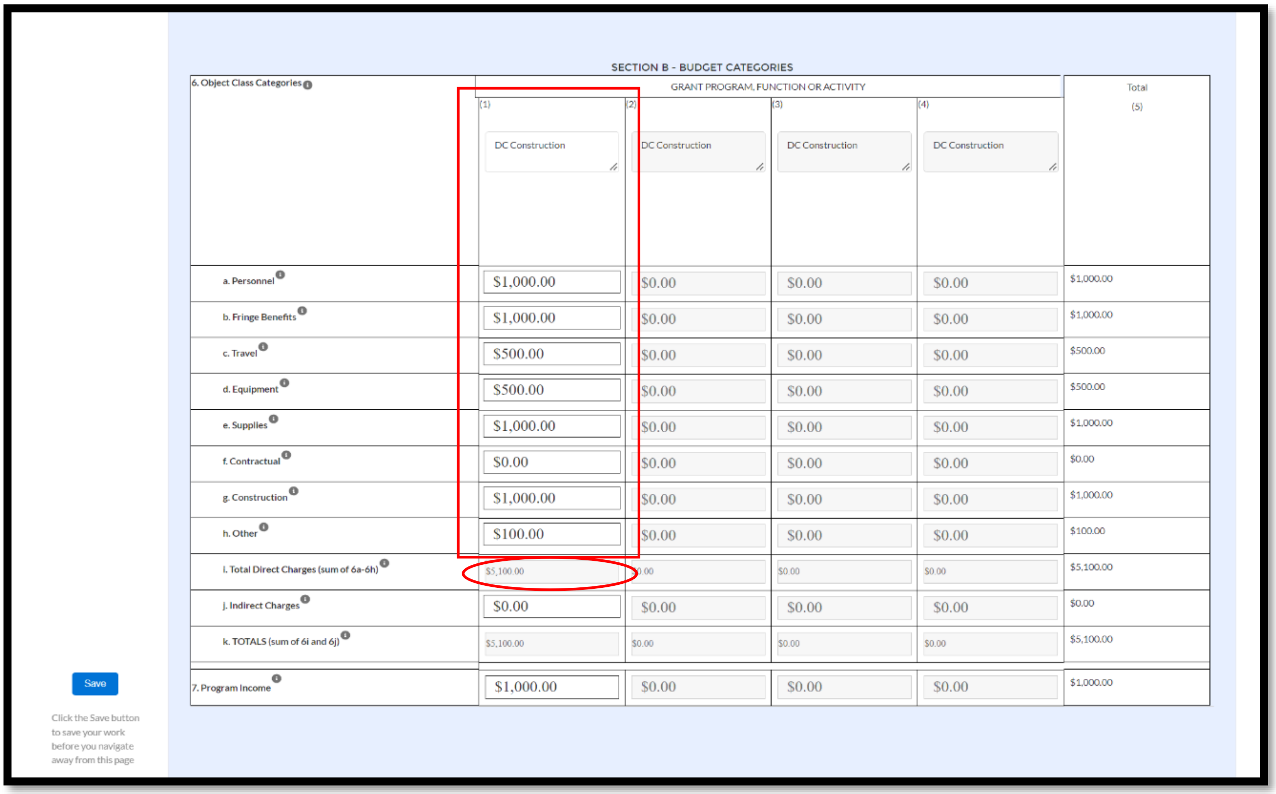
BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.* DC Construction	21.015	$0.00	$0.00	$5,000.00	$100.00	$5,100.00
2. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
3. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
4. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
5. Total		$0.00	$0.00	$5,000.00	$100.00	$5,100.00

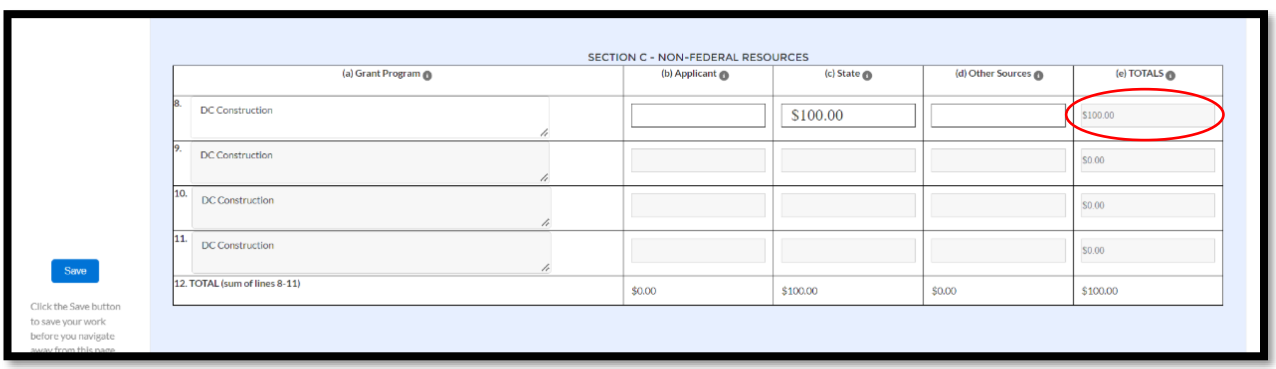
2. User will provide information for section B of the form (figure 66). Only one column of data is allowed. The total in section B column 1 row i (figure 66), must match the total for section A column g row 1 (figure 65).

Figure 66: SF-424A Section B



3. User will provide information for section C of the form (figure 67). The total in section C column e row 8 must equal the total in section A column f row 1.

Figure 67: SF-424A Section C



4. Sections D and E will not be used in RGMS and section F is optional.

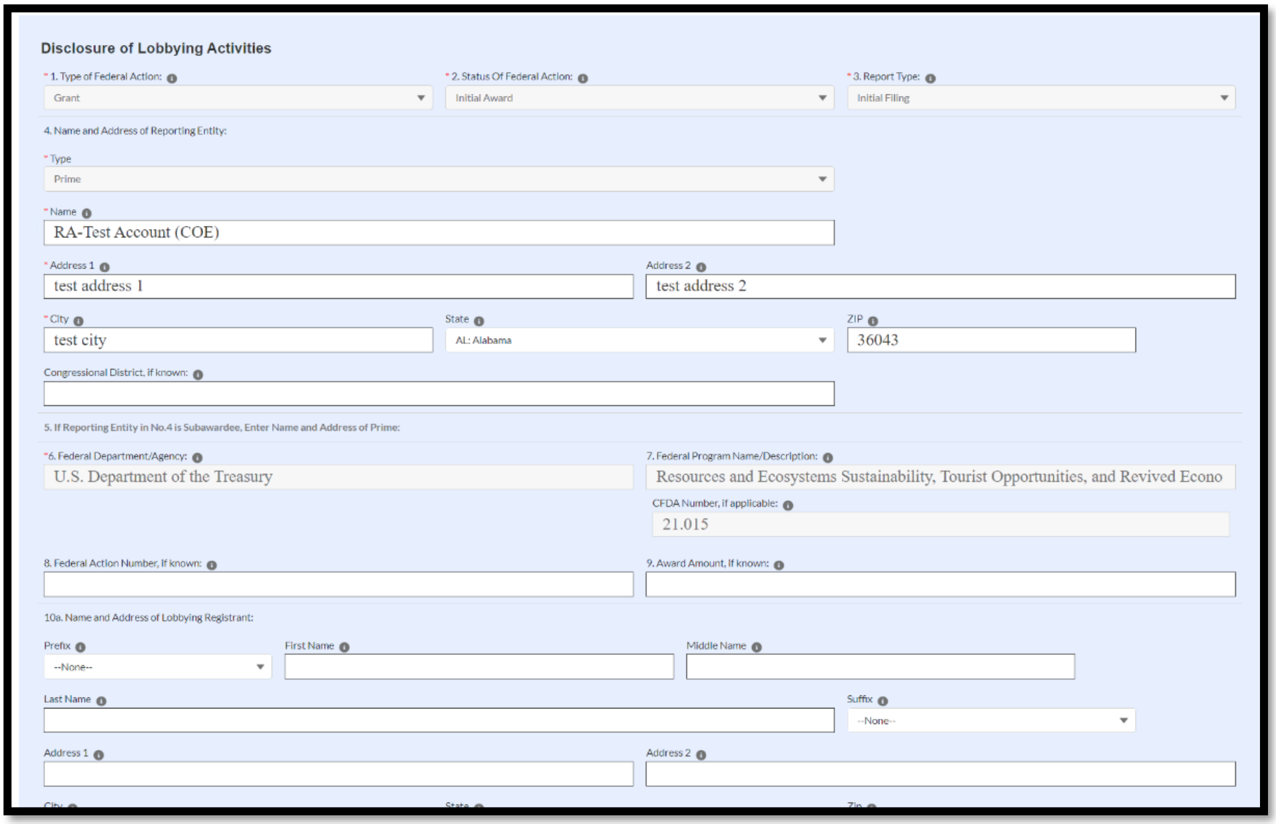
5. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

6. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

SF-LLL Disclosure of Lobbying Activities

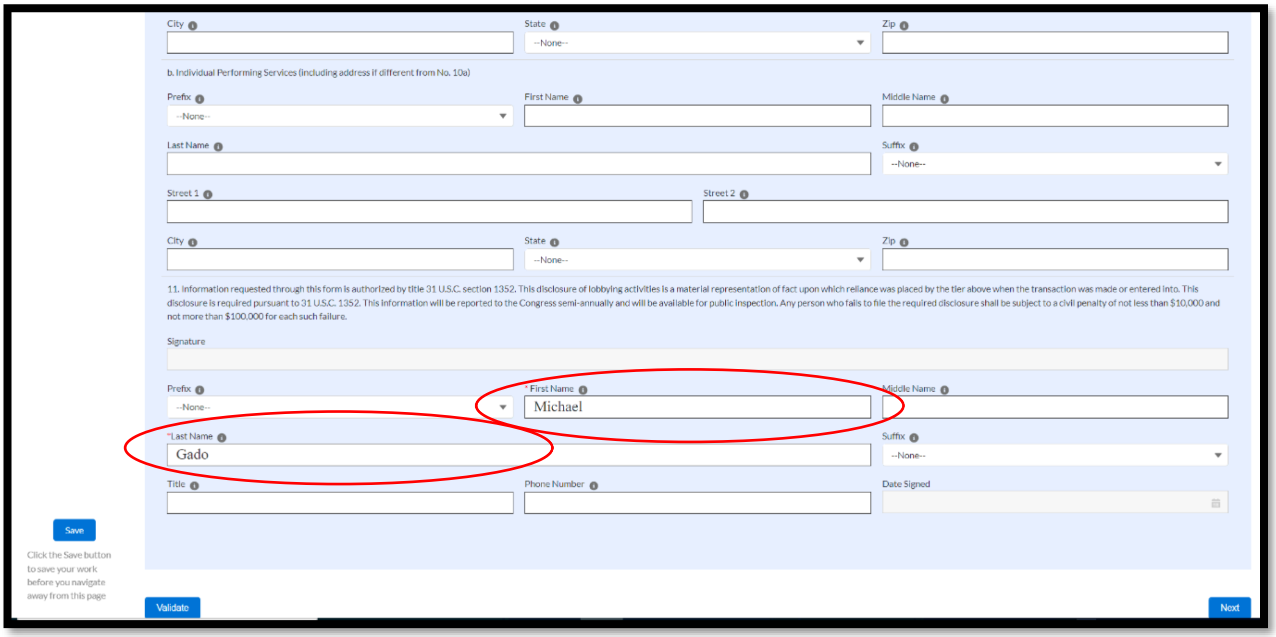
1. The user will provide information for the Disclosure of Lobbying Activities form (figure 68).

Figure 68: Disclosure of Lobbying Activities



2. If the Applicant conducts lobbying activities, enter the name and contact information for the lobbying registrants in question 10. If the Applicant does not have any lobbying activities to report, leave question 10 blank and only complete the fields in question 11 (i.e., only enter the authorized official name into the name fields in the signature section (Figure 69).

Figure 69: SF-LLL enter the authorized official name



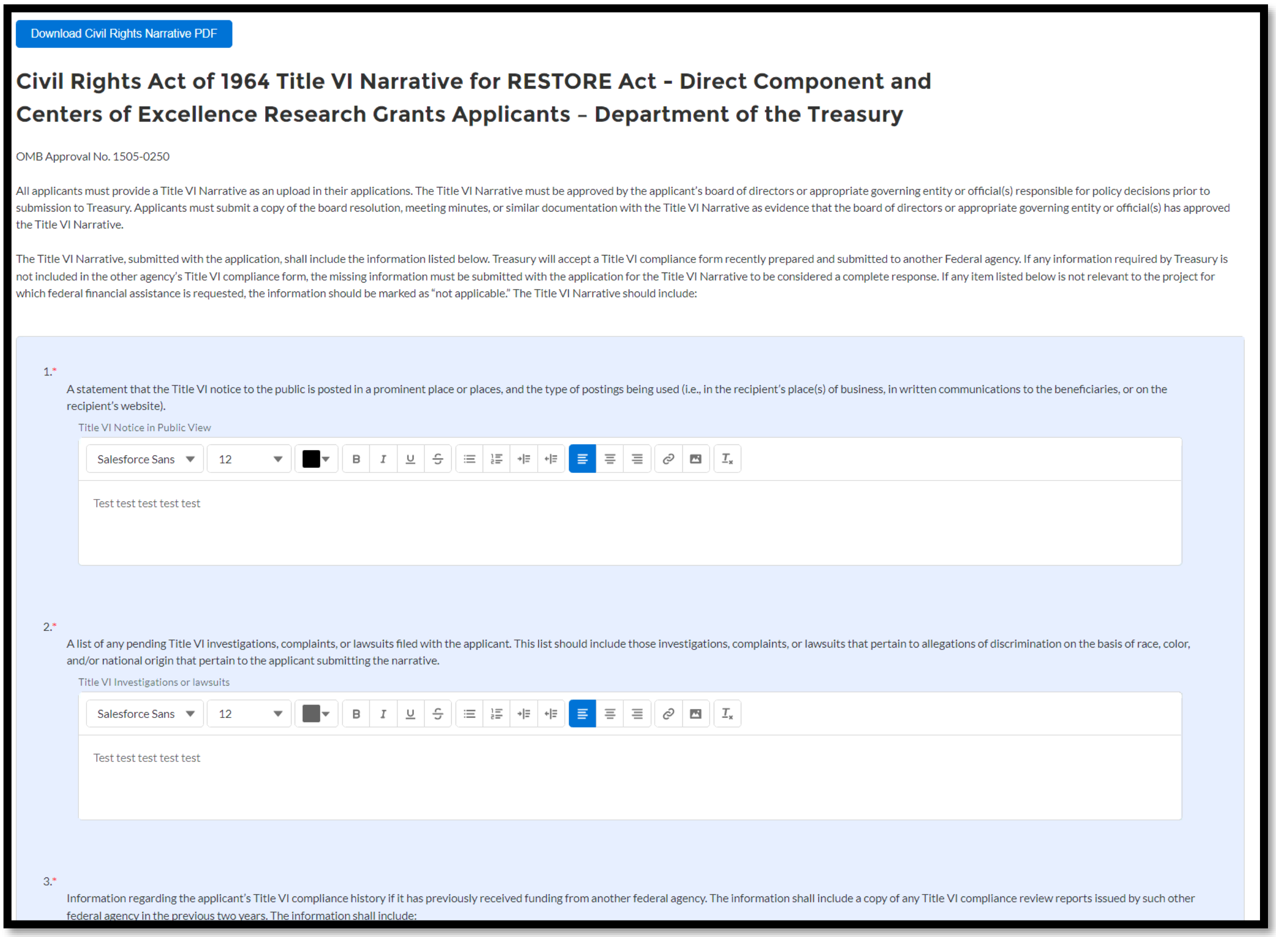
3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Civil Rights Narrative

1. The user will provide responses to all questions on this form (figure 70).

Figure 70: Civil Rights Narrative Form



Download Civil Rights Narrative PDF

Civil Rights Act of 1964 Title VI Narrative for RESTORE Act - Direct Component and Centers of Excellence Research Grants Applicants – Department of the Treasury

OMB Approval No. 1505-0250

All applicants must provide a Title VI Narrative as an upload in their applications. The Title VI Narrative must be approved by the applicant's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to Treasury. Applicants must submit a copy of the board resolution, meeting minutes, or similar documentation with the Title VI Narrative as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Narrative.

The Title VI Narrative, submitted with the application, shall include the information listed below. Treasury will accept a Title VI compliance form recently prepared and submitted to another Federal agency. If any information required by Treasury is not included in the other agency's Title VI compliance form, the missing information must be submitted with the application for the Title VI Narrative to be considered a complete response. If any item listed below is not relevant to the project for which federal financial assistance is requested, the information should be marked as "not applicable." The Title VI Narrative should include:

1.*

A statement that the Title VI notice to the public is posted in a prominent place or places, and the type of postings being used (i.e., in the recipient's place(s) of business, in written communications to the beneficiaries, or on the recipient's website).

Title VI Notice in Public View

Salesforce Sans 12

Test test test test test

2.*

A list of any pending Title VI investigations, complaints, or lawsuits filed with the applicant. This list should include those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin that pertain to the applicant submitting the narrative.

Title VI Investigations or lawsuits

Salesforce Sans 12

Test test test test test

3.*

Information regarding the applicant's Title VI compliance history if it has previously received funding from another federal agency. The information shall include a copy of any Title VI compliance review reports issued by such other federal agency in the previous two years. The information shall include:

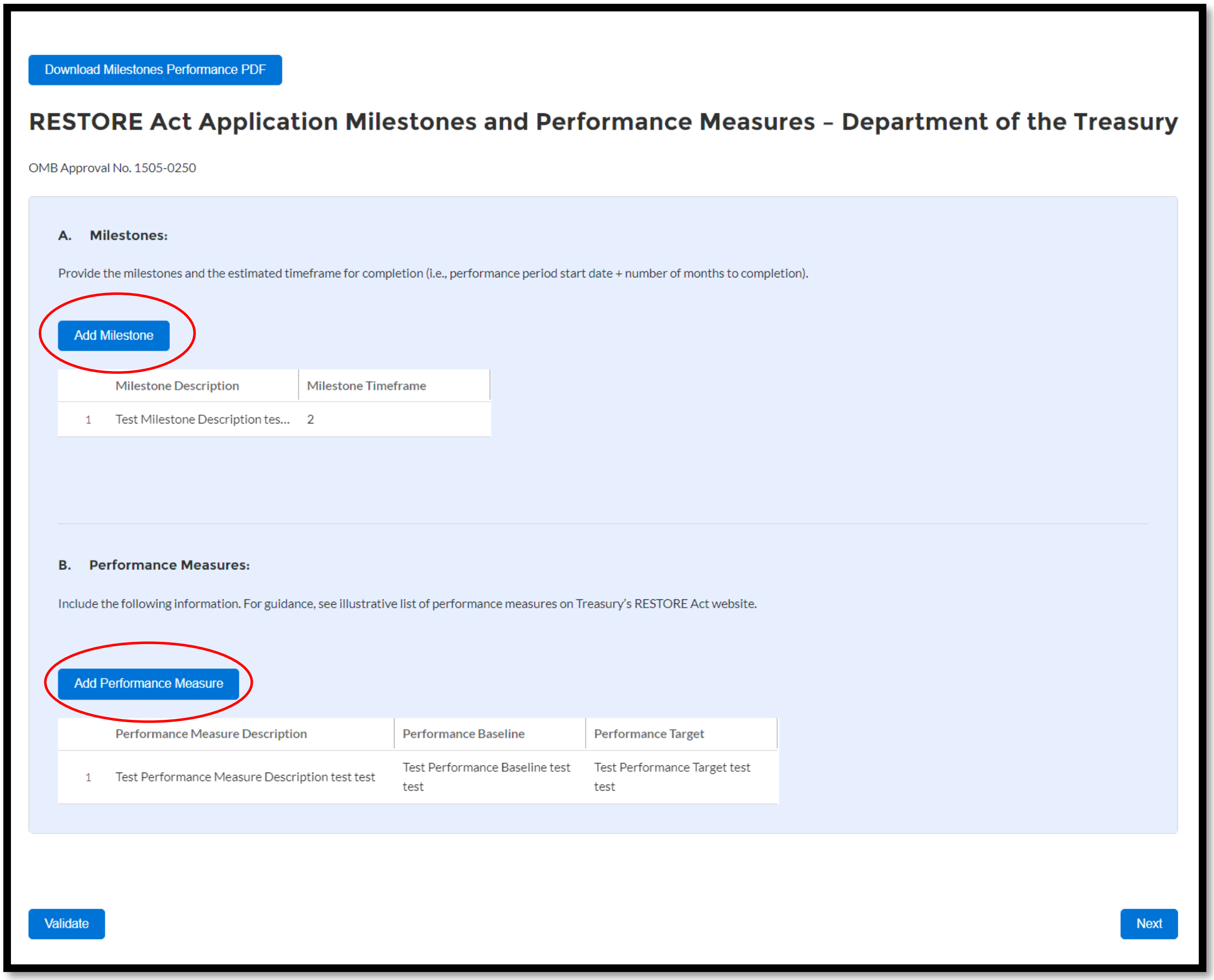
2. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

3. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Milestones and Performance Measures

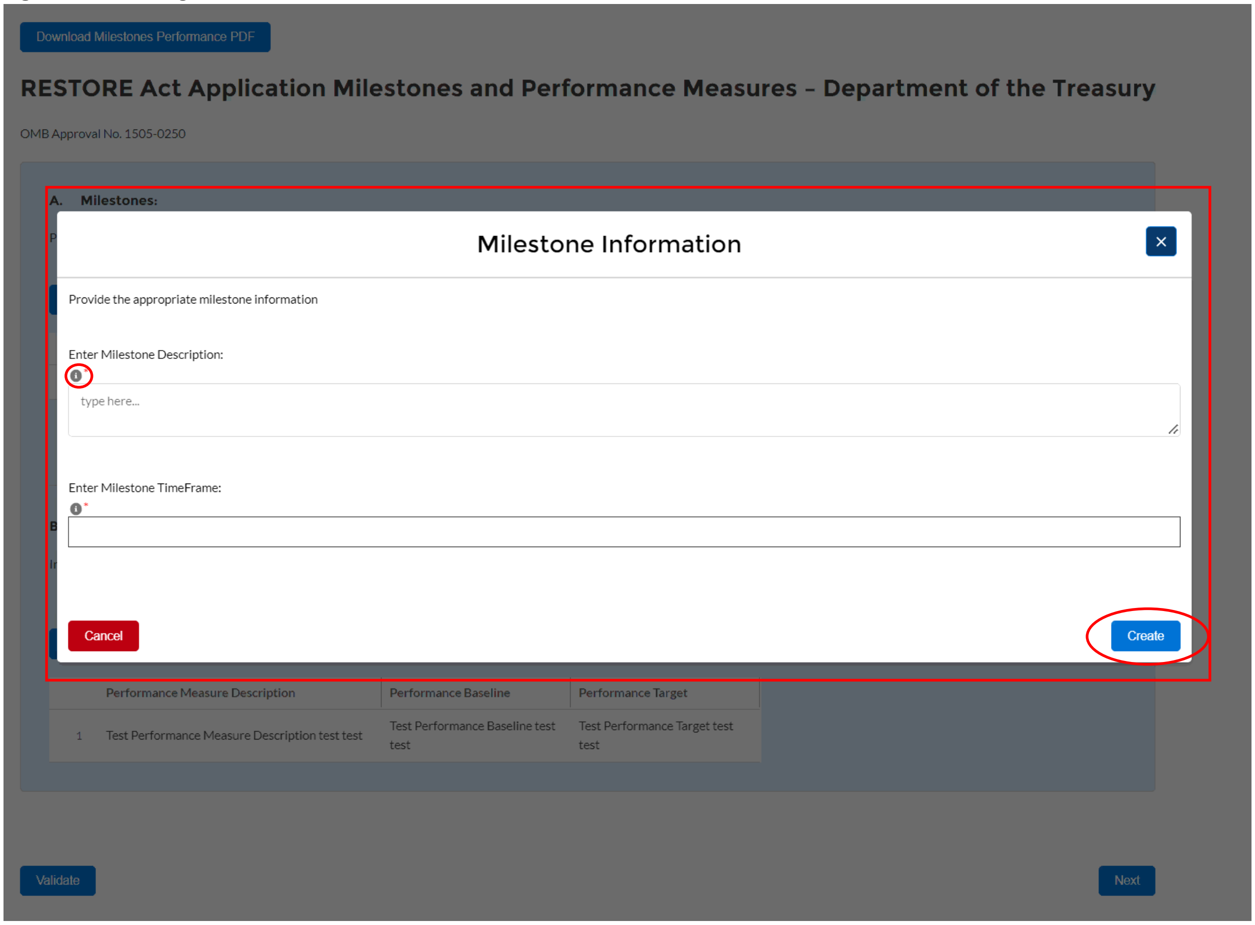
1. The user must add at least one Milestone and at least one Performance Measure to the form (figure 71).

Figure 71: Milestones and Performance Measures



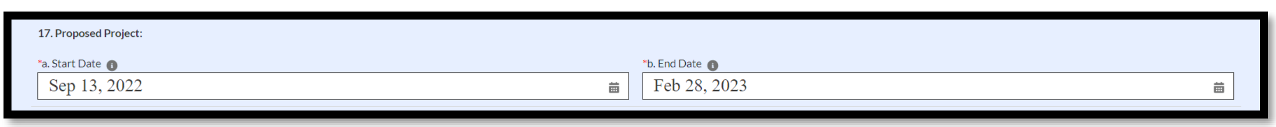
2. To add a milestone or performance measure click on the **add** button on the top of the relevant table (figure 71). A pop-up window will display with input fields (figure 72). All field are required to add an entry to the relevant table. A user can click on the help text icon to find more information about the type of entry required (figure 72). When all fields have been entered for the record click **create** (figure 72).

Figure 72: Entering a milestone



3. When entering a milestone timeframe, the user must enter a timeframe (in months) no longer than the project length measured in months. The project length is calculated from the project start date and project end date on the SF-424 (figure 73).

Figure 73: SF-424 project start and end date



4. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

5. When the user has completed adjustments to the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** button for milestones and performance measures because all records are automatically saved when they are created in a table.

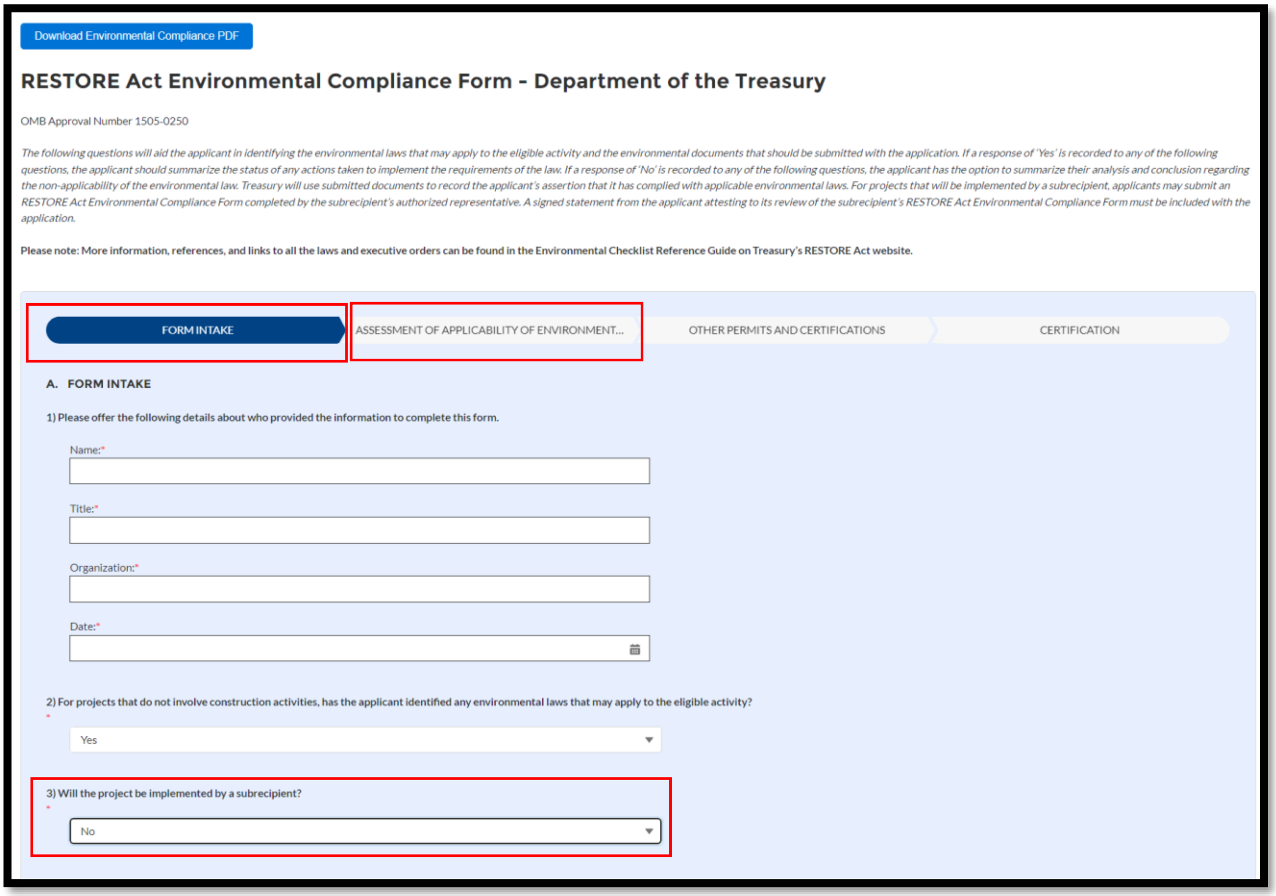
Environmental Compliance

1. The user will enter information for the environmental compliance form and begin on the **Form Intake** section (figure 74). For COE applications, the user should enter either 'Yes' if you have identified any environmental laws that may apply or 'no.' Do not select 'not applicable' as this only applies to construction projects. For most COE projects, the answer is 'no.' If you select 'no,' the Assessment of Applicability of Environmental Laws and the Other Permits and Certifications tabs will not display, and you should navigate direction to the Certification tab by clicking on the Certification arrow along the top. Once there, indicate if this is a final environmental compliance form or if this is preliminary and you will need to provide an updated form at a later date. If you select 'yes,' you will be prompted to complete the Assessment of Applicability of Environmental Laws and the Other Permits and Certifications tabs.

2. Indicate whether the scope of work will be carried out by a subrecipient. If the user indicates that the project will not be implemented by a subrecipient (question 3) (figure 74) then an additional section "Assessment of Applicability of Environmental Laws" will appear (figure 74).

3. The user will enter information for the environmental compliance form and begin on the **Form Intake** section (figure 74). If the user indicates that the project will not be implemented by a subrecipient (question 3) (figure 74) then an additional section "Assessment of Applicability of Environmental Laws" will appear (figure 74).

Figure 74: Environmental Compliance form



4. If the user responds "No" to question 2 only the Form Intake and Certification sections will display.

5. The user will complete all required fields in the sections that display.

6. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

7. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Centers of Excellence Applicant Certifications

1. The centers of excellence applicant certifications form must be read by the user (figure 75). No information is needed for entry.

Figure 75: Centers of excellence applicant certifications

Please save your work by clicking the Save Button before you navigate away from this page.

RESTORE Act Centers of Excellence Applicant Certifications Department of the Treasury

OMB Approval No. 1505-0250

Directions: These certifications are required by federal law and Department of the Treasury (Treasury) regulations to be submitted with each application to Treasury for financial assistance under the RESTORE Act Centers of Excellence Research Grants program. The certifications must be signed by an authorized senior official of the Applicant who can legally bind the entity and has oversight for the administration and use of the Centers of Excellence Research Grants program funds.

A. RESTORE Act Certification

1. Pursuant to the RESTORE Act, I certify that for any award agreement resulting from this application:

(a) Funds will be used to award competitive grants for the establishment of Centers of Excellence that focus on science, technology, and monitoring in at least one of the following disciplines:

(i) Coastal and deltaic sustainability, restoration, and protection, including solutions and technology that allow citizens to live in a safe and sustainable manner in a coastal delta in the Gulf Coast region;
(ii) Coastal fisheries and wildlife ecosystem research and monitoring in the Gulf Coast Region;
(iii) Offshore energy development, including research and technology to improve the sustainable and safe development of energy resources in the Gulf of Mexico;
(iv) Sustainable and resilient growth and economic and commercial development in the Gulf Coast Region; and
(v) Comprehensive observation, monitoring, and mapping of the Gulf of Mexico.

(b) Rules and policies for Centers of Excellence Research Grants, including the competitive selection process and measures to guard against conflicts of interest, were published and available for public review and comment for a minimum of 45 days, and that they were adopted after consideration of all meaningful input from the public, including broad-based participation from individuals, businesses, Indian tribes, and non-profit organizations. The certification in this paragraph (1)(b) does not apply in instances where state statutes and regulations or policies addressing this issue were in effect prior to August 15, 2014.

(c) The Applicant has procedures in place for procuring property and services under this award that are consistent with the procurement standards applying to Federal grants. The Applicant will not request funds under this award for any contract unless this certification remains true and accurate.
(d) Pursuant to 2 CFR § 200.303, the Applicant will establish and maintain effective internal control over all award agreements resulting from this application, and provide reasonable assurance that the Applicant will manage the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. The Applicant knows of no material deficiencies in its internal controls.

(e) A conflict of interest policy consistent with 2 CFR § 200.318(c) is in effect and covering each Center of Excellence funded under this Agreement.

(f) The Applicant will comply with Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and all other applicable federal laws and regulations concerning anti-discrimination.

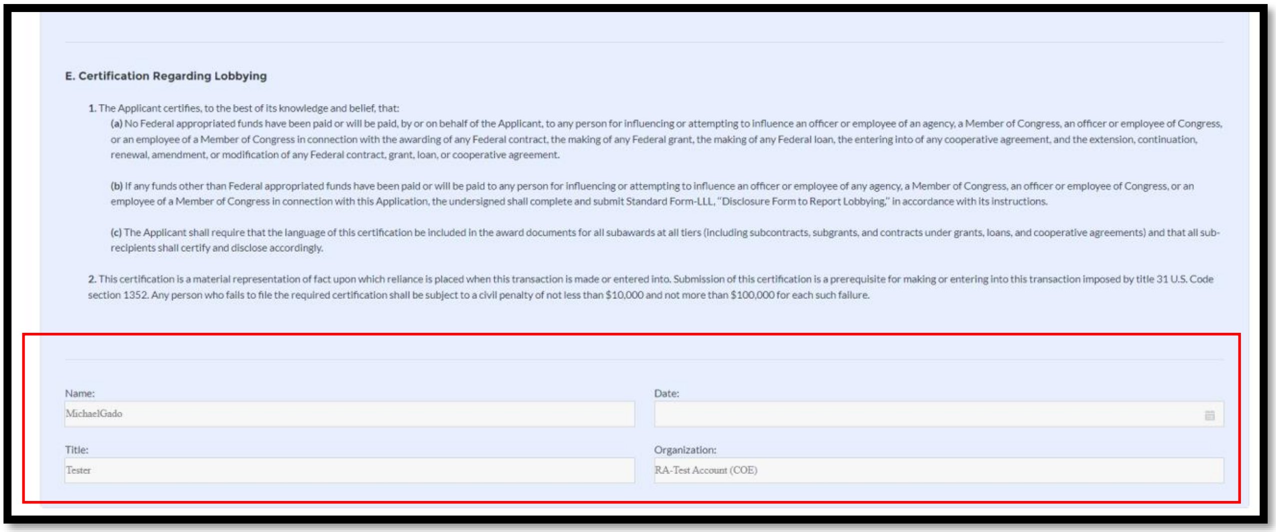
2. I make each of these certifications based on my personal knowledge and belief after reasonable and diligent inquiry, and I affirm that the Applicant maintains written documentation sufficient to support each certification made above, and that the Applicant's compliance with each of these certifications is a condition of the Applicant's initial and continuing receipt and use of the funds provided under an award Agreement.

B. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions: Instructions for Certification

1. By signing and submitting this Application, the prospective primary participant (the Applicant) is providing the certification set out below.

2. The user will see the fields name, title, and organization prepopulated at the bottom of the form (figure 76). Name and title are prepopulated from the entry for the authorized official on the bottom of the sf-424 form. The signature and date field will be blank when the user submits the application because the form will be signed in DocuSign when the user submits the application.

Figure 76: prepopulated field section of centers of excellence applicant certifications



E. Certification Regarding Lobbying

1. The Applicant certifies, to the best of its knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Application, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

2. This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by title 31 U.S. Code section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

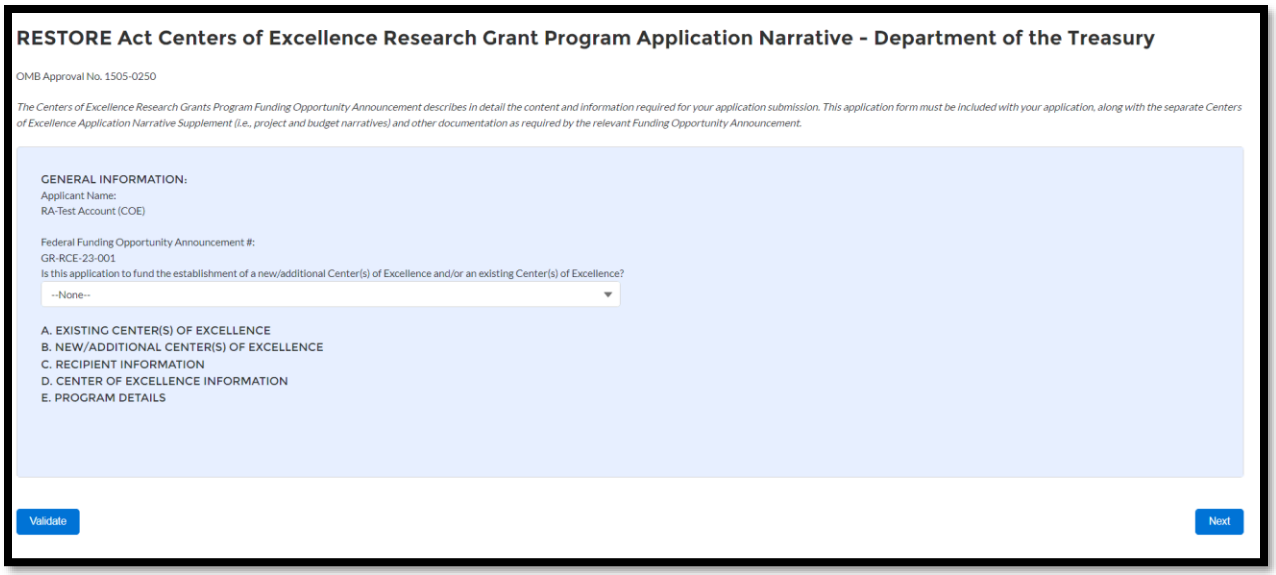
Name: MichaelGado
Date:
Title: Tester
Organization: RA-Test Account (COE)

4. When the user has read the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** or **Validate** button since no information will be entered by the user.

Centers of Excellence Application Narrative

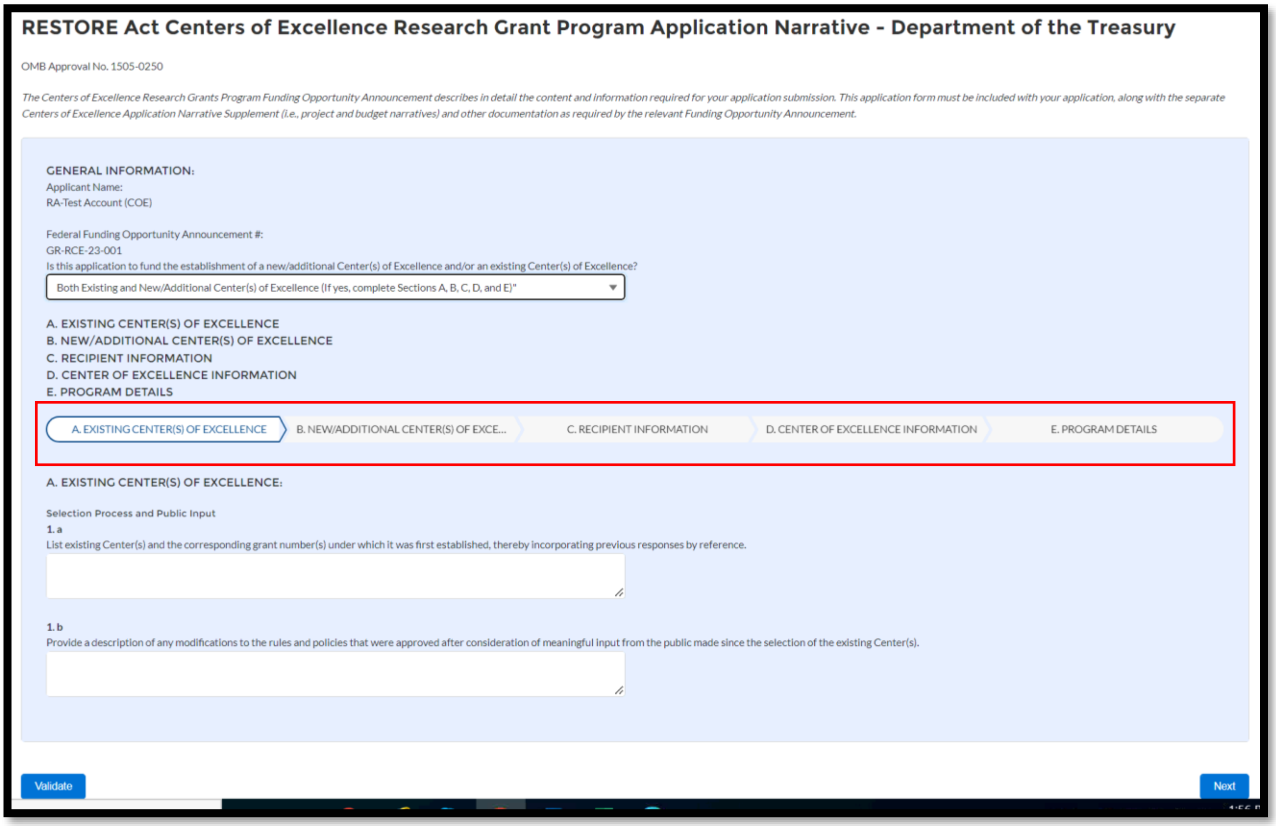
1. The user will enter information for the Centers of Excellence Application Narrative (figure 77).

Figure 77: Centers of Excellence Application Narrative



2. Based on the users answer to the first question, different tabs will appear (figure 78). The users will then enter responses to questions on each of the tabs that appear.

Figure 77: Centers of Excellence Application Narrative (with all sections displaying)



3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Application Uploads – Conditional Requirements and Supporting Documents

1. In the first section the user will provide program and state specific uploads with optional narrative explanation. The appropriate file upload requests will display depending on the applicant's state (Alabama, Louisiana, Florida) and program (DC, or COE). Refer to figures (78, 79, 80, 81) to see the various conditions that result in different certifications.

2. The bottom section **Supporting Documentation** (figure 78) is an optional section for the grantee to submit any additional documents that support their application.

Figure 78: Application Uploads (certification visible for an Alabama DC application) (Alabama COE will not see)

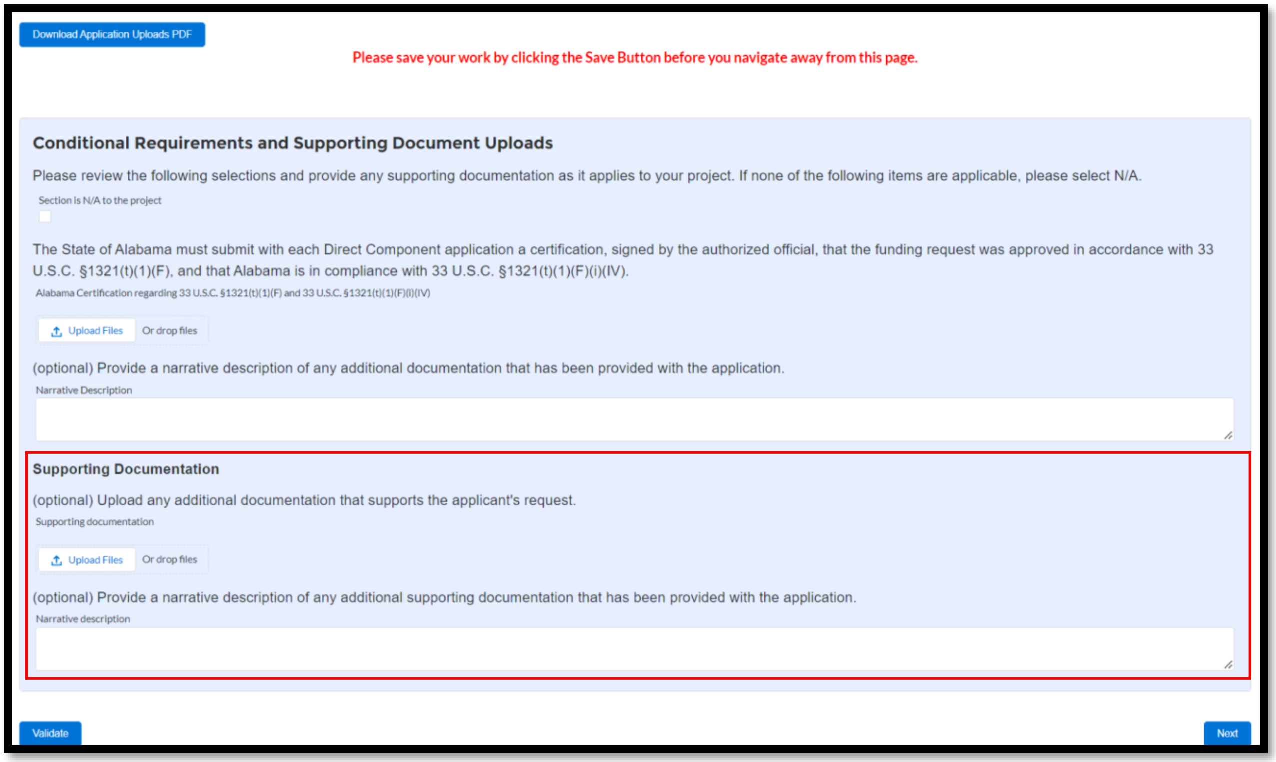


Figure 79: Application Uploads (certification visible for a Florida DC application that responded “Not Selected for 12372 Review” to question 19 on S-F424) (Florida COE or Florida DC that did not respond “Not Selected for 12372 Review” to SF-424 question 19 will not see)

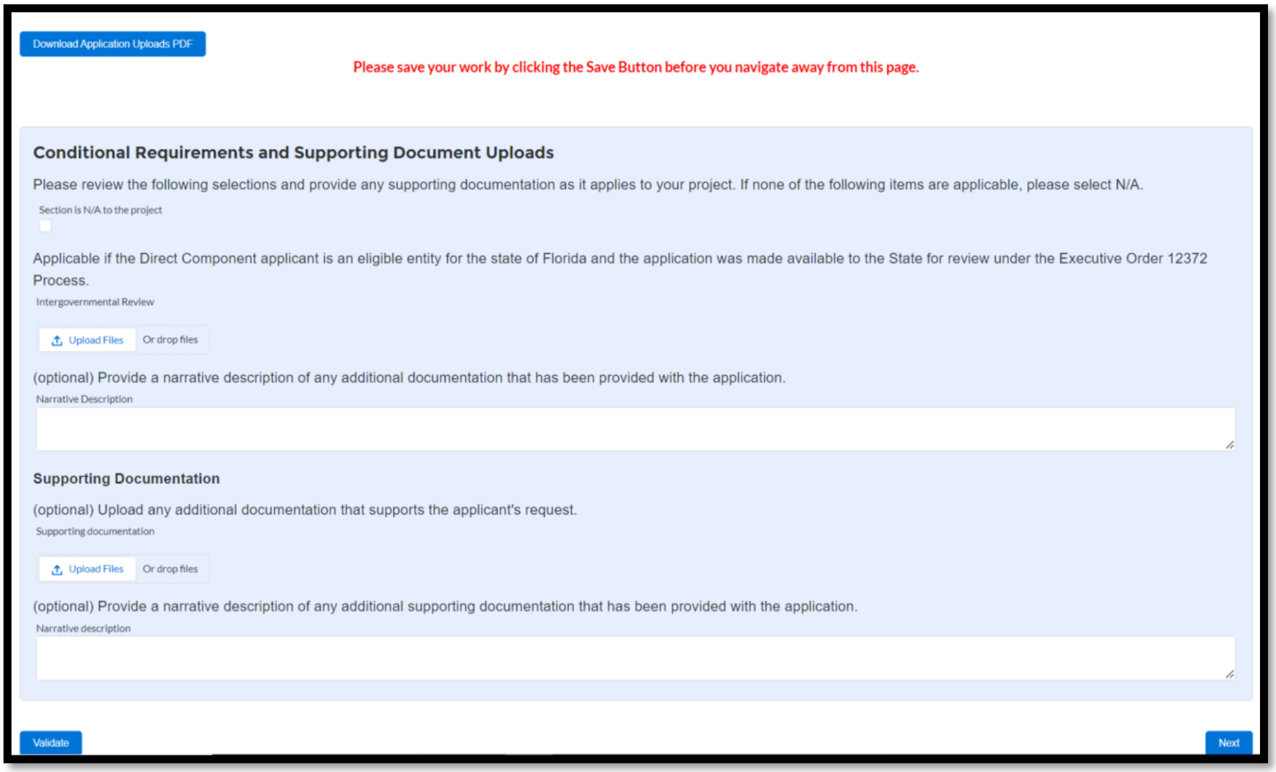


Figure 80: Application Uploads (certification visible for a Louisiana Applicant)

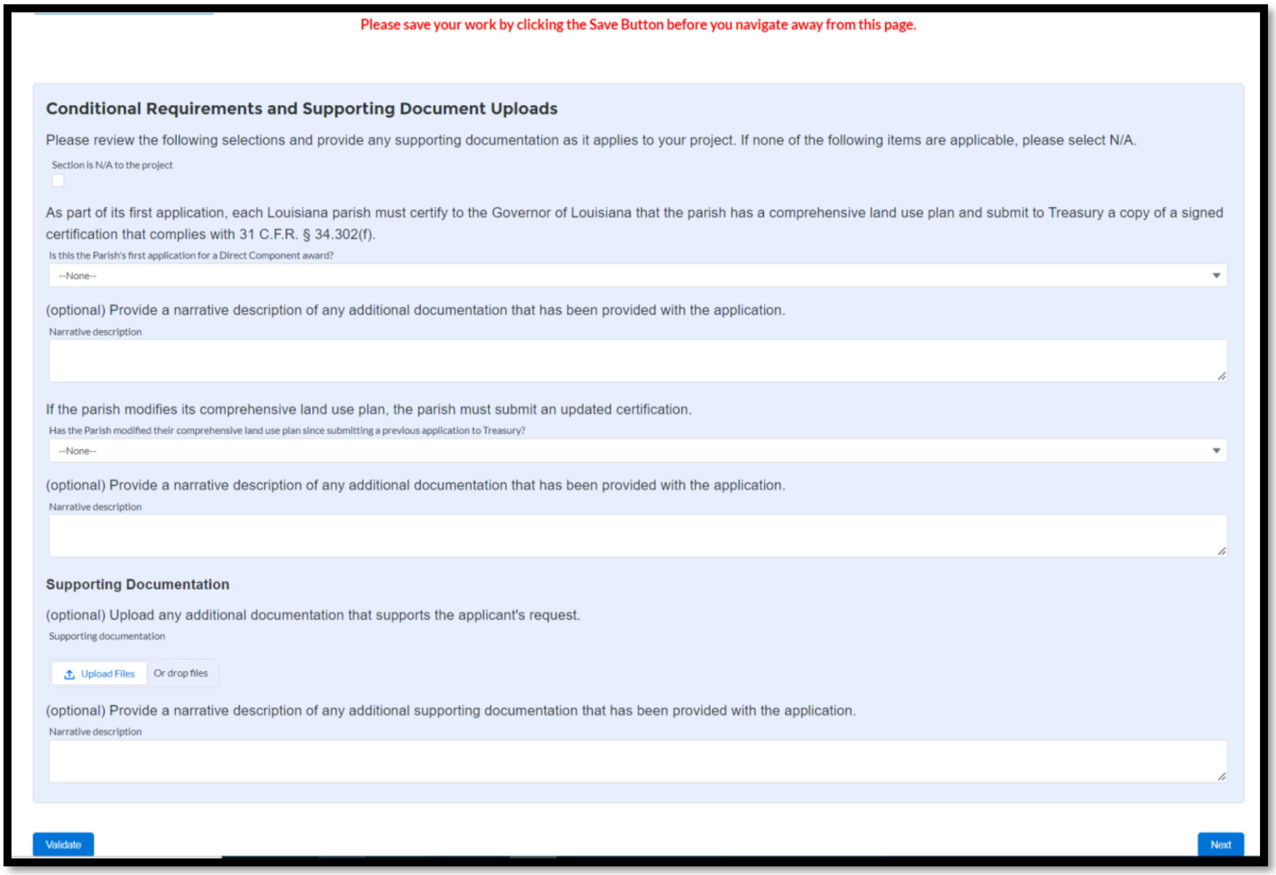
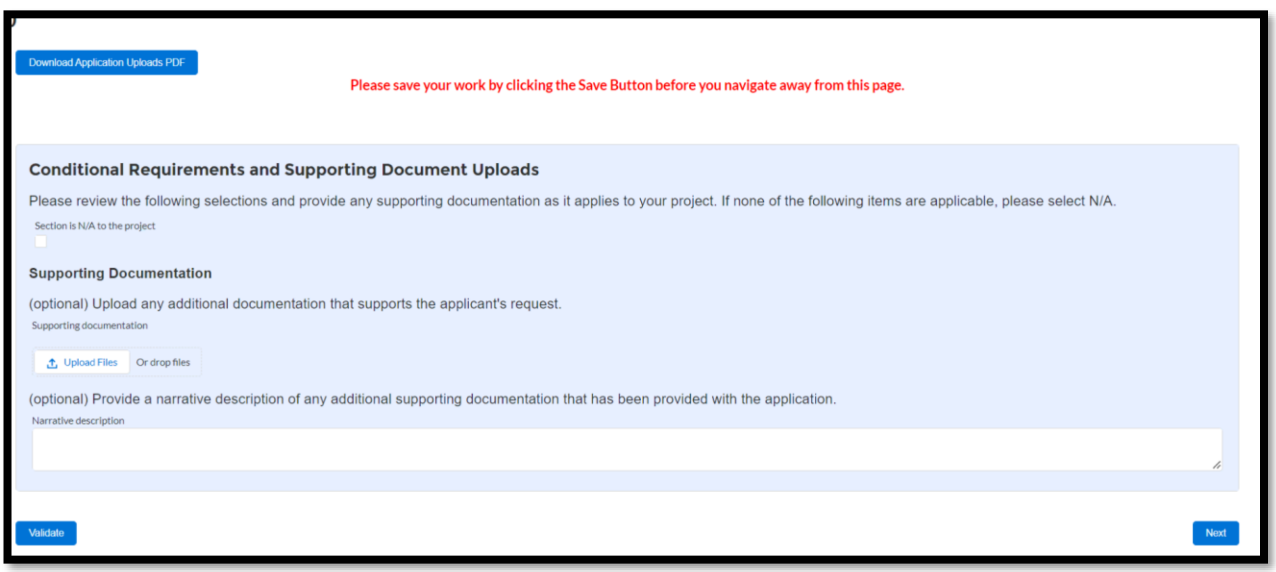


Figure 81: Application Uploads (certifications visible if conditions mentioned in figures 78, 79, and 80 are not met)



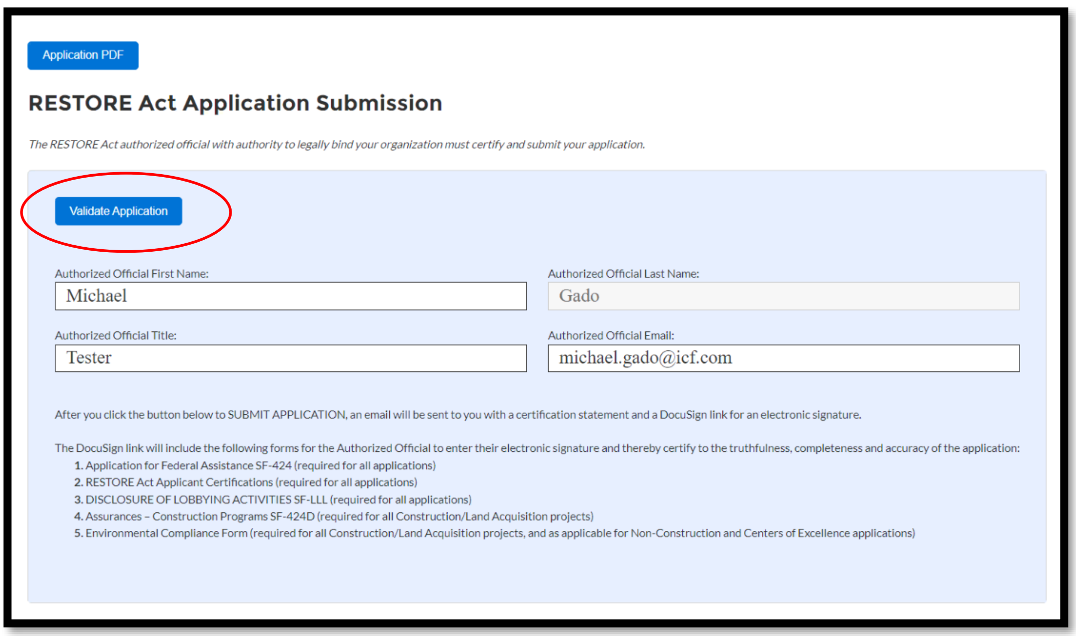
3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Application Submission form

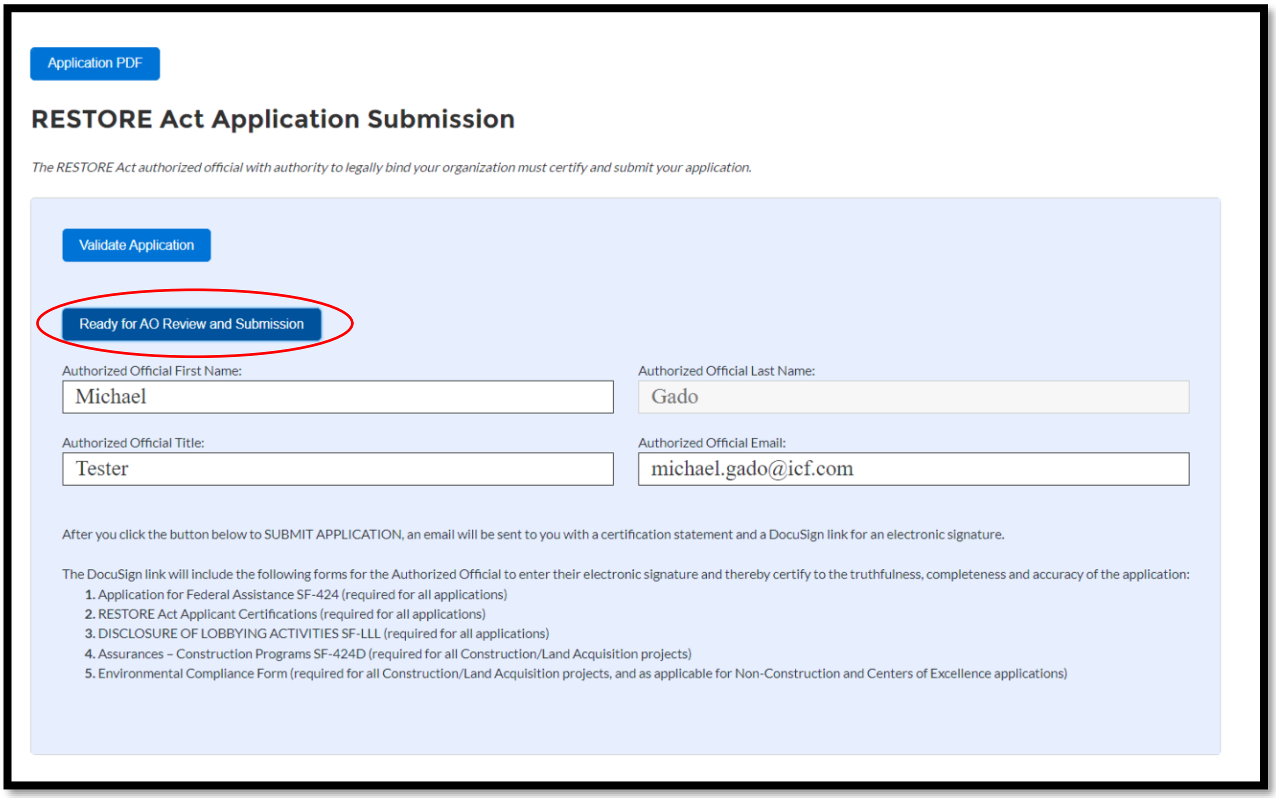
1. The project investigator / project director that is filling out this application will see the following page (figure 82). The project investigator / project director will click the validate button (figure 82). To correct validation errors, refer to validation step 4 and 5 for filling out an SF-424 form.

Figure 82: PI/PD view of submission form



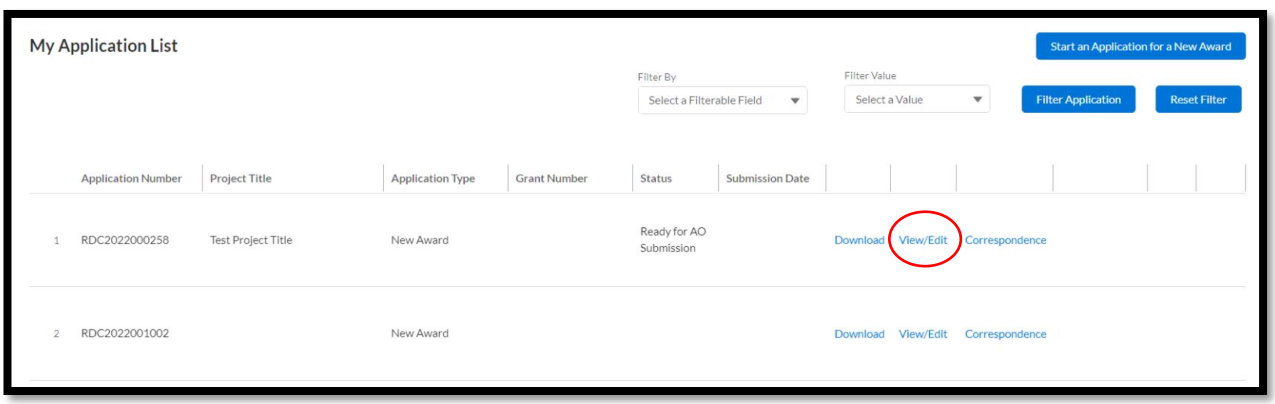
3. After successfully validating the application the “Ready for AO Review and Submission” button will appear (figure 83). When the button is pressed an email will be sent to the authorized official of the user organization to login and submit the award.

Figure 83: PI/PD view of submission form and request AO button



4. The authorized official will log into the RGMS portal and click on the application that they were requested to submit by pressing the **View/Edit** link on the **My Application List** (figure 84). The authorized official will review the application information.

Figure 84: Accessing the application from the My Application List



6. Once they have reviewed the application, they will navigate to the submit tab. Once on the submit tab they will see the "Submit Application" button (figure 85). The submit application button will first validate the application to catch any errors caused during final edits made by the AO. If errors occur refer to validation step 4 and 5 for filling out an SF-424 form. Once they successfully press the button the success message will appear (figure 86) and the authorized official will receive a DocuSign email. The application will be in a status of "AO Signature Pending" until the DocuSign has been complete (see section for completing DocuSign). **Please note that until the AO signs the**

application via DocuSign, Treasury is NOT in receipt of the application. Please see section 7 of this document for the Docusign process.

Figure 85: AO view of submission form

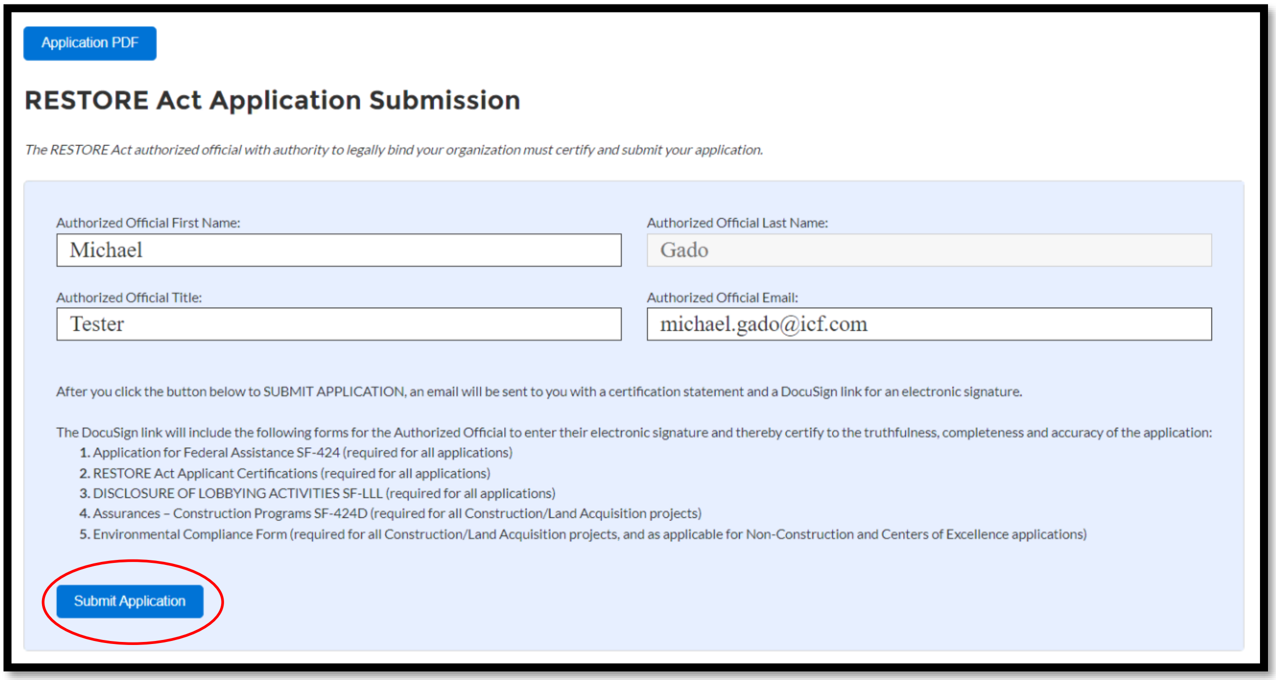
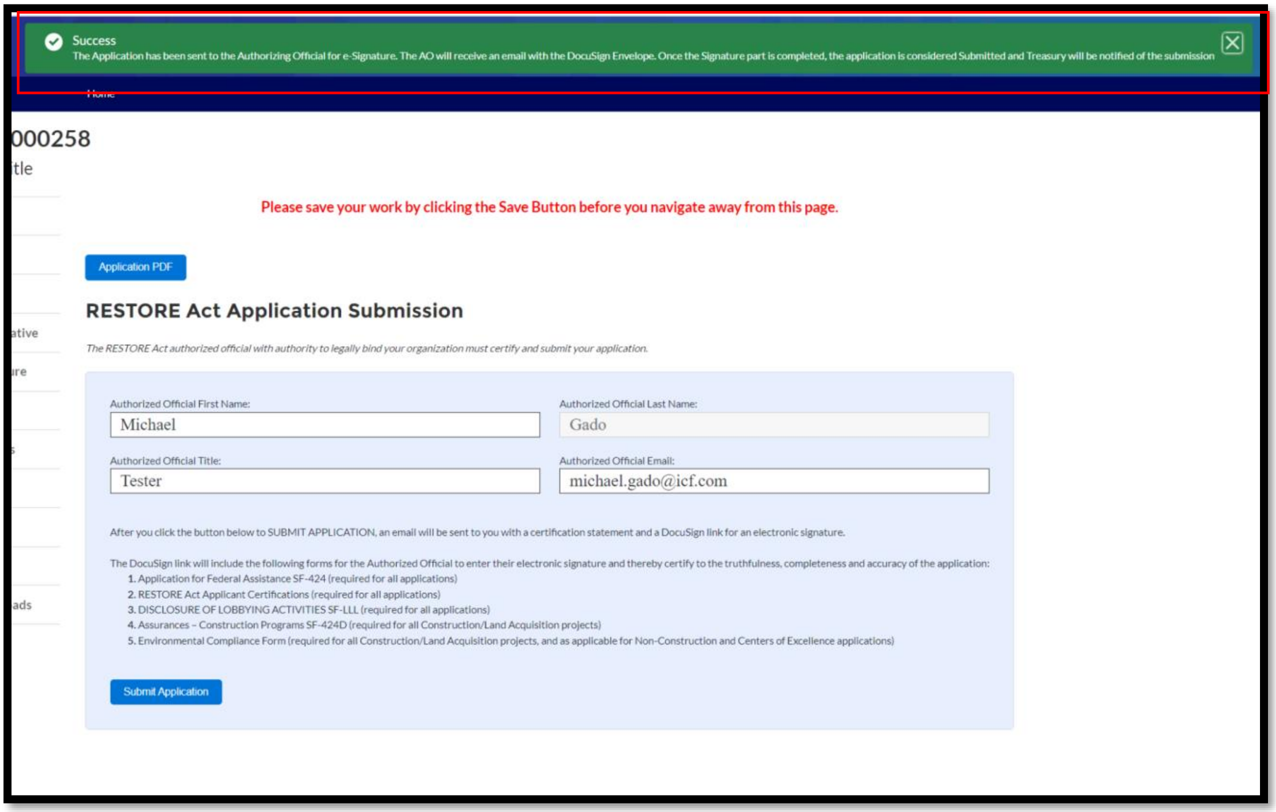


Figure 86: AO view of submission form



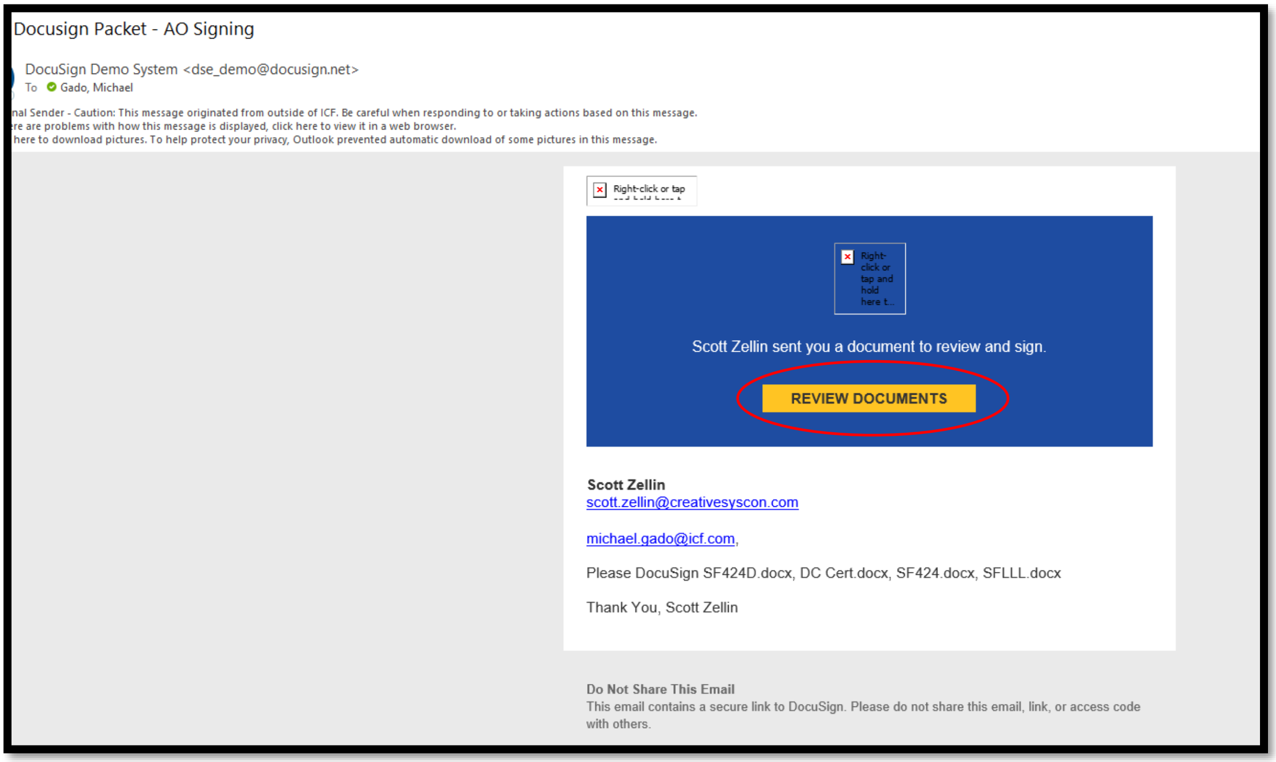
7. Signing an Application with DocuSign

1. After the AO submits the application, the application will be in a status of "AO Signature Pending" until the DocuSign has been complete (figure 87).

Figure 87: My Application List status before DocuSign

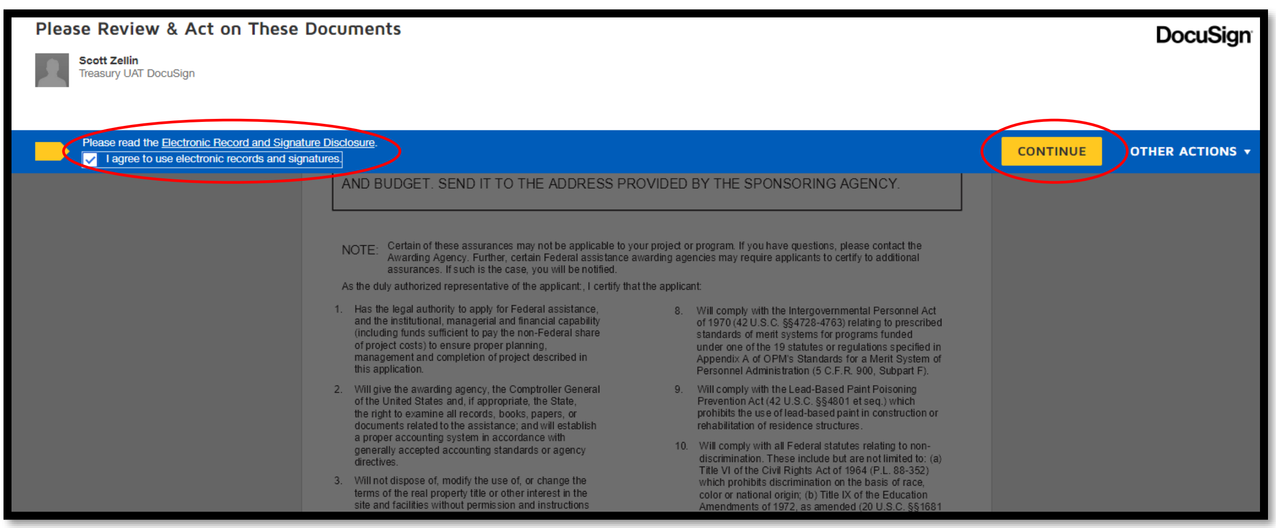
2. The AO will receive the following email (figure 88). Click on **Review Documents** (figure 88).

Figure 88: DocuSign email



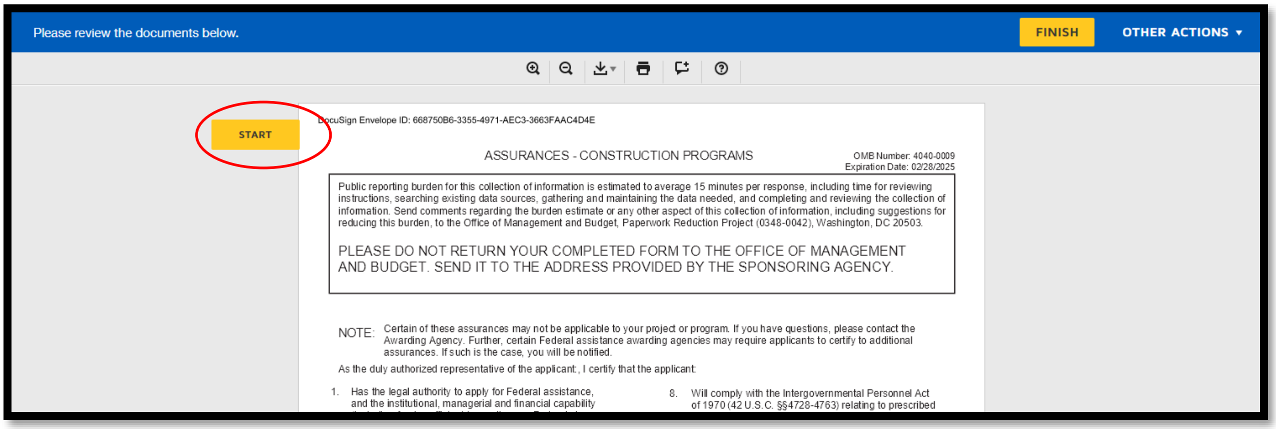
3. The user will be brought to the following screen to sign all documents needed for their application (figure 89). Click the checkbox and Continue (figure 89).

Figure 89: First DocuSign screen



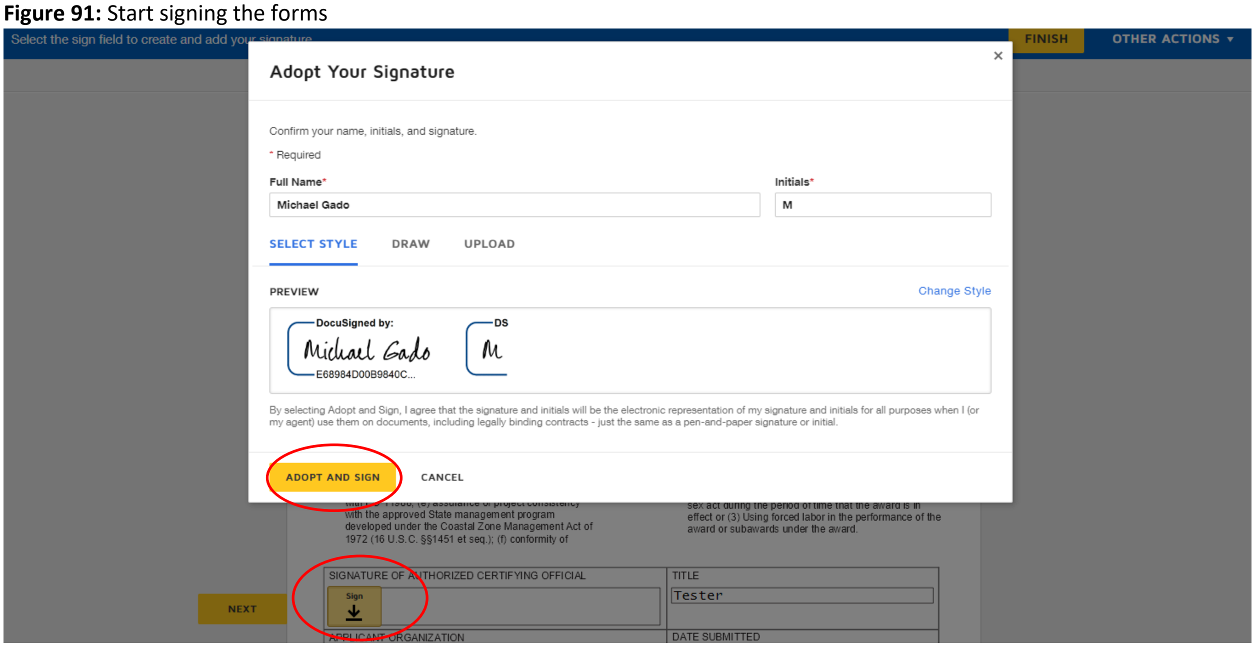
4. The user will click start to begin filling out the forms to be signed in DocuSign (figure 90). This will take you to the first form to be signed.

Figure 90: Start signing the forms



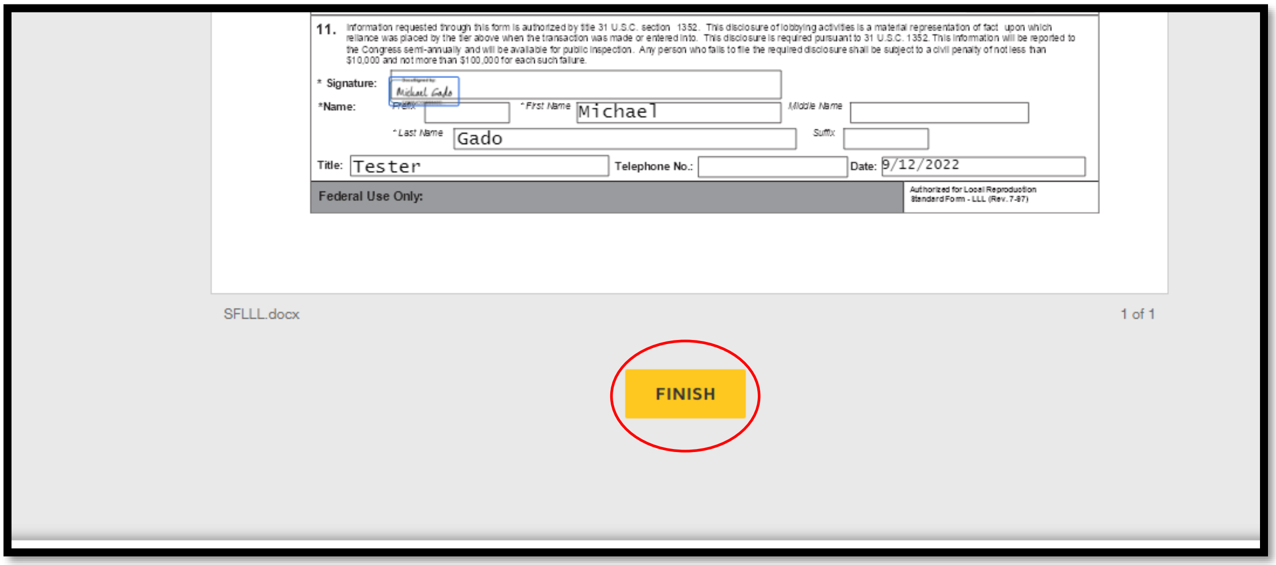
5. The user will click sign for each signature section of the form (figure 91). A pop up will display asking the user to type their full name that will be used to auto generate a signature to use for signing the form (figure 91). The user can alternatively draw or upload a signature to use for the signing. Once selected press **Adopt and Sign** (figure 91).

Figure 91: Start signing the forms



6. One the last form has been signed the user will click **Finish** at the bottom of the page (figure 92).

Figure 92: finish signing the forms



7. A pop up will display (figure 93). The user does not have to create an account since the signed forms will be accessible in the RGMS portal on the “My Application List” download action. The user will click **No Thanks** and the user will see a success screen (figure 94). The user will also receive a success email with the signed documents (figure 95). The Treasury will be notified of the recent submission.

Figure 93: finish signing the forms part 2

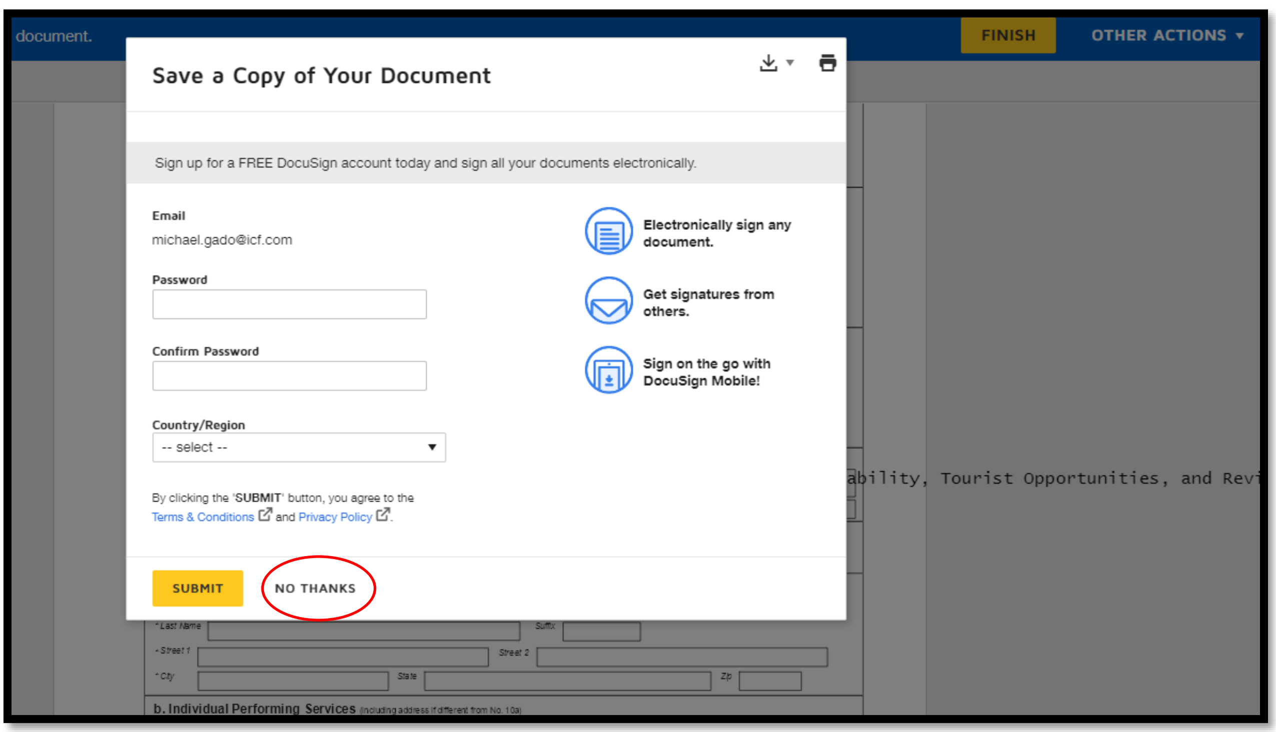


Figure 94: DocuSign Success

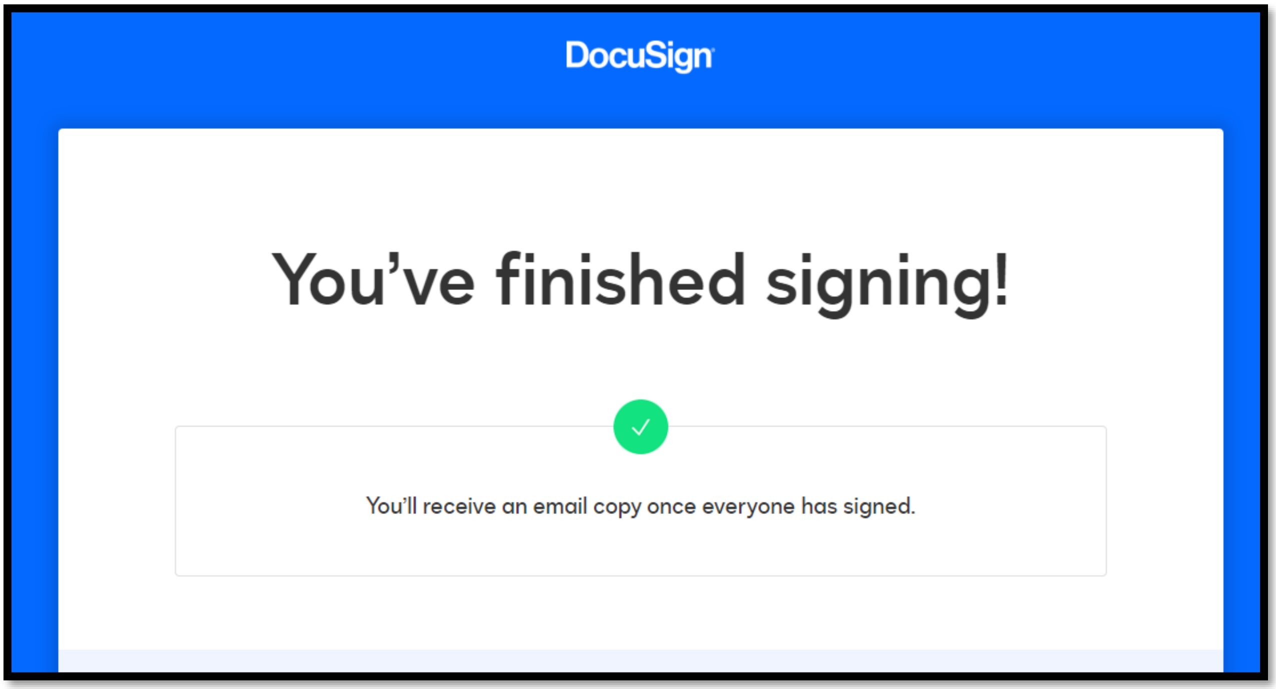
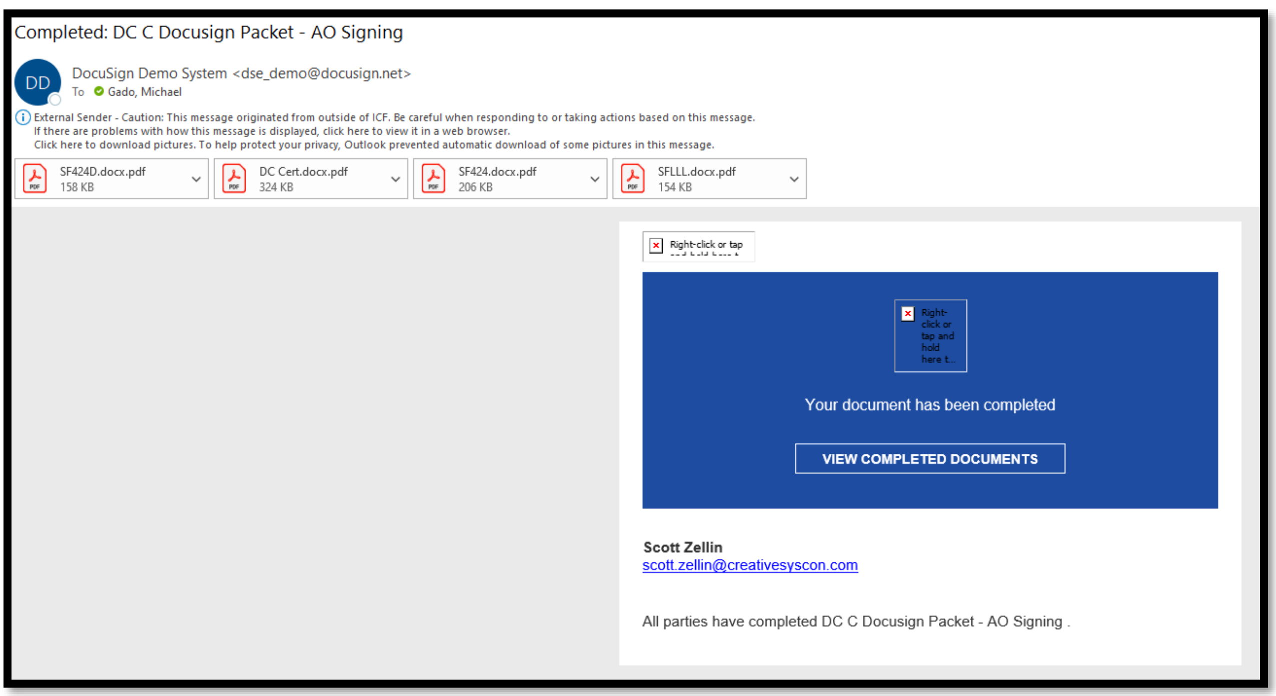
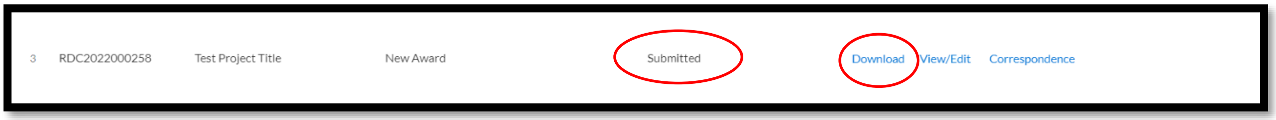


Figure 95: DocuSign success email



8. The user will be able to confirm on the RGMS portal **My Application List** that their application has been successfully submitted (figure 96). They will also be able to view their completed and signed application with the download action (figure 96).

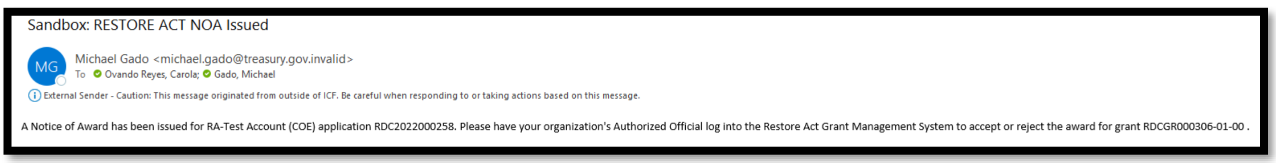
Figure 96: RGMS portal My Application List after DocuSign



8. Accepting an Award

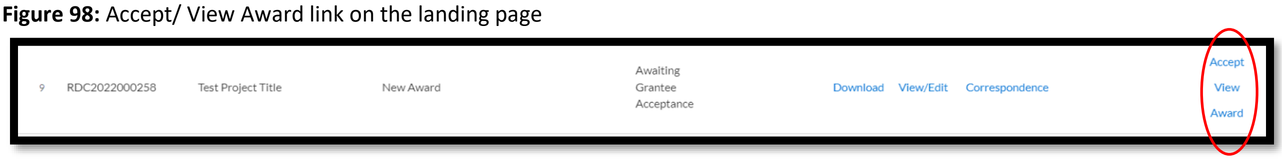
1. Once the application has been reviewed by the Office of Gulf Coast Recovery the applicant will receive an email (figure 97) to notify them that an award has been issued for their new award application.

Figure 97: Email to notify a grantee that an award has been issued



2. The applicant authorizing official will log into the RGMS portal and go to the **My Application List** to view and accept the notice of award (figure 98). Click on **Accept/ View Award** link next to the application (figure 98).

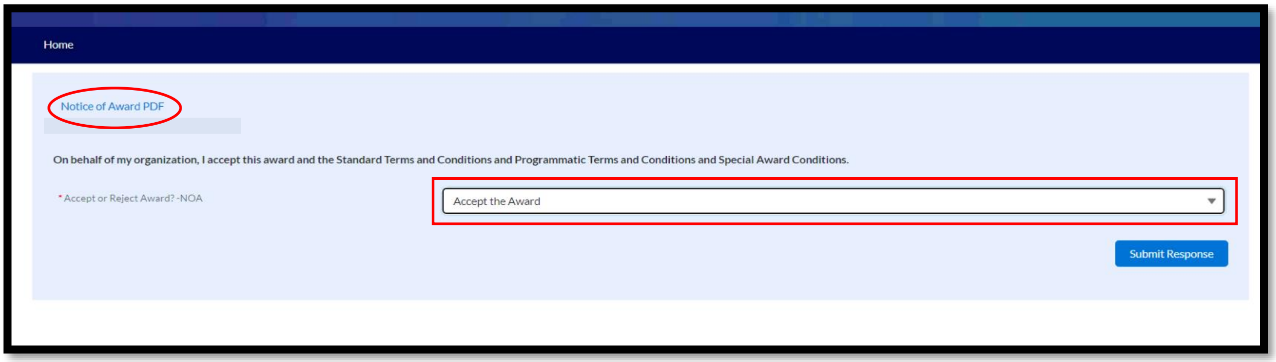
Figure 98: Accept/ View Award link on the landing page



3. The user will be taken to a screen to accept or reject the award. There will be a link “Notice of Award PDF” that the user can press to view and download the notice of award (figure 99).

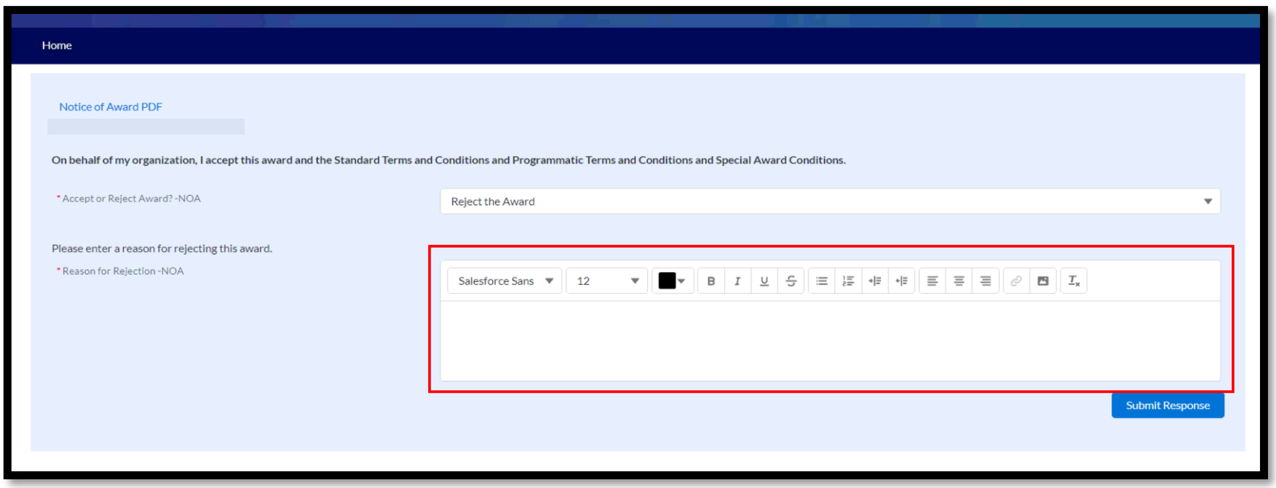
4. Once the user has reviewed the notice of award. The authorized official can either accept or reject the notice of award (figure 99). Note that only the authorizing official will be able to see the option to accept or reject the award.

Figure 99: Applicant accepts the award



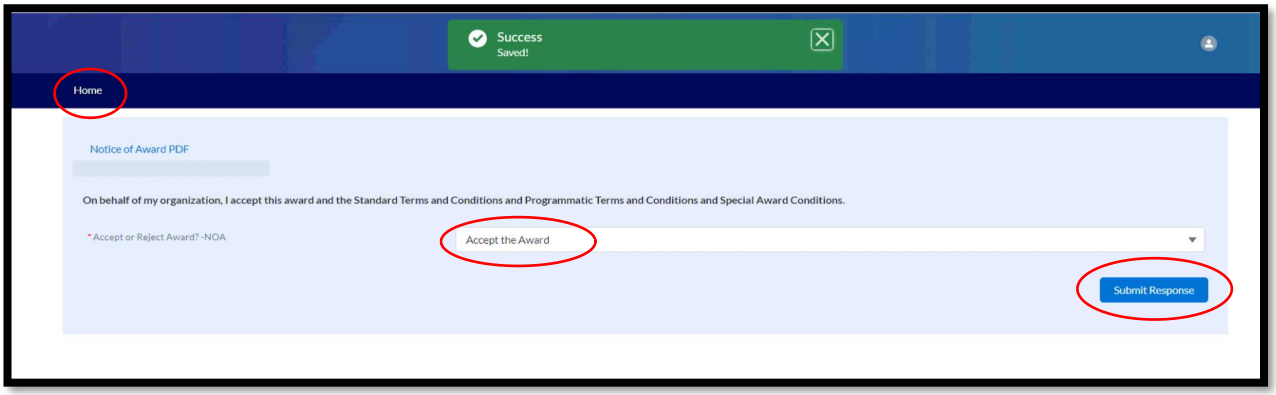
5. If the user selects reject the award an explanation is required before the user can submit the response (figure 100).

Figure 100: Applicant rejects the award



6. When the authorizing official selects **Accept the Award** and presses the **Submit Response** button (figure 101) a green success message will display, and the authorizing official and Treasury will receive an email notification of the authorizing official's response. The user will be automatically redirected to the home page.

Figure 101: Applicant accepts the award and submits response



7. Once the browser has been redirected the application will be removed from the **My Application List** and will appear in the **My Grant List** (figure 102).

Figure 102: My grants list

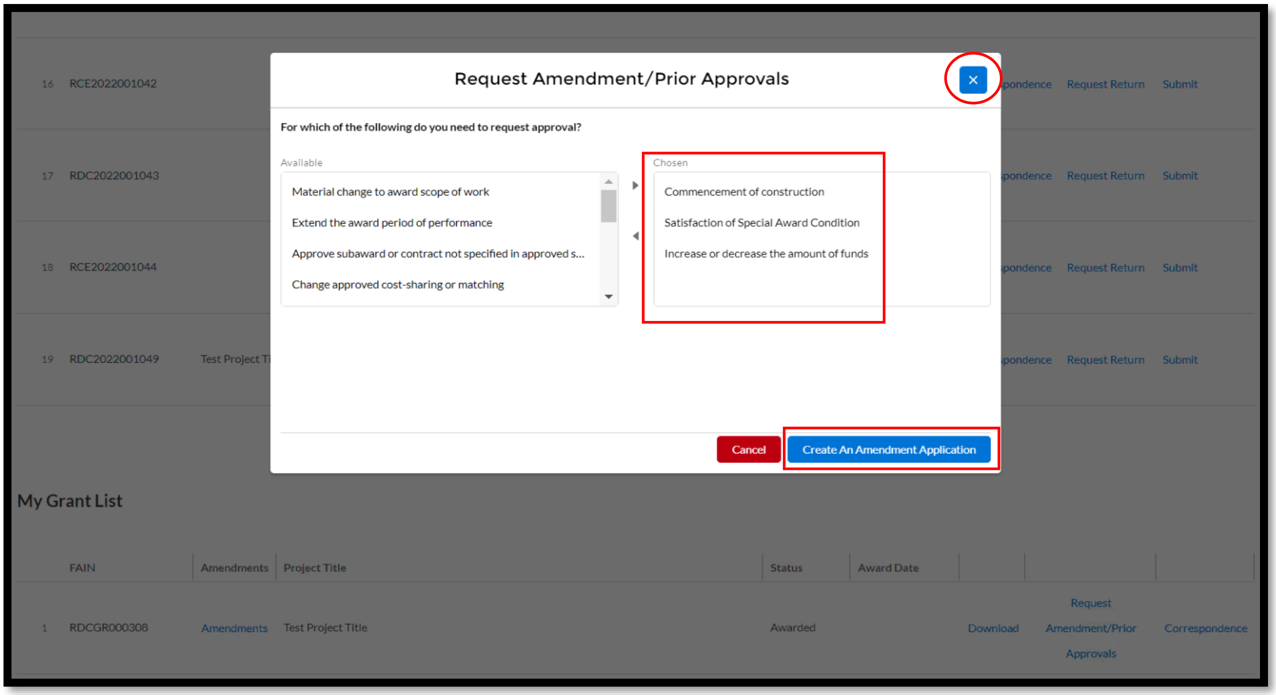
9. Starting an Amendment Application

1. If the user wants to make an amendment or prior approval request for a grant, they will navigate to the My Grants List (figure 103) and they will click on the **Request Amendment/ Prior Approvals** link (figure 103).

Figure 103: My grants list

2. After clicking on the link, the user will see a pop-up window with a multi-select list of amendments and prior approval types (figure 104). The user may select as many amendment and prior approval types that apply to their request.

Figure 104: Request Amendment/ Prior Approvals pop-up window



3. 3. When the user selects Create an Amendment Application the screen will buffer for a few seconds and an amendment application will be created in the My Application List. The user will be redirected into the amendment application they created (figure 104).

10. Amendment Application Forms

Overview

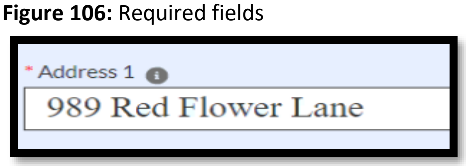
Based on the different amendment or prior approval types selected and the program type of the grant to be amended different sets of forms will display.

SF-424 Application for Federal Assistance

1. The user will provide information for the SF-424 some information will be prepopulated from the original application submitted for the grant.

2. The fields that are required are marked with a red asterisk (figure 106).

Figure 106: Required fields



3. Some fields will be prepopulated with entity information. Please contact Treasury if any populated information is incorrect.

4. Once all required fields are filled out. Press the **Save** button then press the **Validate** button at the bottom left of the page (figure 107). If information needs correcting scroll to the top of the page to read error messages and adjust your provided information (figure 108).

Figure 107: Validate

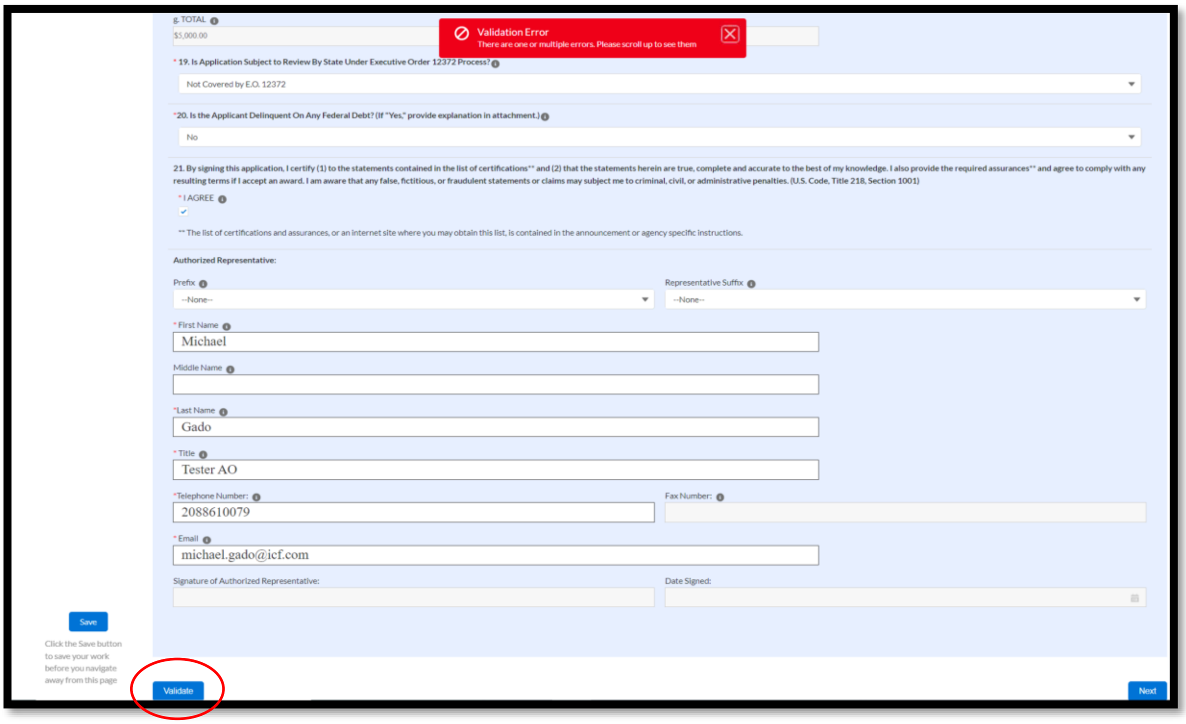
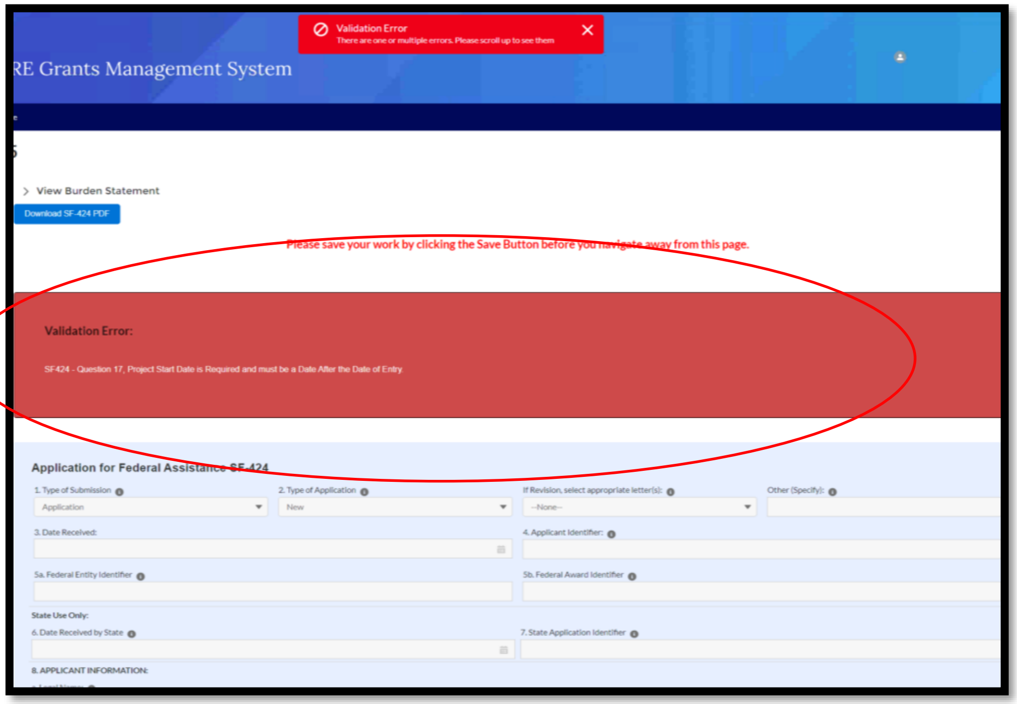
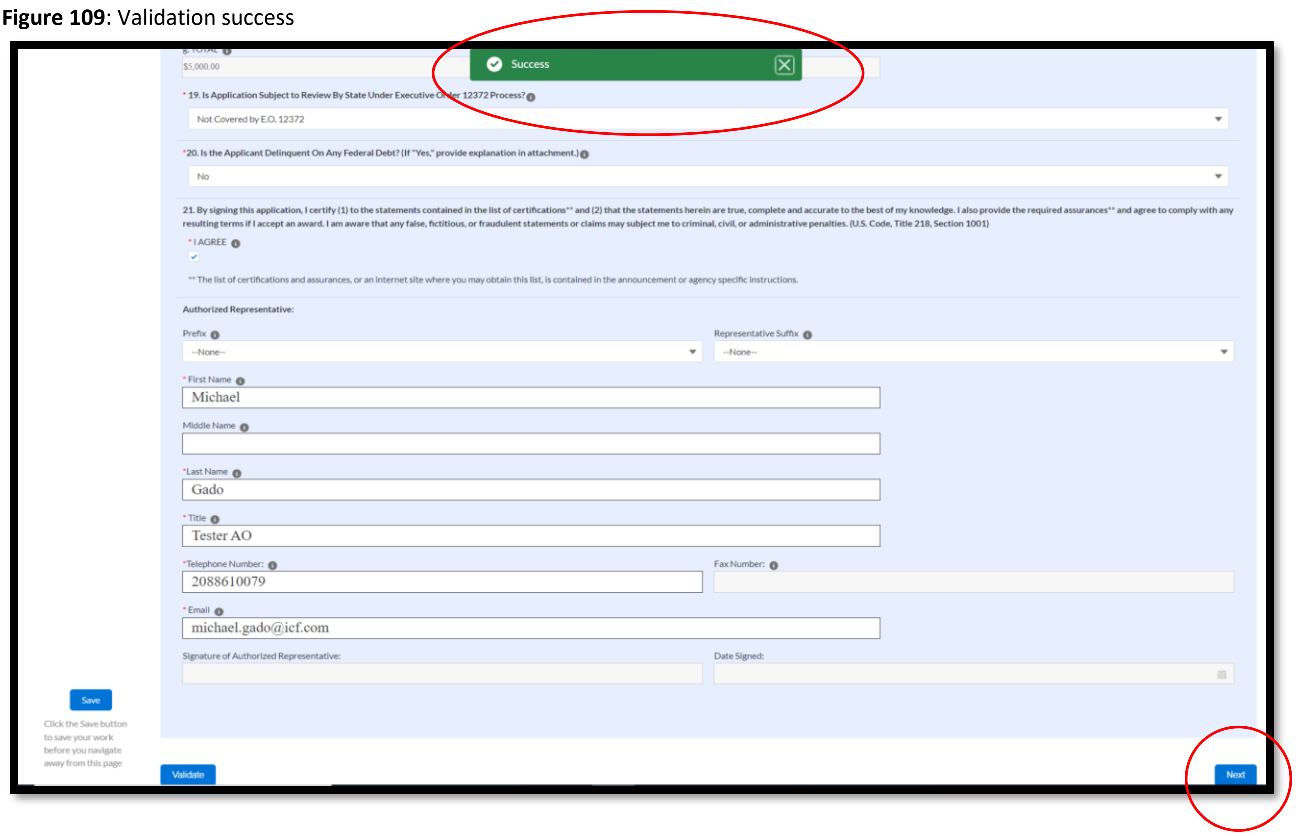


Figure 108: Validate with errors



5. Once the information has been adjusted click **Save** and then click **Validate**. If there are no errors, a green success message will display (figure 109).

Figure 109: Validation success

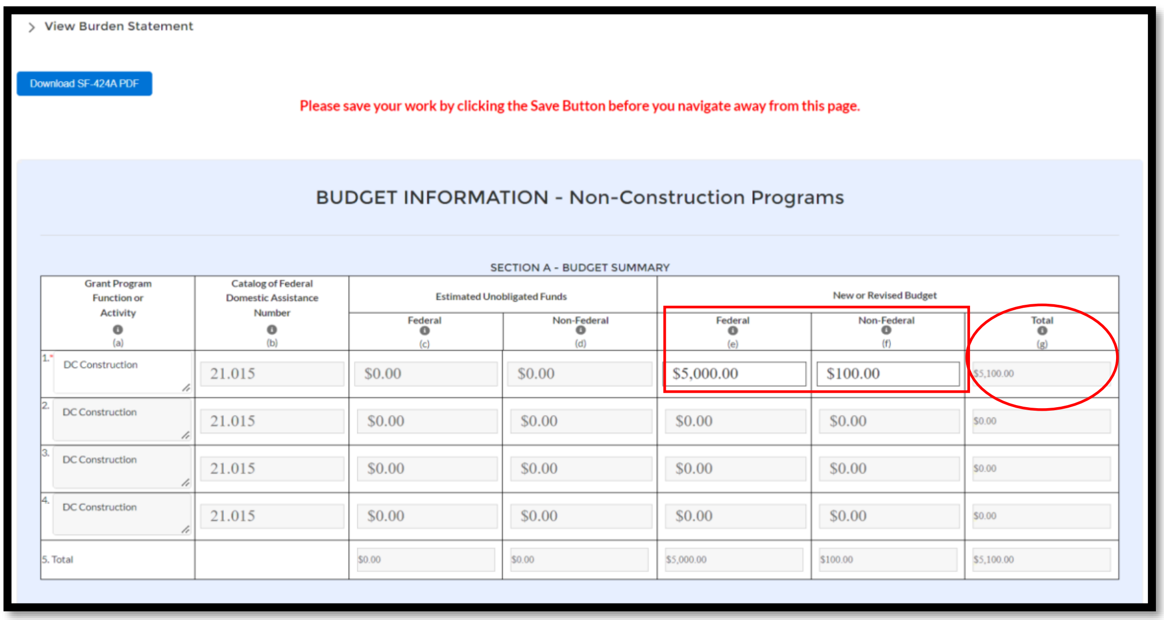


6. The user can continue to enter information on other forms by navigating with the **Next** button (figure 109) or by clicking on the form name on the side menu. Before navigating to another form with the side menu press **Save** to ensure no data is lost on the current form.

SF-424A Budget Information

1. User will provide information for section A of the form in column e and f (figure 110). Only one row of data is allowed. Note that the total rows and columns only update after the **Save** button is pressed.

Figure 110: SF-424A Section A



> View Burden Statement

Download SF-424A PDF

Please save your work by clicking the Save Button before you navigate away from this page.

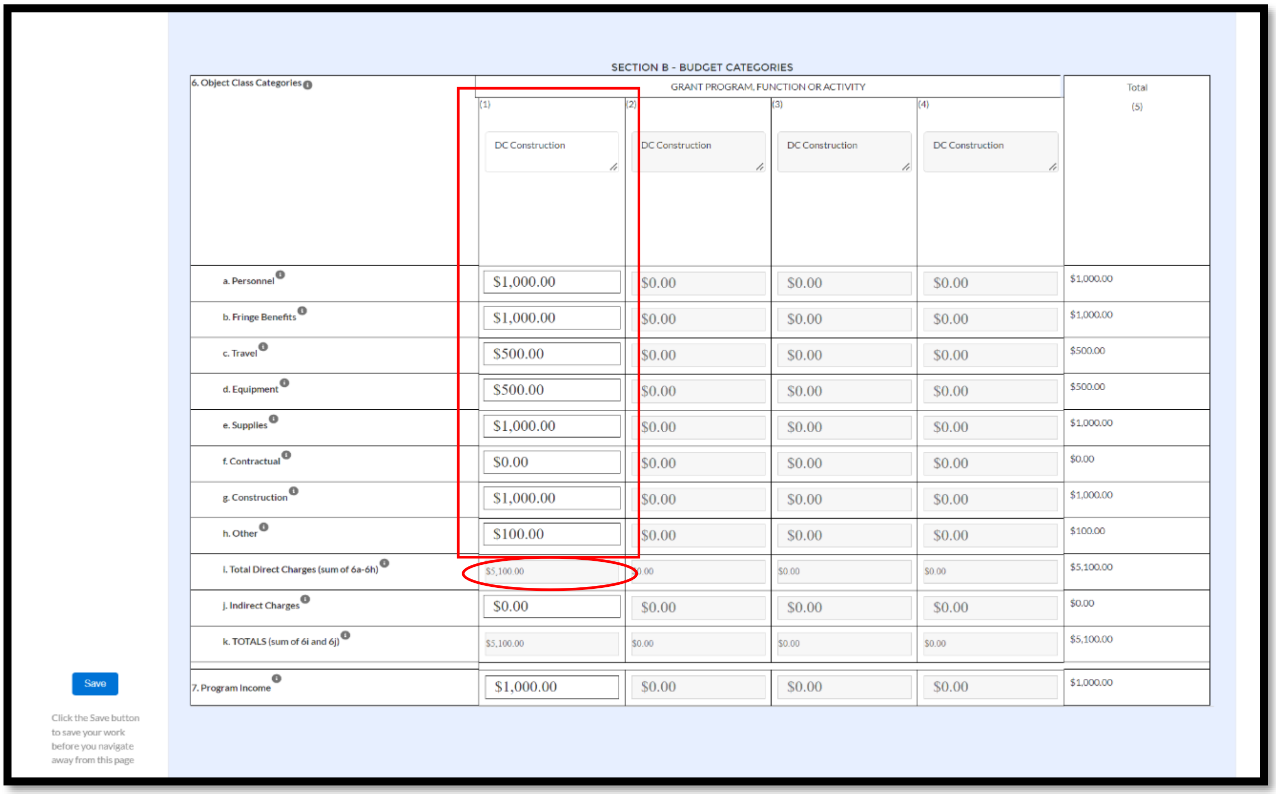
BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.* DC Construction	21.015	$0.00	$0.00	$5,000.00	$100.00	$5,100.00
2. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
3. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
4. DC Construction	21.015	$0.00	$0.00	$0.00	$0.00	$0.00
5. Total		$0.00	$0.00	$5,000.00	$100.00	$5,100.00

7. User will provide information for section B of the form (figure 111). Only one column of data is allowed. The total in section B column 1 row i (figure 111), must match the total for section A column g row 1 (figure 110).

Figure 111: SF-424A Section B



SECTION B - BUDGET CATEGORIES

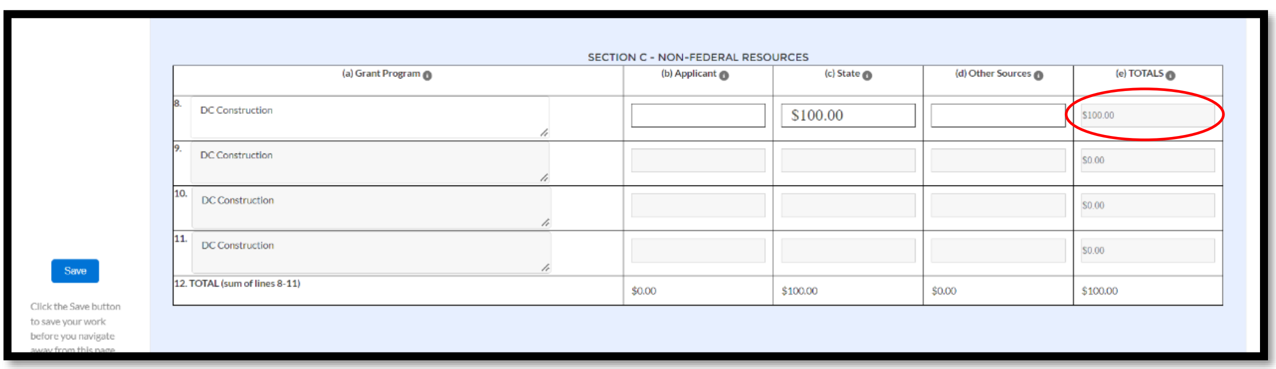
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) DC Construction	(2) DC Construction	(3) DC Construction	(4) DC Construction	(5)
a. Personnel	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
b. Fringe Benefits	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
c. Travel	$500.00	$0.00	$0.00	$0.00	$500.00
d. Equipment	$500.00	$0.00	$0.00	$0.00	$500.00
e. Supplies	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
f. Contractual	$0.00	$0.00	$0.00	$0.00	$0.00
g. Construction	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
h. Other	$100.00	$0.00	$0.00	$0.00	$100.00
i. Total Direct Charges (sum of 6a-6h)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
j. Indirect Charges	$0.00	$0.00	$0.00	$0.00	$0.00
k. TOTALS (sum of 6i and 6j)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
7. Program Income	$1,000.00	$0.00	$0.00	$0.00	$1,000.00

Save

Click the Save button to save your work before you navigate away from this page

8. User will provide information for section C of the form (figure 112). The total in section C column e row 8 must equal the total in section A column f row 1.

Figure 112: SF-424A Section C



SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. DC Construction		$100.00		$100.00
9. DC Construction				$0.00
10. DC Construction				$0.00
11. DC Construction				$0.00
12. TOTAL (sum of lines 8-11)	$0.00	$100.00	$0.00	$100.00

Save

Click the Save button to save your work before you navigate away from this page

9. Sections D and E will not be used in RGMS and section F is optional.

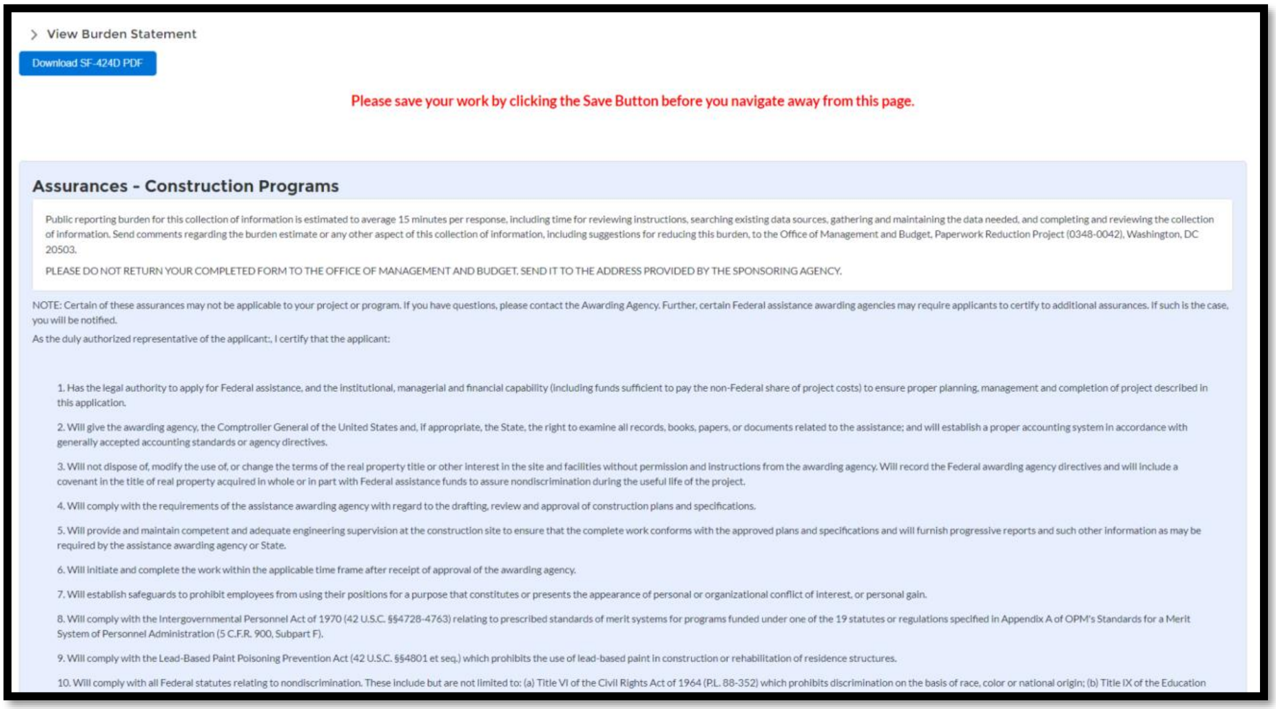
10. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

11. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

SF-424D Assurances - Construction Programs

1. The SF-424D Assurances – Construction Programs form must be read by the user (figure 113). No information is needed for entry.

Figure 113: SF-424D Assurances – Construction Programs form



> View Burden Statement

Download SF-424D PDF

Please save your work by clicking the Save Button before you navigate away from this page.

Assurances - Construction Programs

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

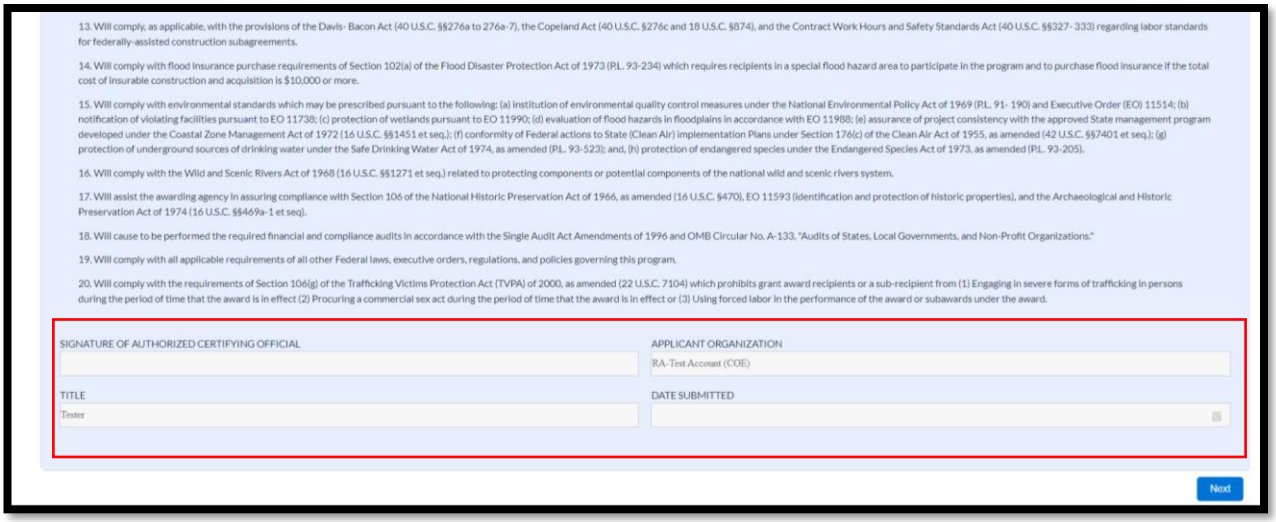
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education

2. The user will see the fields title and organization prepopulated at the bottom of the form (figure 114). Title is prepopulated from the entry for the authorized official on the bottom of the SF-424 form. The signature and date field will be blank when the user submits the application because the form will be signed in DocuSign when the user submits the application.

Figure 114: SF-424D Assurances – Construction Programs signature section



13. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91- 190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT ORGANIZATION

RA-Test Account (COE)

TITLE

Tester

DATE SUBMITTED

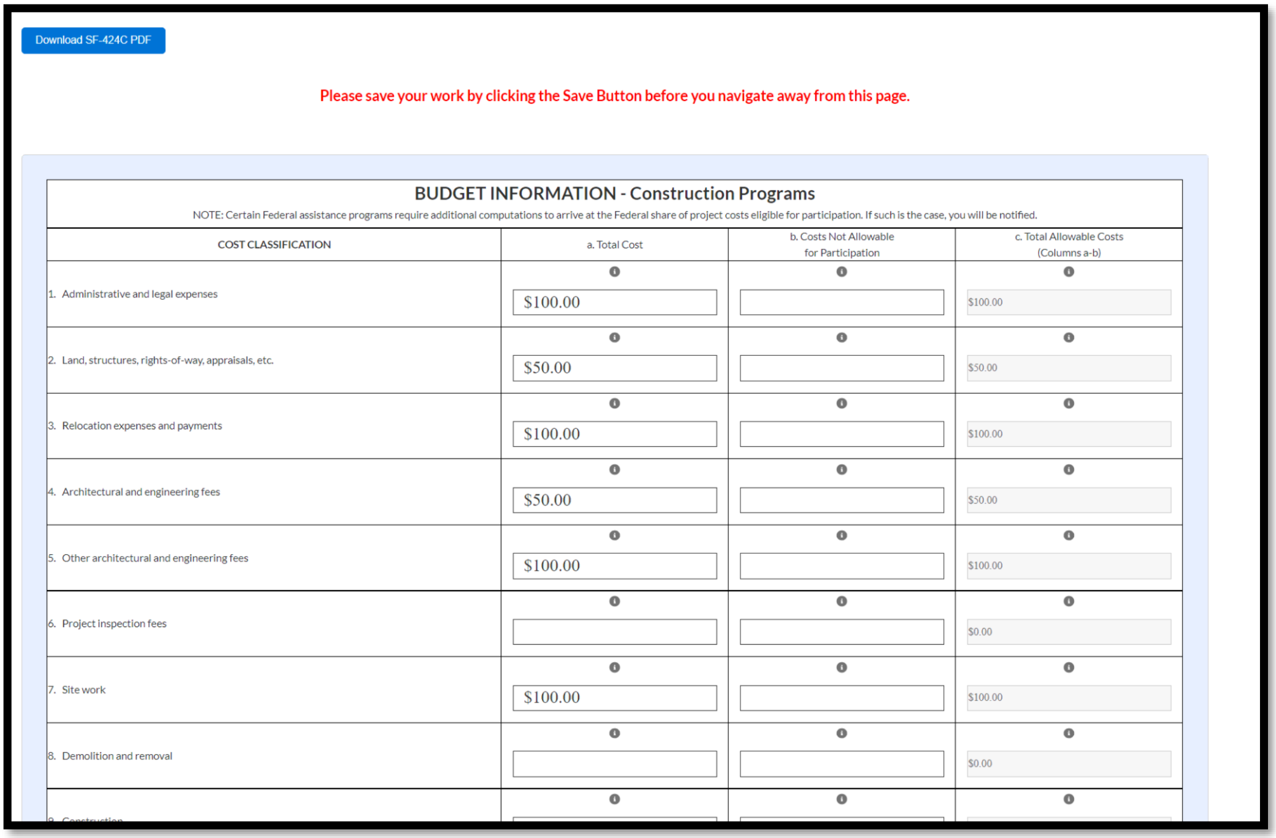
Next

3. When the user has read the form click **Next** on the bottom right of the page to continue to the next application form. Note that there is no **Save** or **Validate** button since no information will be entered by the user.

SF-424C Budget Information – Construction Programs

1. The user will enter information for the SF-424C (figure 115).

Figure 115: SF-424C Budget Information – Construction Programs



2. The value in column a row 12 (figure 116) must match the value in SF-424A section B column 6 row g (figure 117).

3. The value in column a row 15 (figure 116) must match the value in SF-424A section B column 6 row 7 (figure 117).

Figure 116: SF-424C fields that must match fields on SF-424A

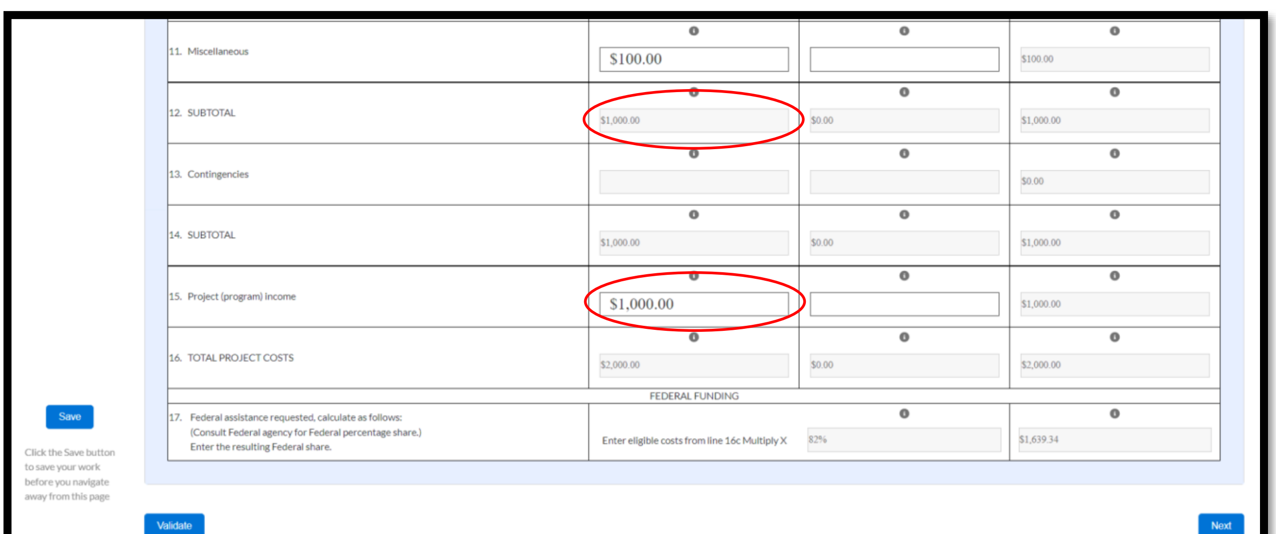


Figure 117: SF-424A fields that must match fields on SF-424C

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) DC Construction	(2) DC Construction	(3) DC Construction	(4) DC Construction	(5)
a. Personnel	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
b. Fringe Benefits	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
c. Travel	$500.00	$0.00	$0.00	$0.00	$500.00
d. Equipment	$500.00	$0.00	$0.00	$0.00	$500.00
e. Supplies	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
f. Contractual	$0.00	$0.00	$0.00	$0.00	$0.00
g. Construction	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
h. Other	$100.00	$0.00	$0.00	$0.00	$100.00
i. Total Direct Charges (sum of 6a-6h)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
j. Indirect Charges	$0.00	$0.00	$0.00	$0.00	$0.00
k. TOTALS (sum of 6i and 6j)	$5,100.00	$0.00	$0.00	$0.00	$5,100.00
7. Program Income	$1,000.00	$0.00	$0.00	$0.00	$1,000.00

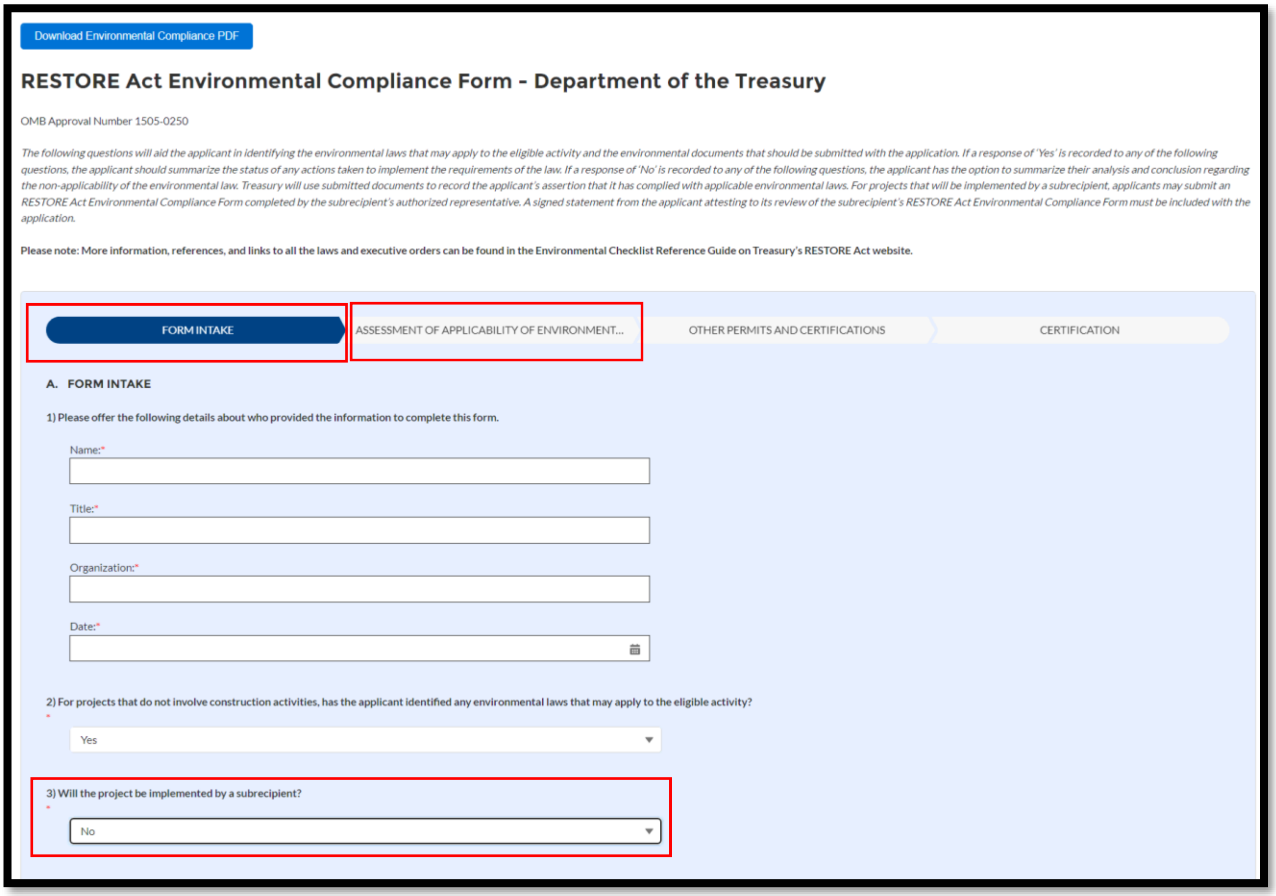
4. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

5. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Environmental Compliance

1. The user will enter information for the environmental compliance form and begin on the **Form Intake** section (figure 118). If the user indicates that the project will not be implemented by a subrecipient (question 3) (figure 118) then an additional section "Assessment of Applicability of Environmental Laws" will appear (figure 118).

Figure 118: Environmental Compliance form



2. If the user responds "No" to question 2 only the Form Intake and Certification sections will display.

3. The user will complete all required fields in the sections that display.

4. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

5. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Permission to Commence with Construction Checklist

1. The user will provide information for the **Permission to Commence with Construction Checklist** (figure 119). As the user provides responses some additional questions will display.

Figure 119: Permission to Commence with Construction Checklist

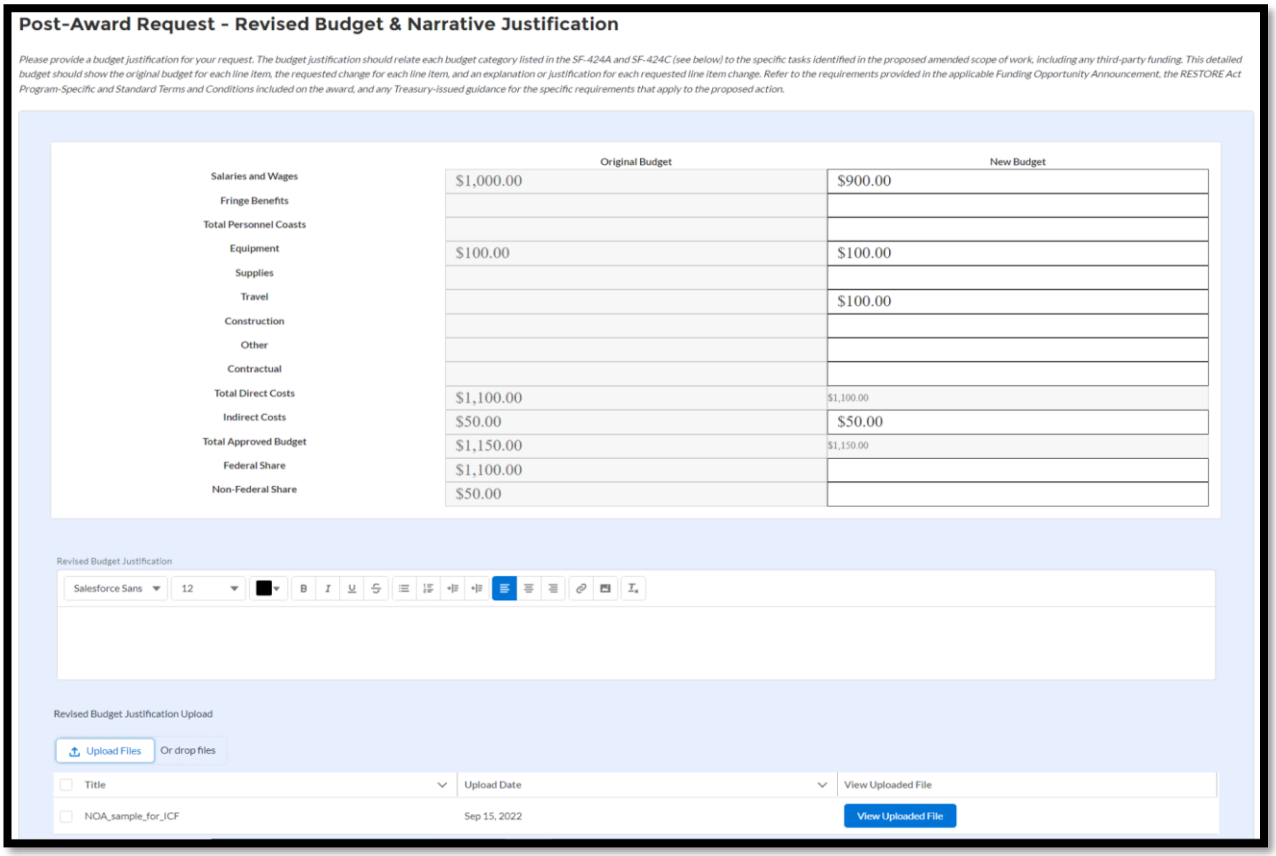
2. Click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form. Note that this form does not have a validate button because no questions on this form are required for submission.

Revised Budget & Narrative Justification

1. The user will provide revised budget information in the Revised Budget & Narrative Justification (figure 120). The user will see their original budget as reflected on the most recent notice of award issued for the grant and will be able to provide a new revised budget (figure 120).

2. After the user provides a revised budget, they will be required to enter either a revised budget justification in the text box or provide an upload version (figure 120).

Figure 120: Revised Budget & Narrative Justification



Post-Award Request - Revised Budget & Narrative Justification

Please provide a budget justification for your request. The budget justification should relate each budget category listed in the SF-424A and SF-424C (see below) to the specific tasks identified in the proposed amended scope of work, including any third-party funding. This detailed budget should show the original budget for each line item, the requested change for each line item, and an explanation or justification for each requested line item change. Refer to the requirements provided in the applicable Funding Opportunity Announcement, the RESTORE Act Program-Specific and Standard Terms and Conditions included on the award, and any Treasury-issued guidance for the specific requirements that apply to the proposed action.

	Original Budget	New Budget
Salaries and Wages	$1,000.00	$900.00
Fringe Benefits		
Total Personnel Coasts		
Equipment	$100.00	$100.00
Supplies		
Travel		$100.00
Construction		
Other		
Contractual		
Total Direct Costs	$1,100.00	$1,100.00
Indirect Costs	$50.00	$50.00
Total Approved Budget	$1,150.00	$1,150.00
Federal Share	$1,100.00	
Non-Federal Share	$50.00	

Revised Budget Justification

Salesforce Sans 12

Revised Budget Justification Upload

Upload Files Or drop files

Title	Upload Date	View Uploaded File
NOA_sample_for_ICF	Sep 15, 2022	View Uploaded File

3. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

4. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Status of Performance Report

1. The user will begin by entering a reporting period and goals on the top of the Status of Performance Report (figure 121). For more detail about the type of entry information click on the help text next to the field.

2. The user will then see a table towards the bottom of the form with pre-created number of rows. The number of rows corresponds to the number of performance measures submitted with the last approved application. The user will provide information by clicking on the edit button on each row (figure 121).

3. After clicking edit for a row the user will see a pop-up window (figure 122) to enter information for this performance measure. After providing information for this record the user will click **save**

(figure 122).

4. The user will be able to add rows to the table or remove rows from the table with the **add** button and **remove** link (figure 121).

5. Once all information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

6. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Figure 121: Status of performance report

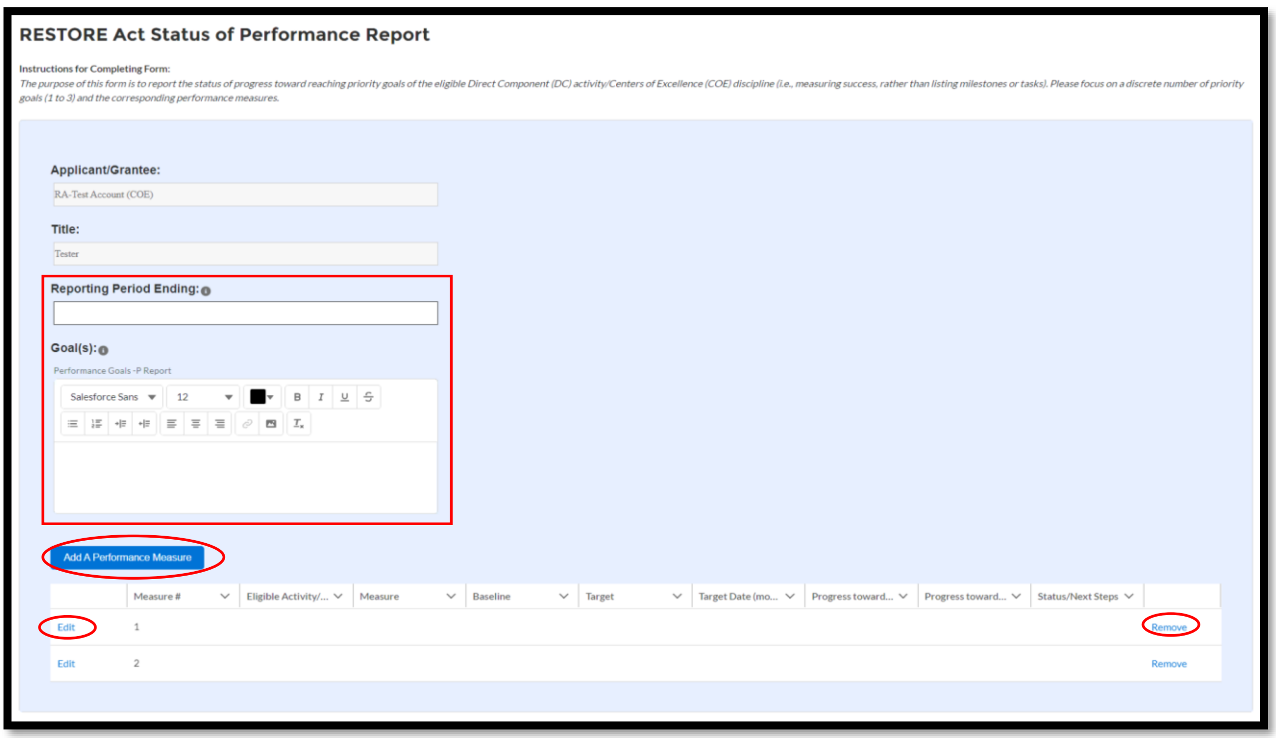
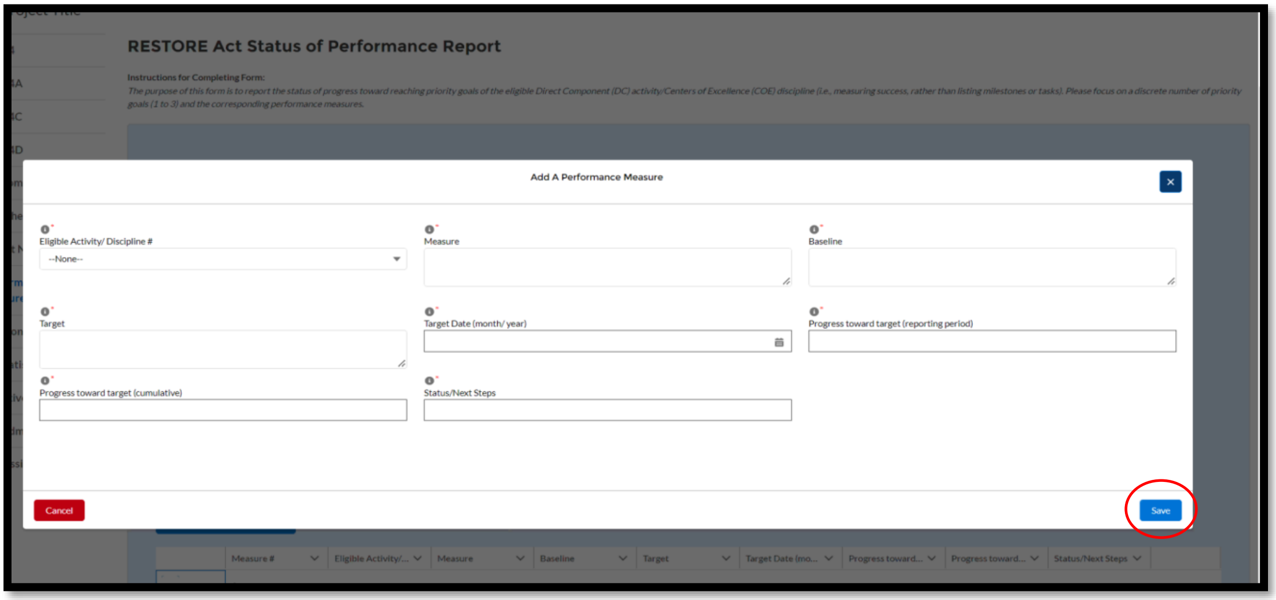


Figure 122: Status of performance report pop-up



Milestones Report

1. The user will begin by entering a reporting period on the top of the Milestones Report (figure 123). For more detail about the type of entry information click on the help text next to the field.

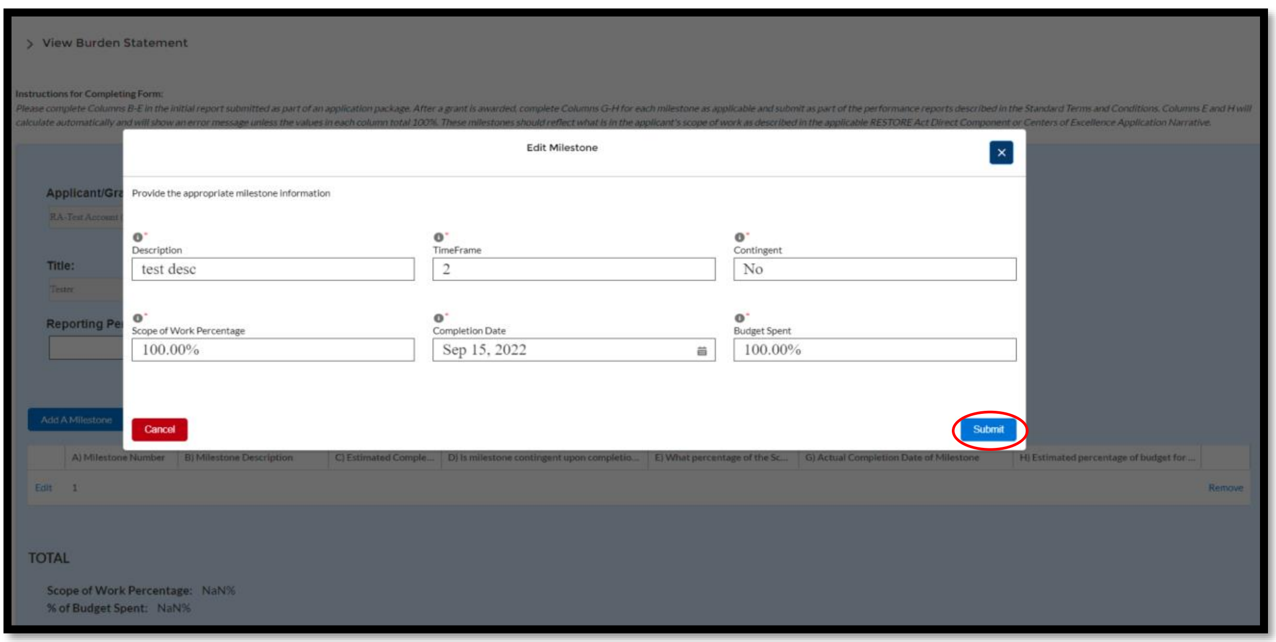
2. The user will then see a table towards the bottom of the form with pre-created number of rows. The number of rows corresponds to the number of milestones submitted with the last approved application. The user will provide information by clicking on the edit button on each row (figure 123).

3. After clicking edit for a row the user will see a pop-up window (figure 124) to enter information for this milestone. After providing information for this record the user will click **Submit** (figure 124).

4. The user will be able to add rows to the table or remove rows from the table with the **add** button and **remove** link (figure 123).

Figure 123: Status of performance report pop-up

Figure 124: Status of performance report pop-up



5.

6. Once all information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

7. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

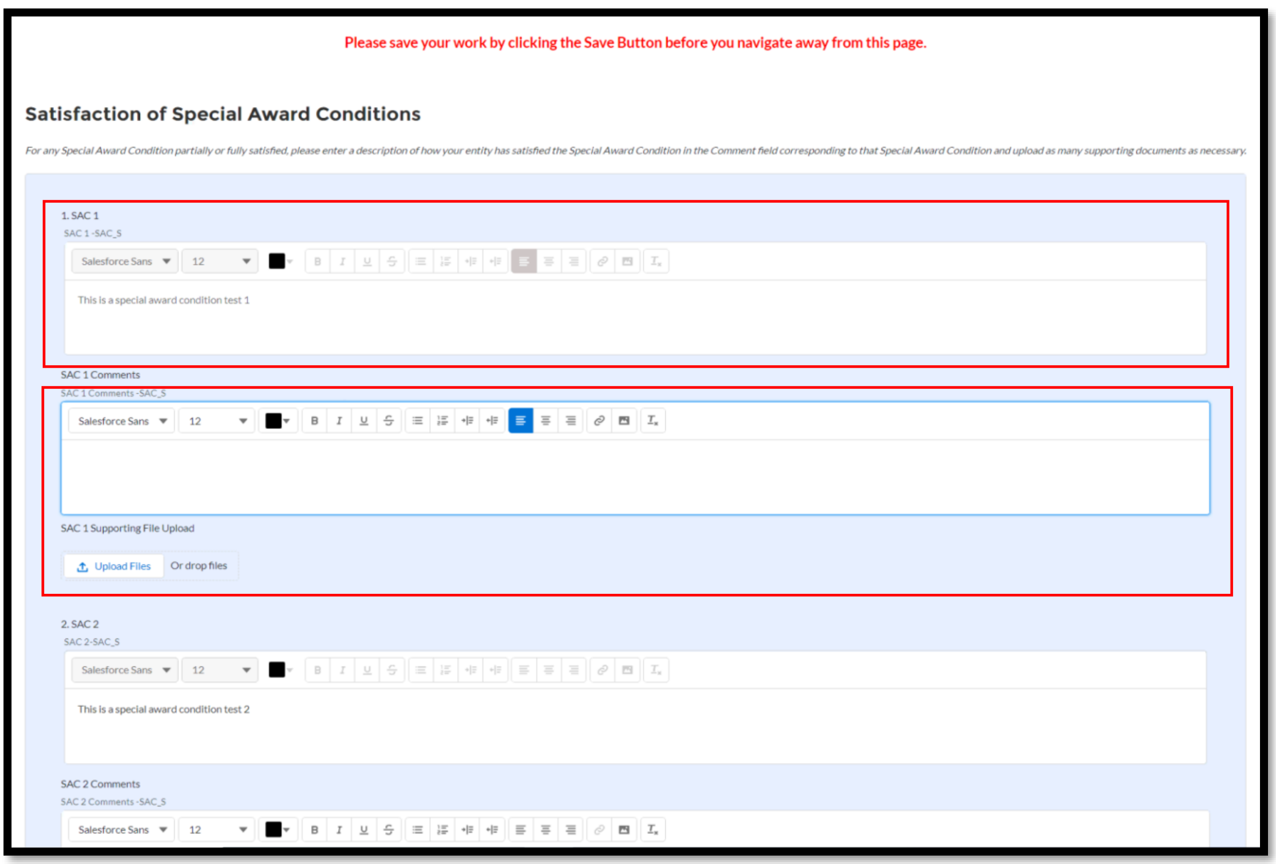
Satisfaction of Special Award Conditions

1. The user will enter information into the Satisfaction of Special Award Conditions form (figure 126). The SACs from the original grant application will be displayed in each of the SAC# fields (figure 126). There will be blank fields if the user's original application had less than 10 special award conditions.

2. The user will provide text details and/or supporting documents to show how the special award condition was satisfied (figure 126). A response is not required for every SAC, and there is no **validate** button since no field are required on this form.

3. Click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Figure 126: Satisfaction of Special Award Conditions form



Narrative Justification

1. The user will provide a narrative justification text input or file upload on the Narrative Justification Form (figure 127)

2. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

3. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Figure 127: Narrative Justification Form

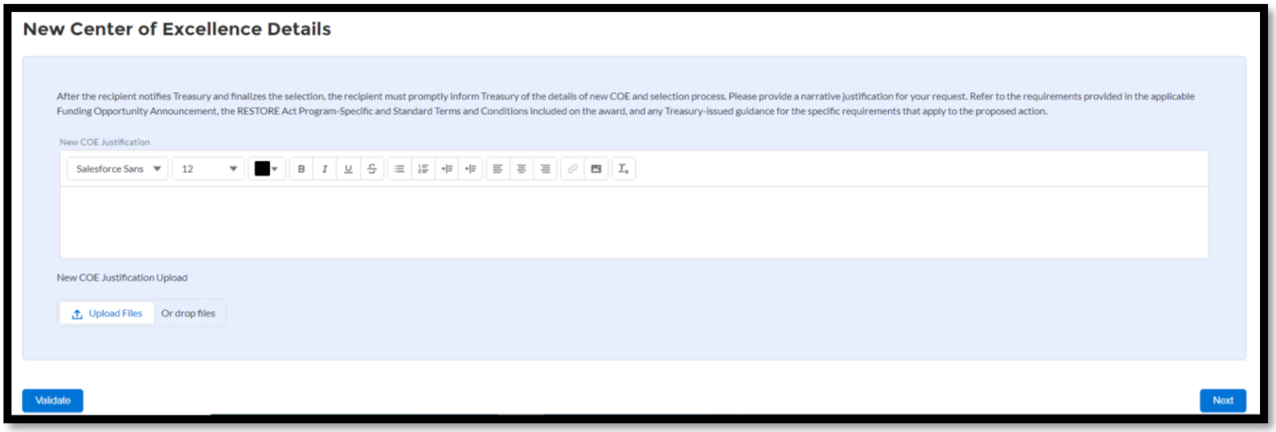
New Center of Excellence Details

1. The user will provide a new center of excellence justification text input or file upload on the New Center of Excellence Details form (figure 128).

2. Once the information is entered click **Save** then click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

3. When the user has completed adjustments to the form, click **Save** on the bottom left of the screen and click **Next** on the bottom right of the page to continue to the next application form.

Figure 128: New COE Details form



Amendment Uploads

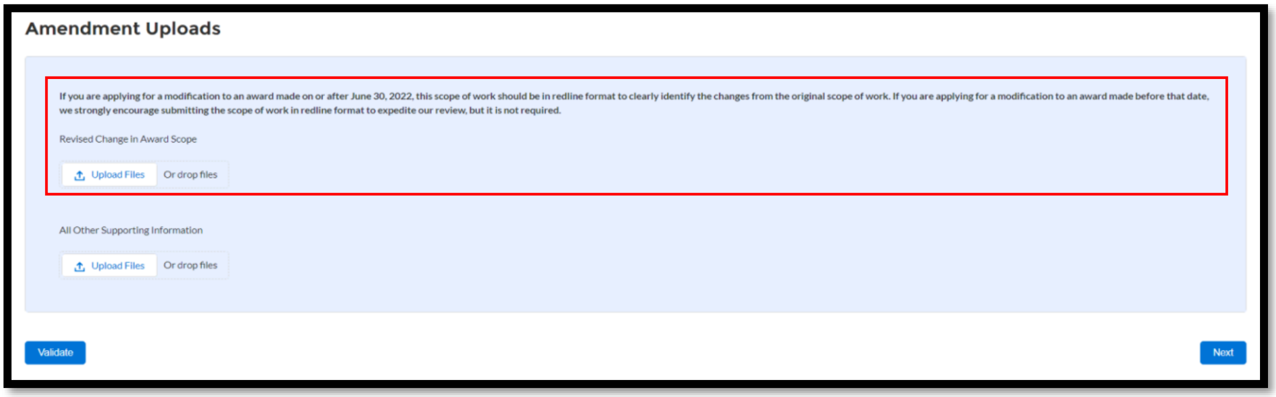
1. The user will provide optional supporting documents and conditionally required documents on the Amendment Uploads form (figure 129).

2. If the user selected any of the following amendment/ prior approval types, they will be required to upload documents to the first upload question (figure 129). "Material change to award scope of work" OR "Approve subaward or contract not specified in approved scope of work" OR "Early termination".

4. Note that there is no **save** button on this page since each document is saved once uploaded. Once forms have been uploaded click **Validate** on the bottom left of the screen. Refer to validation step 4 and 5 for filling out an SF-424 form.

5. When the user has completed adjustments to the form, click **Next** on the bottom right of the page to continue to the next application form.

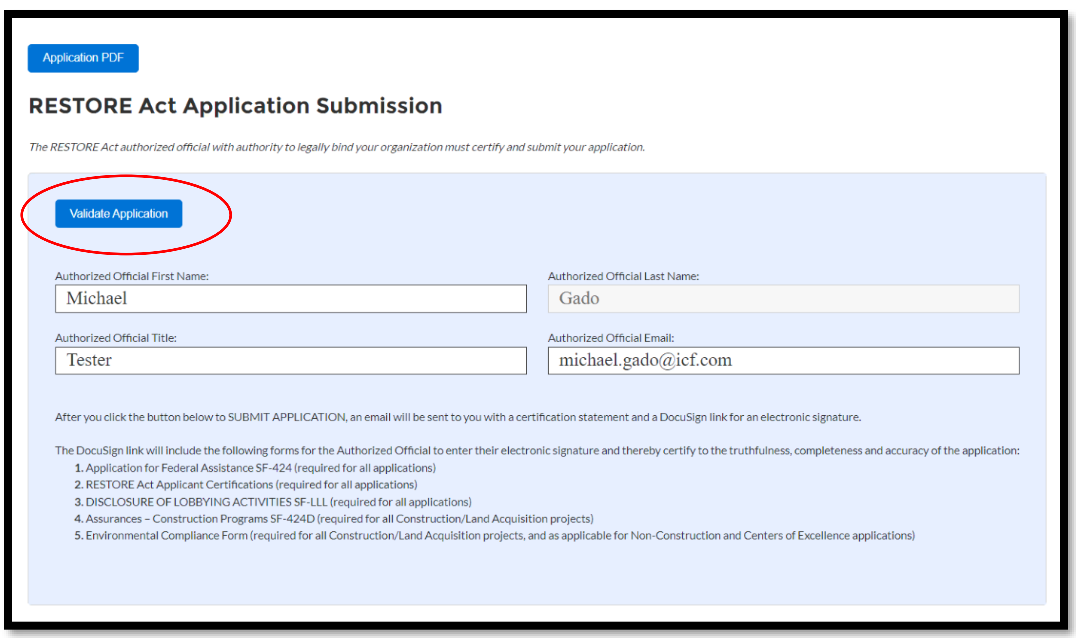
Figure 129: Amendment Uploads form



Application Submission form

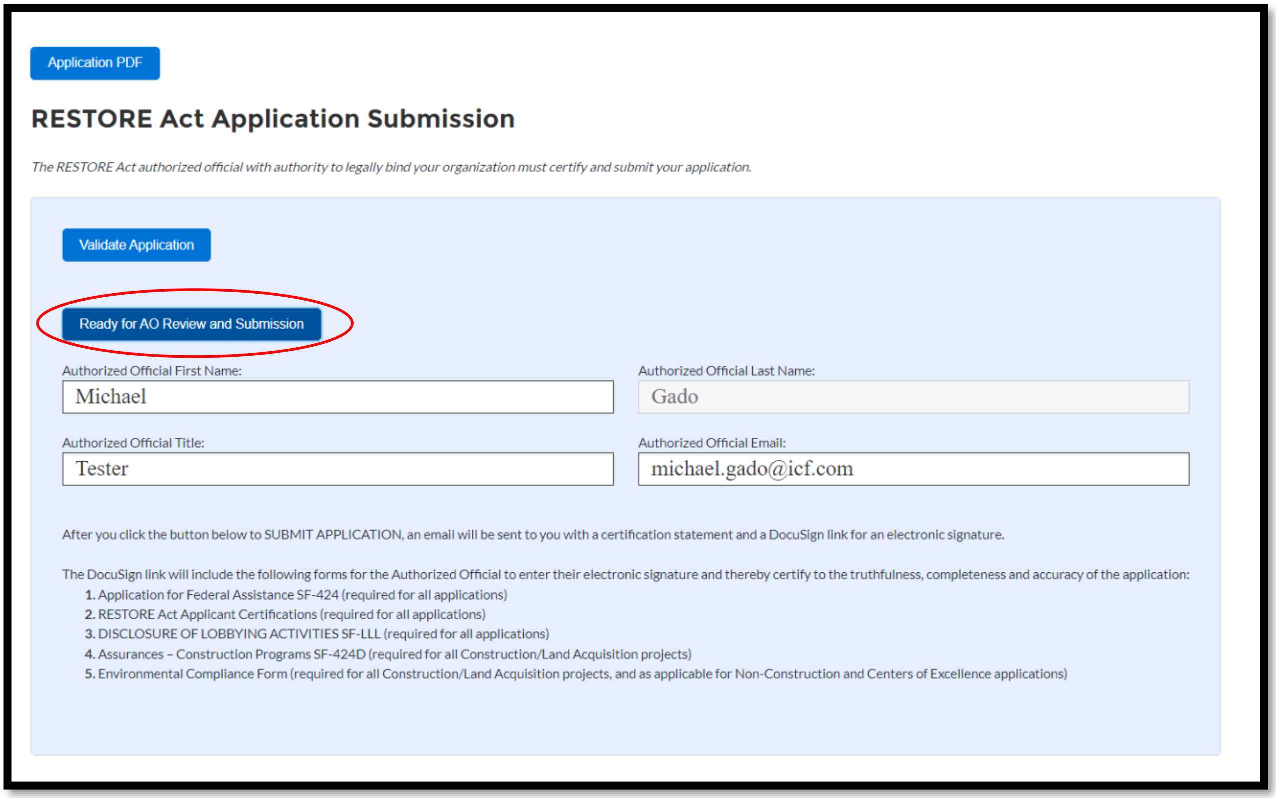
1. The project investigator / project director that is filling out this application will see the following page (figure 130). The project investigator / project director will click the validate button (figure 130). To correct validation errors, refer to validation step 4 and 5 for filling out an SF-424 form.

Figure 130: PI/PD view of submission form



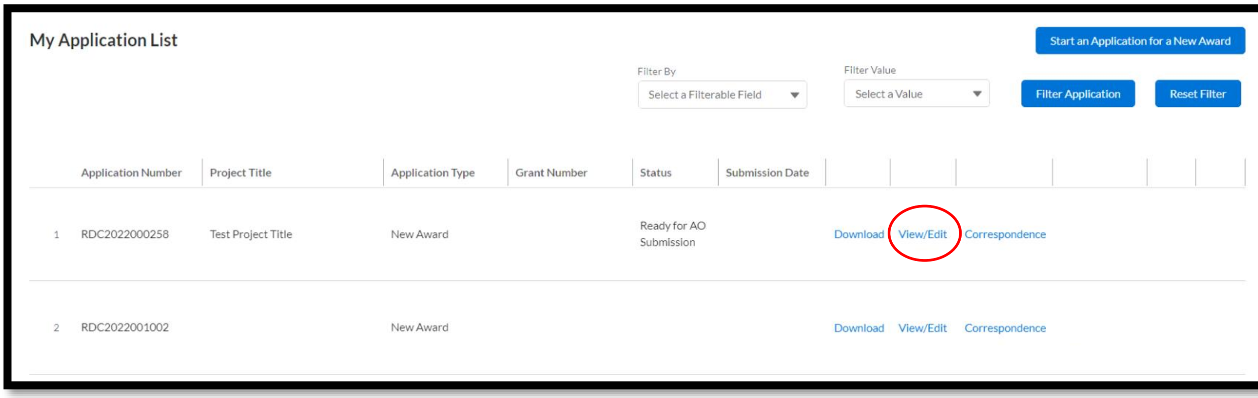
2. After successfully validating the application the “Ready for AO Review and Submission” button will appear (figure 131). When the button is pressed an email will be sent to the authorized official of the user organization to login and submit the award.

Figure 131: PI/PD view of submission form and request AO button



3. The authorized official will log into the RGMS portal and click on the application that they were requested to submit by pressing the **View/Edit** link on the **My Application List** (figure 132). The authorized official will review the application information.

Figure 132: Accessing the application from the My Application List



4. Once they have reviewed the application, they will navigate to the submit tab. Once on the submit tab they will see the "Submit Application" button (figure 133). The submit application button will first validate the application to catch any errors caused during final edits made by the AO. If errors occur refer to validation step 4 and 5 for filling out an SF-424 form. Once they successfully press the button the success message will appear (figure 134) and the authorized official will receive a DocuSign email. The application will be in a status of "AO Signature Pending" until the DocuSign has been complete (see section for completing DocuSign). Note that if the grantee selects only prior approval requests, they will not have any forms to sign in DocuSign.

Figure 133: AO view of submission form

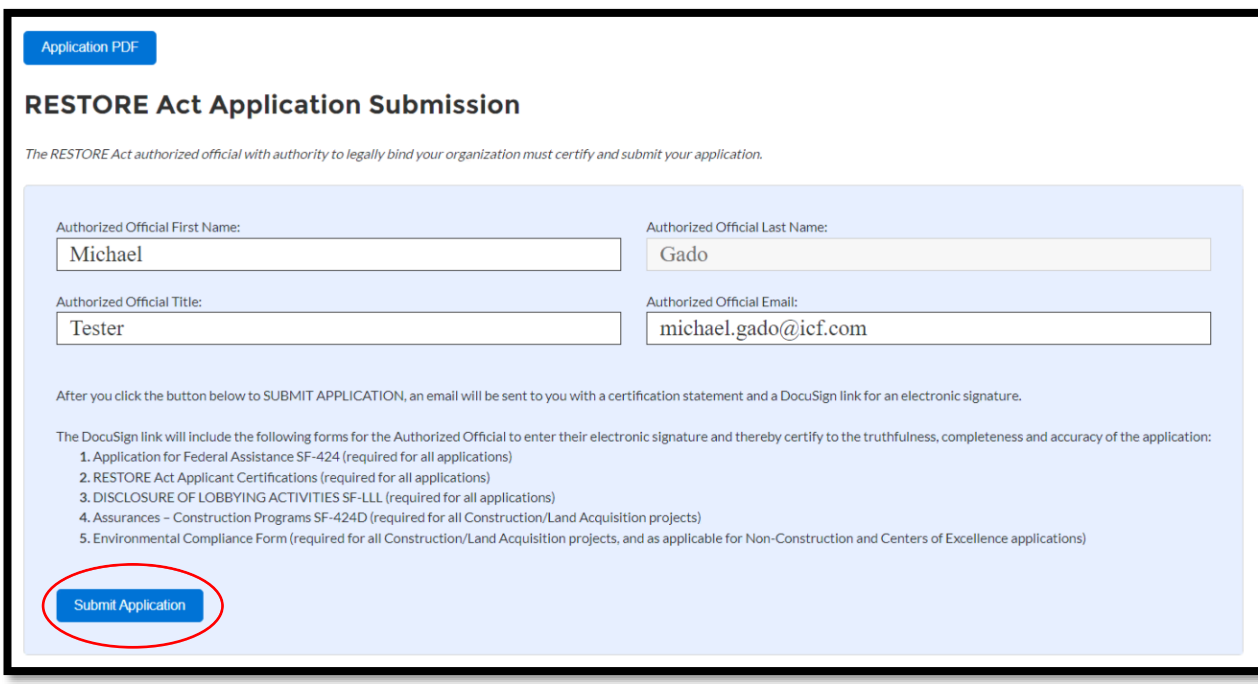
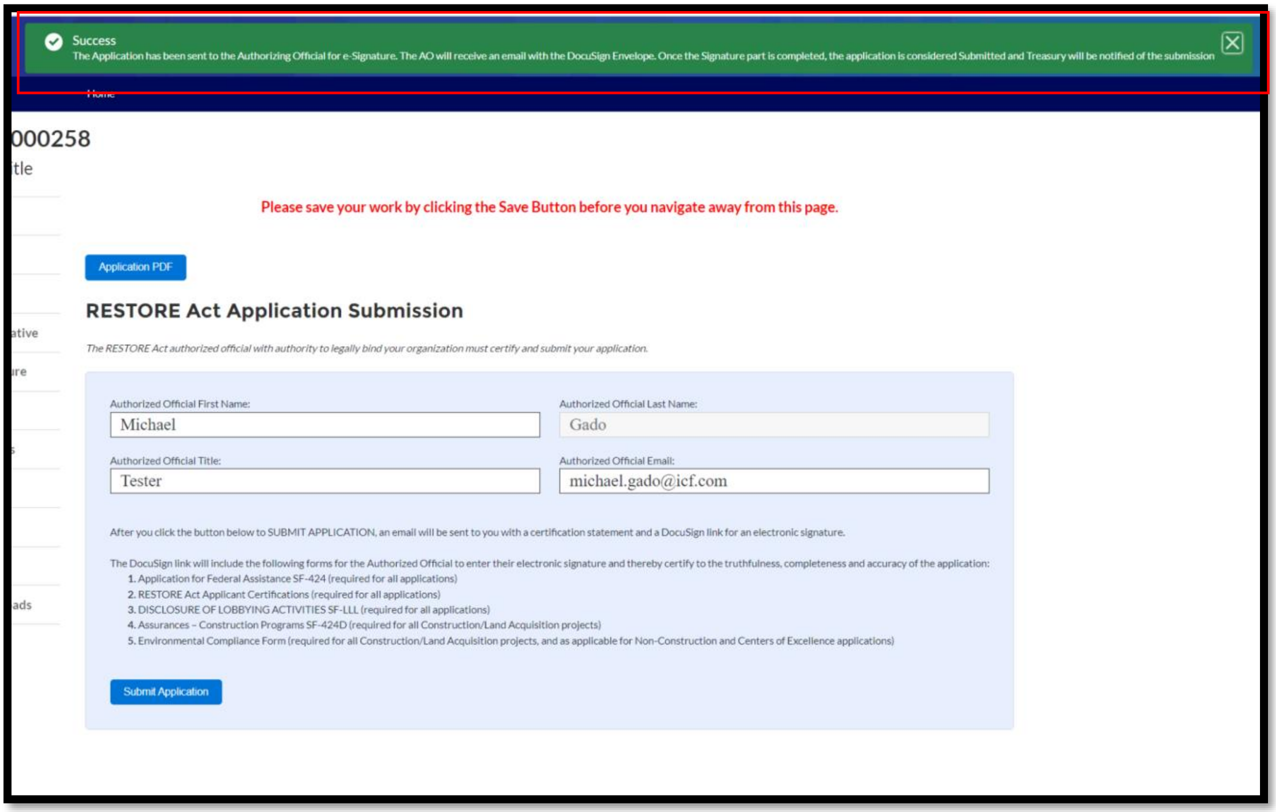


Figure 134: AO view of submission form (with forms to be signed in DocuSign)



11. Federal Financial Reporting

After an award has been accepted, the entity is responsible for submitting federal financial reports based on the reporting schedule listed on the notice of award in the *Federal Financial Report Cycle* table (figure 138). The entity contact that was identified as the financial officer will receive a reminder email 30 days before the reporting period due date for each report. The contacts that were identified as financial officer support will have the ability to assist the financial officer in completing the FFR. However, ONLY the financial officer will have the ability to submit the report. This section will explain the process of completing the federal financial report.

Figure 138: *Federal Financial Report Cycle* table (3rd page of NOA)

Federal Financial Report Cycle

Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
12/21/2022	03/31/2023	Semi-Annually	04/30/2023
04/01/2023	09/30/2023	Semi-Annually	10/30/2023
10/01/2023	03/31/2024	Semi-Annually	04/30/2024
04/01/2024	09/30/2024	Semi-Annually	10/30/2024
10/01/2024	03/31/2025	Semi-Annually	04/30/2025
04/01/2025	09/30/2025	Semi-Annually	10/30/2025
10/01/2025	11/19/2025	Final	03/19/2026

1. The financial officer or financial officer support role will log into the RGMS. Once logged in the user will be on the RGMS homepage. On the top dark blue banner, the user will see a link "FFR and PPR Reporting" (figure 139). Once clicked they will be directed to the "My Reports" page (figure 140).

Figure 139: FFR and PPR Reporting link

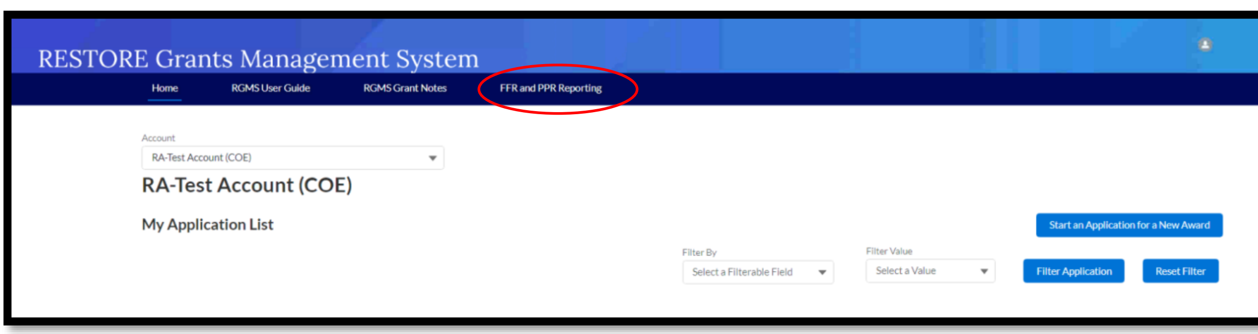
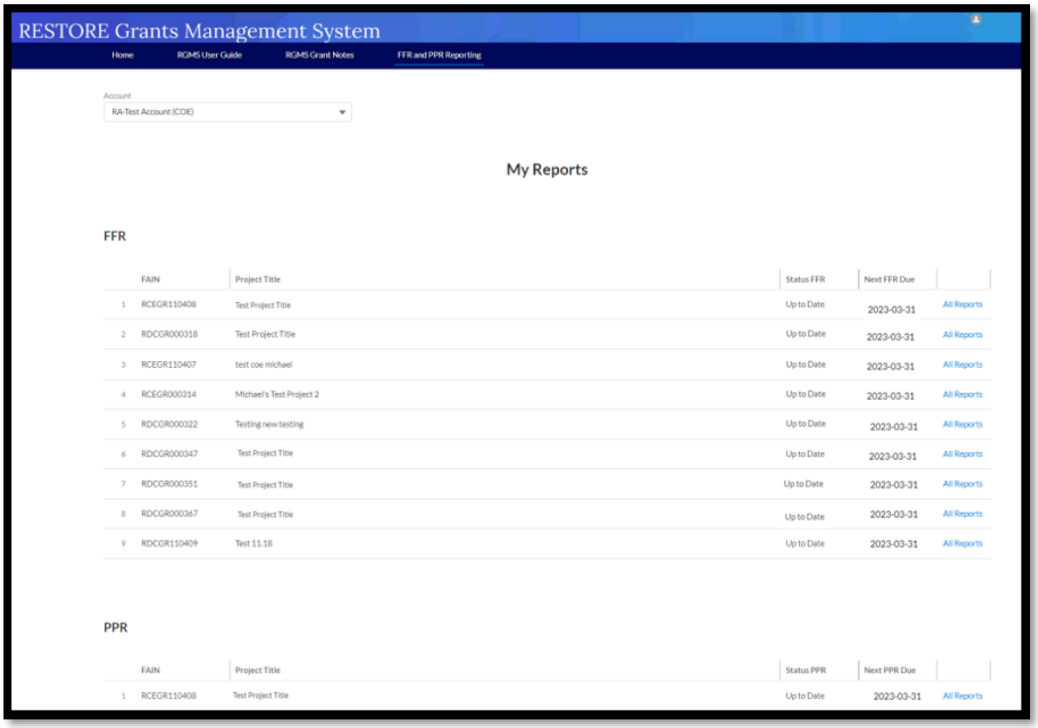


Figure 140: My Reports page

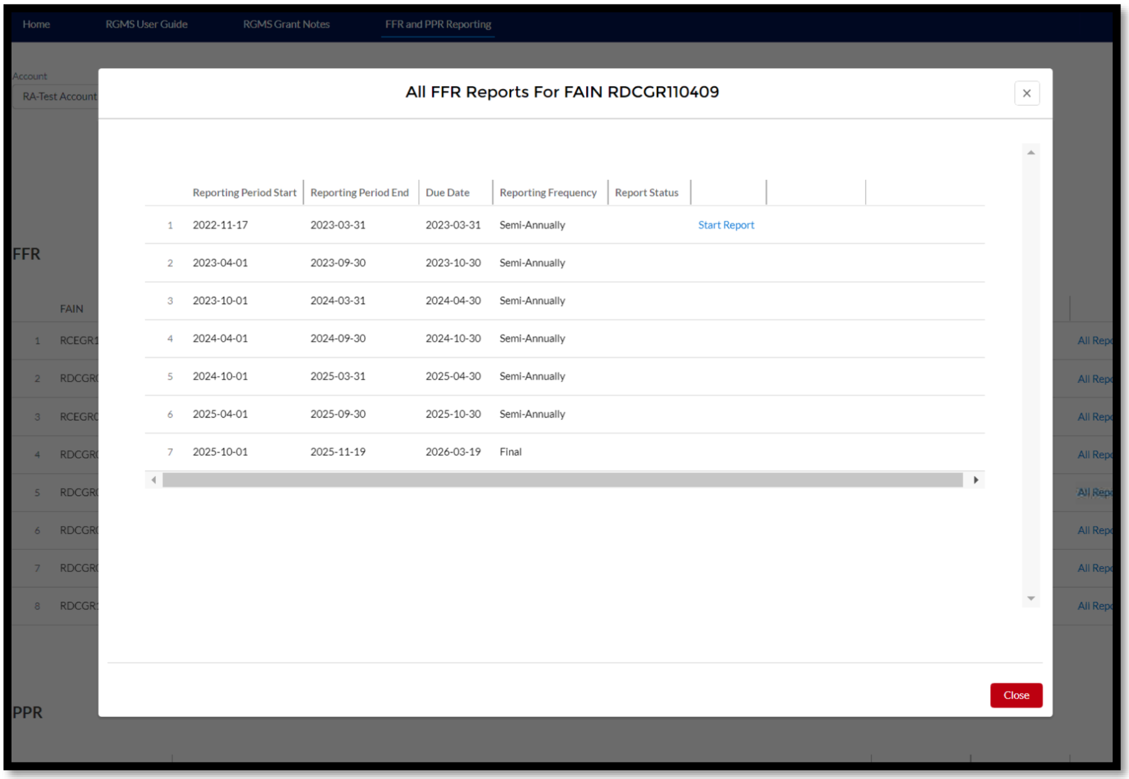


2. The user will click on the "All Reports" link (figure 141) for the grant in the FFR list that they need to complete a report for.

Figure 141: My Reports page FFR

3. After clicking "All Reports" the user will see a pop-up modal (figure 142). The pop up will display a table with the same information as the Federal Financial Reporting Cycle table mentioned in the notice of award. Once the reporting period start date has passed a link "Start Report" will become available to start the report. Note that although reports can be started after the reporting period start date, reports cannot be submitted until the reporting period end date has passed (30 days before the report due date).

Figure 142: My Reports pop-up FFR



4. After clicking “Start Report” the user will be directed into the FFR (figure 143).

Figure 143: Federal Financial Report

5. The user will complete all required (figure 144) fields marked with a red asterisk. After inputting data, the user must click the “Save” button (always in the bottom left of the screen) (figure 144) to ensure data is recorded. If a user with a financial support staff role is completing the form, they should enter in field 13 the name and contact information of the financial officer who will certify and submit the report.

Figure 144: Required fields and the save button

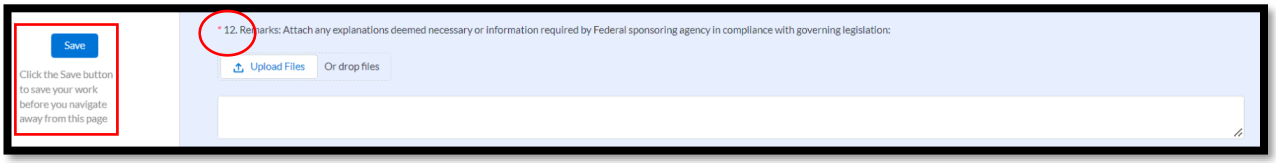
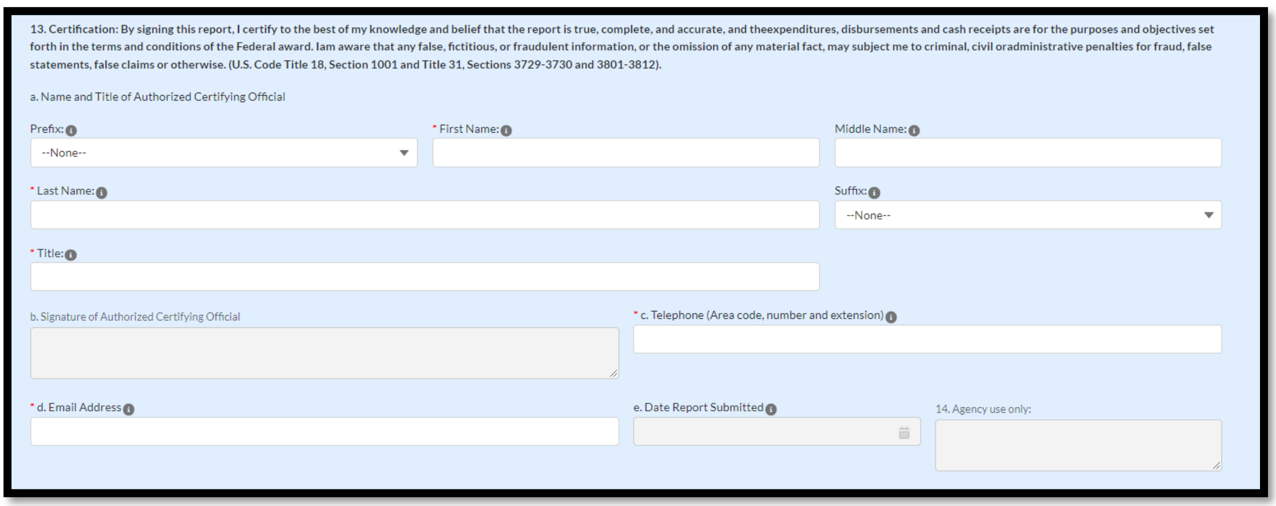


Figure 144-1: FFR Certification field



6. After the user completes all required fields, they will click “Validate” (figure 145). If all required fields have been completed the user will see a success message (figure 145). If the validation finds a required field incomplete the user will see a message indicating errors found (figure 146). The user will scroll to the top of the screen to see the complete list of errors (Figure 147). Once the errors have been resolved click “Validate” again.

Figure 145: Successful validation message

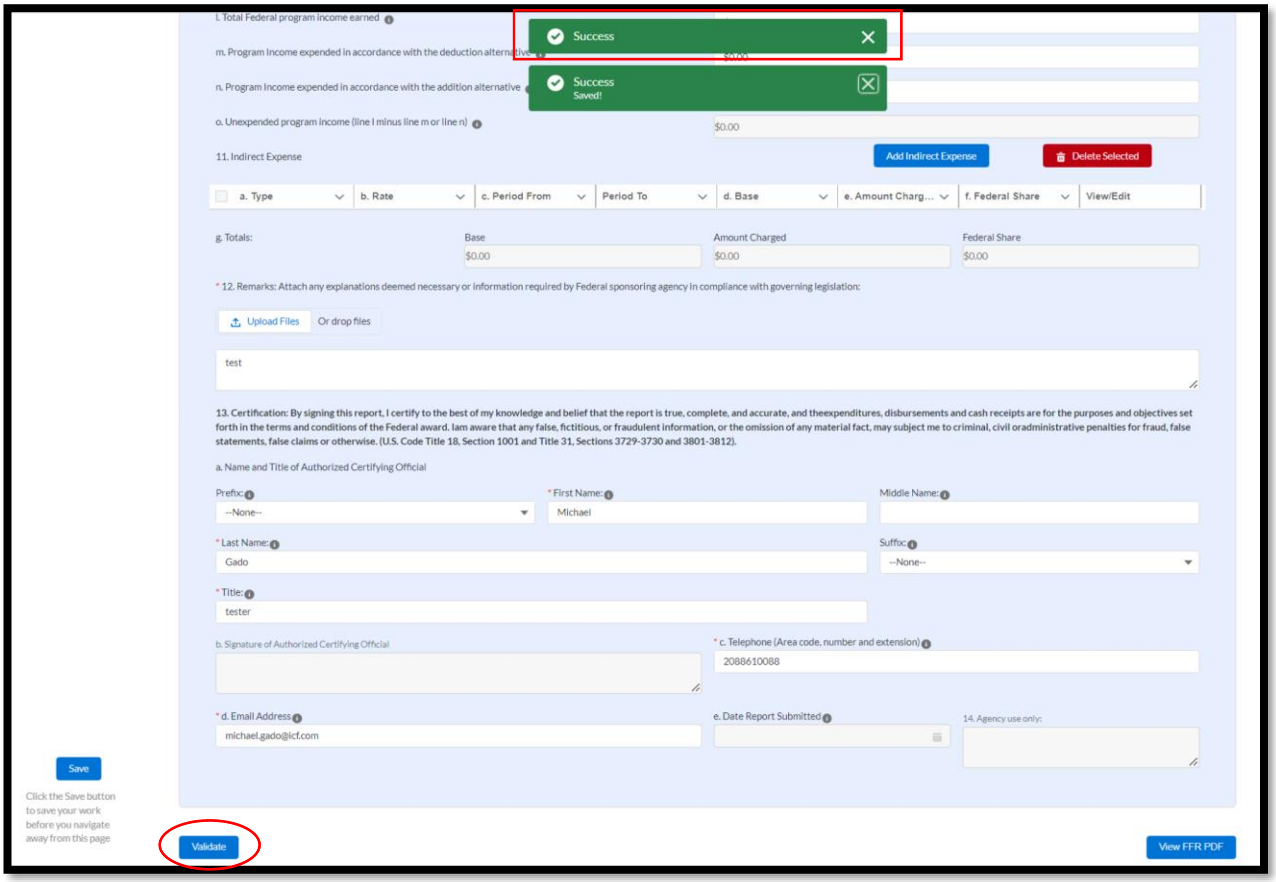


Figure 146: Errors found message

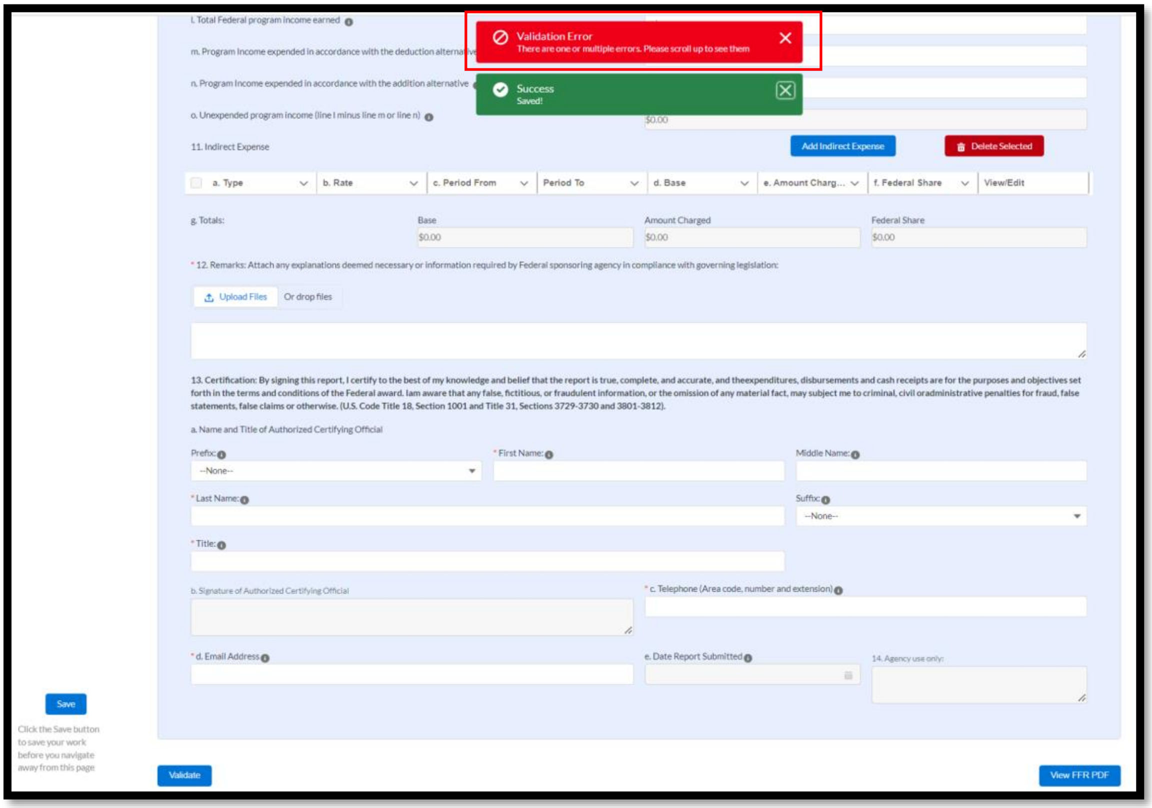
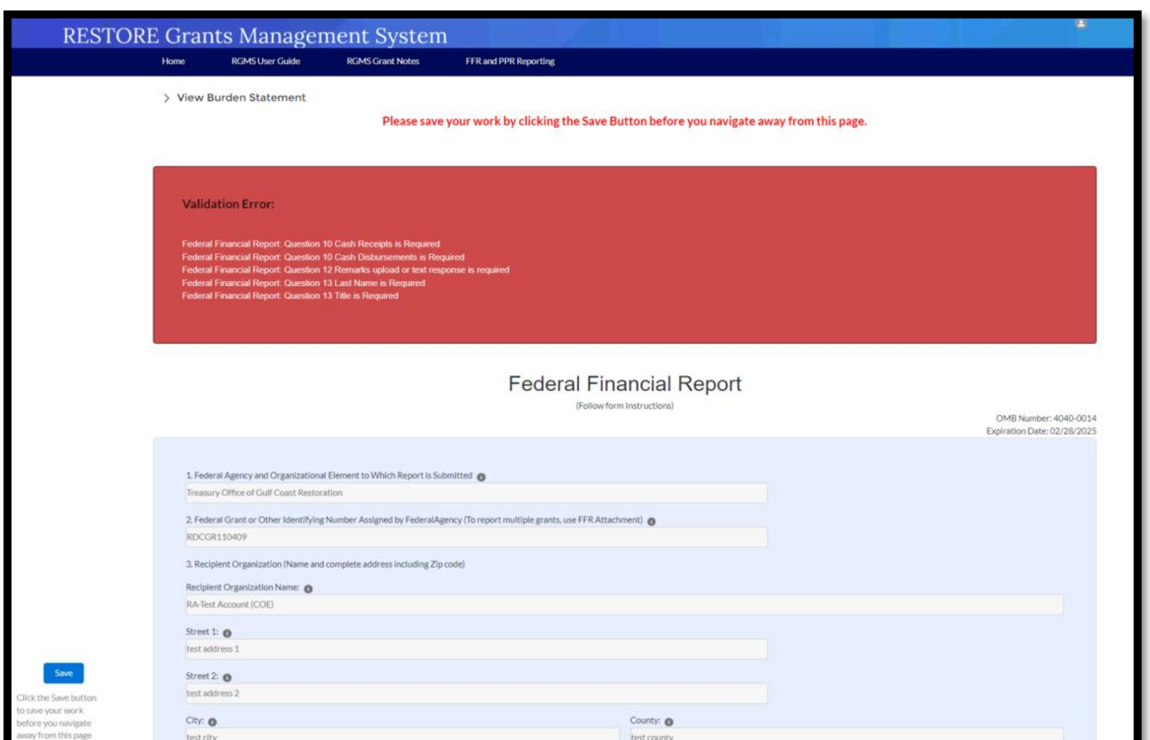
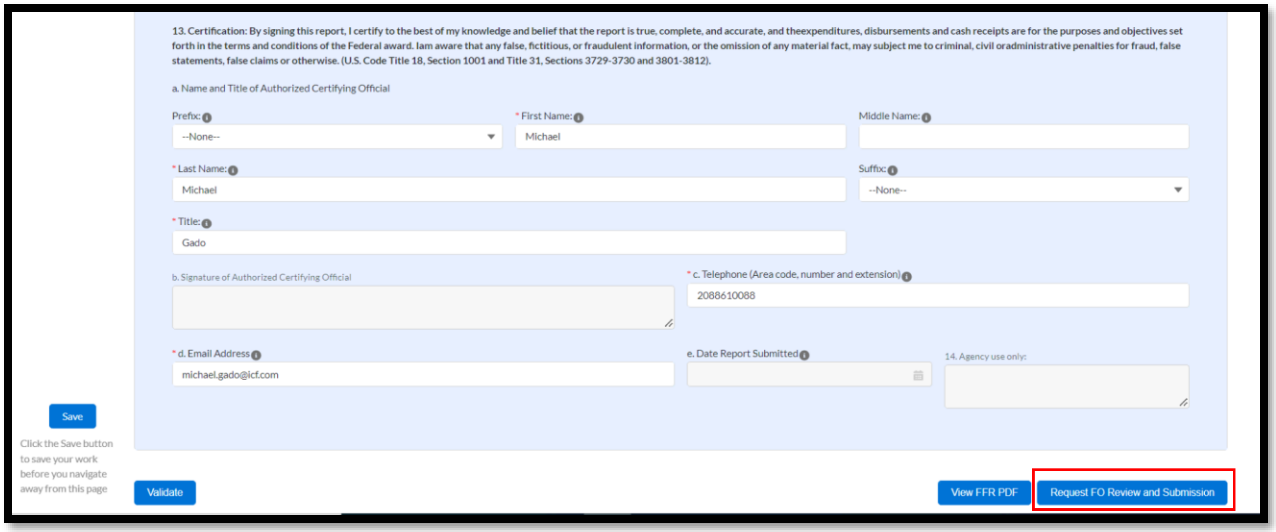


Figure 147: List of errors at the top of the page



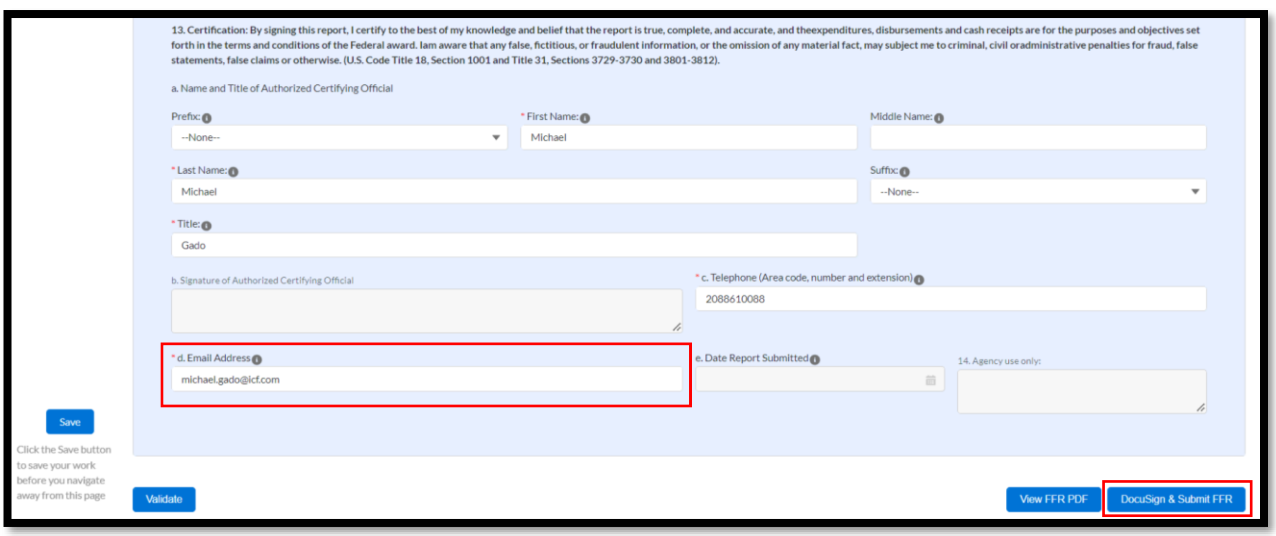
7. If validation is successful and it is past the reporting period end date the financial officer support role will see a button "Request FO Review and Submission" (figure 148). When pressed the financial officer support staff will see a toast message (banner message at the top of the screen) to indicate an email was sent to the financial officer. The email will notify the financial officer to review and submit the federal financial report.

Figure 148: Request FO Review and Submission button



8. Once the financial officer logs into the portal and navigates to the federal financial report they will see a button "DocuSign & Submit FFR" (figure 149). Once pressed the financial officer will receive a DocuSign email sent to the email listed in field 13d (figure 149). Once the DocuSign is signed by the financial officer the FFR is considered submitted and the report status will update in the RGMS. For information on completing DocuSign please refer to the instructions for [completing DocuSign](). The submitted report and any attachments will now be available to view and download as a zip file.

Figure 149: DocuSign & Submit FFR button



12. Performance Progress Reporting

After an award has been accepted, the entity is responsible for submitting performance progress reports based on the reporting schedule listed on the notice of award in the *Federal Financial Report Cycle* table (figure 150). The entity contact that was identified as the principal investigator/ program director (PI/PD) will receive a reminder email 30 days before the reporting period due date for each report. The contacts that were identified as program support staff will have the ability to assist the PI/PD in completing the PPR. However, ONLY the PI/PD and Authorized Official (AO) will have the ability to submit the report. This section will explain the process of completing the performance progress report.

Figure 150: *Federal Financial Report Cycle* table (3rd page of NOA)

Federal Financial Report Cycle

Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
12/21/2022	03/31/2023	Semi-Annually	04/30/2023
04/01/2023	09/30/2023	Semi-Annually	10/30/2023
10/01/2023	03/31/2024	Semi-Annually	04/30/2024
04/01/2024	09/30/2024	Semi-Annually	10/30/2024
10/01/2024	03/31/2025	Semi-Annually	04/30/2025
04/01/2025	09/30/2025	Semi-Annually	10/30/2025
10/01/2025	11/19/2025	Final	03/19/2026

1. The PI/PD or program support staff or user with an AO role will log into the RGMS. Once logged in the user will be on the RGMS homepage. On the top dark blue banner, the user will see a link "FFR and PPR Reporting" (figure 151). Once clicked they will be directed to the "My Reports" page (figure 152).

Figure 151: FFR and PPR Reporting link

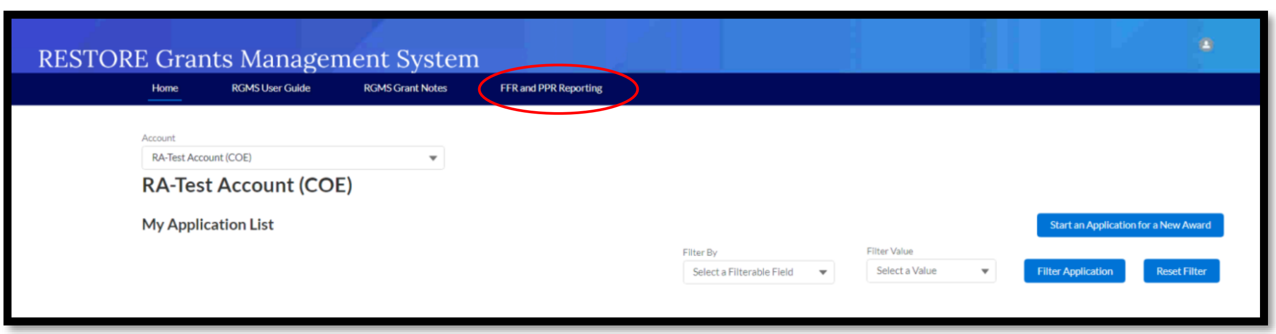
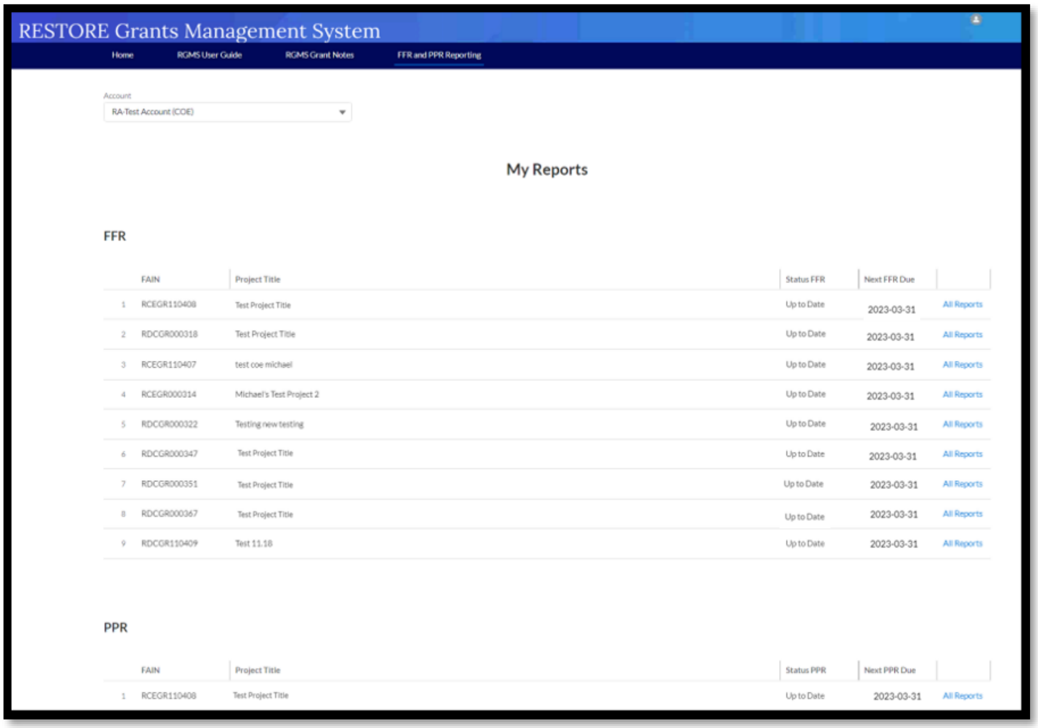


Figure 152: My Reports page

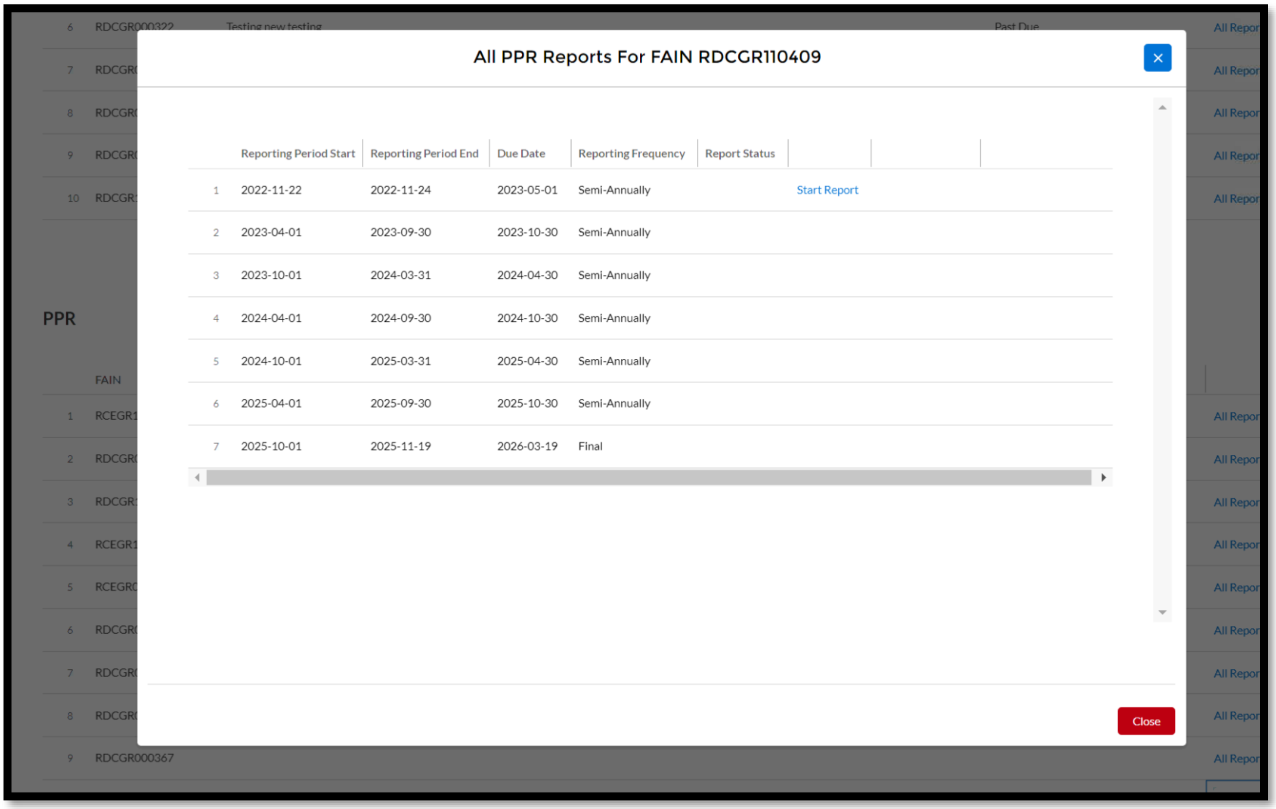


2. The user will click on the "All Reports" link (figure 153) for the grant in the PPR list that they need to complete a report for.

Figure 153: My Reports page PPR

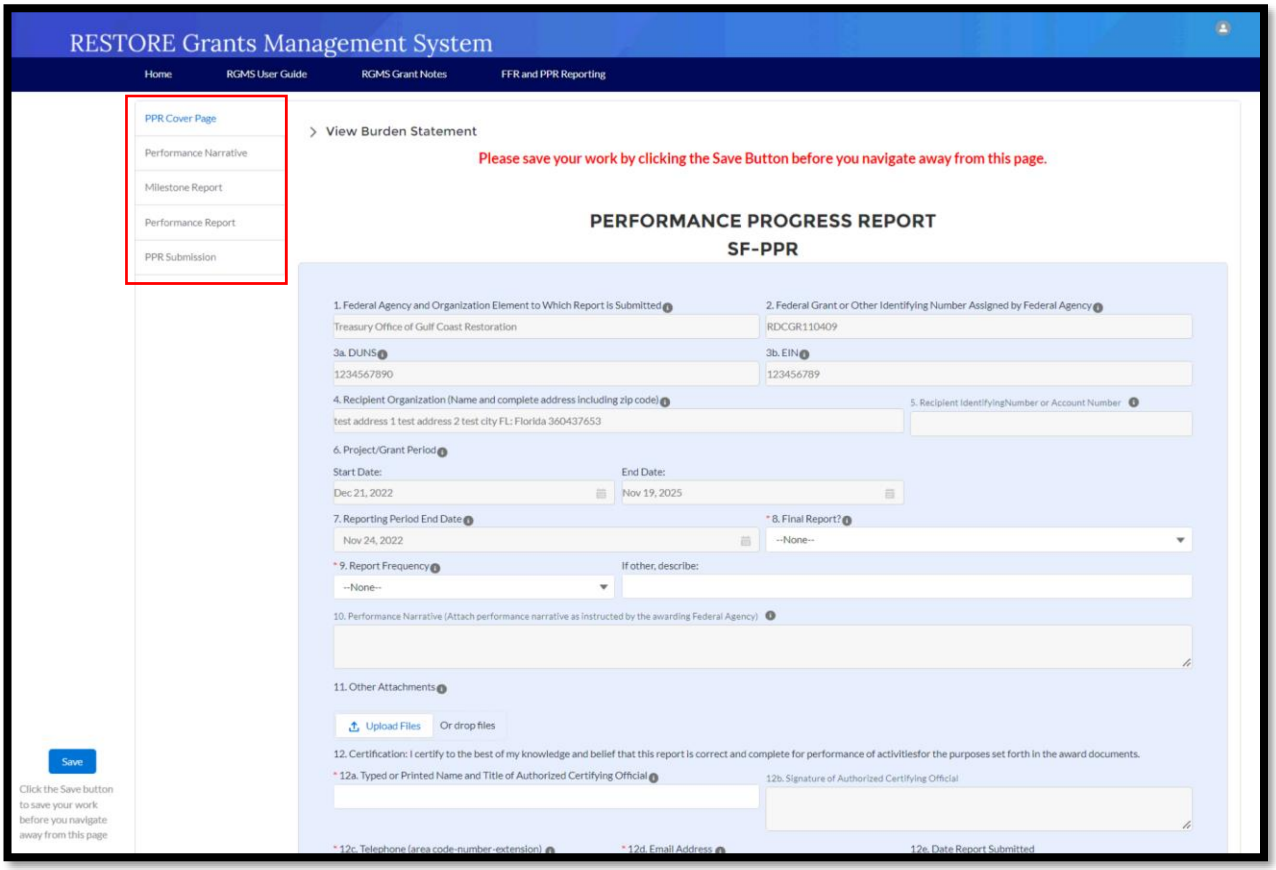
3. After clicking "All Reports" the user will see a pop-up modal (figure 154). The pop up will display a table with the same information as the Federal Financial Reporting Cycle table mentioned in the notice of award. Once the reporting period start date has passed a link "Start Report" will become available to start the report. Note that although reports can be started after the reporting period start date, reports cannot be submitted until the reporting period end date has passed (30 days before the report due date).

Figure 154: My Reports pop-up PPR



4. After clicking "Start Report" the user will be directed into the PPR (figure 155).

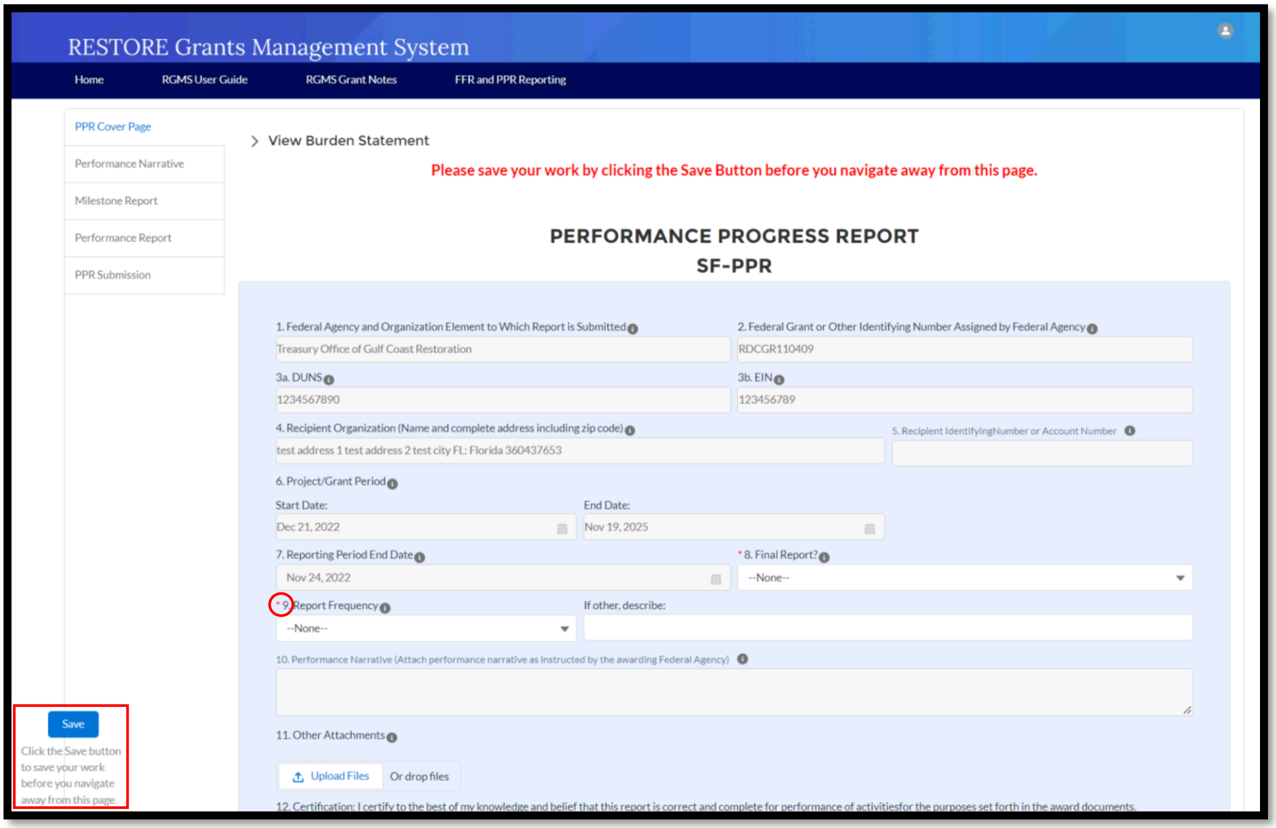
Figure 155: PPR Packet



5. The performance progress report packet includes 4 forms and a submission page (figure 155). The user can navigate to each form via the next button on the bottom of the page or by the left side bar menu (figure 155).

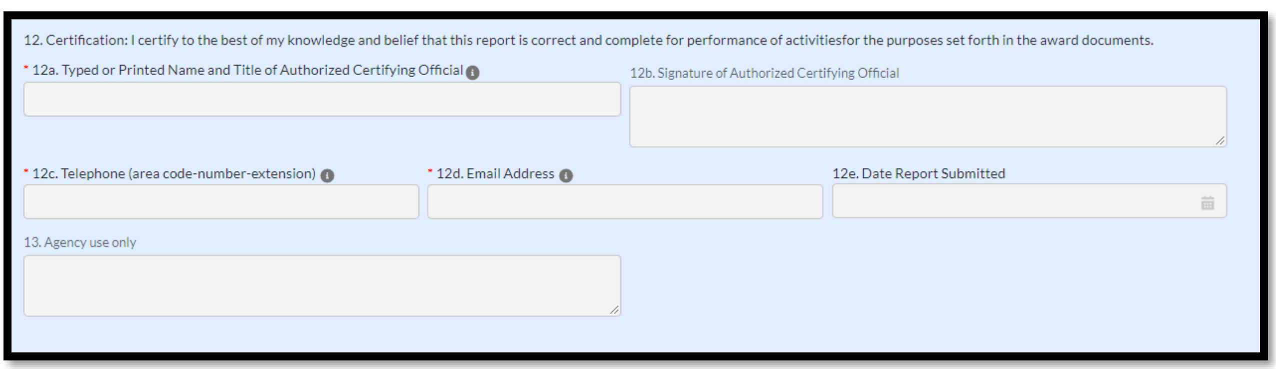
6. The first form is the PPR cover page (figure 156).

Figure 156: PPR Cover page



7. The user will complete all required fields (figure 156) marked with a red asterisk. After inputting data, the user must click the "Save" button (always in the bottom left of the screen) (figure 156) to ensure data is recorded. If a user with a program support staff role is completing the form, they should enter in field 12 the name and contact information of the PI/PD or AO who will certify and submit the report.

Figure 156-1: PPR Certification statement



8. After the user completes all required fields, they will click "Validate" (figure 157). If all required fields have been completed the user will see a success message (figure 157). If the validation

finds a required field incomplete the user will see a message indicating errors found (figure 158). The user will scroll to the top of the screen to see the complete list of errors (Figure 158). Once the errors have been resolved click “Validate” again.

Figure 157: Successful validation message

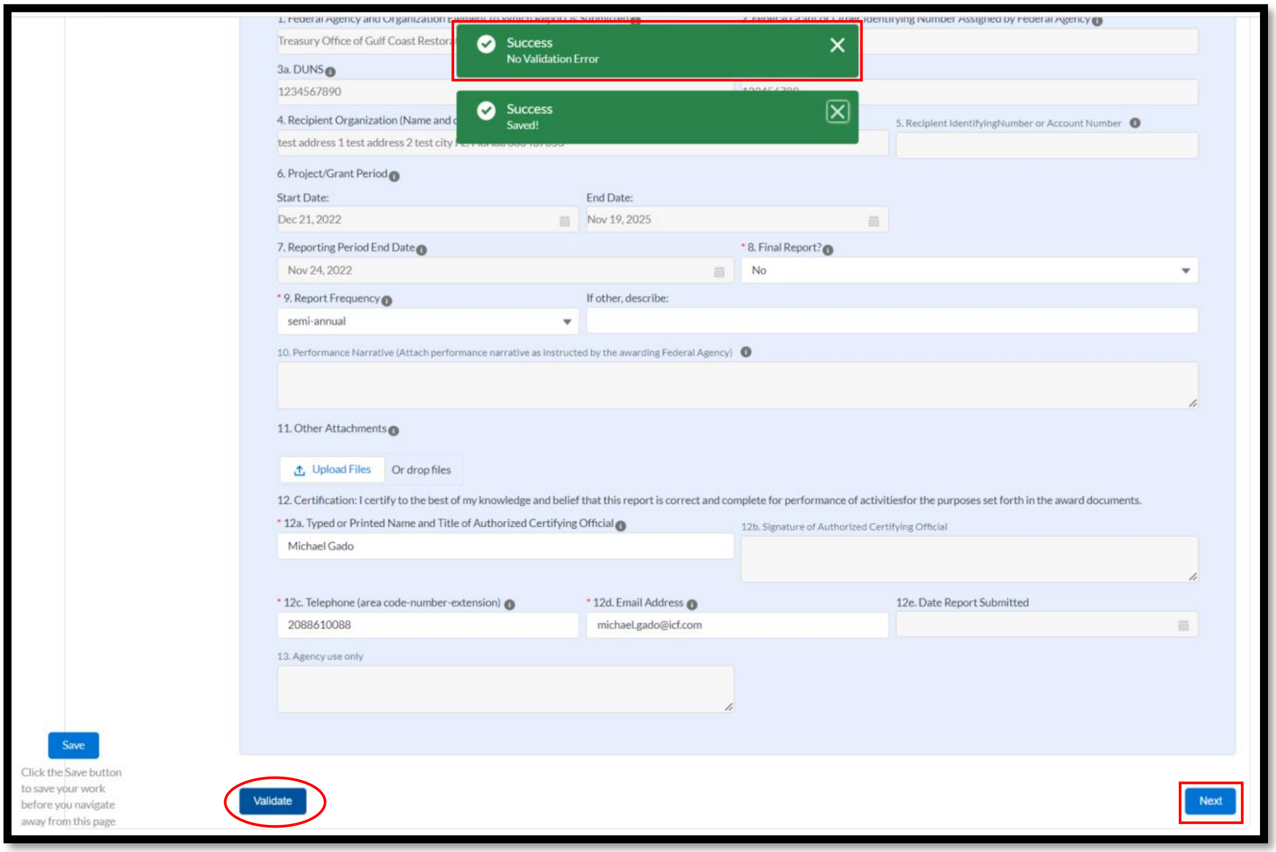
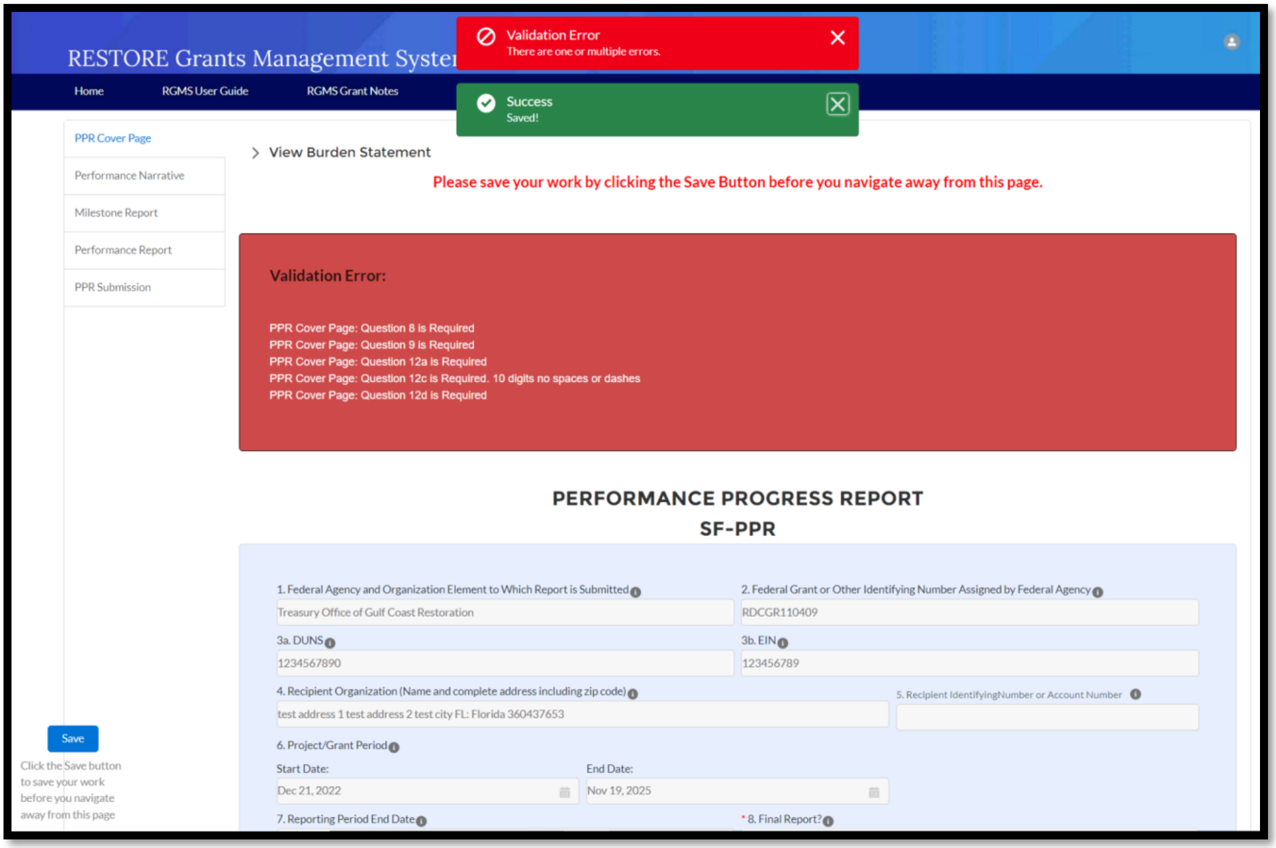


Figure 158: Errors found message and list of errors at the top of the page

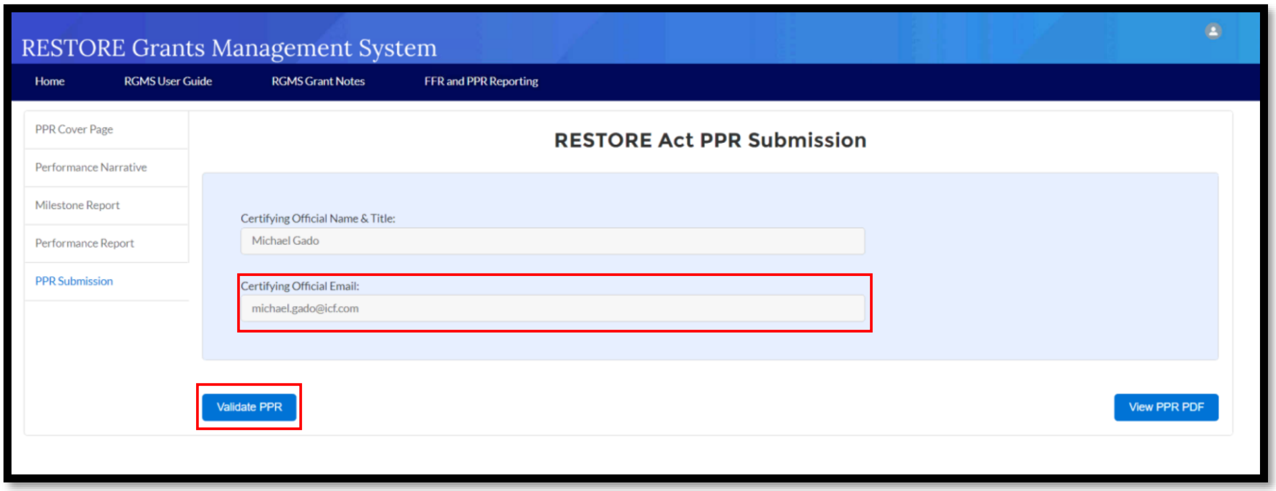


9. Once the form has been sucessfully validated move to the next form with the next button (figure 157).

10. For assistance completing the [milestones] report or [performance measures] report please refer to the directions included for amendments (starting on page 96). Milestone reports and performance reports submitted as part of a PPR packet **should not** include new milestones or performance measures. Please ONLY report on established milestones or performance measures included in the last notice of award issued for this grant, unless you have previously discussed new metrics with your Treasury project officer. If your grant is migrated from Grant Solutions, please refer to the NOA PDF to review the milestones and measures on the award.

11. Once all forms have been completed the program support role will navigate to the PPR Submission tab (figure 159).

Figure 159: PPR Submission program support



12. The program support role will click the "Validate PPR" button (figure 159) to validate all PPR forms. For assistance correcting validation errors please refer to steps 7 and 8. Once corrections have been made, please click "Save" on the page where the corrections were made.

13. After the packet has been successfully validated AND it is past the report period end date the program support staff will see a button "Request Certifying Official Review and Submission" (figure 160). Once pressed this will send an email to the certifying official listed in the "Certifying Official Email" (figure 160). This is the same email that was listed on the PPR cover page field 12d. Even though any email can be listed in this field, ONLY contacts with the PI/PD or AO role will have the ability to submit the PPR.

14. Once the certifying official (PI/PD or AO) logs into the portal and navigates to the performance progress report they will see a button "DocuSign & Submit PPR" (must be past the report period end date) (figure 161). Once pressed the certifying official will receive a DocuSign email sent to the email listed on the submit tab (figure 160) (field 12d from the cover page). Once the DocuSign is signed by the certifying official the PPR packet is considered submitted. For information on completing DocuSign please refer to the instructions for completing DocuSign.

Figure 160: PPR Submission support staff view

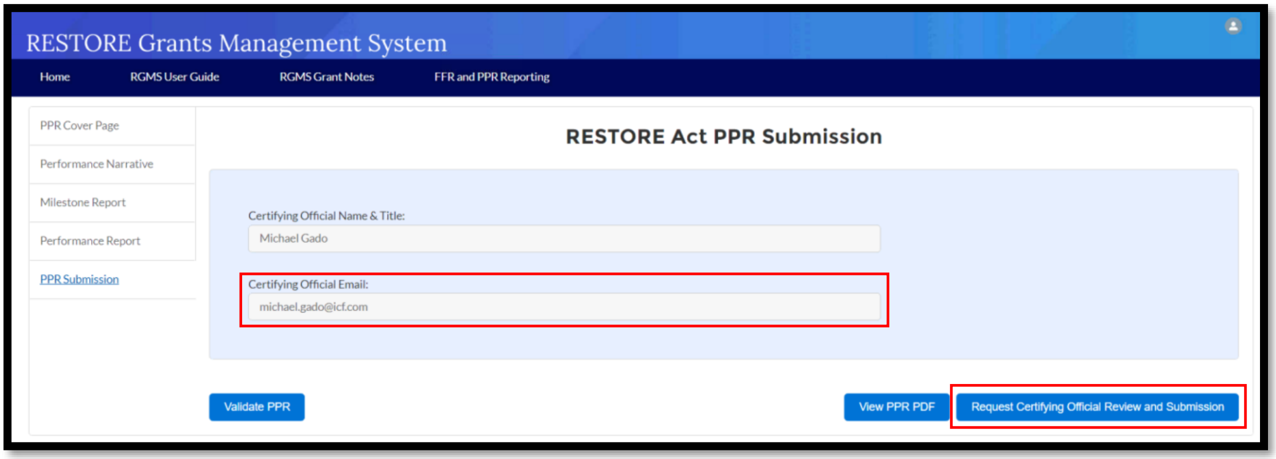
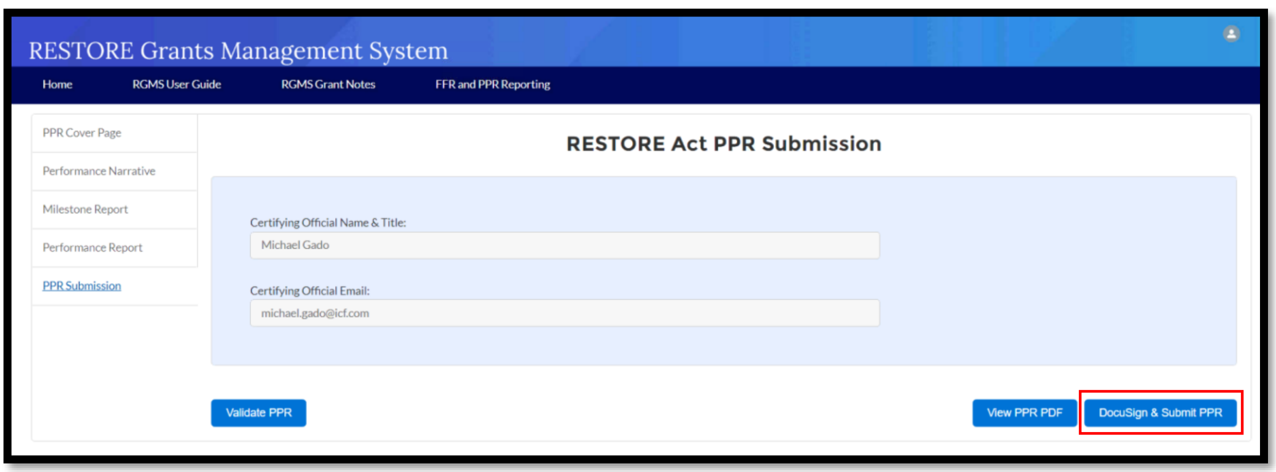


Figure 161: PPR Submission PI/PD and AO view



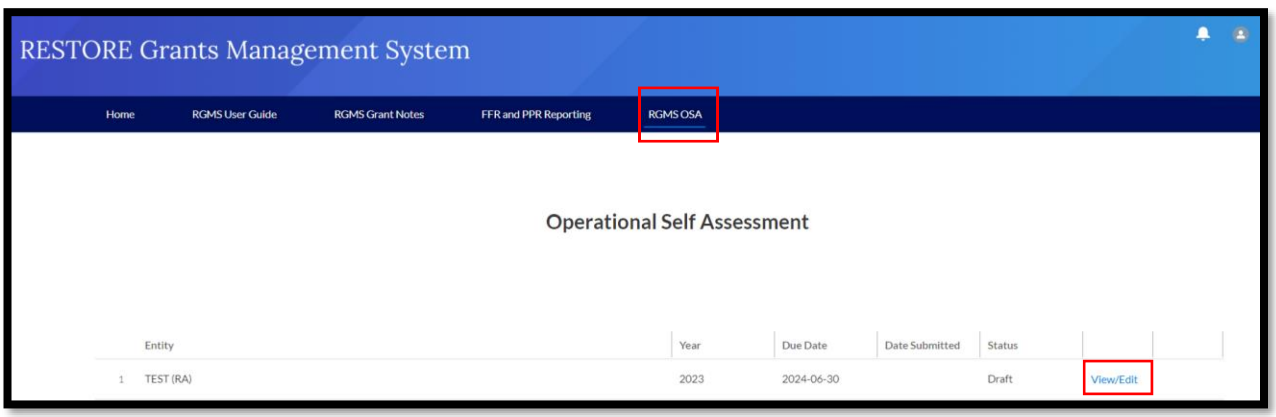
13. Operational Self-Assessment

The Operational Self-Assessment is required for all entities that have been issued awards or plan to apply for awards. The Authorized Official for the eligible entity is the only contact that has the ability to submit the annual OSA. The contact indicated as the OSA POC will receive the OSA notification and they will be able to complete the OSA. However, the OSA POC does NOT have the ability to submit the OSA. Once the OSA POC provides information for all required fields and validates the OSA, they then click Request AO Review and submission an auto email notification will be sent to the AO. The notification will ask the AO to log into the system to review and submit the OSA. The following steps will describe how an OSA POC and AO complete and submit the annual OSA.

1) After the OSA POC receives the email to complete the OSA they will log into the RGMS portal via the link in the email or the standard RGMS portal login link.

2) The OSA POC will navigate to the OSA page by clicking on the “RGMS OSA” link (figure 162)

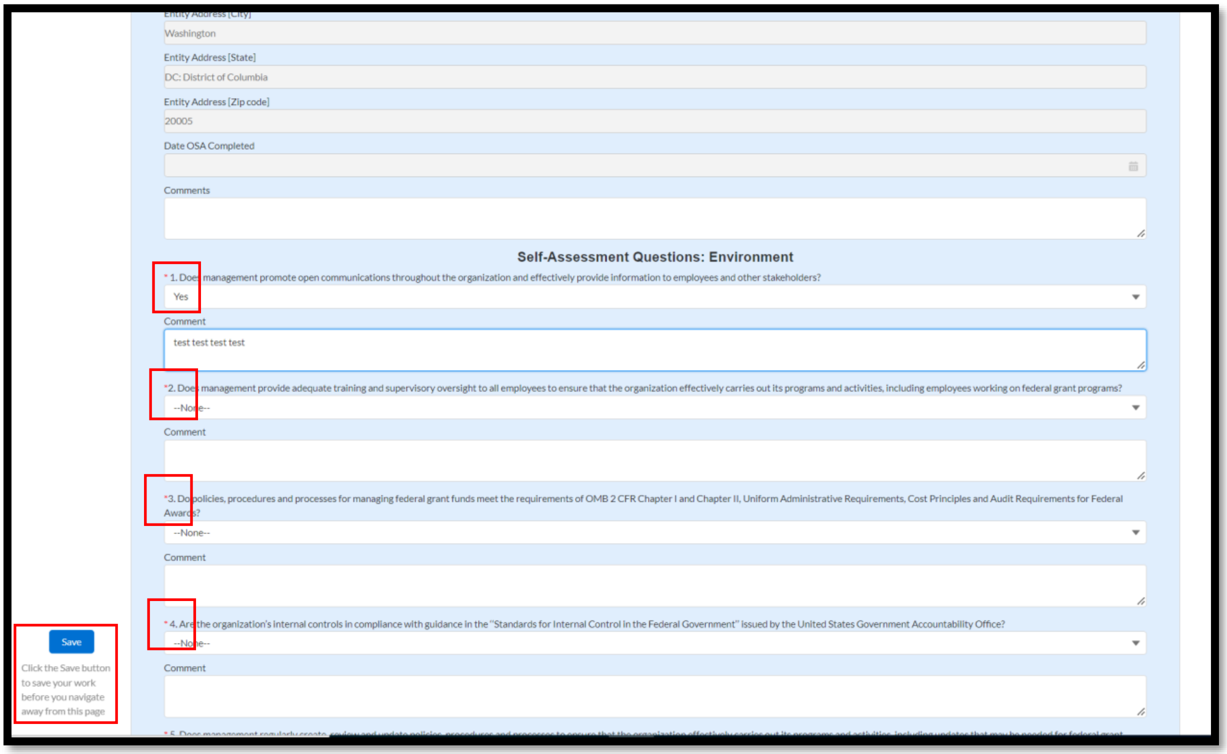
Figure 162: OSA Page and OSA List



3) The OSA POC will access the most current OSA record with the View/Edit link (figure 162). Note that if OSAs were provided in past years and the entity did not complete them, they will only be able to provide information for the most recent OSA request. OSAs from past years may also be viewed in PDF format.

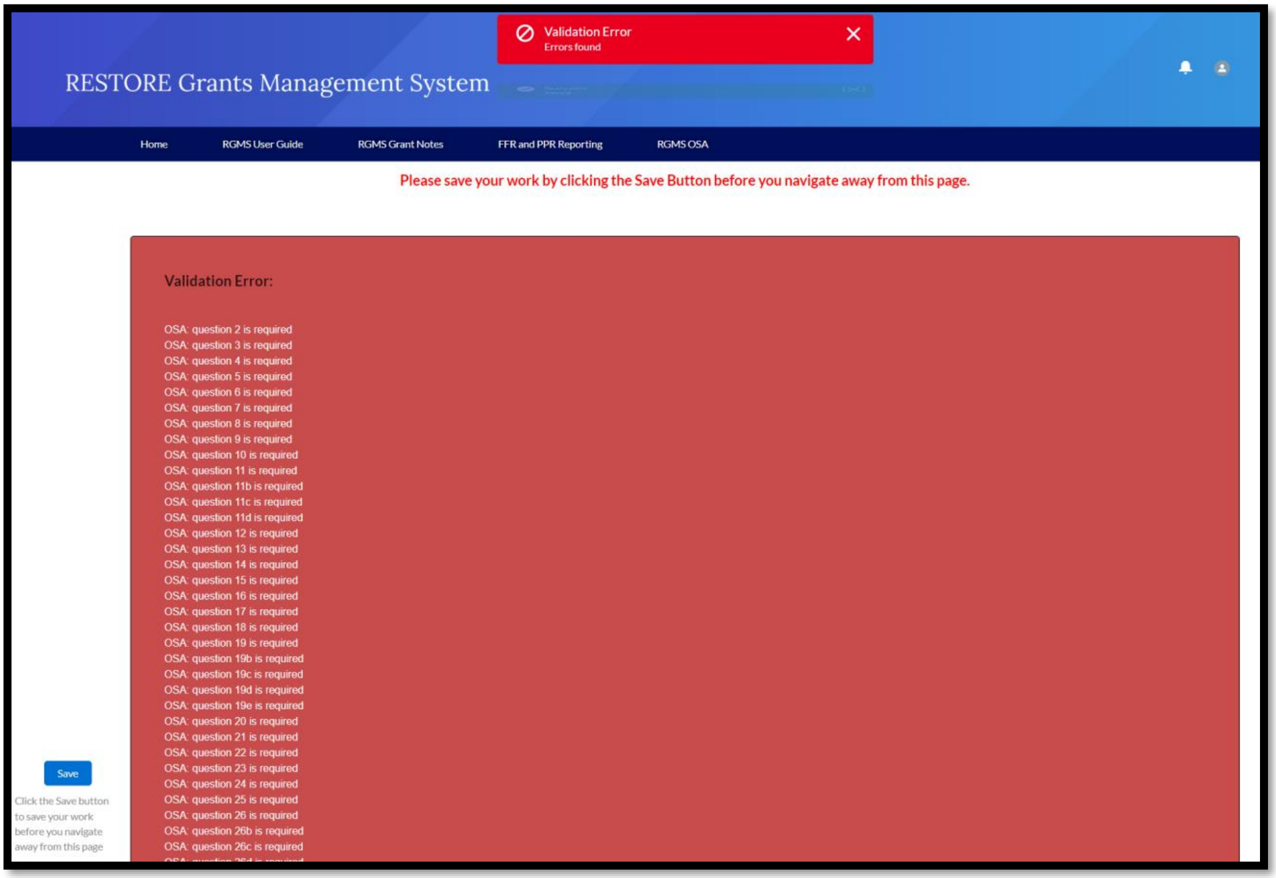
4) The OSA POC will provide information in the OSA form for all required fields marked with a red *. After information is provided click the save button to ensure data is saved. (figure 163)

Figure 163: OSA Form



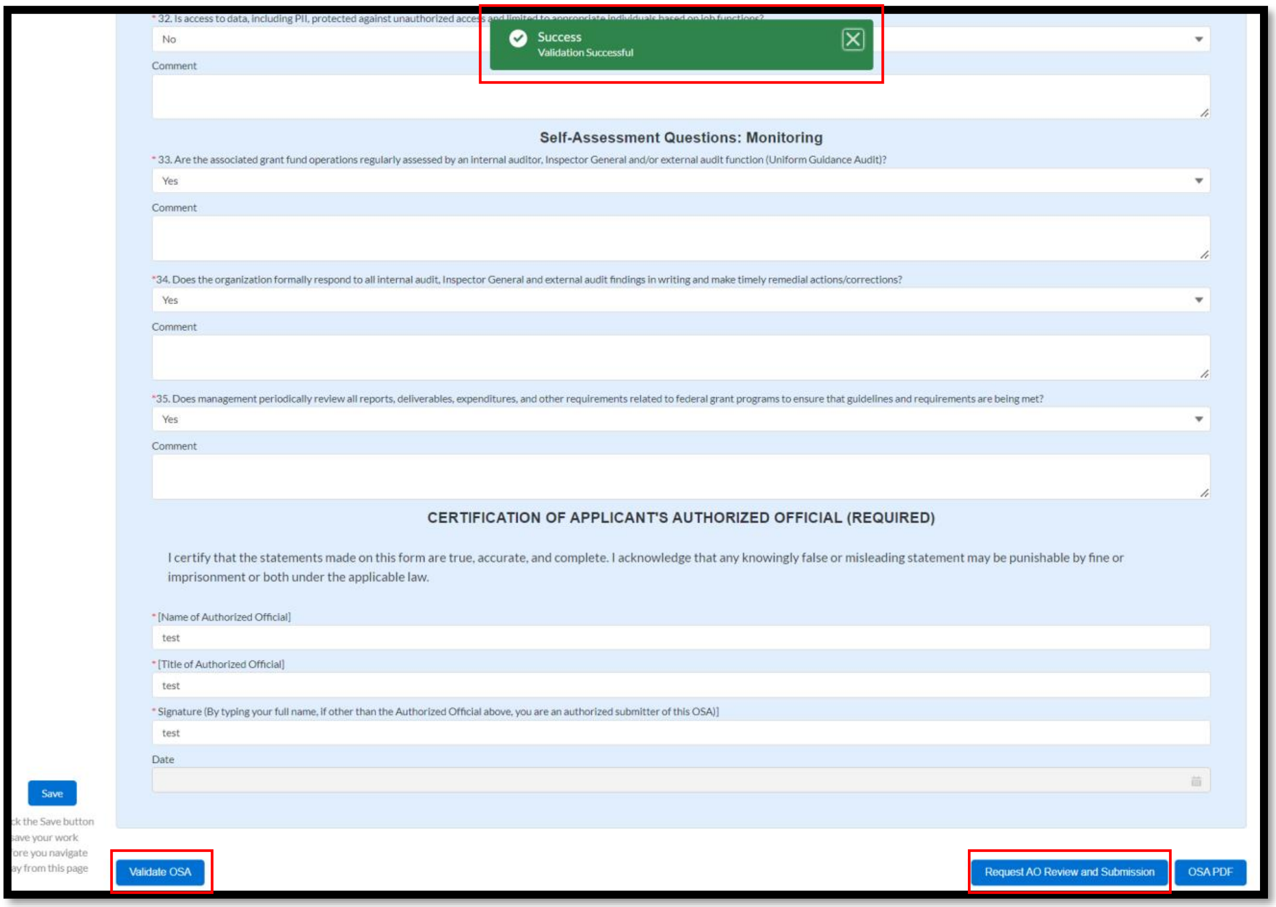
5) The OSA POC will validate the OSA with the button at the bottom of the form "Validate OSA" (figure 165). If validation errors are found they will display at the top of the page. (figure 164)

Figure 164: OSA Validation Errors Found



6) The OSA POC will correct any errors and re validate the OSA. If validation is successful a green message will display. (figure 165)

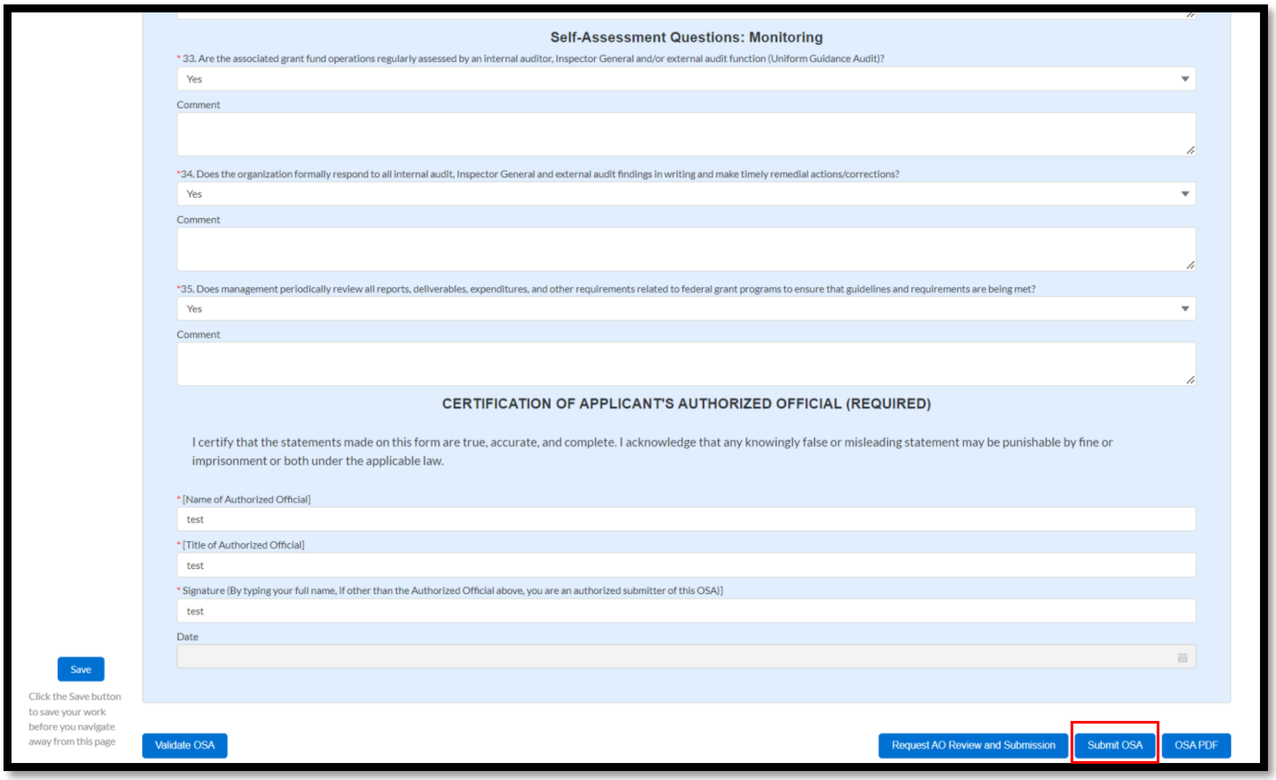
Figure 165: OSA Validation Successful



7) The OSA POC will request the AO to review and submit the OSA with the button "Request AO Review and Submission". (figure 165) This will send an auto notification the entity's AO roles to ask them to review and submit the OSA.

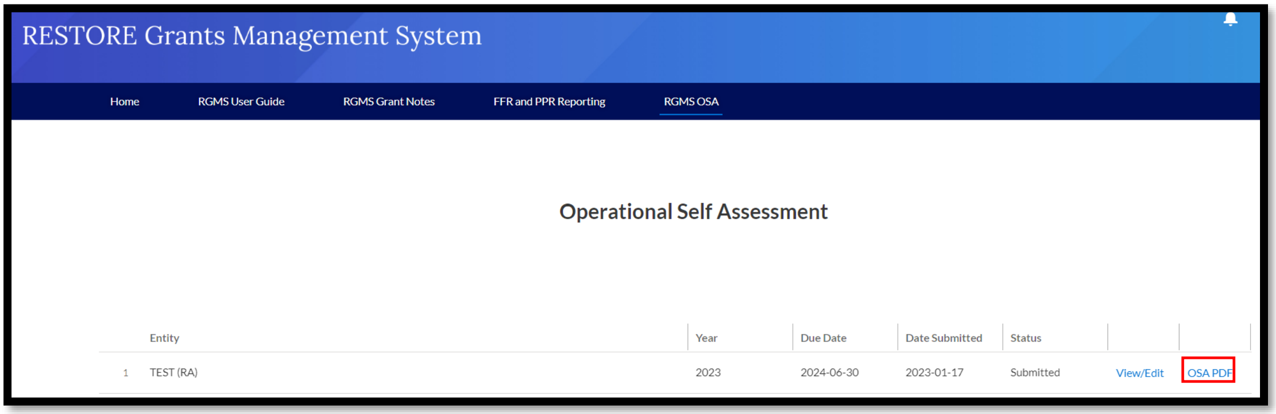
8) The AO will log into the system to review and submit the OSA (please refer to steps 1 and 2 of this section for details on how to navigate to the OSA in RGMS). Only the AO has the authority to submit the annual OSA. (figure 166)

Figure 166: Submit OSA



9) To View and print a PDF of the OSA click the OSA PDF link in the OSA list and ensure pop-ups are enabled. (figure 167)

Figure 167: OSA PDF



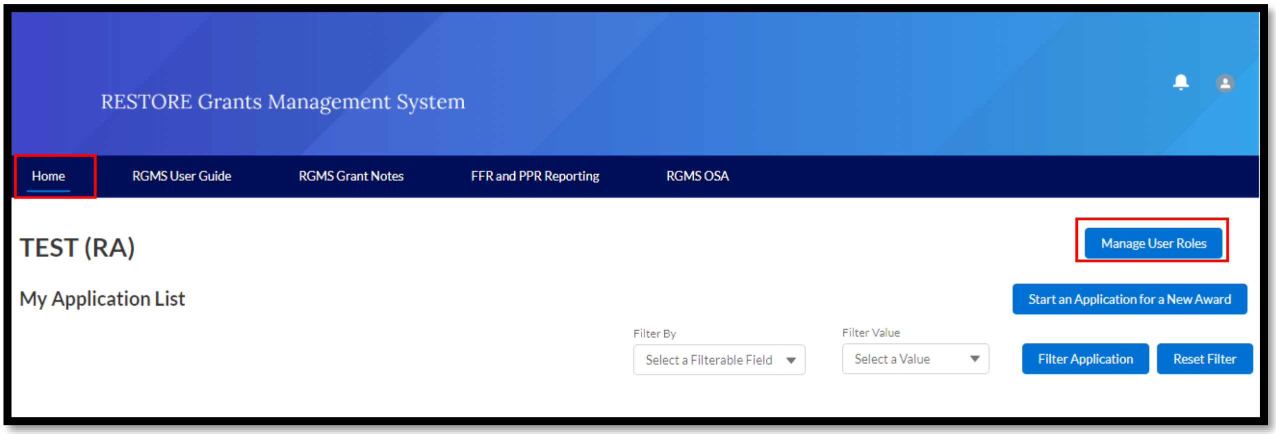
14. Manage User Roles

Manage User Roles is only accessible to users with the PI/PD role. This section demonstrates adding a new user and adjusting existing user's roles.

The PI/PD may only create and edit user accounts for the following user roles: Project Investigator/Project Director, Program Support Staff, Financial Officer, and Financial Support Staff. If you need to add a new user with the Authorized Official role or edit an existing Authorized Official's contact information, please contact the help desk at RGMShelpdesk@treasury.gov. If the new Authorized Official is the organization's highest official, please provide in the email to the Help Desk the individual's name, title, email, and any other additional user roles (e.g., Project Investigator/ Project Director) the AO contact needs. If the new Authorized Official is an individual designated by the organization's highest official as an Authorized Senior Official for the purposes of submitting applications in the RGMS, in addition to the information listed previously, you must also attach a letter (in PDF format) signed by the organization's highest official designating the individual to have the AO role in RGMS.

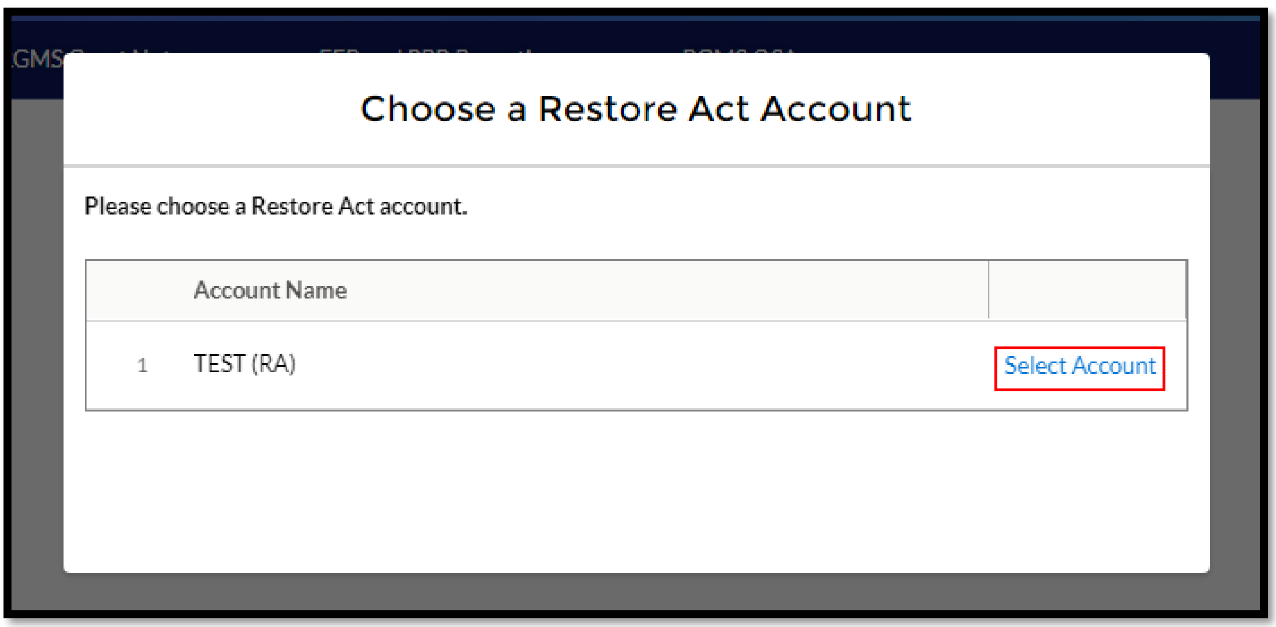
Note if you need to close an existing user account, please contact the help desk at RGMShelpdesk@treasury.gov

Figure 168: Manage User Roles



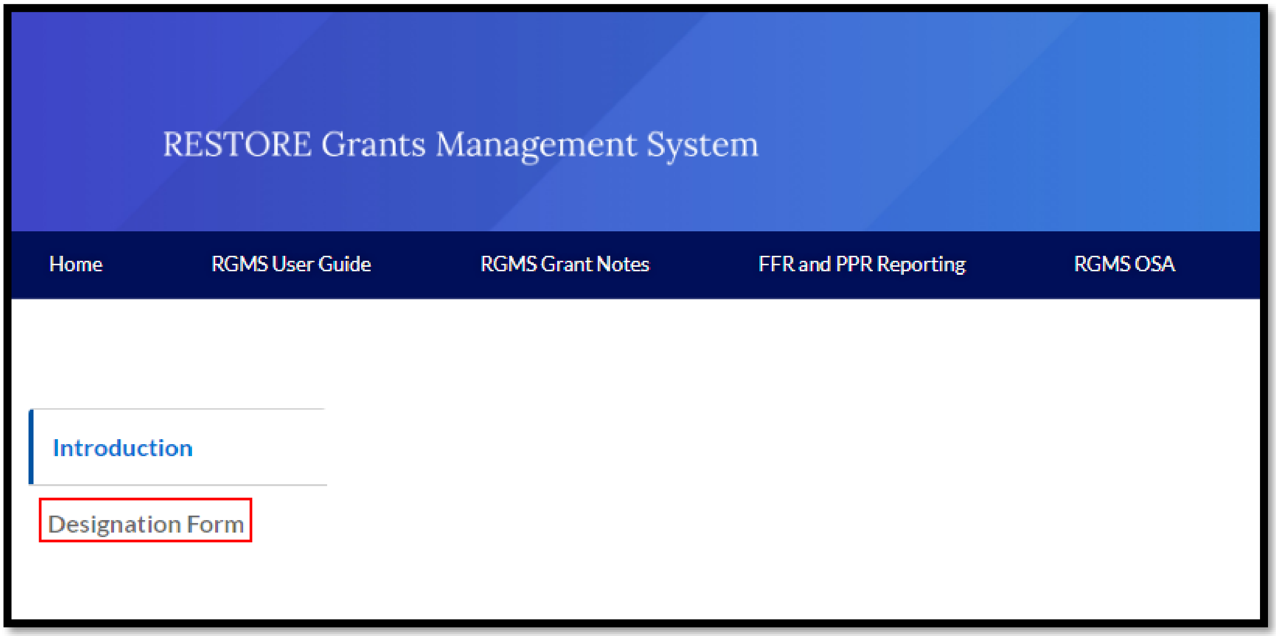
1) From the RESTORE Grants Management System Home tab, click the Manage User Roles button.

Figure 169: Select Account



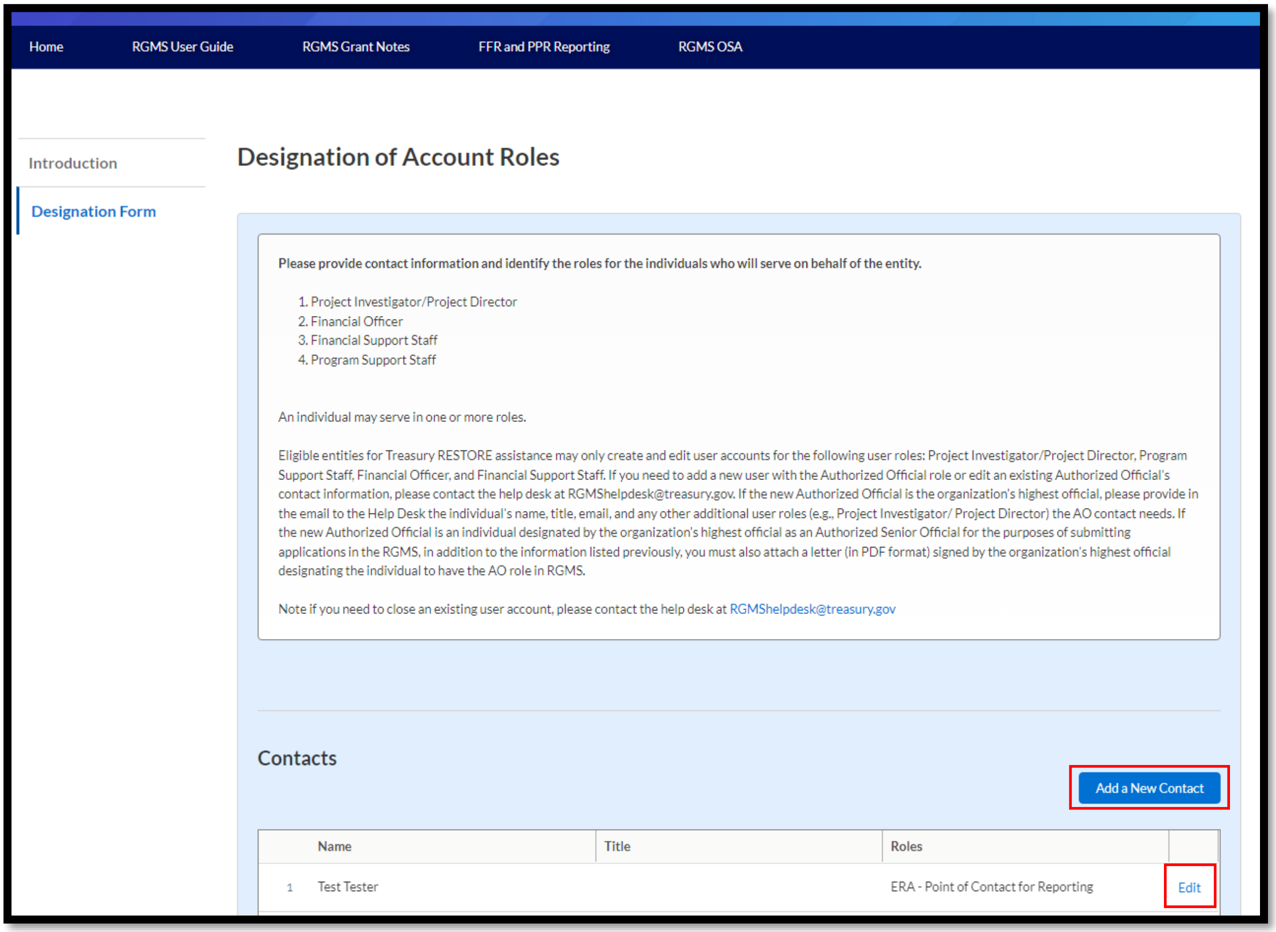
2) On the popup, click "Select Account" next to the name of the account you want to manage user roles for.

Figure 170: Designation Form tab



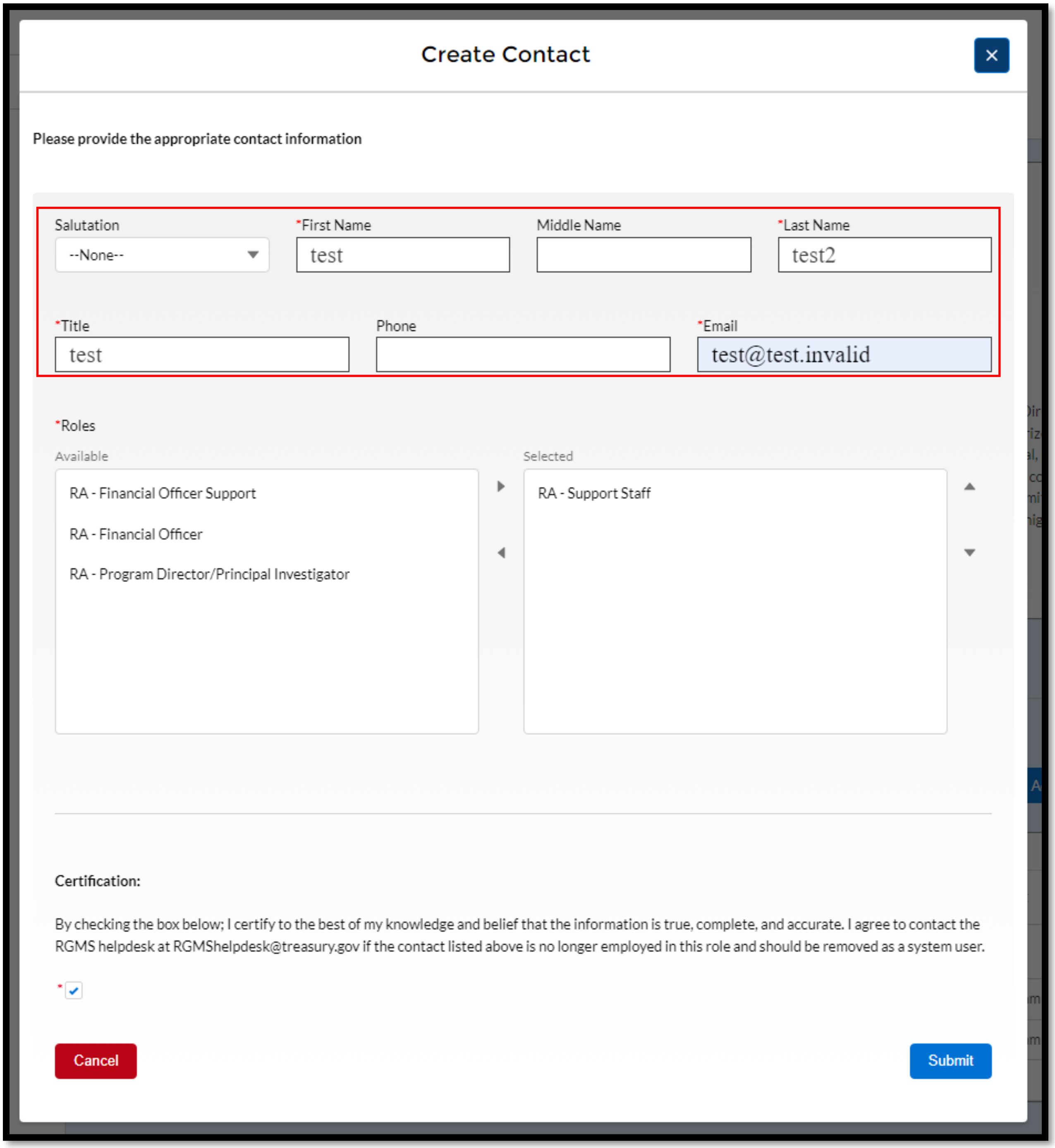
3) Click on the Designation Form tab.

Figure 171: Designation of Account Roles



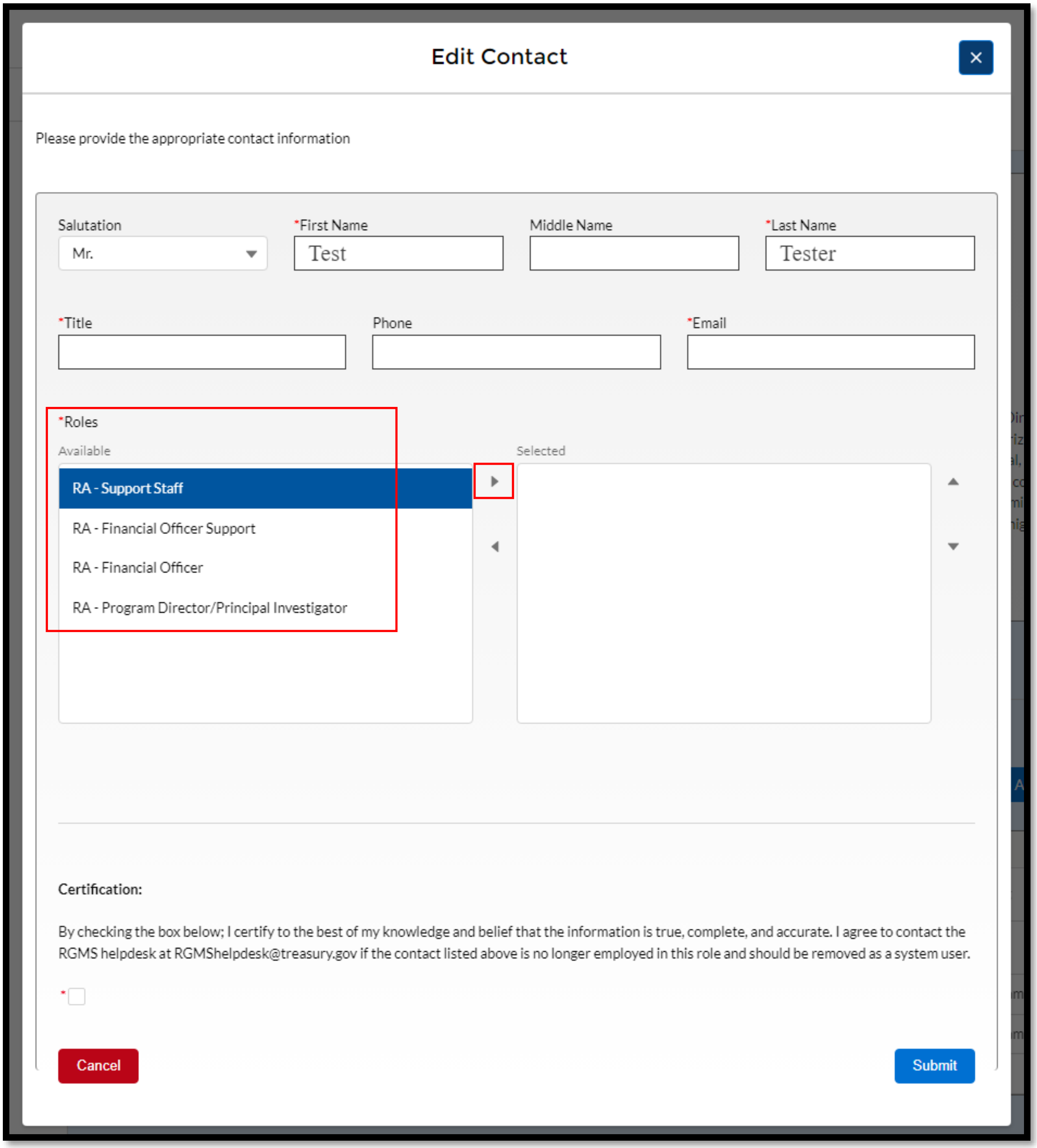
4) Scroll down until you see the Contacts section. If you want to add a new contact, click the Add a New Contact button. If you want to edit an existing contact, click “Edit” for the contact you want to edit.

Figure 172: Create Contact popup



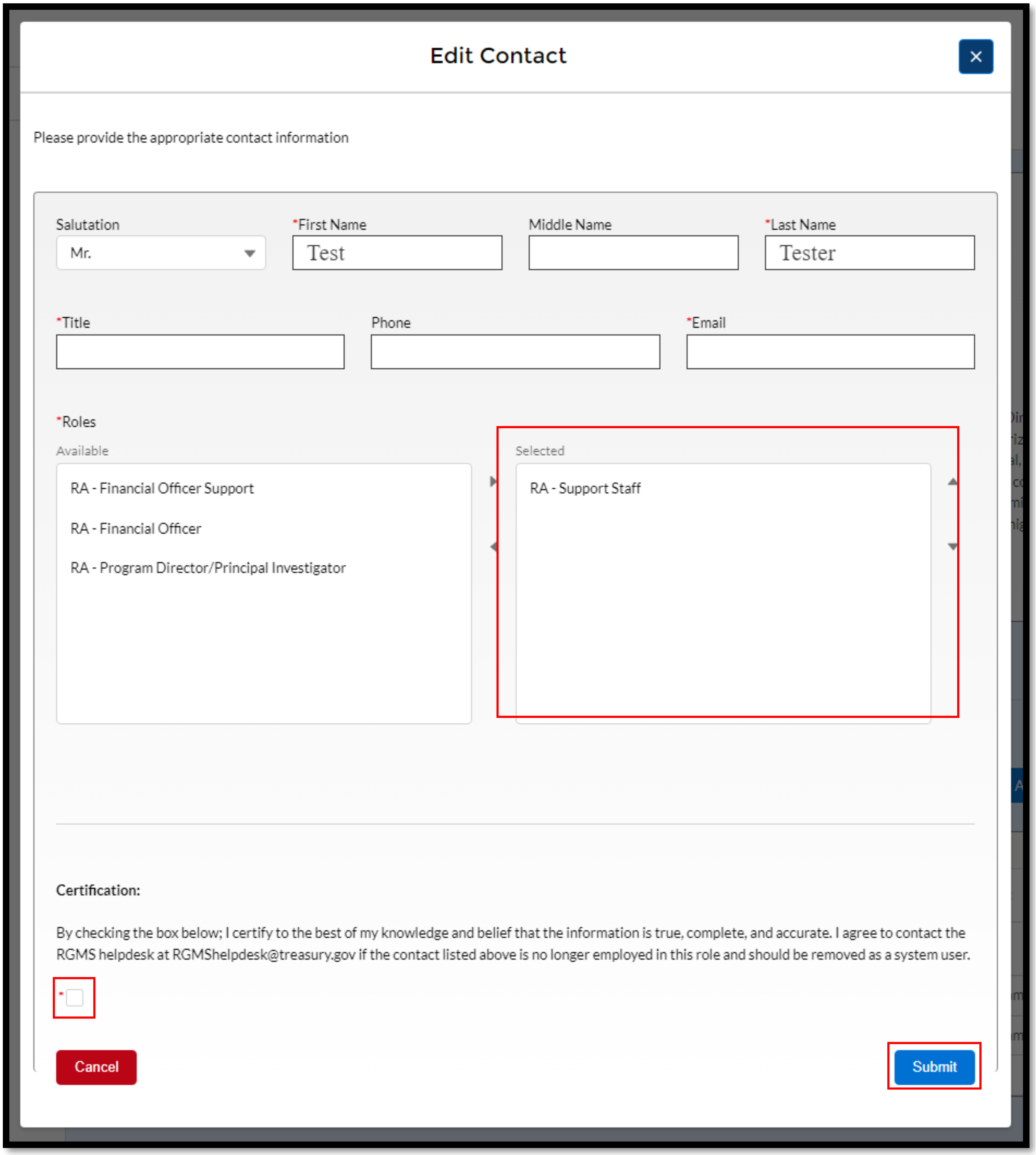
5) **If you are editing an existing user's roles, skip this step.** If you are creating a new contact, Fill out the contact's information in the highlighted fields. Please be aware that the email used in the Email field will be the same email the user will use to establish their Login.gov account.

Figure 173: Edit Contact popup



6) Select the role you want to add to this contact, then click the > arrow so that the role displays in the rightmost box, as shown in the next diagram. Repeat this step for each role that you wish to add to this contact.
    a. To REMOVE roles, select the assigned role from the rightmost box, then click the < arrow so that the role displays in the leftmost box. Repeat this step for each role that you wish to remove from this contact.

Figure 174: Edit Contact popup with assigned role



7) Confirm that the role(s) you want to assign to this contact are displayed in the rightmost box. Click the checkbox to certify that you have read and agree to the Certification text, then hit the Submit button.

Figure 175: Contacts List

8) The user should be displayed under the Contacts section. Their roles should now be listed under the Roles column.

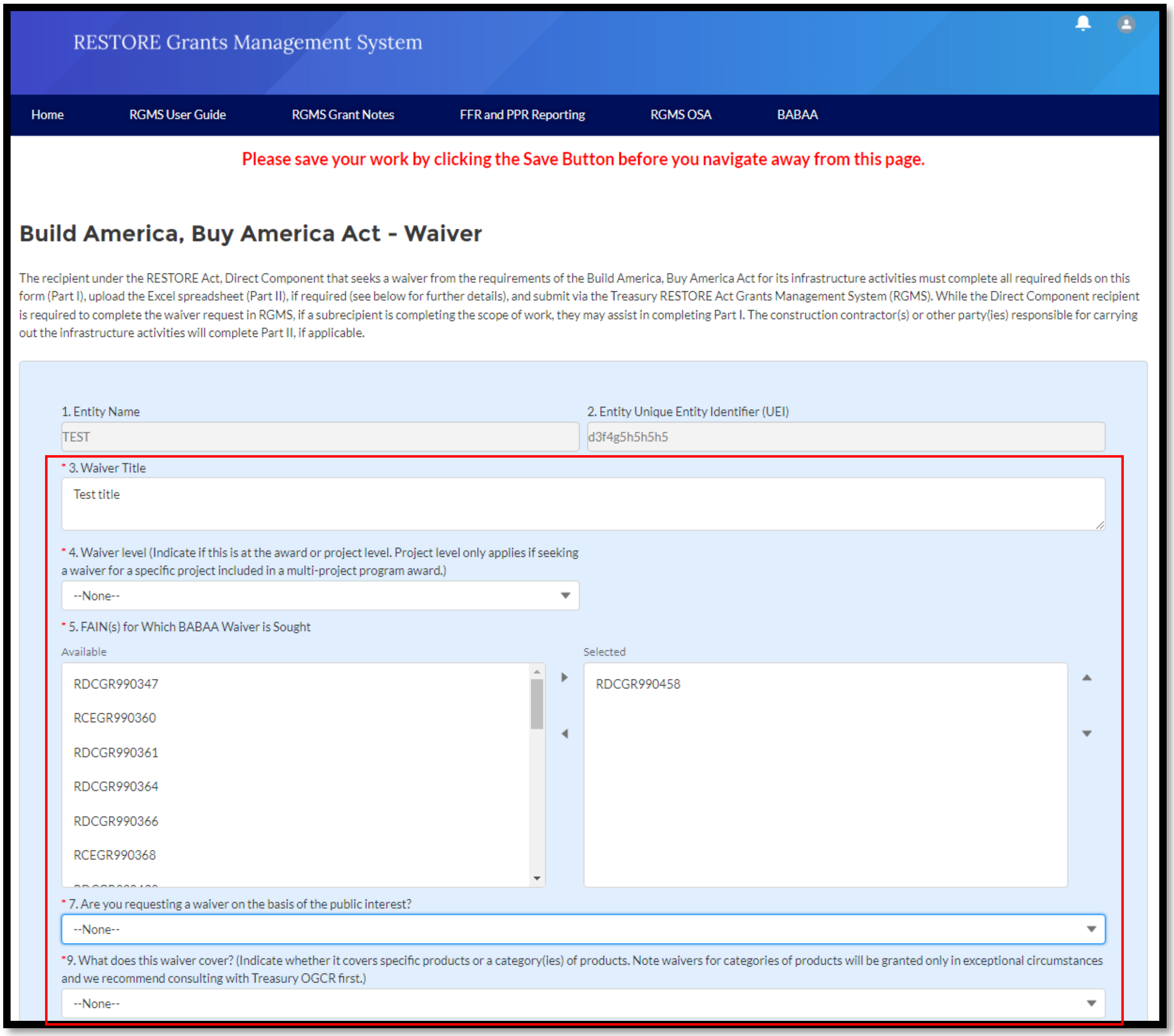
15. Build America, Buy America Act (BABAA)

The Build America, Buy America Act waiver can be submitted to cover a specific FAIN or multiple FAINs. The following roles have access to provide information for a BABAA waiver: RA - Support Staff, RA - Program Director/Principal Investigator; and RA - Authorizing Official. However only the contacts with RA - Program Director/Principal Investigator and/or RA - Authorizing Official have the ability to submit the waiver. The following section will illustrate the process of starting and submitting a BABAA waiver.

Figure 176: BABAA main page

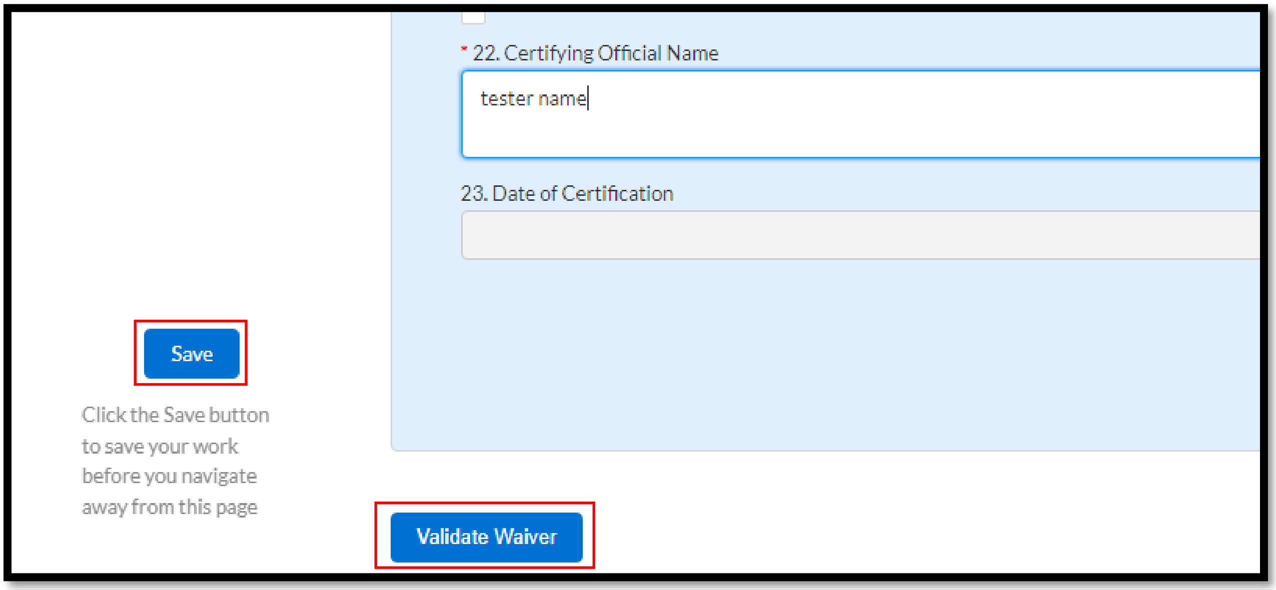
1) From the BABAA tab, click the “Start a New BABAA Waiver” button.

Figure 177: BABAA Waiver



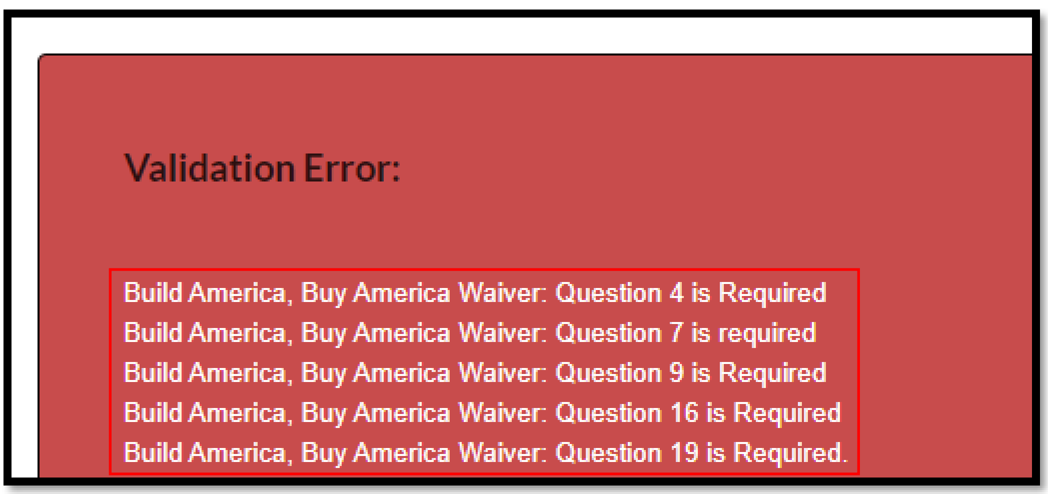
2) Fill in the requested information for each section of the waiver.

Figure 178: Save and Validate



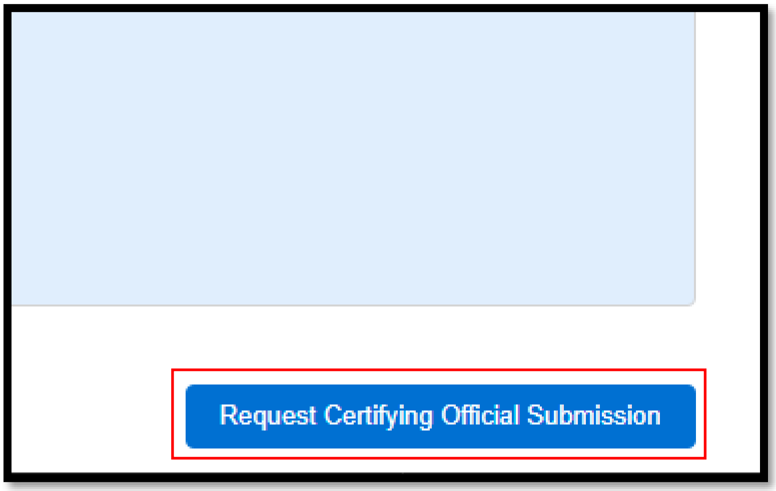
3) Once you have finished filling out the waiver, click the Save button in the lower left corner, then click the "Validate Waiver" button.

Figure 179: Validation Error



4) If any required fields are not completed, a Validation Error will appear at the top of the screen. Complete the listed sections and then save and validate again, as detailed in the previous step, step 3.

Figure 180: Request Certifying Official Submission

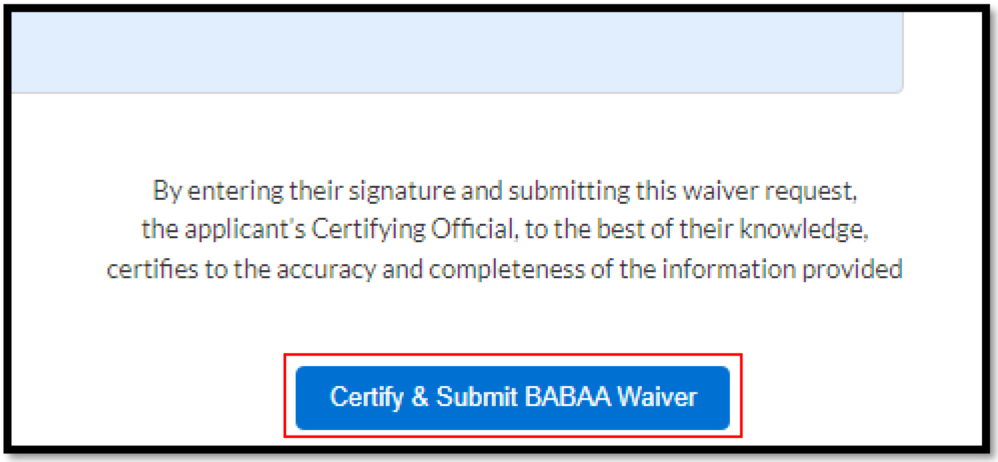


5) If your role is RA – Support Staff, you will need to send a request to the certifying official to submit the waiver. After successfully validating, the "Request Certifying Official Submission" button will appear on the bottom right. Click this button and a Success notification will display to confirm a message has been sent to the Certifying Official.

Figure 181: View/Edit Waiver

6) On the BABAA tab, the waiver status should now read "Submission Requested". If your role is RA – Program Director/Principal Investigator and/or RA – Authorizing Official, you received an email notifying you to log into RGMS to submit the waiver. Navigate to the BABAA tab and click "View/Edit".

Figure 182: Certify & Submit BABAA Waiver

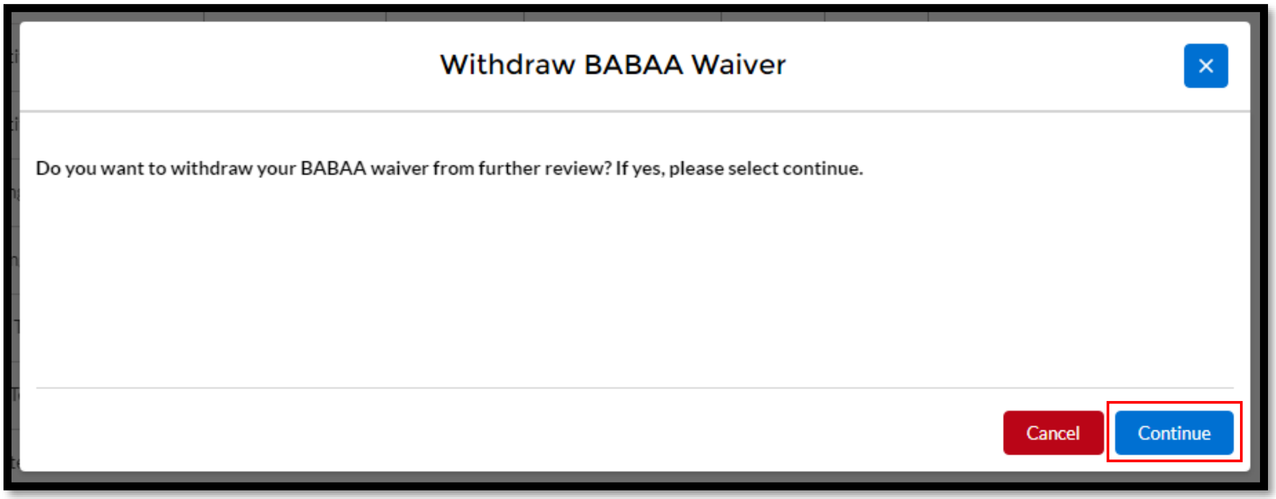


7) Verify that the information listed on the BABAA Waiver is correct. Click the "Certify & Submit BABAA Waiver" button on the bottom right. A Success notification will display to confirm that the waiver has been submitted.

Figure 183: Submitted BABAA Waiver

8) The waiver's status should now show Submitted. Once reviewed, the status will change to Approved or Denied. If for any reason you wish to withdraw the submitted BABAA waiver before it is reviewed, click "Withdraw" on the right side of the page.

Figure 184: Withdraw BABAA Waiver



9) A popup will display to confirm that you wish to withdraw the BABAA waiver. If you wish to withdraw the BABAA waiver, click the Continue button. This will withdraw the BABAA waiver from further Treasury review.

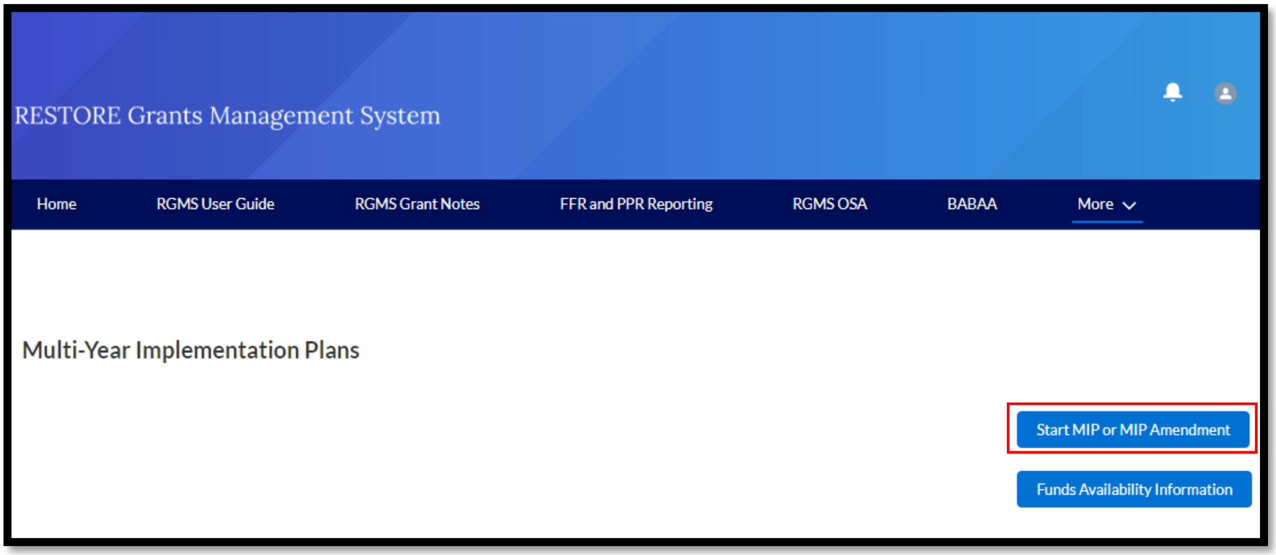
16. MULTIYEAR IMPLEMENTATION PLAN (MIP) & Funds Availability

MultiYear Implementation Plans (MIPs) are completed by entities eligible for direct component awards. The following section illustrates the steps for completing a new MIP/ MIP amendment. RGMS will display a record of all previously accepted MIPs for the entity. Please note that while all roles have the ability to provide information for an MIP, ONLY the PI/PD or AO roles will have the ability to submit an MIP. If the entity needs to delete a draft MIP, please contact the RGMS help desk at RGMShelpdesk@treasury.gov.

Figure 185: MIP Tab

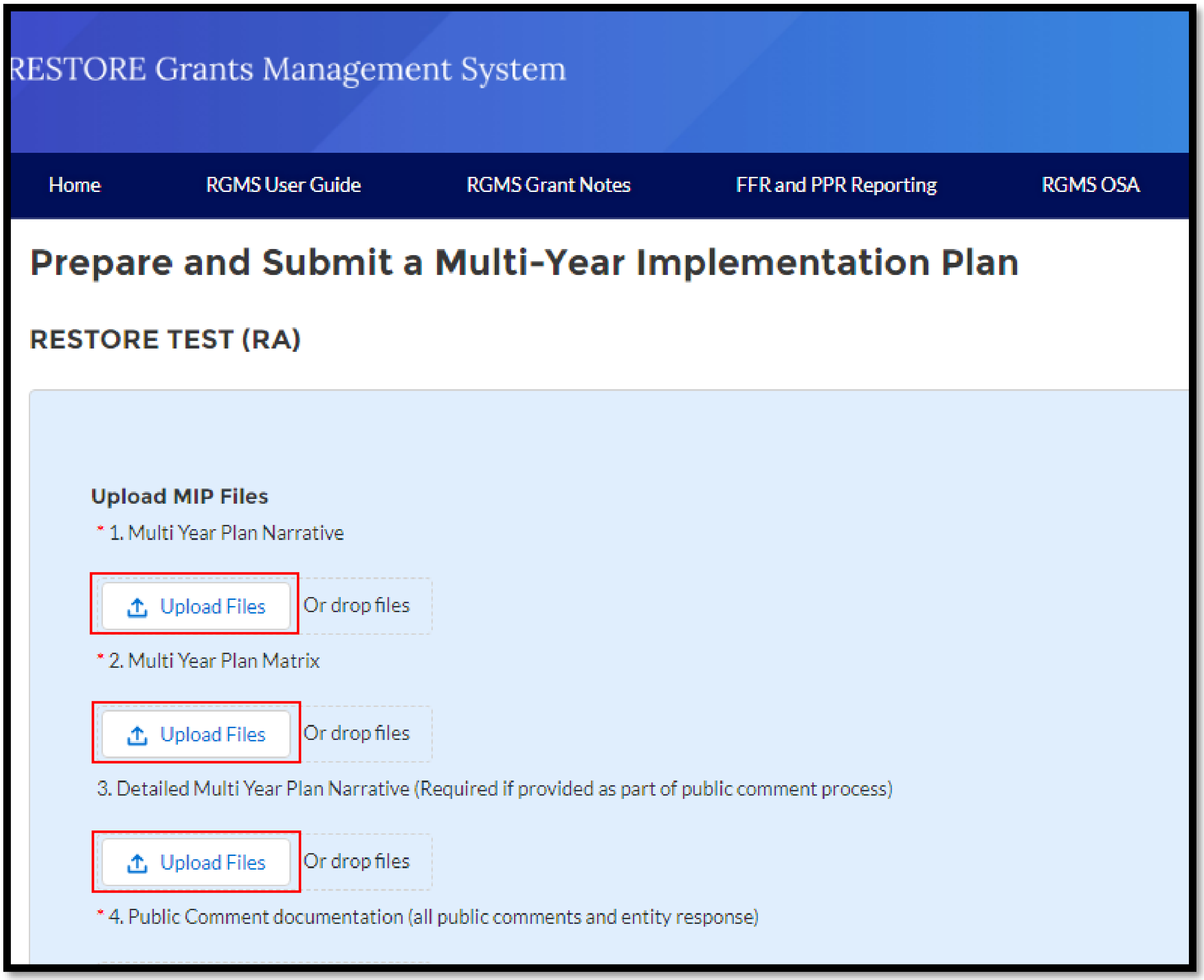
1) In the RESTORE Grants Management System, click “MIP” on the Navigation bar at the top of the screen.

Figure 186: Start MIP or MIP Amendment



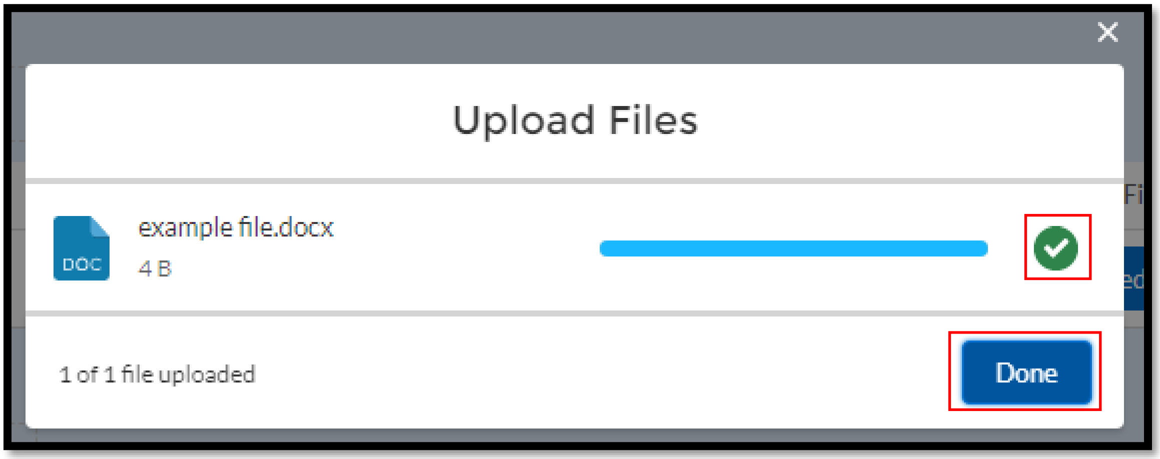
2) Click the “Start MIP or MIP Amendment” button.

Figure 187: Prepare and Submit a MultiYear Implementation Plan



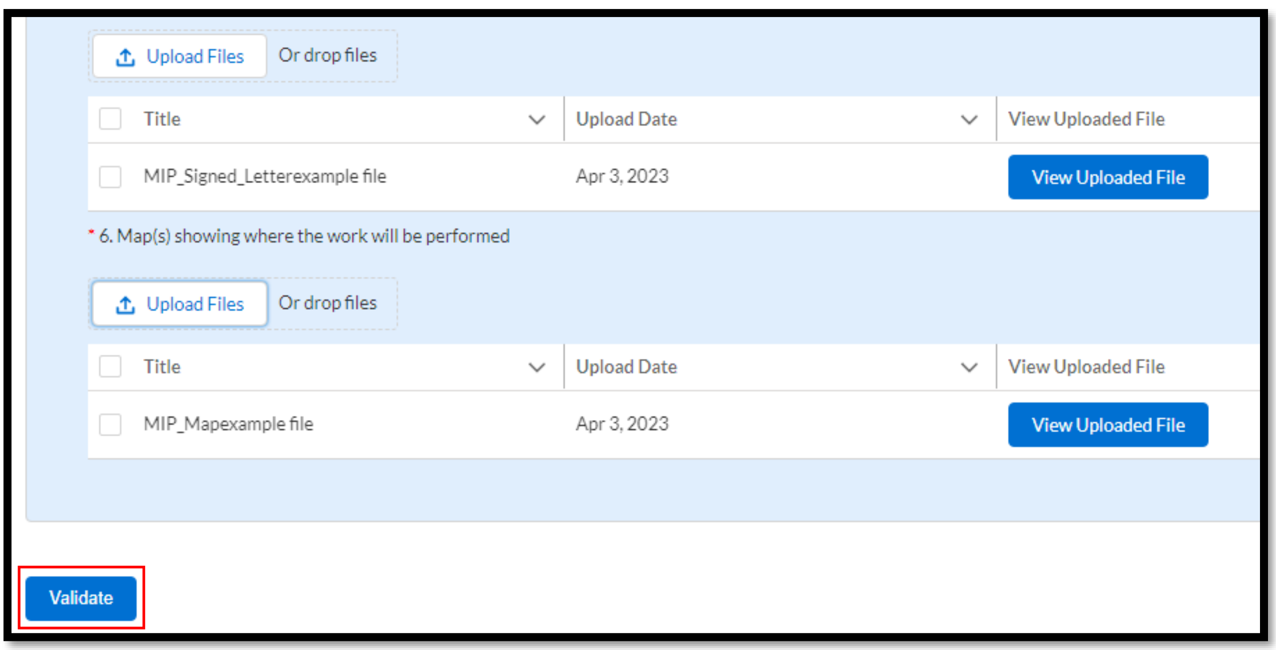
3) For each section, click "Upload Files". Navigate to each of the required file sections and upload files as necessary.

Figure 188: Upload Files Popup



4) Once the files are selected, this popup will appear to show the files being uploaded. Once the file(s) are uploaded, a green checkmark will appear on the right side of the popup. Click "Done".

Figure 189: Validate

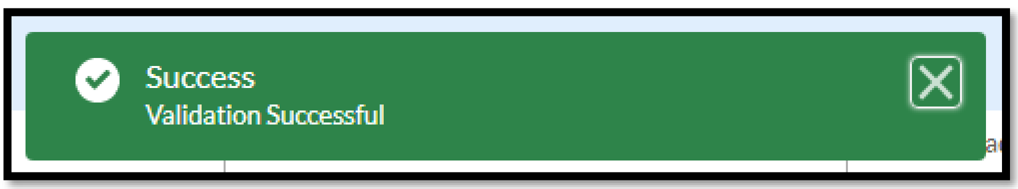


5) Once all files are uploaded, scroll to the bottom of the page, and click "Validate" on the bottom left side of the screen.

Figure 190: Validation Error

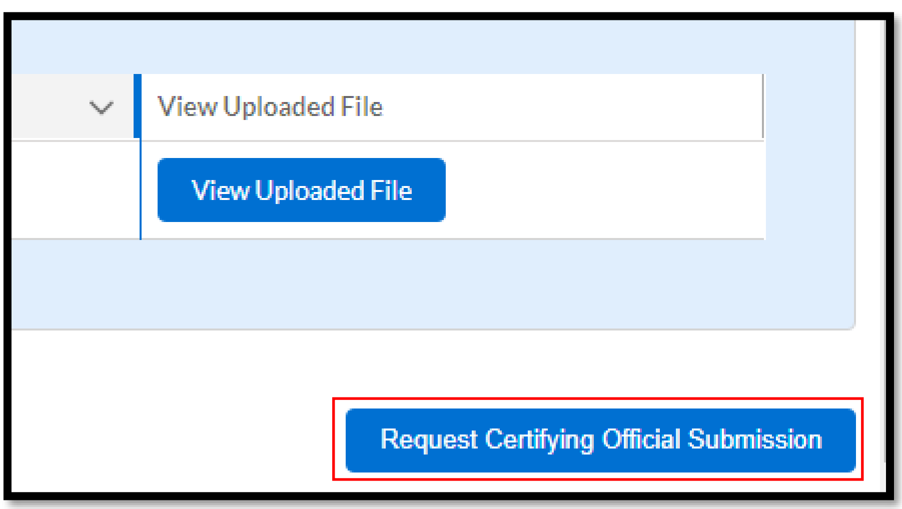
6) A Validation Error will appear if any required sections did not have a file uploaded. Review and upload any missing files, then repeat the previous step, clicking the Validate button on the bottom left.

Figure 191: Validation Successful



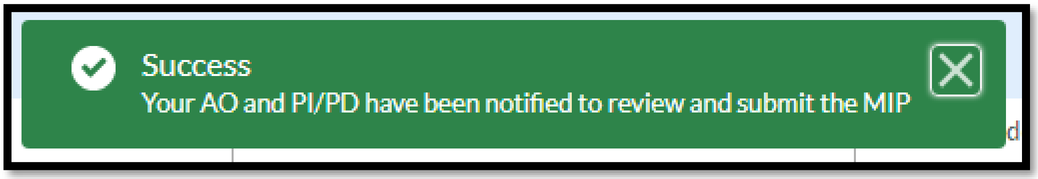
7) If there were no errors with validation, a "Validation Successful" popup toast message will appear at the top of the screen.

Figure 192: Request Certifying Official Submission



8) Once the MIP has been validated, click the "Request Certifying Official Submission" button.

Figure 193: AO and PI/PD notification



9) This popup will appear to confirm that the AO and PI/PD have been notified to review and submit the MIP.

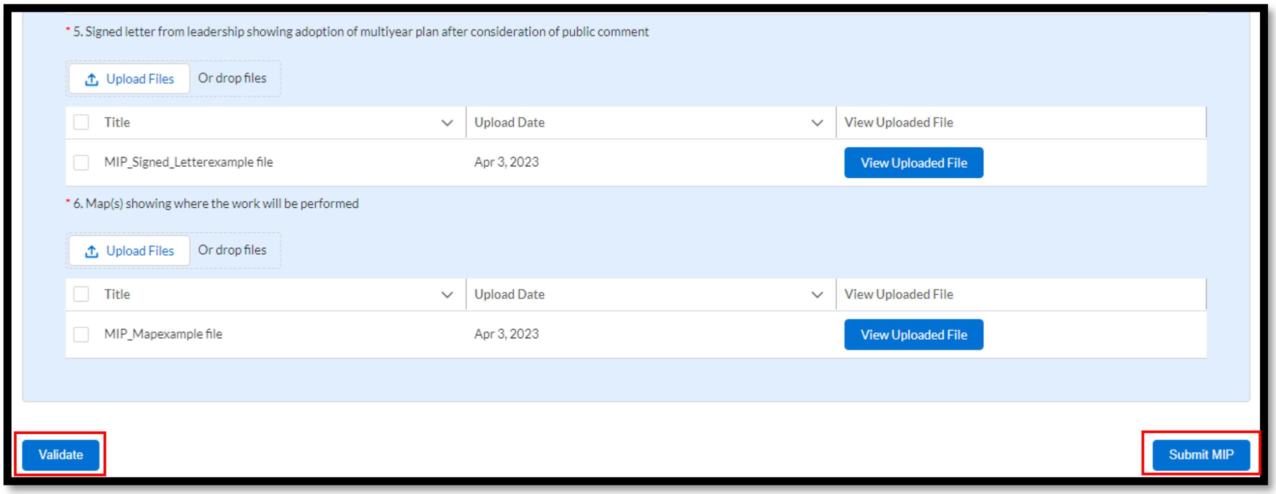
Figure 194: RESTORE Grants Management System

10) The following steps must be completed by the AO or PI/PD. In the RESTORE Grants Management System, click "MIP" on the top navigation bar.

Figure 195: View/edit MIP

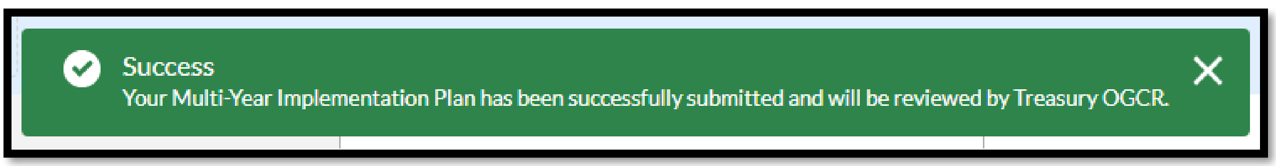
11) You should see the MIP listed with a status of "Submission Requested". Click "View/Edit" on the MIP you want to review.

Figure 196: Validate and Submit MIP



12) Review the MIP and confirm that all information is correct. Click the “Submit MIP” button on the bottom right.

Figure 197: Successful MIP Submission

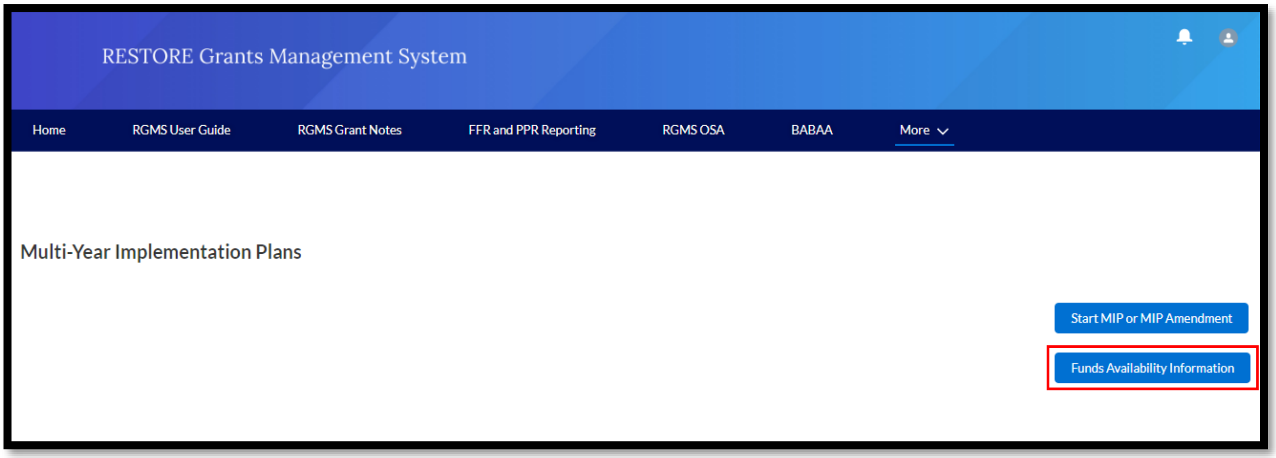


13) You will see this popup toast message at the top of the screen to confirm that the MIP has been submitted.

Figure 198: RESTORE Grants Management System

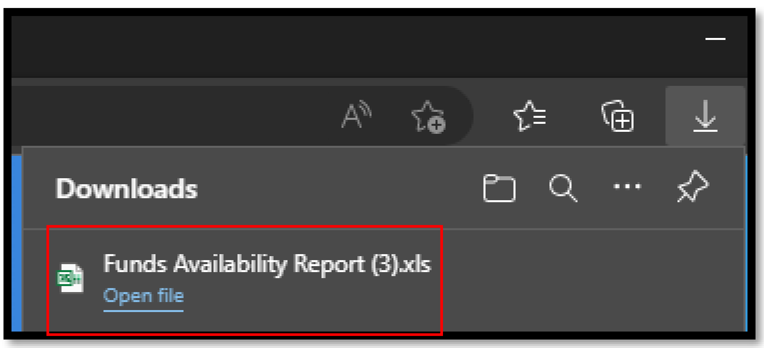
14) The following steps explain how to view the Funds Availability information for your entity. In the RESTORE Grants Management System, click the “MIP” tab on the top navigation bar.

Figure 199: Funds Availability Information



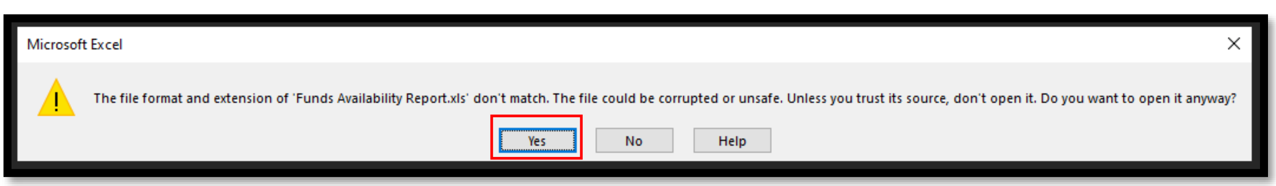
15) On the bottom right of the screen, click the “Funds Availability Information” button. This will download the Funds Availability Information spreadsheet.

Figure 200: Funds Availability Report



16) You should see a popup indicating the Funds Availability Report has been downloaded. This popup may look different than the above figure, depending on your web browser. Click on the report to open the file and view it.

Figure 201: Microsoft Excel – Open File



17) You may see this notification display when you open the Funds Availability Report. Click “Yes” to continue.

Figure 202: Funds Availability Report Spreadsheet

ENTITY	PROGRAM	TOTAL DEPOSITS TO DATE	TOTAL NET OBLIGATIONS TO DATE	POSTED BALANCE	TOTAL REQUESTED NOT YET OBLIGATED	PENDING BALANCE
RESTORE TEST (RA)	Direct Component	$10,000,000.00	$2,800,000.00	$7,200,000.00	$0.00	$7,200,000.00

18) The spreadsheet will display the information listed above. The values listed are only an example and your information may be different from the example figure. Below is an explanation of the columns of the funds availability report.

ENTITY: The account name

PROGRAM: Differentiated as Direct Component or Centers of Excellence

TOTAL DEPOSITS TO DATE: The sum of cumulative deposits to the Gulf Coast Restoration Trust Fund for the entity, by individual program, as of the date the report is generated. The annual payment to the Trust Fund occurs in early April and the interest payment is typically deposited in early October. Please visit the RESTORE Act webpage to view and download the complete Trust Fund allocation tables.

TOTAL NET OBLIGATIONS TO DATE: The sum of all RESTORE funds obligated by Treasury for the entity's RESTORE Act grants (including new awards and monetary amendments), less the sum of all RESTORE funds deobligated by Treasury for the entity's RESTORE Act grants (generally pursuant to a closeout action) as of the date the report is generated.

POSTED BALANCE: The 'total deposits to date' minus 'total net obligations to date,' as of the date the report is generated.

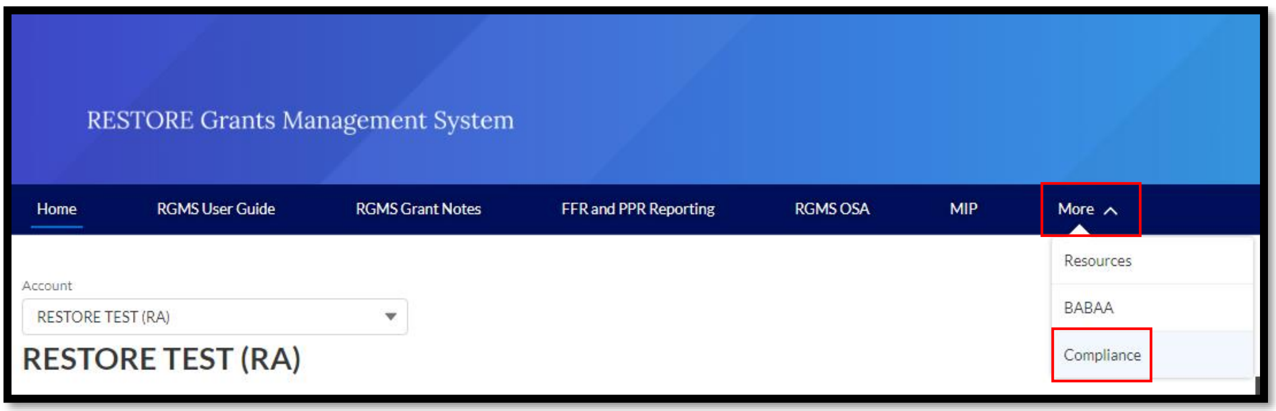
TOTAL REQUESTED NOT YET OBLIGATED: The sum of all RESTORE Act funds requested by the entity for which an application has been received by Treasury and an accompanying notice of award has not yet been issued as of the date the report is generated. This total does not include any pending closeouts that may include a deobligation of funds.

PENDING BALANCE: The 'posted balance' minus 'total requested not yet obligated, as of the date the report is generated. This total does not include any pending (i.e., not yet issued) closeouts that may include a deobligation of funds.

17. TRAC Compliance

TRAC may conduct compliance reviews as part of the annual due diligence process. When an entity is selected the entity AO and PI/PD contacts will be notified via email that documents are requested from the entity. The following section will illustrate the grantee process for providing documents as part of a TRAC compliance document request. Note that while only the AO and PI/PD will be notified of the request all entity contacts are able to provide documents for the request.

Figure 203: TRAC Compliance

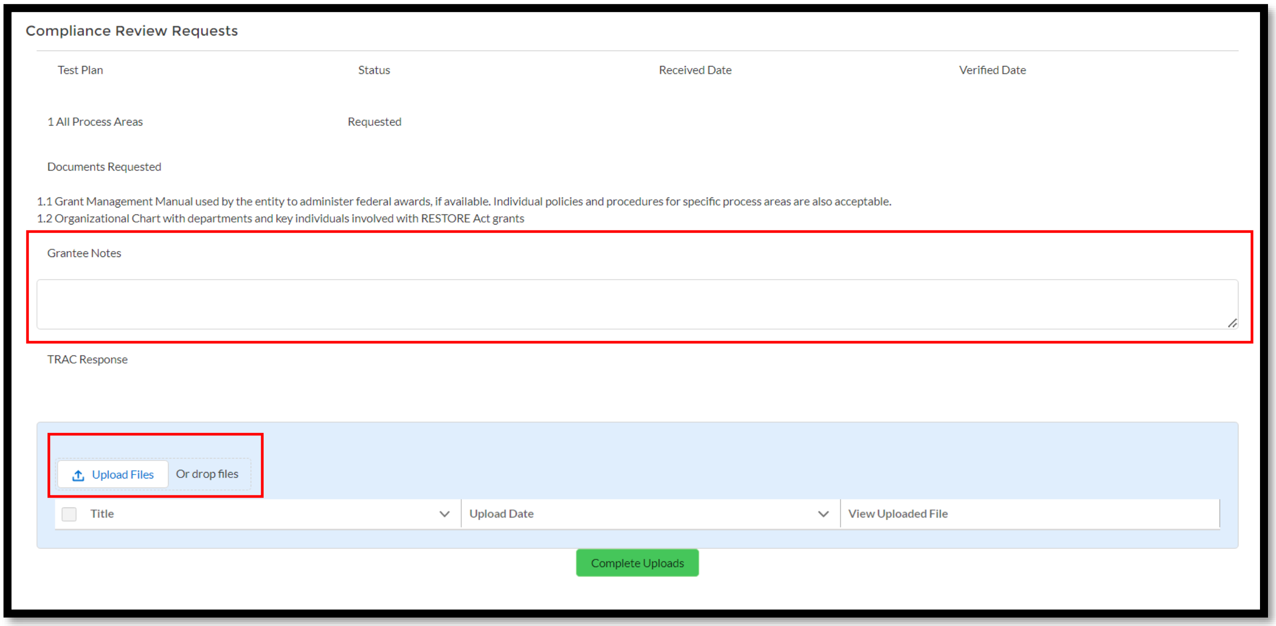


1) In the RESTORE Grants Management System, click "More" on the Navigation bar at the top of the screen, then click "Compliance".

Figure 204: Compliance Requests

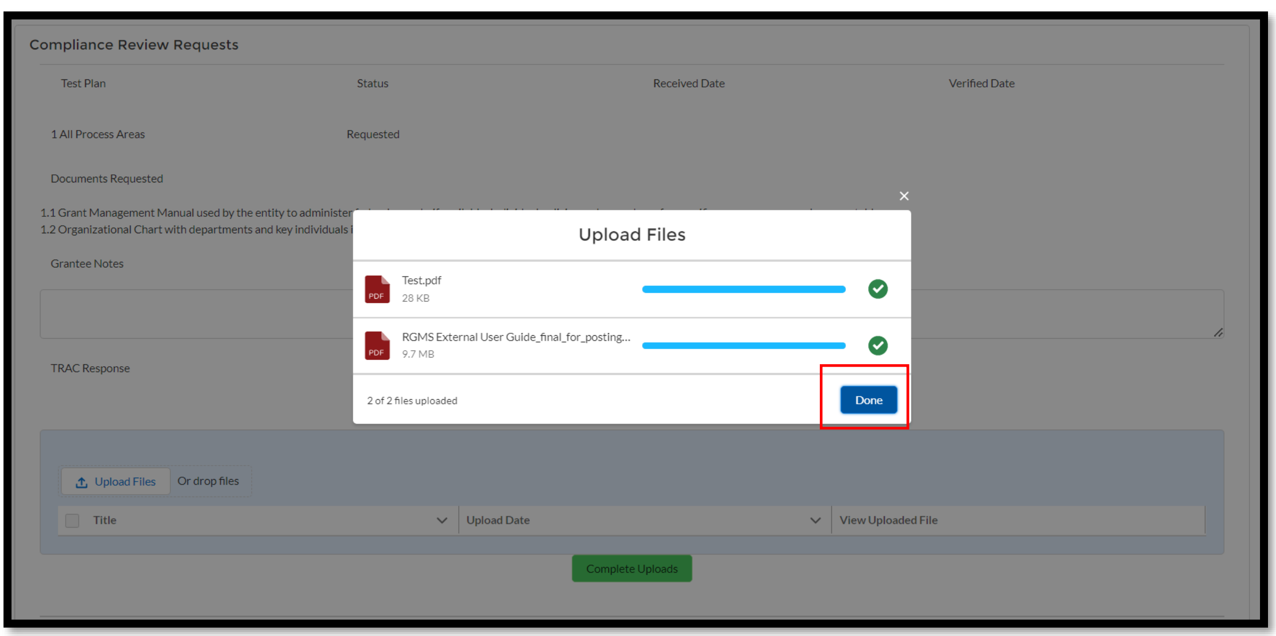
2) On the Compliance Requests page, click "View" next to your compliance request.

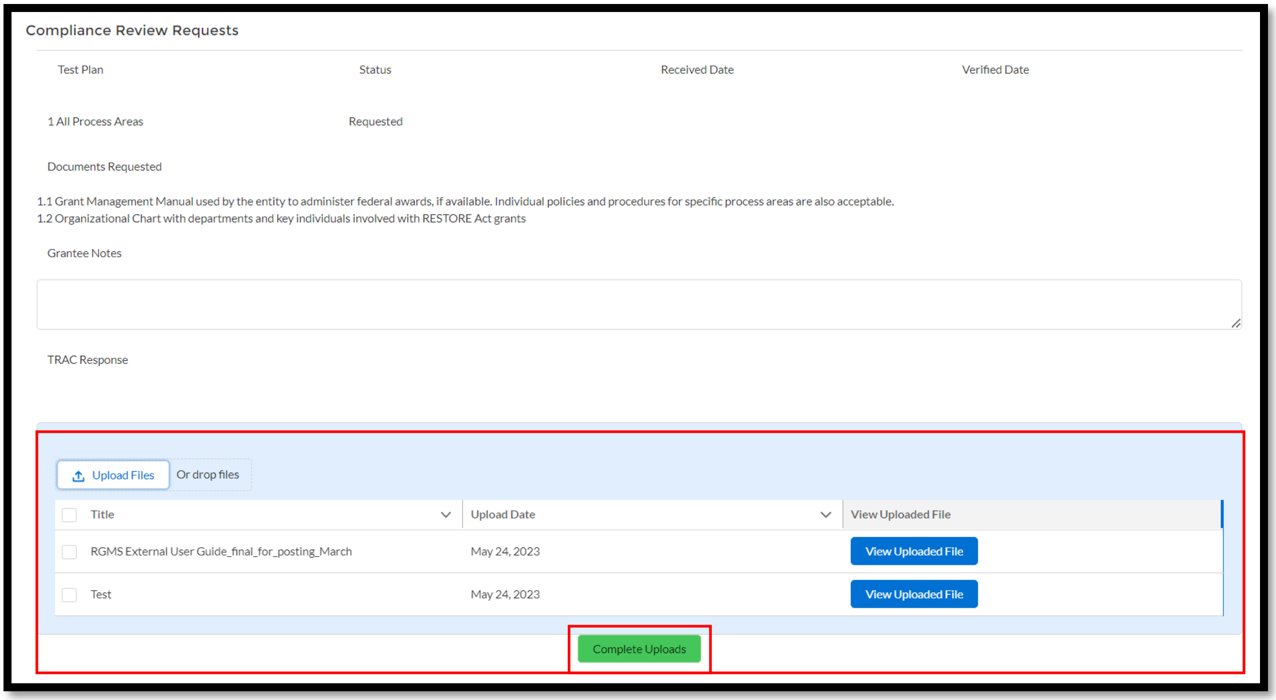
Figure 205: Upload requested documents



3) For each section, click “Upload Files”, navigate to the requested documents, and upload them. The user may also provide an explanation of the files provided in the “Grantee Notes” input field. If the user does not plan on completing the document section in their current session but they provided notes, ensure that the save button on the left side of the screen is pressed to save any notes provided.

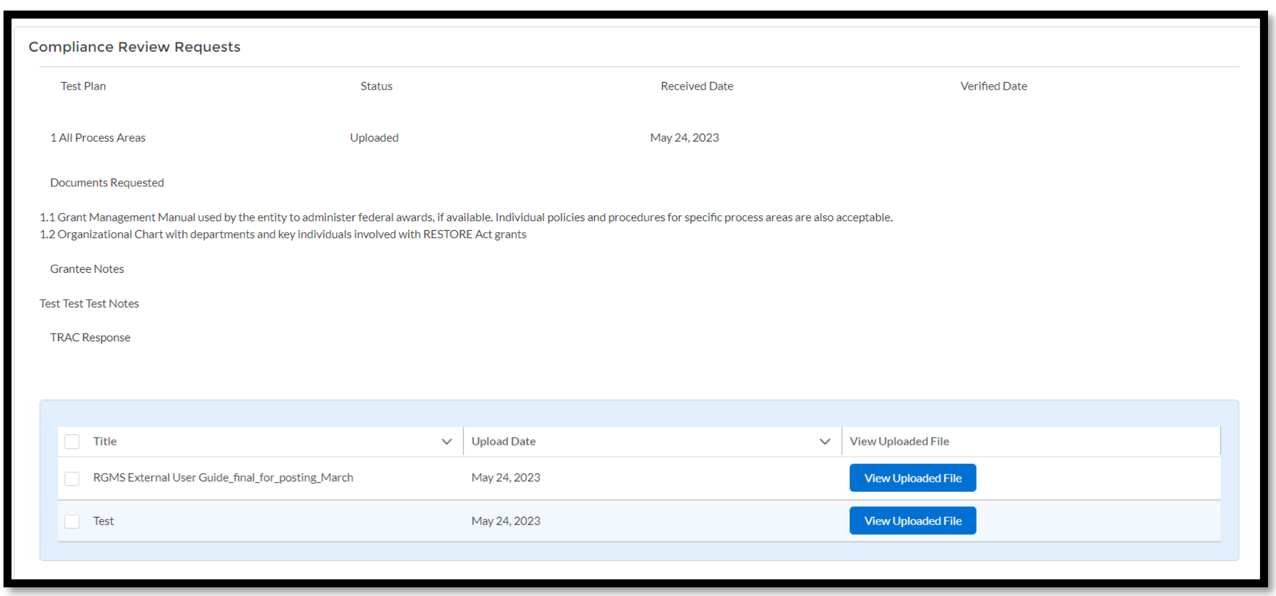
Figure 206: Document uploaded





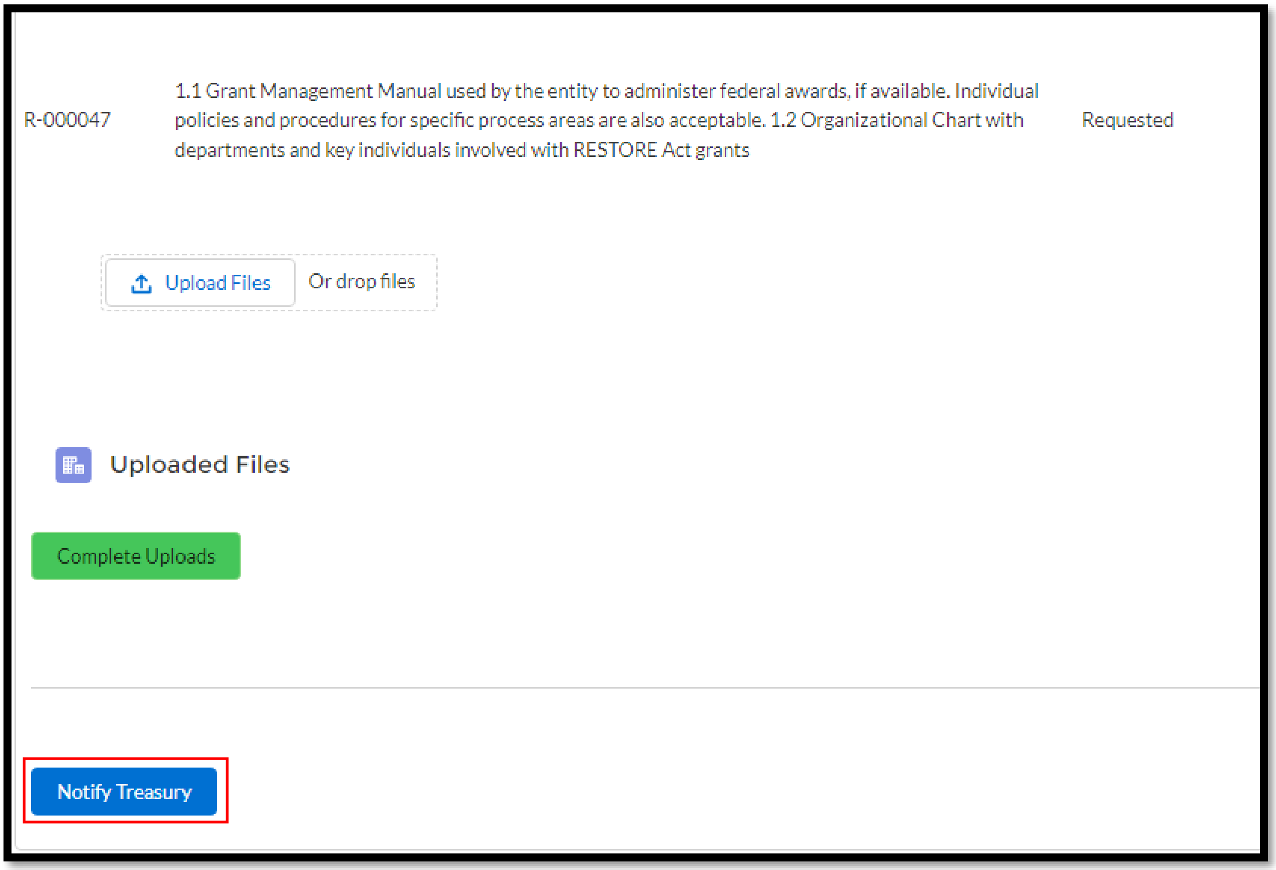
4) After uploading files click "Done". Successfully uploaded files will appear under "Uploaded Files". Click "Complete Uploads". Repeat these steps for each section until files have been uploaded for each.

Figure 207: After clicking "complete uploads"



5) After clicking "complete uploads" the grantee notes section and file upload feature will be locked. Treasury reviewers can unlock individual sections for grantees to provide additional information.

Figure 207: Notify Treasury



6) Once all requested documents have been uploaded, click "Notify Treasury" to notify Treasury that you have completed your TRAC Compliance request. Note that if some sections have not been individually completed with the "Complete Uploads" button the "Notify Treasury" button will automatically lock all remaining sections.

18. Grant Messages

Grant Messages allows grantee users to communicate and share files with OGCR for already awarded grants. Grantee users may store one draft per user per FAIN. The following process shows how grantee users send and view grant messages.

1) Navigate to the my grants list on the RGMS portal “Home” tab.

My Grant List

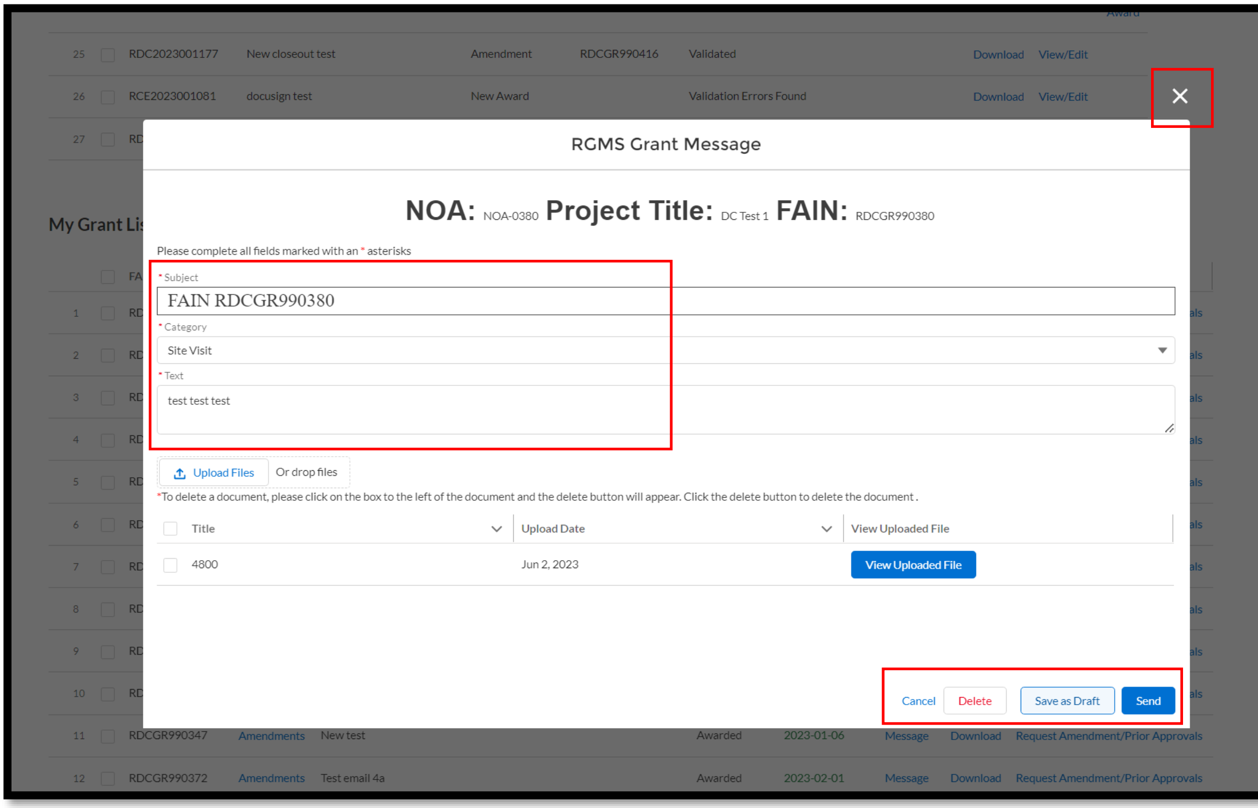
	FAIN	Amendments	Project Title	Status	Award Date			
1	RDCGR990416	Amendments	New closeout test	Awarded	2023-02-13	Message	Download	Request Amendment/Prior Approvals
2	RDCGR990380	Amendments	DC Test 1	Awarded	2023-02-01	Message	Download	Request Amendment/Prior Approvals

2) Click the message link next to the FAIN you want to provide information about.

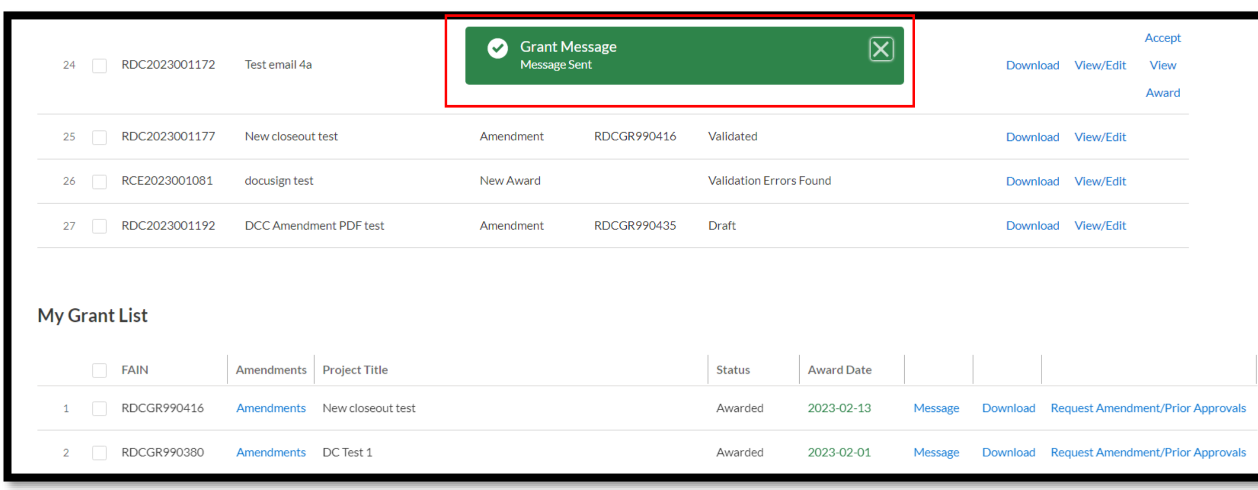
My Grant List

	FAIN	Amendments	Project Title	Status	Award Date			
1	RDCGR990416	Amendments	New closeout test	Awarded	2023-02-13	Message	Download	Request Amendment/Prior Approvals
2	RDCGR990380	Amendments	DC Test 1	Awarded	2023-02-01	Message	Download	Request Amendment/Prior Approvals

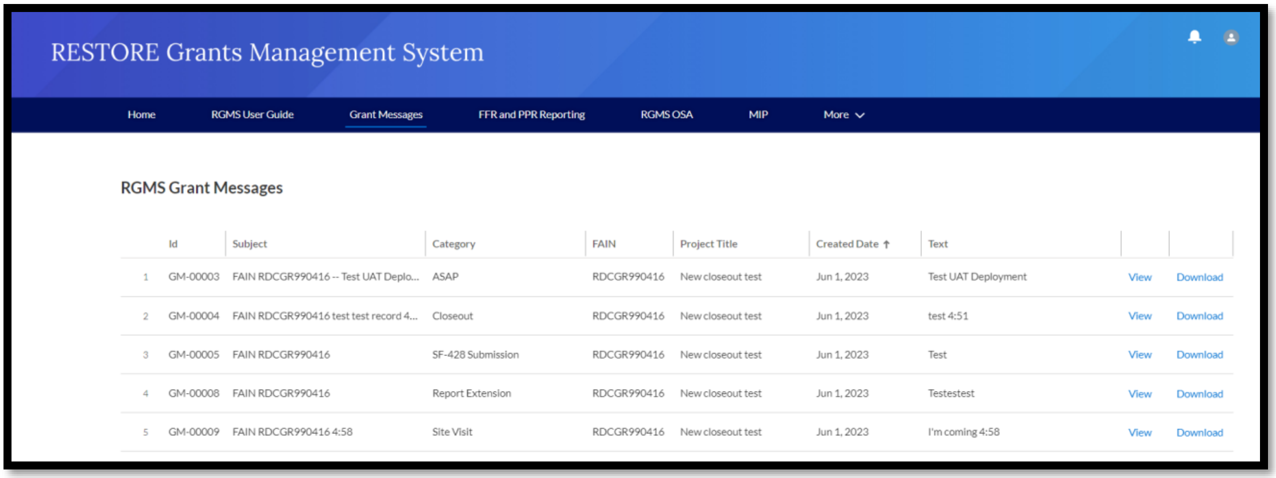
3) Provide information for the required fields and any documents you want to include in the message. The user may save the message as draft, cancel to close, or delete the draft. As mentioned above Grantee users may store one draft per user per FAIN.



4) After clicking "Send" the user will see a toast message (see below). Treasury OGCR APA and SAM will receive a notification that the grant message has been sent.

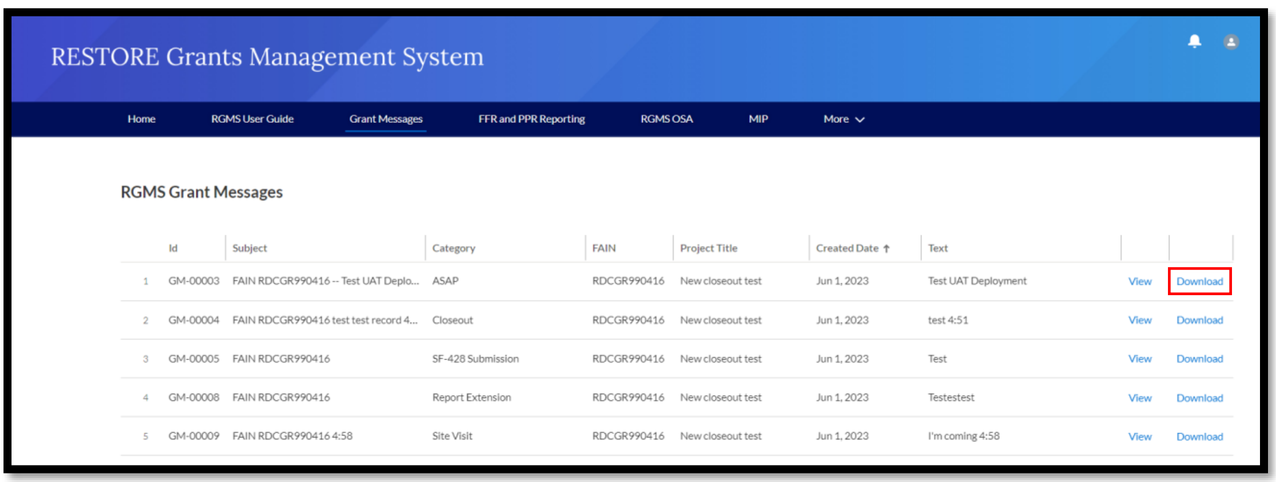


5) To view past grant messages sent or received navigate to the "Grant Messages" tab in the top navigation bar.

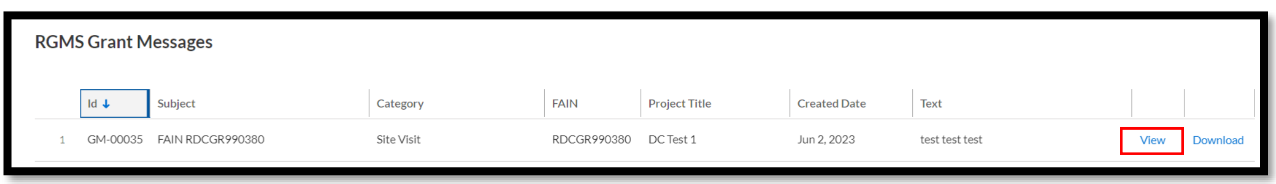


6) The user can sort the list by the different column by clicking on the headers.

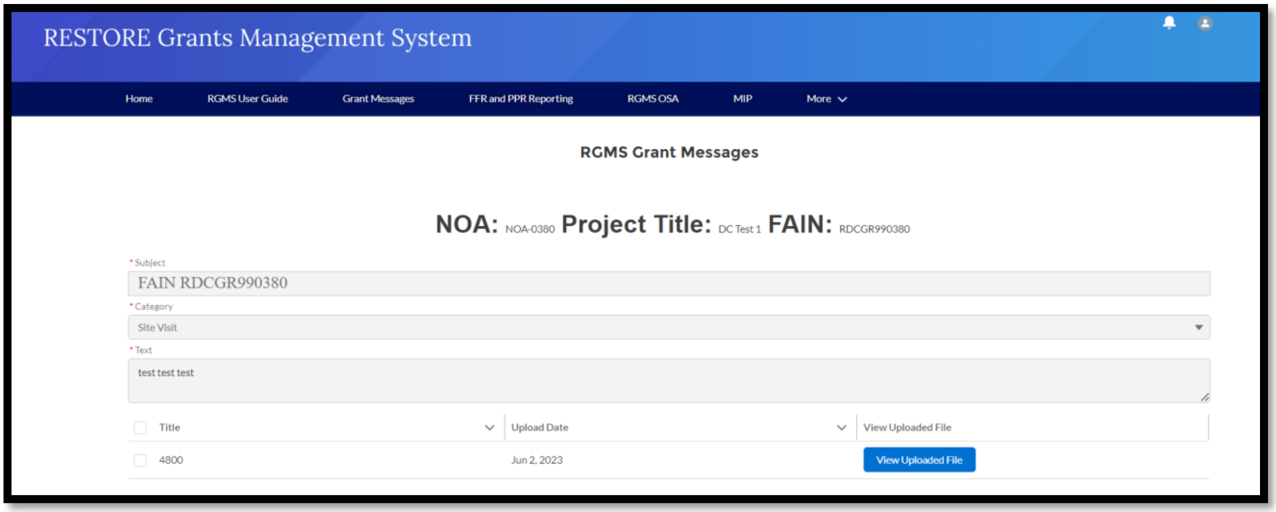
7) The user can download all files in a zip file via the download link next to the records.



8) To view details of the grant message, click on the “View” link next to the record.



9) When the user accesses a message that has been sent the record will be read only and the user will not be able to make changes.


RESTORE Grants Management System
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RGMS Grant Messages
NOA: NOA-0380 Project Title: DC Test 1 FAIN: RDCGR990380
* Subject
FAIN RDCGR990380
* Category
Site Visit
* Text
test test test
Title
Upload Date
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4800
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