



# **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](mailto:RGMShelpdesk@treasury.gov)

## System User Roles

Roles	Edit and Submit Permission
<b>Authorizing Official</b>	<p>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.</p> <p>ONLY role able to certify and submit applications for new awards and amendments.</p>



<b>Project Investigator/ Project Director</b>	<p>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.</p> <p>ONLY role able to add and manage account user roles.</p>
<b>Program Support Staff</b>	<p>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.</p>
<b>Financial Officer</b>	<p>Able to complete, validate, certify, and submit financial reports.</p> <p>Able to complete and save (but not validate, certify, and submit) applications for new awards, and amendments, and post-award prior approvals.</p> <p>ONLY role able to submit financial reports.</p>
<b>Financial Support Staff</b>	<p>Able to complete, save, and validate (but not certify and submit) financial reports.</p> <p>Able to complete and save (but not validate, certify, and submit) applications for new awards, and amendments, and post-award prior approvals.</p>
<p><b>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.</b></p>	

## 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](#).

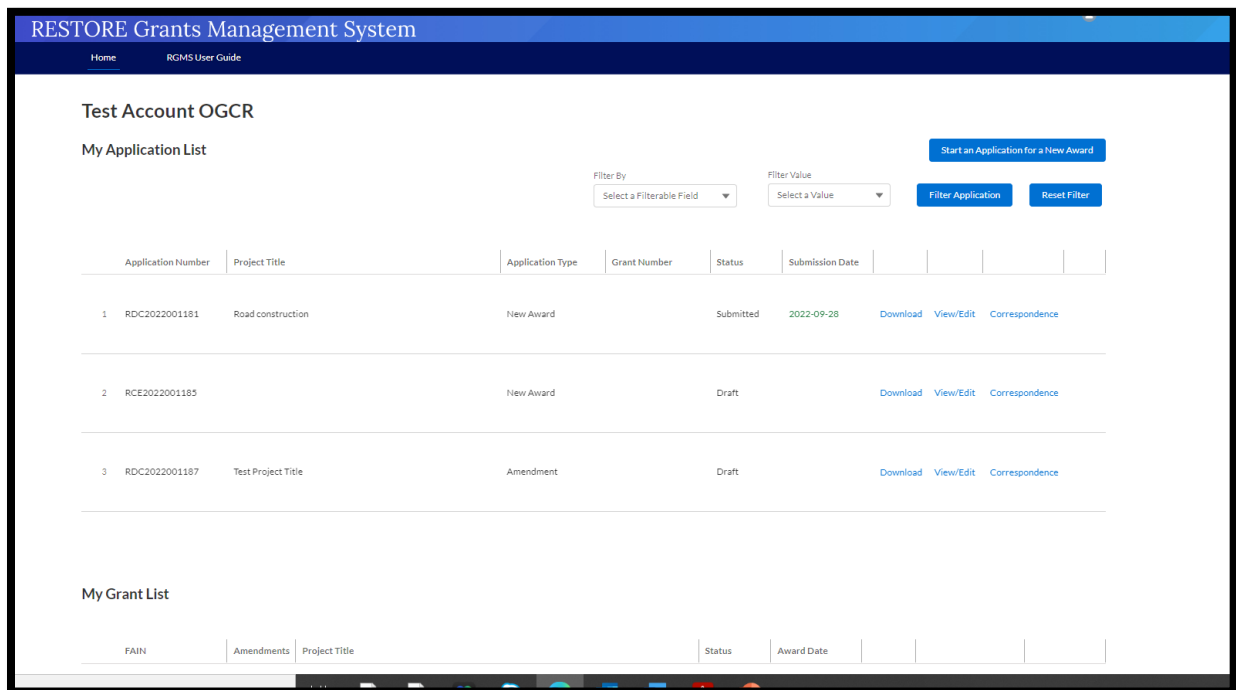
Login.gov provides secure identity proofing, authentication, and group affiliation verification. For more information about Login.gov, visit [What is Login.gov? | Login.gov](#). Approved external users must sign-up for Login.gov and complete the identity verification process in order to access additional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

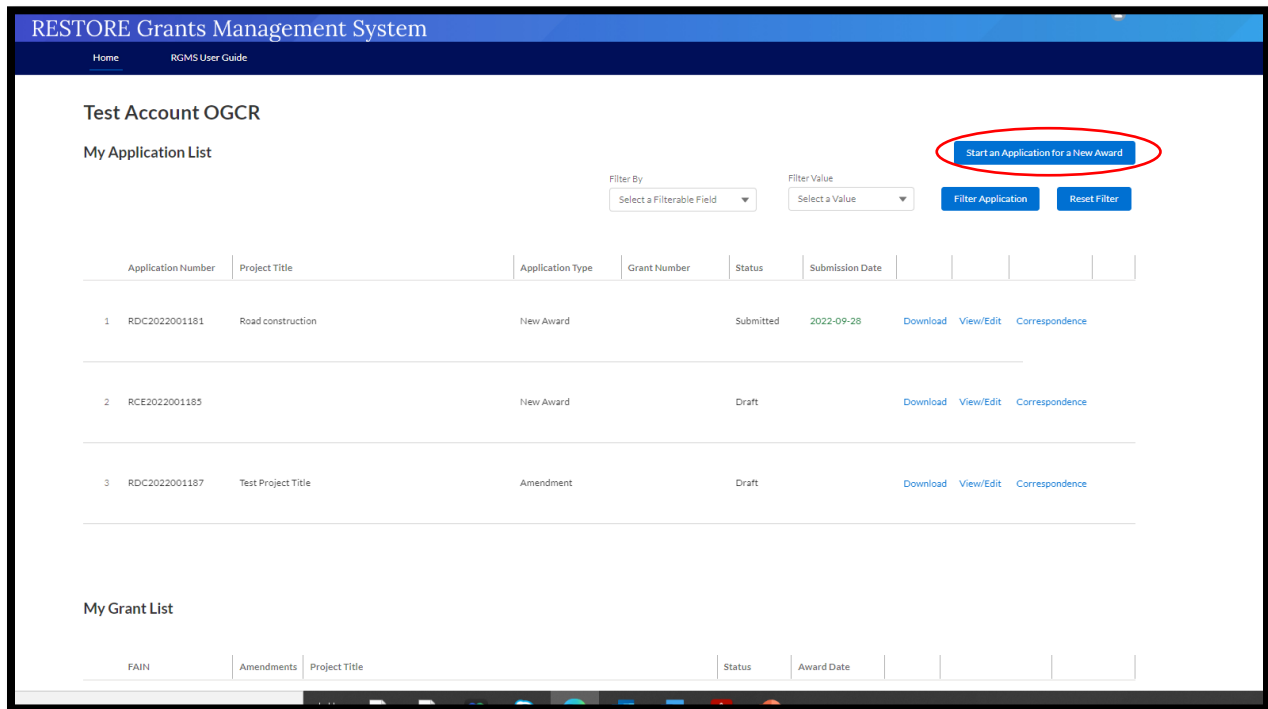
\*To increase font size, magnify the application view. To make everything larger with a keyboard shortcut, hold CTRL and press the + key to zoom in (and – to zoom out) or use the browser magnifier tool.

### 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

The screenshot displays the RESTORE Grants Management System interface. At the top, the header reads "RESTORE Grants Management System". Below this, the page title is "Alabama Department of Conservation and Natural Resources". The main section is titled "My Application List". A modal dialog titled "Select an Application Type" is open in the center. The dialog contains a text input field labeled "Select an Application Type" and a dropdown menu with three options: "Centers of Excellence Research Grants Program", "Direct Component - Construction and Real Property Acquisition Activities", and "Direct Component - Non-Construction Activities". The "Start My Application" button at the bottom right of the dialog is highlighted with a red circle. In the background, there is a table with columns "Application Number" and "Project Title", and a "My Grant List" section with columns "FAIN", "Project Title", "Status", and "Award Date".

RESTORE Grants Management System

Home

Alabama Department of Conservation and Natural Resources

My Application List

Filter By: Select a Filterable Field Filter Value: Select a Value

Start an Application for a New Award

Filter Application Reset Filter

1 RDC2022000644

Sendence Request Return Submit

My Grant List

FAIN Project Title Status Award Date

You have no Grant

Select an Application Type

Use the picklist below to choose the appropriate application type.

Select an Application Type

- Centers of Excellence Research Grants Program
- Direct Component - Construction and Real Property Acquisition Activities
- Direct Component - Non-Construction Activities

Cancel Start My Application

## 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, **it is important to click the Save button** in the bottom left corner of the screen before navigating away from the page (figure 4).

**Figure 4:** Direct Component Construction Application

RESTORE Grants Management System

Home

RDC2022000645

SF-424 View Burden Statement  
Download SF-424 PDF

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

Application for Federal Assistance SF-424

1. Type of Submission: Application 2. Type of Application: New If Revision, select appropriate letter(s): --None-- Other (Specify):

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: 5b. Federal Award Identifier:

State Use Only: 6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Alabama Department of Conservation and Natural Resources

b. Employer/Taxpayer Identification Number (EIN/TIN): 745231423145 c. UE: 993938888888

d. Address: 989 Red Flower Lane

Address 2:

Save

Click the Save button to save your work before navigating away from this page.

### 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**

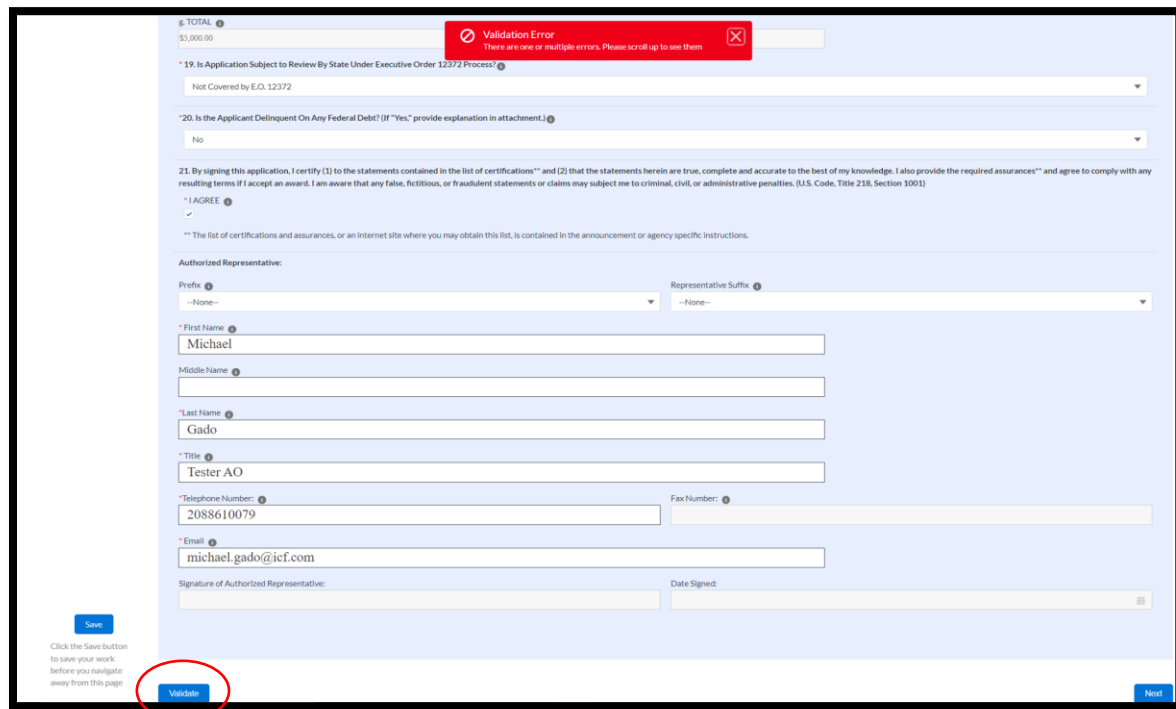


\* Address 1 ⓘ

989 Red Flower Lane

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**



g. TOTAL ⓘ  
\$5,000.00

Validation Error  
There are one or multiple errors. Please scroll up to see them

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? ⓘ  
Not Covered by E.O. 12372

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) ⓘ  
No

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\* I AGREE ⓘ  
✓

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix ⓘ Representative Suffix ⓘ  
--None-- --None--

\* First Name ⓘ  
Michael

Middle Name ⓘ

\* Last Name ⓘ  
Gado

\* Title ⓘ  
Tester AO

\* Telephone Number: ⓘ Fax Number: ⓘ  
2088610079

\* Email ⓘ  
michael.gado@icf.com

Signature of Authorized Representative: Date Signed: ⓘ

Save

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

Validate

Next

Figure 7: Validate with errors

RE Grants Management System

> View Burden Statement

Download SF 424 PDF

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

**Validation Error:**

SF 424 - Question 17, Project Start Date is Required and must be a Date After the Date of Entry

**Application for Federal Assistance - SF 424**

1. Type of Submission: Application  
2. Type of Application: New  
3. Date Received: [empty]  
4. Applicant Identifier: [empty]  
5a. Federal Entity Identifier: [empty]  
5b. Federal Award Identifier: [empty]  
6. Date Received by State: [empty]  
7. State Application Identifier: [empty]  
8. APPLICANT INFORMATION:

- 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

Success

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
Not Covered by E.O. 12372

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
No

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: --None-- Representative Suffix: --None--

\* First Name: Michael  
Middle Name: [empty]  
\* Last Name: Gado  
\* Title: Tester AO  
\* Telephone Number: 2088610079 Fax Number: [empty]  
\* Email: michael.gado@icf.com  
Signature of Authorized Representative: [empty] Date Signed: [empty]

Save

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

Validate

Next

- 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

- 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

- 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

6. Object Class Categories	(1)	(2)	(3)	(4)	Total (5)
DC Construction	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

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

- 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

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

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

- Sections D and E will not be used in RGMS and section F is optional.
- 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.
- 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	<input type="text" value="\$100.00"/>	<input type="text"/>	<input type="text" value="\$100.00"/>
2. Land, structures, rights-of-way, appraisals, etc.	<input type="text" value="\$50.00"/>	<input type="text"/>	<input type="text" value="\$50.00"/>
3. Relocation expenses and payments	<input type="text" value="\$100.00"/>	<input type="text"/>	<input type="text" value="\$100.00"/>
4. Architectural and engineering fees	<input type="text" value="\$50.00"/>	<input type="text"/>	<input type="text" value="\$50.00"/>
5. Other architectural and engineering fees	<input type="text" value="\$100.00"/>	<input type="text"/>	<input type="text" value="\$100.00"/>
6. Project inspection fees	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
7. Site work	<input type="text" value="\$100.00"/>	<input type="text"/>	<input type="text" value="\$100.00"/>
8. Demolition and removal	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
9. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 (5)
	(1)	(2)	(3)	(4)	
	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

- 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.

- 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

- 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:  \* 2. Status Of Federal Action:  \* 3. Report Type:

4. Name and Address of Reporting Entity:

\* Type:

\* Name:

\* Address 1:  Address 2:

\* City:  State:  ZIP:

Congressional District, if known:

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

\* 6. Federal Department/Agency:  7. Federal Program Name/Description:

CFDA Number, if applicable:

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

10a. Name and Address of Lobbying Registrant:

Prefix:  First Name:  Middle Name:

Last Name:  Suffix:

Address 1:  Address 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

City <sup>1</sup> State <sup>1</sup> Zip <sup>1</sup>

b. Individual Performing Services (Including address if different from No. 10a)

Prefix <sup>1</sup> First Name <sup>1</sup> Middle Name <sup>1</sup>

--None--

Last Name <sup>1</sup> Suffix <sup>1</sup>

--None--

Street 1 <sup>1</sup> Street 2 <sup>1</sup>

City <sup>1</sup> State <sup>1</sup> Zip <sup>1</sup>

--None--

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the filer above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Prefix <sup>1</sup> First Name <sup>1</sup> Middle Name <sup>1</sup>

--None-- Michael

Last Name <sup>1</sup> Suffix <sup>1</sup>

Gado --None--

Title <sup>1</sup> Phone Number <sup>1</sup> Date Signed

Save

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

Validate

Next

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)<sup>1</sup>.

<sup>1</sup> 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 B I U S [Rich Text Editor Icons]

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 B I U S [Rich Text Editor Icons]

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

[Download Milestones Performance PDF](#)

## RESTORE Act Application Milestones and Performance Measures – Department of the Treasury

OMB Approval No. 1505-0250

**A. Milestones:**

Provide the milestones and the estimated timeframe for completion (i.e., performance period start date + number of months to completion).

[Add Milestone](#)

	Milestone Description	Milestone Timeframe
1	Test Milestone Description tes...	2

**B. Performance Measures:**

Include the following information. For guidance, see illustrative list of performance measures on Treasury's RESTORE Act website.

[Add Performance Measure](#)

	Performance Measure Description	Performance Baseline	Performance Target
1	Test Performance Measure Description test test	Test Performance Baseline test test	Test Performance Target test test

[Validate](#)[Next](#)

- 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

Download Milestones Performance PDF

### RESTORE Act Application Milestones and Performance Measures – Department of the Treasury

OMB Approval No. 1505-0250

**A. Milestones:**

#### Milestone Information

Provide the appropriate milestone information

Enter Milestone Description:

type here...

Enter Milestone TimeFrame:

Cancel Create

	Performance Measure Description	Performance Baseline	Performance Target
1	Test Performance Measure Description test test	Test Performance Baseline test test	Test Performance Target test test

Validate Next

- 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

17. Proposed Project:

\*a. Start Date Sep 13, 2022

\*b. End Date Feb 28, 2023

- 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.
- 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

Download Environmental Compliance PDF

## RESTORE Act Environmental Compliance Form - Department of the Treasury

OMB Approval Number 1505-0250

The following questions will aid the applicant in identifying the environmental laws that may apply to the eligible activity and the environmental documents that should be submitted with the application. If a response of 'Yes' is recorded to any of the following questions, the applicant should summarize the status of any actions taken to implement the requirements of the law. If a response of 'No' is recorded to any of the following questions, the applicant has the option to summarize their analysis and conclusion regarding the non-applicability of the environmental law. Treasury will use submitted documents to record the applicant's assertion that it has complied with applicable environmental laws. For projects that will be implemented by a subrecipient, applicants may submit an RESTORE Act Environmental Compliance Form completed by the subrecipient's authorized representative. A signed statement from the applicant attesting to its review of the subrecipient's RESTORE Act Environmental Compliance Form must be included with the application.

Please note: More information, references, and links to all the laws and executive orders can be found in the Environmental Checklist Reference Guide on Treasury's RESTORE Act website.

**FORM INTAKE** ASSESSMENT OF APPLICABILITY OF ENVIRONMENT... OTHER PERMITS AND CERTIFICATIONS CERTIFICATION

**A. FORM INTAKE**

1) Please offer the following details about who provided the information to complete this form.

Name:\*

Title:\*

Organization:\*

Date:\*

2) For projects that do not involve construction activities, has the applicant identified any environmental laws that may apply to the eligible activity?

Yes

3) Will the project be implemented by a subrecipient?

No

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**

> View Burden Statement

Download DC-Certifications 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 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

The screenshot shows the 'RESTORE Act Direct Component Application Narrative - Department of the Treasury' form. At the top, it includes the OMB Approval No. 1505-0250 and a note about the Direct Component Funding Opportunity Announcements. A blue button labeled 'Download DC Narrative PDF' is present. A red warning message states: 'Please save your work by clicking the Save Button before you navigate away from this page.' The form is divided into two main sections: 'General Information' and 'Statutory Questions'. The 'General Information' section contains three numbered fields: 1. Applicant Name (with 'RA-Test Account (COE)' entered), 2. Descriptive Title of the Project (with 'Test Project Title' entered), and 3. Activity Title from Multiyear Plan Matrix, column #6 (empty). The 'Statutory Questions' section contains two numbered questions: 4. Select the Primary Qualifying Eligible Activity (with a dropdown menu showing '--None--'), and 5. Select all other eligible activities that apply (with a list of activities on the left and a 'Chosen' box on the right). The activities listed are: 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...; and d. Workforce development and job creation. Question 6 asks if the proposed activity was included in any claim for compensation paid out by the Oil Spill Liability Trust Fund after July 6, 2012, with a dropdown menu showing '--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

The screenshot shows the input fields for question 8: 'If there is more than one location for the activity, please include a list of the additional locations.' The form has five numbered fields: a. Street Address (with 'test street' entered), b. City/Town (with 'test city' entered), c. County/Parish (with 'test county' entered), d. State (with 'test state' entered), and e. Zip Code (with '23621' entered). Below these fields are two buttons: 'Add Location' (blue) and 'Delete Selected' (red). At the bottom, there is a table with five columns: Street Address, City/Town, State, County/Parish, and Zip Code. Each column has a dropdown arrow next to it.

**Figure 19-2: Adding 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

b. City/Town

c. County/Parish

d. State

e. Zip Code

[Add Location](#) [Delete Selected](#)

Street Address	City/Town	State	County/Parish	Zip Code
<input type="checkbox"/> test street	test city	test state	test county	23621

- 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.
- 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

- 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**

> 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:

- 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.
- 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.
- 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.
- Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- 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.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 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.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4763) 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).
- 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.
- 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 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education

- 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 (PL 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 (PL 91- 190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11790; (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 (PL 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (PL 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

- 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

- 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.
- 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)

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

The State of Alabama must submit with each Direct Component application a certification, signed by the authorized official, that the funding request was approved in accordance with 33 U.S.C. §1321(t)(1)(F), and that Alabama is in compliance with 33 U.S.C. §1321(t)(1)(F)(i)(IV).  
Alabama Certification regarding 33 U.S.C. §1321(t)(1)(F) and 33 U.S.C. §1321(t)(1)(F)(i)(IV)

Upload Files
Or drop files

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative Description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

Upload Files
Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

Validate
Next

**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).

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

Applicable if the Direct Component applicant is an eligible entity for the state of Florida and the application was made available to the State for review under the Executive Order 12372 Process.  
Intergovernmental Review

Upload Files
Or drop files

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative Description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

Upload Files
Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

Validate
Next



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

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project

As part of its first application, each Louisiana parish must certify to the Governor of Louisiana that the parish has a comprehensive land use plan and submit to Treasury a copy of a signed certification that complies with 31 C.F.R. § 34.302(f).

Is this the Parish's first application for a Direct Component award?

--None--

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative description

If the parish modifies its comprehensive land use plan, the parish must submit an updated certification.

Has the Parish modified their comprehensive land use plan since submitting a previous application to Treasury?

--None--

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

Upload Files Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

Validate Next

**Figure 27: Application Uploads if no uploads required**

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project

☐

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

Upload Files Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

Validate Next

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

Application PDF

### RESTORE Act Application Submission

*The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.*

**Validate Application**

Authorized Official First Name:

Authorized Official Last Name:

Authorized Official Title:

Authorized Official Email:

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

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

Application PDF

## RESTORE Act Application Submission

The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.

[Validate Application](#)

[Ready for AO Review and Submission](#)

Authorized Official First Name:

Authorized Official Last Name:

Authorized Official Title:

Authorized Official Email:

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances – Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

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

My Application List

Start an Application for a New Award

Filter By

Select a Filterable Field

Filter Value

Select a Value

Filter Application

Reset Filter

Application Number	Project Title	Application Type	Grant Number	Status	Submission Date						
1	RDC2022000258	Test Project Title	New Award	Ready for AO Submission		<a href="#">Download</a>	<a href="#">View/Edit</a>	<a href="#">Correspondence</a>			
2	RDC2022001002		New Award			<a href="#">Download</a>	<a href="#">View/Edit</a>	<a href="#">Correspondence</a>			

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). **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 31: AO view of submission form

Application PDF

## RESTORE Act Application Submission

*The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.*

Authorized Official First Name:	Authorized Official Last Name:
<input type="text" value="Michael"/>	<input type="text" value="Gado"/>
Authorized Official Title:	Authorized Official Email:
<input type="text" value="Tester"/>	<input type="text" value="michael.gado@icf.com"/>

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances – Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

[Submit Application](#)

**Figure 32:** AO view of submission form

The screenshot displays a web application interface for the RESTORE Act. At the top, a green success banner reads: "Success The Application has been sent to the Authorizing Official for e-Signature. The AO will receive an email with the DocuSign Envelope. Once the Signature part is completed, the application is considered Submitted and Treasury will be notified of the submission." Below this, a red warning message states: "Please save your work by clicking the Save Button before you navigate away from this page." The main heading is "RESTORE Act Application Submission". A sidebar on the left contains a menu with items like "Application PDF", "Title", "RESTORE Act Application Submission", "The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.", "Authorized Official First Name:", "Authorized Official Last Name:", "Authorized Official Title:", "Authorized Official Email:", "After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.", "The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:", "1. Application for Federal Assistance SF-424 (required for all applications)", "2. RESTORE Act Applicant Certifications (required for all applications)", "3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)", "4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)", "5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)", and "Submit Application".

000258

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

Application PDF

### RESTORE Act Application Submission

The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.

Authorized Official First Name: Michael

Authorized Official Last Name: Gado

Authorized Official Title: Tester

Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

Submit Application

## 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

g. TOTAL  
\$5,000.00

**Validation Error**  
There are one or multiple errors. Please scroll up to see them

\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
Not Covered by E.O. 12372

\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
No

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*I AGREE

\*\* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: --None-- Representative Suffix: --None--

\*First Name: Michael

Middle Name:

\*Last Name: Gado

\*Title: Tester AO

\*Telephone Number: 2088610079 Fax Number:

\*Email: michael.gado@icf.com

Signature of Authorized Representative: Date Signed:

Save

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

Validate

Next

Figure 36: Validate with errors

RE Grants Management System

**Validation Error**  
There are one or multiple errors. Please scroll up to see them

> View Burden Statement

Download SF-424 PDF

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

**Validation Error:**

SF-424 - Question 17, Project Start Date is Required and must be a Date After the Date of Entry

Application for Federal Assistance SF-424

1. Type of Submission: Application 2. Type of Application: New 3. If Revision, select appropriate letter(s): --None-- Other (Specify):

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier: 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

- 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

The screenshot shows a web form with a light blue background. At the top, a green banner with a white checkmark and the word "Success" is displayed. Below this, the form contains several sections. The first section is a dropdown menu labeled "19. Is Application Subject to Review By State Under Executive Order 12372 Process?" with the value "Not Covered by E.O. 12372". The second section is a dropdown menu labeled "20. Is the Applicant Delinquent On Any Federal Debt? (If 'Yes,' provide explanation in attachment.)" with the value "No". The third section is a text area labeled "21. By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)". Below this is a checkbox labeled "I AGREE" which is checked. The fourth section is labeled "Authorized Representative:" and contains several fields: "Prefix" (dropdown, value "--None--"), "Representative Suffix" (dropdown, value "--None--"), "First Name" (text input, value "Michael"), "Middle Name" (text input, empty), "Last Name" (text input, value "Gado"), "Title" (text input, value "Tester AO"), "Telephone Number" (text input, value "2088610079"), "Fax Number" (text input, empty), "Email" (text input, value "michael.gado@icf.com"), "Signature of Authorized Representative" (text input, empty), and "Date Signed" (text input, empty). At the bottom left, there is a "Save" button and a note: "Click the Save button to save your work before you navigate away from this page." At the bottom right, there is a "Next" button. A red circle highlights the "Next" button.

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		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

- 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 (a)	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	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

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

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

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-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

**Disclosure of Lobbying Activities**

\* 1. Type of Federal Action: <sup>1</sup> Grant

\* 2. Status Of Federal Action: <sup>1</sup> Initial Award

\* 3. Report Type: <sup>1</sup> Initial Filing

4. Name and Address of Reporting Entity:

\* Type: Prime

\* Name <sup>1</sup> RA-Test Account (COE)

\* Address 1 <sup>1</sup> test address 1

Address 2 <sup>1</sup> test address 2

\* City <sup>1</sup> test city

State <sup>1</sup> AL: Alabama

ZIP <sup>1</sup> 36043

Congressional District, if known: <sup>1</sup>

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

\* 6. Federal Department/Agency: <sup>1</sup> U.S. Department of the Treasury

7. Federal Program Name/Description: <sup>1</sup> Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Econo

CFDA Number, if applicable: <sup>1</sup> 21.015

8. Federal Action Number, if known: <sup>1</sup>

9. Award Amount, if known: <sup>1</sup>

10a. Name and Address of Lobbying Registrant:

Prefix <sup>1</sup> --None--

First Name <sup>1</sup>

Middle Name <sup>1</sup>

Last Name <sup>1</sup>

Suffix <sup>1</sup> --None--

Address 1 <sup>1</sup>

Address 2 <sup>1</sup>

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

City <sup>1</sup> State <sup>2</sup> Zip <sup>3</sup>

b. Individual Performing Services (Including address if different from No. 10a)

Prefix <sup>4</sup> First Name <sup>5</sup> Middle Name <sup>6</sup>

Last Name <sup>7</sup> Suffix <sup>8</sup>

Street 1 <sup>9</sup> Street 2 <sup>10</sup>

City <sup>11</sup> State <sup>12</sup> Zip <sup>13</sup>

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the filer above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Prefix <sup>14</sup> First Name <sup>15</sup> Middle Name <sup>16</sup>

Last Name <sup>17</sup> Suffix <sup>18</sup>

Title <sup>19</sup> Phone Number <sup>20</sup> Date Signed

**Save**

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

**Validate** **Next**

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**

The screenshot displays the 'Civil Rights Act of 1964 Title VI Narrative for RESTORE Act - Direct Component and Centers of Excellence Research Grants Applicants - Department of the Treasury'. At the top, there is a blue button labeled 'Download Civil Rights Narrative PDF'. Below the title, the OMB Approval No. 1505-0250 is listed. A paragraph explains that all applicants must provide a Title VI Narrative as an upload in their applications, which must be approved by the applicant's board of directors or appropriate governing entity. Another paragraph states that the Title VI Narrative, submitted with the application, shall include the information listed below, and 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

The form includes a rich text editor with a toolbar containing options for font face (Salesforce Sans), font size (12), background color, bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, indent, outdent, link, unlink, and insert link. The text area contains the placeholder text '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

This section also features a rich text editor with the same toolbar as the first section, and the text area contains the placeholder text '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

[Download Milestones Performance PDF](#)

## RESTORE Act Application Milestones and Performance Measures – Department of the Treasury

OMB Approval No. 1505-0250

**A. Milestones:**

Provide the milestones and the estimated timeframe for completion (i.e., performance period start date + number of months to completion).

[Add Milestone](#)

	Milestone Description	Milestone Timeframe
1	Test Milestone Description tes...	2

**B. Performance Measures:**

Include the following information. For guidance, see illustrative list of performance measures on Treasury's RESTORE Act website.

[Add Performance Measure](#)

	Performance Measure Description	Performance Baseline	Performance Target
1	Test Performance Measure Description test test	Test Performance Baseline test test	Test Performance Target test test

[Validate](#)[Next](#)

- 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

Download Milestones Performance PDF

### RESTORE Act Application Milestones and Performance Measures – Department of the Treasury

OMB Approval No. 1505-0250

**A. Milestones:**

#### Milestone Information

Provide the appropriate milestone information

Enter Milestone Description:

0 type here...

Enter Milestone TimeFrame:

0

Cancel Create

	Performance Measure Description	Performance Baseline	Performance Target
1	Test Performance Measure Description test test	Test Performance Baseline test test	Test Performance Target test test

Validate Next

- 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

17. Proposed Project:

\*a. Start Date 0 Sep 13, 2022

\*b. End Date 0 Feb 28, 2023

- 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.
- 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

Download Environmental Compliance PDF

### RESTORE Act Environmental Compliance Form - Department of the Treasury

OMB Approval Number 1505-0250

The following questions will aid the applicant in identifying the environmental laws that may apply to the eligible activity and the environmental documents that should be submitted with the application. If a response of 'Yes' is recorded to any of the following questions, the applicant should summarize the status of any actions taken to implement the requirements of the law. If a response of 'No' is recorded to any of the following questions, the applicant has the option to summarize their analysis and conclusion regarding the non-applicability of the environmental law. Treasury will use submitted documents to record the applicant's assertion that it has complied with applicable environmental laws. For projects that will be implemented by a subrecipient, applicants may submit an RESTORE Act Environmental Compliance Form completed by the subrecipient's authorized representative. A signed statement from the applicant attesting to its review of the subrecipient's RESTORE Act Environmental Compliance Form must be included with the application.

Please note: More information, references, and links to all the laws and executive orders can be found in the Environmental Checklist Reference Guide on Treasury's RESTORE Act website.

**FORM INTAKE** ASSESSMENT OF APPLICABILITY OF ENVIRONMENT... OTHER PERMITS AND CERTIFICATIONS CERTIFICATION

**A. FORM INTAKE**

1) Please offer the following details about who provided the information to complete this form.

Name:\*  
Title:\*  
Organization:\*  
Date:\*

2) For projects that do not involve construction activities, has the applicant identified any environmental laws that may apply to the eligible activity?  
Yes

3) Will the project be implemented by a subrecipient?  
No

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.
- 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

- 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 DG-Certifications 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

- Pursuant to the RESTORE Act, I certify that for any award agreement resulting from this application:
  - 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.
  - Each activity funded under this agreement is designed to carry out one or more of the eligible activities for the Direct Component.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
- 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

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

- 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:

<input type="text"/>	
Name:	Title:
<input type="text" value="Michael Gado"/>	<input type="text" value="Tester"/>
Date:	Organization:
<input type="text"/>	<input type="text" value="RA-Test Account (COE)"/>

[Next](#)

- 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

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

**Figure 50:** Direct Component Application Narrative

The screenshot shows the 'RESTORE Act Direct Component Application Narrative - Department of the Treasury' form. At the top, it includes the OMB Approval No. 1505-0250 and a note about the Direct Component Funding Opportunity Announcements. A blue button labeled 'Download DC Narrative PDF' is present. A red warning message states: 'Please save your work by clicking the Save Button before you navigate away from this page.' The form is divided into two main sections: 'General Information' and 'Statutory Questions'. The 'General Information' section contains three text input fields: '1. Applicant Name:' (with 'RA-Test Account (COE)' entered), '2. Descriptive Title of the Project (refer to SF-424):' (with 'Test Project Title' entered), and '3. Activity Title from Multiyear Plan Matrix, column #6:'. The 'Statutory Questions' section contains two dropdown menus: '4. Select the Primary Qualifying Eligible Activity:' (set to '--None--') and '5. Select all other eligible activities that apply:'. The '5.' question has a list of activities on the left (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) and a 'Chosen' area on the right. Below this is question '6. Was the Proposed activity included in any claim for compensation paid out by the Oil Spill Liability Trust Fund after July 6, 2012?' (set to '--None--').

- 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

The screenshot shows the input fields for question 8: 'If there is more than one location for the activity, please include a list of the additional locations.' The form has five input fields: 'a. Street Address' (with 'test street' entered), 'b. City/Town' (with 'test city' entered), 'c. County/Parish' (with 'test county' entered), 'd. State' (with 'test state' entered), and 'e. Zip Code' (with '23621' entered). Below these fields are two buttons: 'Add Location' (blue) and 'Delete Selected' (red). At the bottom, there is a table with five columns: 'Street Address', 'City/Town', 'State', 'County/Parish', and 'Zip Code'. Each column has a dropdown arrow next to it.

**Figure 50-2:** Adding 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

b. City/Town

c. County/Parish

d. State

e. Zip Code

**Add Location** **Delete Selected**

<input type="checkbox"/> Street Address	<input type="checkbox"/> City/Town	<input type="checkbox"/> State	<input type="checkbox"/> County/Parish	<input type="checkbox"/> Zip Code
test street	test city	test state	test county	23621

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)

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

The State of Alabama must submit with each Direct Component application a certification, signed by the authorized official, that the funding request was approved in accordance with 33 U.S.C. §1321(t)(1)(F), and that Alabama is in compliance with 33 U.S.C. §1321(t)(1)(F)(i)(IV).  
Alabama Certification regarding 33 U.S.C. §1321(t)(1)(F) and 33 U.S.C. §1321(t)(1)(F)(i)(IV)

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional documentation that has been provided with the application.  
Narrative Description

#### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.  
Supporting documentation

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.  
Narrative description

Validate Next

**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).

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

Applicable if the Direct Component applicant is an eligible entity for the state of Florida and the application was made available to the State for review under the Executive Order 12372 Process.  
Intergovernmental Review

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional documentation that has been provided with the application.  
Narrative Description

#### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.  
Supporting documentation

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.  
Narrative description

Validate Next

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

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project

As part of its first application, each Louisiana parish must certify to the Governor of Louisiana that the parish has a comprehensive land use plan and submit to Treasury a copy of a signed certification that complies with 31 C.F.R. § 34.302(f).

Is this the Parish's first application for a Direct Component award?

--None--

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative description

If the parish modifies its comprehensive land use plan, the parish must submit an updated certification.

Has the Parish modified their comprehensive land use plan since submitting a previous application to Treasury?

--None--

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

Upload Files Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

Validate Next

**Figure 54: Application Uploads if no uploads required**

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project

☐

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

Upload Files Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

Validate Next

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

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

The State of Alabama must submit with each Direct Component application a certification, signed by the authorized official, that the funding request was approved in accordance with 33 U.S.C. §1321(t)(1)(F), and that Alabama is in compliance with 33 U.S.C. §1321(t)(1)(F)(i)(IV).  
Alabama Certification regarding 33 U.S.C. §1321(t)(1)(F) and 33 U.S.C. §1321(t)(1)(F)(i)(IV)

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional documentation that has been provided with the application.  
Narrative Description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.  
Narrative description

[Validate](#) [Next](#)

## 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

Application PDF

### RESTORE Act Application Submission

*The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.*

**Validate Application**

Authorized Official First Name: Michael

Authorized Official Last Name: Gado

Authorized Official Title: Tester

Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

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

Application PDF

## RESTORE Act Application Submission

The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.

[Validate Application](#)

[Ready for AO Review and Submission](#)

Authorized Official First Name: Michael

Authorized Official Last Name: Gado

Authorized Official Title: Tester

Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances – Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

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

My Application List										<a href="#">Start an Application for a New Award</a>	
		Filter By		Filter Value						<a href="#">Filter Application</a>	<a href="#">Reset Filter</a>
	Application Number	Project Title	Application Type	Grant Number	Status	Submission Date					
1	RDC2022000258	Test Project Title	New Award		Ready for AO Submission		<a href="#">Download</a>	<a href="#">View/Edit</a>	<a href="#">Correspondence</a>		
2	RDC2022001002		New Award				<a href="#">Download</a>	<a href="#">View/Edit</a>	<a href="#">Correspondence</a>		

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

Application PDF

## RESTORE Act Application Submission

*The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.*

Authorized Official First Name: Michael

Authorized Official Last Name: Gado

Authorized Official Title: Tester

Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

**Submit Application**

## 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

g. TOTAL  
\$5,000.00

**Validation Error**  
There are one or multiple errors. Please scroll up to see them

\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
Not Covered by E.O. 12372

\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
No

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*I AGREE

\*\* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: --None-- Representative Suffix: --None--

\*First Name: Michael

Middle Name:

\*Last Name: Gado

\*Title: Tester AO

\*Telephone Number: 2088610079 Fax Number:

\*Email: michael.gado@icf.com

Signature of Authorized Representative: Date Signed:

Save

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

Validate

Next

Figure 63: Validate with errors

RE Grants Management System

**Validation Error**  
There are one or multiple errors. Please scroll up to see them

> View Burden Statement

Download SF-424 PDF

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

**Validation Error:**  
SF-424 - Question 17, Project Start Date is Required and must be a Date After the Date of Entry

Application for Federal Assistance SF-424

1. Type of Submission: Application 2. Type of Application: New 3. Revision, select appropriate letter(s): --None-- Other (Specify):

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier: 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

- 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

The screenshot shows a web form with a light blue background. At the top, a green banner with a white checkmark and the word "Success" is displayed. Below this, the form contains several sections. The first section is a dropdown menu with the text "19. Is Application Subject to Review By State Under Executive Order 12372 Process?". The second section is a dropdown menu with the text "20. Is the Applicant Delinquent On Any Federal Debt? (If 'Yes,' provide explanation in attachment.)". The third section is a text area with the text "21. By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)". Below this is a checkbox labeled "I AGREE". The fourth section is a form for an "Authorized Representative" with fields for "Prefix", "Representative Suffix", "First Name", "Middle Name", "Last Name", "Title", "Telephone Number", "Fax Number", "Email", "Signature of Authorized Representative", and "Date Signed". The "First Name" field contains the text "Michael", the "Last Name" field contains "Gado", and the "Email" field contains "michael.gado@icf.com". At the bottom left, there is a "Save" button and a note: "Click the Save button to save your work before you navigate away from this page". At the bottom right, there is a "Next" button. A red circle highlights the "Next" button.

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 ① (a)	Catalog of Federal Domestic Assistance Number ② (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal ③ (c)	Non-Federal ④ (d)	Federal ⑤ (e)	Non-Federal ⑥ (f)	Total ⑦ (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

- 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

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	(1)	(2)	(3)	(4)	Total (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

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

- 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

**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

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

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

The screenshot displays the 'Disclosure of Lobbying Activities' form. At the top, there are three dropdown menus: '1. Type of Federal Action:' (set to 'Grant'), '2. Status Of Federal Action:' (set to 'Initial Award'), and '3. Report Type:' (set to 'Initial Filing'). Below these is section '4. Name and Address of Reporting Entity:', which includes a 'Type' dropdown (set to 'Prime'), a 'Name' text field (containing 'RA-Test Account (COE)'), and address fields for 'Address 1' (containing 'test address 1'), 'Address 2' (containing 'test address 2'), 'City' (containing 'test city'), 'State' (a dropdown set to 'AL: Alabama'), and 'ZIP' (containing '36043'). There is also a 'Congressional District, if known:' text field. Section '5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:' is currently empty. Section '6. Federal Department/Agency:' contains 'U.S. Department of the Treasury'. Section '7. Federal Program Name/Description:' contains 'Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Econo' and 'CFDA Number, if applicable:' contains '21.015'. Section '8. Federal Action Number, if known:' and '9. Award Amount, if known:' are empty text fields. Section '10a. Name and Address of Lobbying Registrant:' includes fields for 'Prefix' (dropdown set to '--None--'), 'First Name', 'Middle Name', 'Last Name', 'Suffix' (dropdown set to '--None--'), 'Address 1', 'Address 2', 'City', 'State', and 'Zip'.

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

City <sup>1</sup> State <sup>2</sup> Zip <sup>3</sup>

b. Individual Performing Services (Including address if different from No. 10a)

Prefix <sup>4</sup> First Name <sup>5</sup> Middle Name <sup>6</sup>

Last Name <sup>7</sup> Suffix <sup>8</sup>

Street 1 <sup>9</sup> Street 2 <sup>10</sup>

City <sup>11</sup> State <sup>12</sup> Zip <sup>13</sup>

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Prefix <sup>14</sup> First Name <sup>15</sup> Middle Name <sup>16</sup>

Last Name <sup>17</sup> Suffix <sup>18</sup>

Title <sup>19</sup> Phone Number <sup>20</sup> Date Signed <sup>21</sup>

**Save**

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

**Validate** **Next**

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:

- 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

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- 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

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Test test test test
- 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:
 

Title VI Compliance History

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Test test test test

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

[Download Milestones Performance PDF](#)

## RESTORE Act Application Milestones and Performance Measures - Department of the Treasury

OMB Approval No. 1505-0250

**A. Milestones:**

Provide the milestones and the estimated timeframe for completion (i.e., performance period start date + number of months to completion).

[Add Milestone](#)

	Milestone Description	Milestone Timeframe
1	Test Milestone Description tes...	2

**B. Performance Measures:**

Include the following information. For guidance, see illustrative list of performance measures on Treasury's RESTORE Act website.

[Add Performance Measure](#)

	Performance Measure Description	Performance Baseline	Performance Target
1	Test Performance Measure Description test test	Test Performance Baseline test test	Test Performance Target test test

[Validate](#)[Next](#)

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**

Download Milestones Performance PDF

### RESTORE Act Application Milestones and Performance Measures – Department of the Treasury

OMB Approval No. 1505-0250

**A. Milestones:**

#### Milestone Information

Provide the appropriate milestone information

Enter Milestone Description:

0 type here...

Enter Milestone TimeFrame:

0

Cancel Create

	Performance Measure Description	Performance Baseline	Performance Target
1	Test Performance Measure Description test test	Test Performance Baseline test test	Test Performance Target test test

Validate Next

- 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**

17. Proposed Project:

\*a. Start Date 0 Sep 13, 2022

\*b. End Date 0 Feb 28, 2023

- 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.
- 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

[Download Environmental Compliance PDF](#)

## RESTORE Act Environmental Compliance Form - Department of the Treasury

OMB Approval Number 1505-0250

The following questions will aid the applicant in identifying the environmental laws that may apply to the eligible activity and the environmental documents that should be submitted with the application. If a response of 'Yes' is recorded to any of the following questions, the applicant should summarize the status of any actions taken to implement the requirements of the law. If a response of 'No' is recorded to any of the following questions, the applicant has the option to summarize their analysis and conclusion regarding the non-applicability of the environmental law. Treasury will use submitted documents to record the applicant's assertion that it has complied with applicable environmental laws. For projects that will be implemented by a subrecipient, applicants may submit an RESTORE Act Environmental Compliance Form completed by the subrecipient's authorized representative. A signed statement from the applicant attesting to its review of the subrecipient's RESTORE Act Environmental Compliance Form must be included with the application.

Please note: More information, references, and links to all the laws and executive orders can be found in the Environmental Checklist Reference Guide on Treasury's RESTORE Act website.

FORM INTAKE

ASSESSMENT OF APPLICABILITY OF ENVIRONMENT...

OTHER PERMITS AND CERTIFICATIONS

CERTIFICATION

### A. FORM INTAKE

1) Please offer the following details about who provided the information to complete this form.

Name:\*

Title:\*

Organization:\*

Date:\*

2) For projects that do not involve construction activities, has the applicant identified any environmental laws that may apply to the eligible activity?

Yes

3) Will the project be implemented by a subrecipient?

No

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: Michael Gado

Title: Tester

Date:

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

The screenshot shows a web form titled "RESTORE Act Centers of Excellence Research Grant Program Application Narrative - Department of the Treasury". Below the title is the text "OMB Approval No. 1505-0250". A paragraph of instructions follows: "The Centers of Excellence Research Grants Program Funding Opportunity Announcement describes in detail the content and information required for your application submission. This application form must be included with your application, along with the separate Centers of Excellence Application Narrative Supplement (i.e., project and budget narratives) and other documentation as required by the relevant Funding Opportunity Announcement." The form is divided into a light blue section for "GENERAL INFORMATION:" and a white section for a list of tabs. In the blue section, there are fields for "Applicant Name:" (with "RA-Test Account (COE)" entered), "Federal Funding Opportunity Announcement #:" (with "GR-RCE-23-001" entered), and a question "Is this application to fund the establishment of a new/additional Center(s) of Excellence and/or an existing Center(s) of Excellence?" with a dropdown menu showing "--None--". The tabs in the white section are: "A. EXISTING CENTER(S) OF EXCELLENCE", "B. NEW/ADDITIONAL CENTER(S) OF EXCELLENCE", "C. RECIPIENT INFORMATION", "D. CENTER OF EXCELLENCE INFORMATION", and "E. PROGRAM DETAILS". At the bottom left is a "Validate" button and at the bottom right is a "Next" button.

**RESTORE Act Centers of Excellence Research Grant Program Application Narrative - Department of the Treasury**

OMB Approval No. 1505-0250

The Centers of Excellence Research Grants Program Funding Opportunity Announcement describes in detail the content and information required for your application submission. This application form must be included with your application, along with the separate Centers of Excellence Application Narrative Supplement (i.e., project and budget narratives) and other documentation as required by the relevant Funding Opportunity Announcement.

**GENERAL INFORMATION:**

Applicant Name:  
RA-Test Account (COE)

Federal Funding Opportunity Announcement #:  
GR-RCE-23-001

Is this application to fund the establishment of a new/additional Center(s) of Excellence and/or an existing Center(s) of Excellence?  
--None--

A. EXISTING CENTER(S) OF EXCELLENCE  
B. NEW/ADDITIONAL CENTER(S) OF EXCELLENCE  
C. RECIPIENT INFORMATION  
D. CENTER OF EXCELLENCE INFORMATION  
E. PROGRAM DETAILS

Validate Next

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)

**RESTORE Act Centers of Excellence Research Grant Program Application Narrative - Department of the Treasury**

OMB Approval No. 1505-0250

The Centers of Excellence Research Grants Program Funding Opportunity Announcement describes in detail the content and information required for your application submission. This application form must be included with your application, along with the separate Centers of Excellence Application Narrative Supplement (i.e., project and budget narratives) and other documentation as required by the relevant Funding Opportunity Announcement.

**GENERAL INFORMATION:**  
Applicant Name:  
RA-Test Account (COE)

Federal Funding Opportunity Announcement #:  
GR-RCE-23-001

Is this application to fund the establishment of a new/additional Center(s) of Excellence and/or an existing Center(s) of Excellence?  
Both Existing and New/Additional Center(s) of Excellence (If yes, complete Sections A, B, C, D, and E)\*

**A. EXISTING CENTER(S) OF EXCELLENCE**  
**B. NEW/ADDITIONAL CENTER(S) OF EXCELLENCE**  
**C. RECIPIENT INFORMATION**  
**D. CENTER OF EXCELLENCE INFORMATION**  
**E. PROGRAM DETAILS**

**A. EXISTING CENTER(S) OF EXCELLENCE:**

Selection Process and Public Input

**1. a**  
List existing Center(s) and the corresponding grant number(s) under which it was first established, thereby incorporating previous responses by reference.

**1. b**  
Provide a description of any modifications to the rules and policies that were approved after consideration of meaningful input from the public made since the selection of the existing Center(s).

**Validate** **Next**

- 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.
- 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

- 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.
- 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)

[Download Application Uploads PDF](#)

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

The State of Alabama must submit with each Direct Component application a certification, signed by the authorized official, that the funding request was approved in accordance with 33 U.S.C. §1321(t)(1)(F), and that Alabama is in compliance with 33 U.S.C. §1321(t)(1)(F)(i)(IV).

Alabama Certification regarding 33 U.S.C. §1321(t)(1)(F) and 33 U.S.C. §1321(t)(1)(F)(i)(IV)

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative Description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

[Validate](#)[Next](#)

**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)

[Download Application Uploads PDF](#)

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

Applicable if the Direct Component applicant is an eligible entity for the state of Florida and the application was made available to the State for review under the Executive Order 12372 Process.

Intergovernmental Review

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional documentation that has been provided with the application.

Narrative Description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.

Supporting documentation

[Upload Files](#) Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.

Narrative description

[Validate](#)[Next](#)

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

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

As part of its first application, each Louisiana parish must certify to the Governor of Louisiana that the parish has a comprehensive land use plan and submit to Treasury a copy of a signed certification that complies with 31 C.F.R. § 34.302(f).  
Is this the Parish's first application for a Direct Component award?  
--None--

(optional) Provide a narrative description of any additional documentation that has been provided with the application.  
Narrative description

If the parish modifies its comprehensive land use plan, the parish must submit an updated certification.  
Has the Parish modified their comprehensive land use plan since submitting a previous application to Treasury?  
--None--

(optional) Provide a narrative description of any additional documentation that has been provided with the application.  
Narrative description

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.  
Supporting documentation  
Upload Files Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.  
Narrative description

Validate Next

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

Download Application Uploads PDF

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

### Conditional Requirements and Supporting Document Uploads

Please review the following selections and provide any supporting documentation as it applies to your project. If none of the following items are applicable, please select N/A.

Section is N/A to the project  
☐

### Supporting Documentation

(optional) Upload any additional documentation that supports the applicant's request.  
Supporting documentation  
Upload Files Or drop files

(optional) Provide a narrative description of any additional supporting documentation that has been provided with the application.  
Narrative description

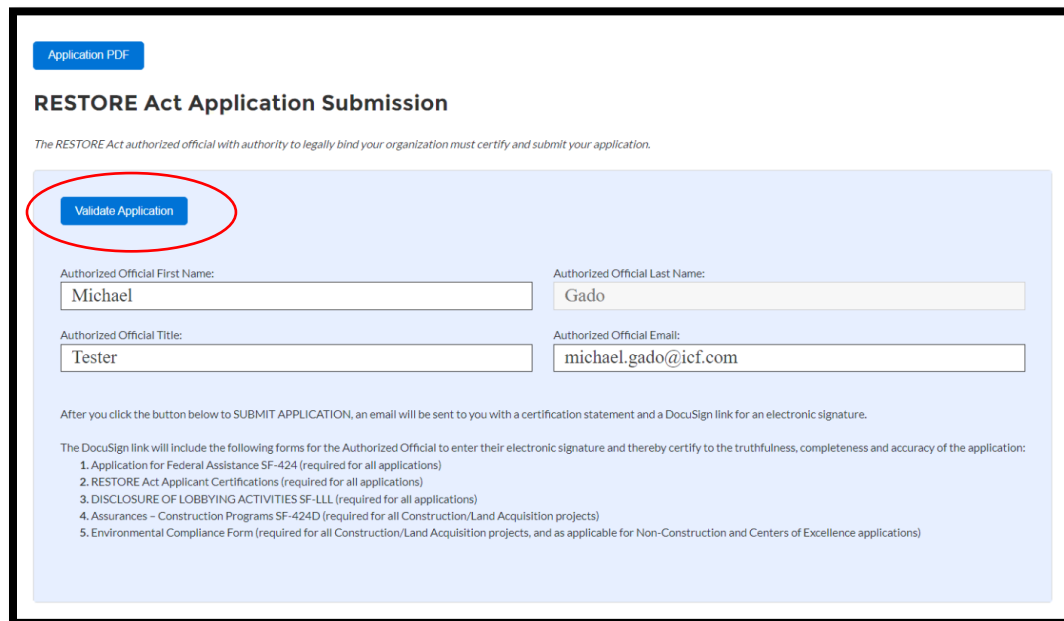
Validate Next

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



Application PDF

### RESTORE Act Application Submission

*The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.*

**Validate Application**

Authorized Official First Name: Michael

Authorized Official Last Name: Gado

Authorized Official Title: Tester

Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

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

**Application PDF**

## RESTORE Act Application Submission

*The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.*

**Validate Application**

**Ready for AO Review and Submission**

Authorized Official First Name:  Authorized Official Last Name:

Authorized Official Title:  Authorized Official Email:

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances – Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

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

**My Application List**

Filter By:  Filter Value:

**Start an Application for a New Award** **Filter Application** **Reset Filter**

	Application Number	Project Title	Application Type	Grant Number	Status	Submission Date						
1	RDC2022000258	Test Project Title	New Award		Ready for AO Submission		Download	<b>View/Edit</b>	Correspondence			
2	RDC2022001002		New Award				Download	View/Edit	Correspondence			

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

The screenshot displays the 'RESTORE Act Application Submission' form. At the top left, there is a blue button labeled 'Application PDF'. The main title is 'RESTORE Act Application Submission'. Below the title, a note states: 'The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.' The form contains four input fields arranged in a 2x2 grid: 'Authorized Official First Name' (containing 'Michael'), 'Authorized Official Last Name' (containing 'Gado'), 'Authorized Official Title' (containing 'Tester'), and 'Authorized Official Email' (containing 'michael.gado@icf.com'). Below these fields, a paragraph explains that clicking the 'SUBMIT APPLICATION' button will result in an email with a certification statement and a DocuSign link. A list of five required forms is provided: 1. Application for Federal Assistance SF-424, 2. RESTORE Act Applicant Certifications, 3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL, 4. Assurances - Construction Programs SF-424D, and 5. Environmental Compliance Form. At the bottom left, a blue button labeled 'Submit Application' is circled in red.

Application PDF

## RESTORE Act Application Submission

The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.

Authorized Official First Name: Michael

Authorized Official Last Name: Gado

Authorized Official Title: Tester

Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

Submit Application

**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).

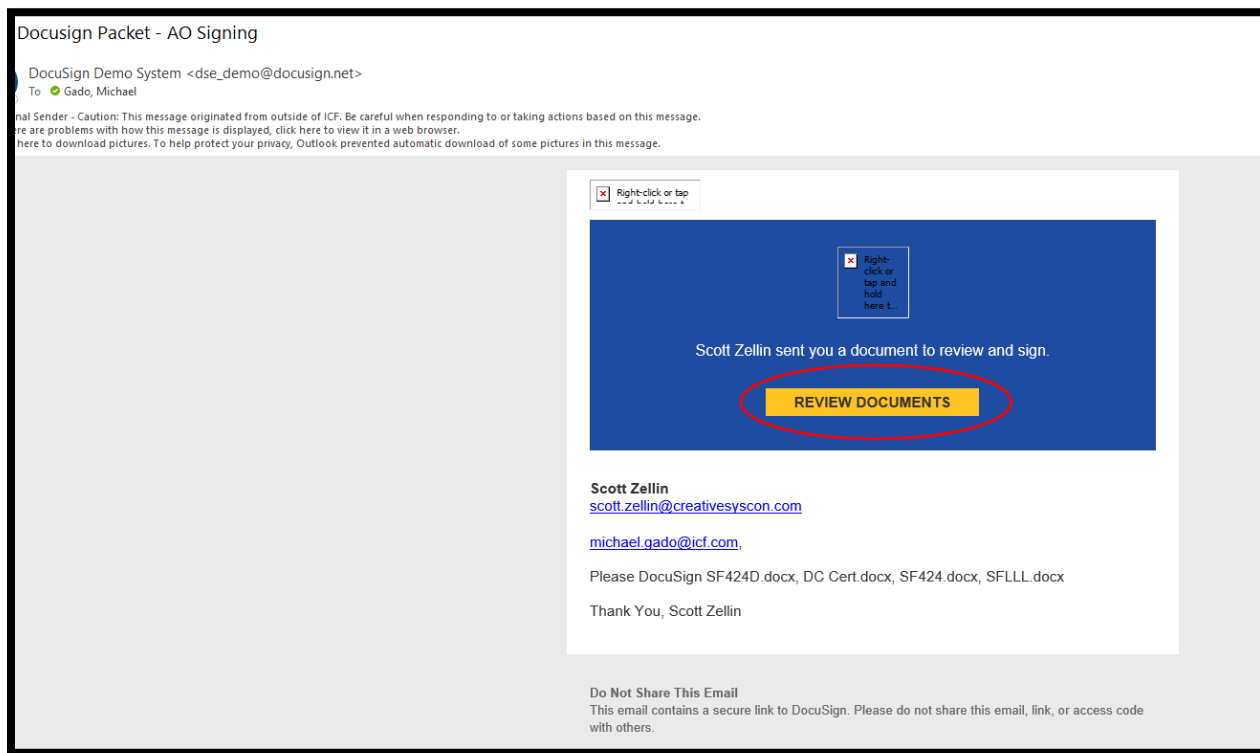
**Figure 87:** My Application List status before DocuSign

3	RDC2022000258	Test Project Title	New Award	AO Signature Pending	<a href="#">Download</a>	<a href="#">View/Edit</a>	<a href="#">Correspondence</a>
---	---------------	--------------------	-----------	----------------------	--------------------------	---------------------------	--------------------------------

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

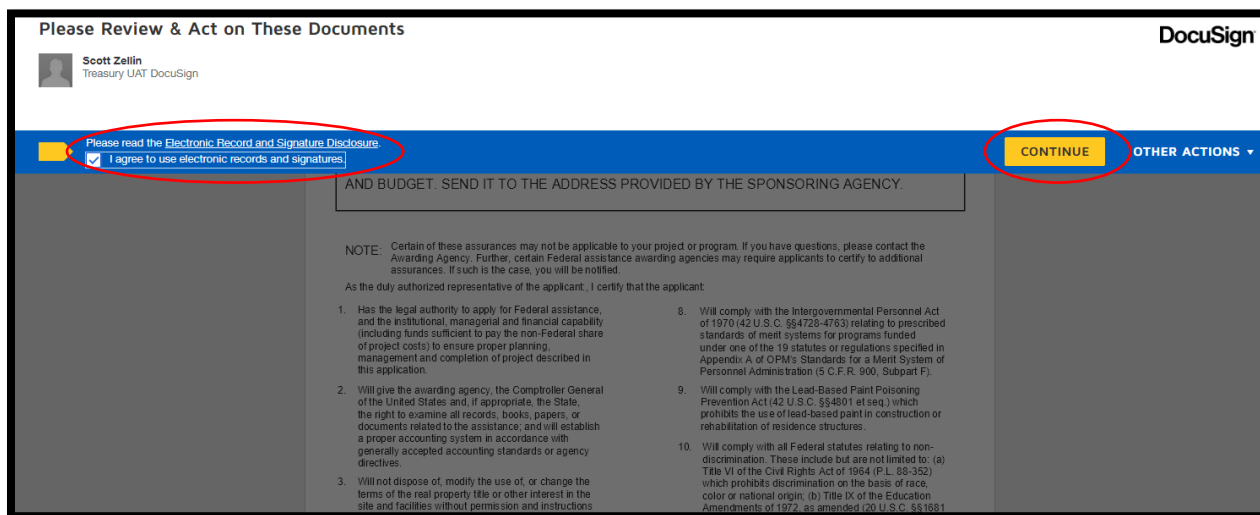


Figure 88: DocuSign email



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

Please review the documents below.

DocuSign Envelope ID: 668750B6-3355-4971-AEC3-3663FAAC4D4E

**START**

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 03/28/2025

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
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4763) relating to prescribed

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

Select the sign field to create and add your signature.

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\* Initials\*

Michael Gado M

**SELECT STYLE** DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by: Michael Gado E68984D00B9840C... DS M

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

**NEXT**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Sign

TITLE

Tester

DATE SUBMITTED

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

The screenshot displays a document titled "SFLLL.docx" with a form titled "11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the Government above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

The form contains the following fields:

- \* Signature: Michael Gado
- \* Name: Prefix: Mr. \* First Name: Michael Middle Name:
- \* Last Name: Gado Suffix:
- Title: Tester Telephone No.:  Date: 9/12/2022

At the bottom of the form, there is a section labeled "Federal Use Only:" and a small text "Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)".

Below the form, there is a yellow button labeled "FINISH" circled in red.

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

The screenshot shows a "document." interface with a "FINISH" button and a "OTHER ACTIONS" dropdown. A pop-up window titled "Save a Copy of Your Document" is displayed. The pop-up contains the following text and fields:

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email: michael.gado@icf.com

Password:

Confirm Password:

Country/Region: -- select --

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

At the bottom of the pop-up, there are two buttons: "SUBMIT" and "NO THANKS". The "NO THANKS" button is circled in red.

Below the pop-up, there are fields for "Last Name", "First Name", "Middle Name", "Suffix", "Street 1", "Street 2", "City", "State", and "Zip".

At the bottom of the page, there is a section labeled "b. Individual Performing Services (including address if different from No. 12a)".

Figure 94: DocuSign Success

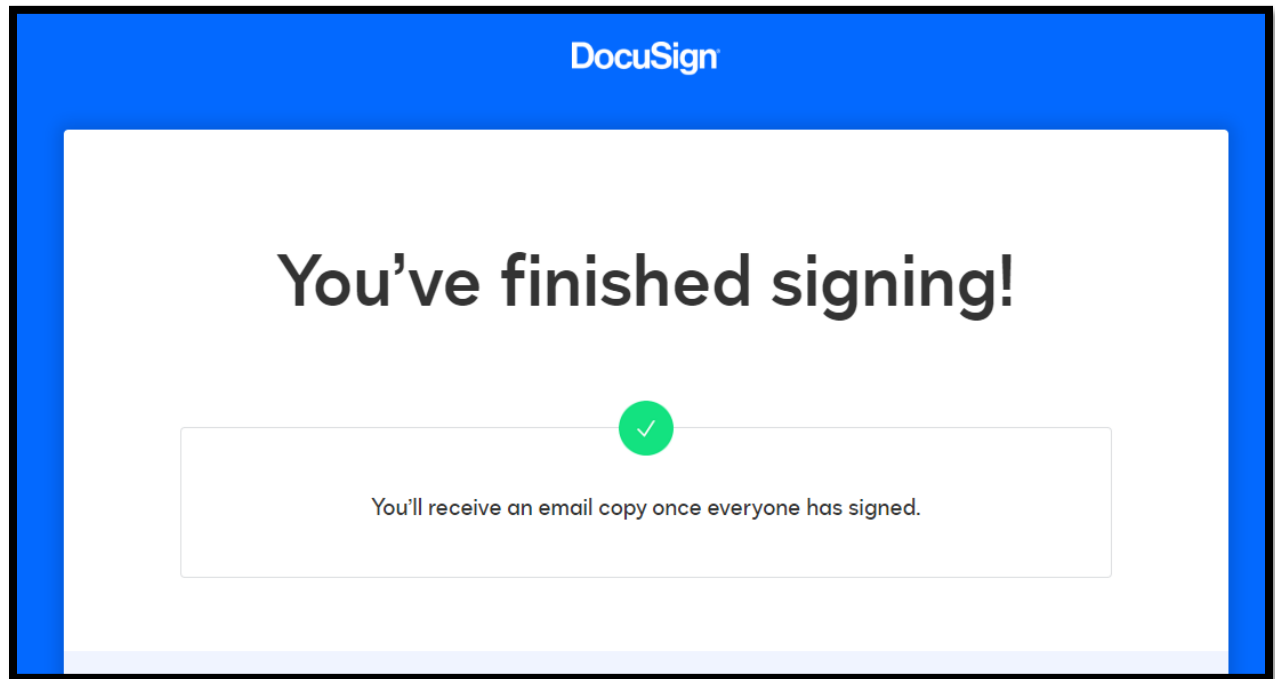
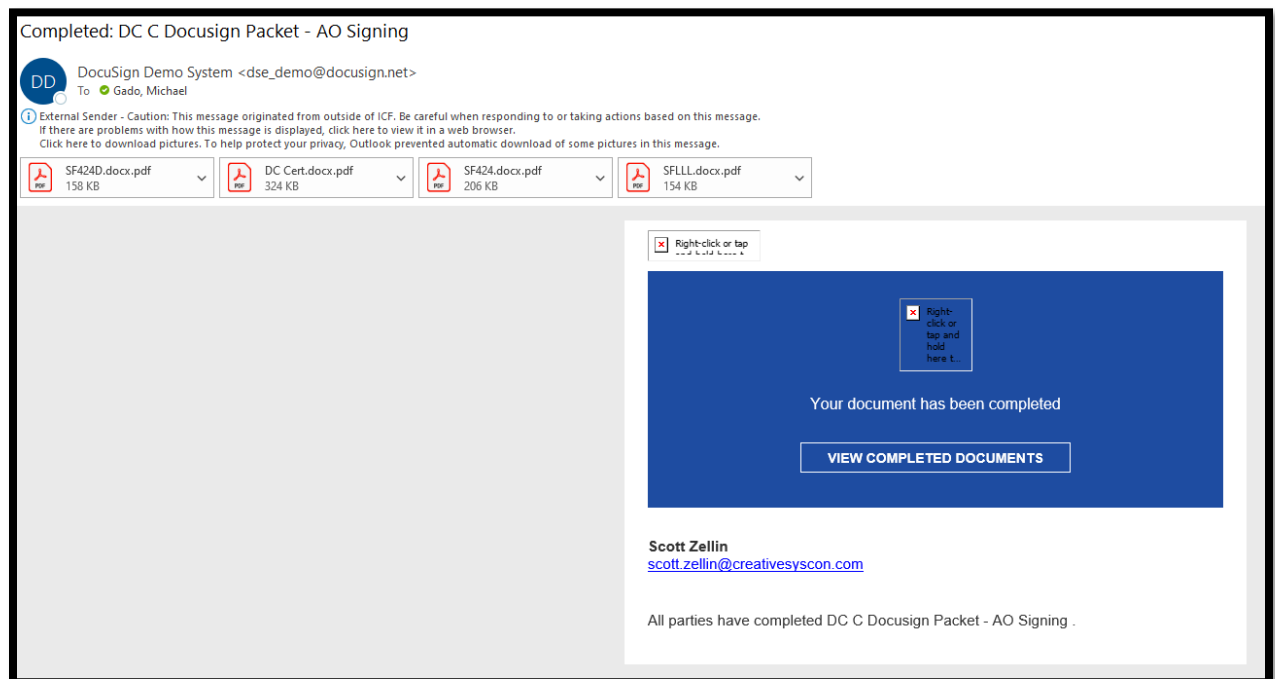


Figure 95: DocuSign success email



- 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).

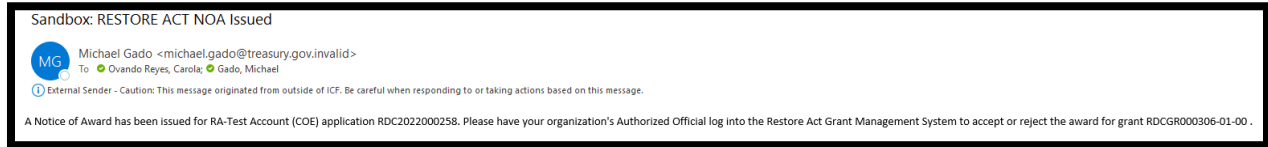
**Figure 96:** RGMS portal My Application List after DocuSign



## 8. Accepting an Award

- 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



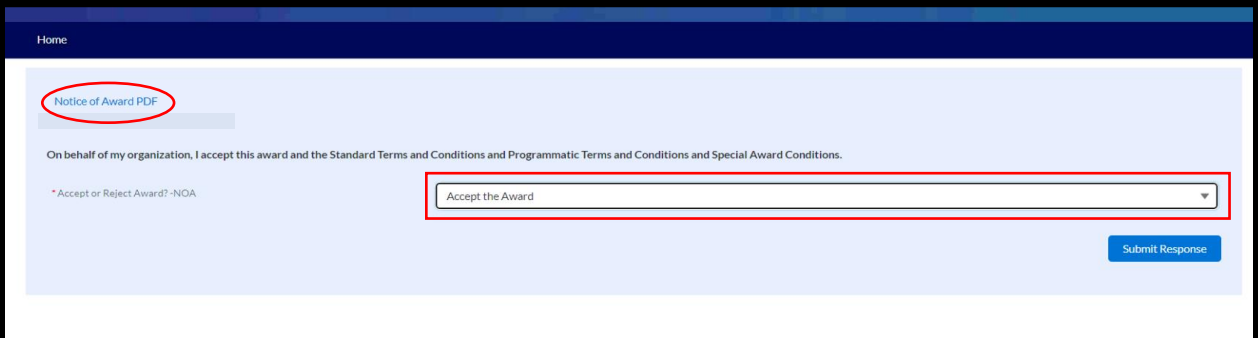
- The applicant authorizing official will log into the RGMS portal and go to the **My Application List** to view and accept the notice of award (figure 98). Click on **Accept/ View Award** link next to the application (figure 98).

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



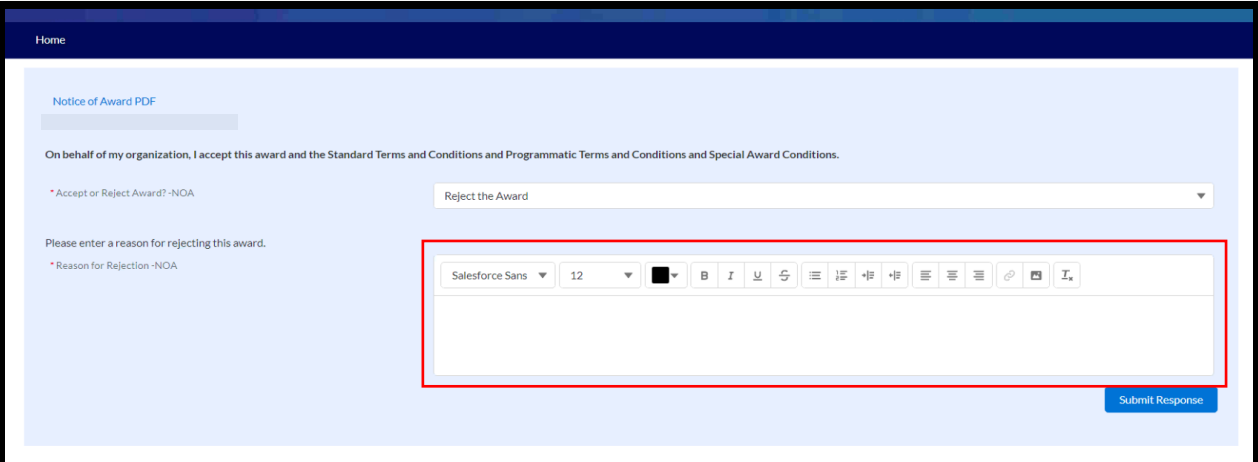
- The user will be taken to a screen to accept or reject the award. There will be a link "Notice of Award PDF" that the user can press to view and download the notice of award (figure 99).
- Once the user has reviewed the notice of award. The authorized official can either accept or reject the notice 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

A screenshot of a web application interface for accepting an award. The page has a dark blue header with the word "Home" on the left. Below the header, there is a light blue section. At the top of this section, a link "Notice of Award PDF" is circled in red. Below the link, there is a line of text: "On behalf of my organization, I accept this award and the Standard Terms and Conditions and Programmatic Terms and Conditions and Special Award Conditions." Below this text, there is a label "\* Accept or Reject Award? -NOA" and a dropdown menu with the option "Accept the Award" selected. The dropdown menu is highlighted with a red rectangle. To the right of the dropdown menu is a blue button labeled "Submit Response".

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

A screenshot of a web application interface for rejecting an award. The page has a dark blue header with the word "Home" on the left. Below the header, there is a light blue section. At the top of this section, a link "Notice of Award PDF" is visible. Below the link, there is a line of text: "On behalf of my organization, I accept this award and the Standard Terms and Conditions and Programmatic Terms and Conditions and Special Award Conditions." Below this text, there is a label "\* Accept or Reject Award? -NOA" and a dropdown menu with the option "Reject the Award" selected. Below the dropdown menu, there is a label "Please enter a reason for rejecting this award." and a label "\* Reason for Rejection -NOA". Below these labels is a text area with a rich text editor toolbar. The toolbar includes options for font face (Salesforce Sans), font size (12), bold (B), italic (I), underline (U), link (S), list (bulleted), list (numbered), indent (left), indent (right), link (chain), unlink (chain), and image (I). The text area is highlighted with a red rectangle. To the right of the text area is a blue button labeled "Submit Response".

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

Home

Success  
Saved!

Notice of Award PDF

On behalf of my organization, I accept this award and the Standard Terms and Conditions and Programmatic Terms and Conditions and Special Award Conditions.

\* Accept or Reject Award? - NOA

Accept the Award

Submit 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

FAIN	Amendments	Project Title	Status	Award Date	
1 RDCGR000308	<a href="#">Amendments</a>	Test Project Title	Awarded		<a href="#">Download</a> <a href="#">Request Amendment/Prior Approvals</a> <a href="#">Correspondence</a>

## 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

FAIN	Amendments	Project Title	Status	Award Date	
1 RDCGR000308	<a href="#">Amendments</a>	Test Project Title	Awarded		<a href="#">Download</a> <a href="#">Request Amendment/Prior Approvals</a> <a href="#">Correspondence</a>

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

Request Amendment/Prior Approvals

For which of the following do you need to request approval?

Available

- Material change to award scope of work
- Extend the award period of performance
- Approve subaward or contract not specified in approved s...
- Change approved cost-sharing or matching

Chosen

- Commencement of construction
- Satisfaction of Special Award Condition
- Increase or decrease the amount of funds

Cancel Create An Amendment Application

My Grant List

FAIN	Amendments	Project Title	Status	Award Date			
1 RDCGR000308	Amendments	Test Project Title	Awarded		Download	Request Amendment/Prior Approvals	Correspondence

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

\* Address 1

989 Red Flower Lane



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**

The screenshot displays a web form with a light blue background. At the top left, a small box shows a total of \$5,000.00. A prominent red error banner at the top center reads "Validation Error" and "There are one or multiple errors. Please scroll up to see them". The form contains several sections: a dropdown for "19. Is Application Subject to Review By State Under Executive Order 12372 Process?" (set to "Not Covered by E.O. 12372"), a dropdown for "20. Is the Applicant Delinquent On Any Federal Debt?" (set to "No"), and a section for "21. By signing this application, I certify..." with a checked "I AGREE" checkbox. Below this is the "Authorized Representative" section with fields for Prefix, Representative Suffix, First Name (Michael), Middle Name, Last Name (Gado), Title (Tester AO), Telephone Number (2088610079), Fax Number, Email (michael.gado@icf.com), Signature, and Date Signed. At the bottom left, a "Save" button is circled in red, and a "Validate" button is highlighted with a red rectangle. A "Next" button is at the bottom right. A small instruction box on the left says "Click the Save button to save your work before you navigate away from this page".

**Figure 108:** Validate with errors

RE Grants Management System

> View Burden Statement

Download SF-424 PDF

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

**Validation Error:**

SF-424 - Question 17, Project Start Date is Required and must be a Date After the Date of Entry

**Application for Federal Assistance - SF-424**

1. Type of Submission: Application  
2. Type of Application: New  
3. Date Received:  
4. Applicant Identifier:  
5a. Federal Entity Identifier:  
5b. Federal Award Identifier:  
6. Date Received by State:  
7. State Application Identifier:  
8. APPLICANT INFORMATION:

- 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

Success

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
Not Covered by E.O. 12372

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
No

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: --None-- Representative Suffix: --None--

\* First Name: Michael  
Middle Name:  
\* Last Name: Gado  
\* Title: Tester AO  
\* Telephone Number: 2088610079 Fax Number:  
\* Email: michael.gado@icf.com  
Signature of Authorized Representative: Date Signed:

Save

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

Validate

Next

- 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

- 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

- 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	(1)	(2)	(3)	(4)	Total (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

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

- 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

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

- Sections D and E will not be used in RGMS and section F is optional.
- 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.
- 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. §54728-4763) 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. §4401 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 (PL 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 (PL 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 (PL 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (PL 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
<input type="text"/>	RA-Test Account (COE)
TITLE	DATE SUBMITTED
Tester	<input type="text"/>

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**

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			

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

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	\$2%	\$1,639.34

Save

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

Validate

Next

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

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

- 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.
- 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

- 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

[Download Environmental Compliance PDF](#)

## RESTORE Act Environmental Compliance Form - Department of the Treasury

OMB Approval Number 1505-0250

The following questions will aid the applicant in identifying the environmental laws that may apply to the eligible activity and the environmental documents that should be submitted with the application. If a response of 'Yes' is recorded to any of the following questions, the applicant should summarize the status of any actions taken to implement the requirements of the law. If a response of 'No' is recorded to any of the following questions, the applicant has the option to summarize their analysis and conclusion regarding the non-applicability of the environmental law. Treasury will use submitted documents to record the applicant's assertion that it has complied with applicable environmental laws. For projects that will be implemented by a subrecipient, applicants may submit an RESTORE Act Environmental Compliance Form completed by the subrecipient's authorized representative. A signed statement from the applicant attesting to its review of the subrecipient's RESTORE Act Environmental Compliance Form must be included with the application.

Please note: More information, references, and links to all the laws and executive orders can be found in the Environmental Checklist Reference Guide on Treasury's RESTORE Act website.

FORM INTAKE

ASSESSMENT OF APPLICABILITY OF ENVIRONMENT...

OTHER PERMITS AND CERTIFICATIONS

CERTIFICATION

### A. FORM INTAKE

1) Please offer the following details about who provided the information to complete this form.

Name:\*

Title:\*

Organization:\*

Date:\*

2) For projects that do not involve construction activities, has the applicant identified any environmental laws that may apply to the eligible activity?

Yes

3) Will the project be implemented by a subrecipient?

No

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

**RESTORE Act Permission to Commence with Construction Checklist - Department of the Treasury**

OMB Approval No. 1505-0250

*The recipient must not commence construction prior to the date of the Award. The recipient must make a written request to Treasury for permission to commence with construction after the construction contractor has been selected and at least 30 days prior to construction. No construction funds may be drawn from ASAP without Treasury's written permission. If the recipient commences construction prior to Treasury's determination, the recipient proceeds at its own risk.*

**Directions:**  
*The following questions will aid the applicant's request for permission to commence with construction. Treasury will use submitted documents to determine that the award of all contracts with associated costs are in compliance with the scope of the project and all terms and conditions of this award, and that all necessary permits have been or will be obtained, all Special Award Conditions tied to the commencement of construction have been satisfied, and the federal interest is secure*

1. Permission to commence construction should be requested after the construction contractor has been selected and at least 30 days prior to the anticipated construction start date.

[Upload Files](#) Or drop files

2. Has a good and merchantable title free of all mortgages, foreclosable liens, or encumbrances, to all land, rights of way and easements necessary for completion of the project been acquired?

Yes

If yes, upload the appropriate supporting documentation. Examples of appropriate documentation may include recent title opinion, deed, clear site certification, etc.

[Upload Files](#) Or drop files

3. Have all federal, state, and local permits necessary for the completion of the project been obtained?

Yes

If yes, provide a list of all required permits, or an updated Environmental Compliance Form. Note status of permits and the expiration date of any existing permits. Upload any supporting documentation.

Yes All Permits for Project - NTP

Salesforce Sans 12 B I U S

[Upload Files](#) Or drop files

4. Has the federal interest been recorded on the property?

No

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 Costs		
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

(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

**RESTORE Act Status of Performance Report**

**Instructions for Completing Form:**  
The purpose of this form is to report the status of progress toward reaching priority goals of the eligible Direct Component (DC) activity/Centers of Excellence (COE) discipline (i.e., measuring success, rather than listing milestones or tasks). Please focus on a discrete number of priority goals (1 to 3) and the corresponding performance measures.

**Applicant/Grantee:**  
RA-Test Account (COE)

**Title:**  
Tester

**Reporting Period Ending:**

**Goal(s):**  
Performance Goals - P Report

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**Add A Performance Measure**

Measure #	Eligible Activity...	Measure	Baseline	Target	Target Date (mo...	Progress toward...	Progress toward...	Status/Next Steps
1								Remove
2								Remove

**Figure 122:** Status of performance report pop-up

The screenshot shows a web application interface for the "RESTORE Act Status of Performance Report". The main title is "RESTORE Act Status of Performance Report". Below the title, there is a section for "Instructions for Completing Form" which states: "The purpose of this form is to report the status of progress toward reaching priority goals of the eligible Direct Component (DC) activity/Centers of Excellence (COE) discipline (i.e., measuring success, rather than listing milestones or tasks). Please focus on a discrete number of priority goals (1 to 3) and the corresponding performance measures." Below the instructions, there is a table with columns: Measure #, Eligible Activity/..., Measure, Baseline, Target, Target Date (mo...), Progress toward..., Progress toward..., and Status/Next Steps. A pop-up window titled "Add A Performance Measure" is overlaid on the table. The pop-up contains several input fields: "Eligible Activity/ Discipline #" (a dropdown menu with "--None--" selected), "Measure" (a text input field), "Baseline" (a text input field), "Target" (a text input field), "Target Date (month/ year)" (a date input field), "Progress toward target (reporting period)" (a text input field), "Progress toward target (cumulative)" (a text input field), and "Status/Next Steps" (a text input field). At the bottom of the pop-up, there are two buttons: "Cancel" (red) and "Save" (blue, circled in red). The background of the application shows a table with the same columns as the one in the 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

**RESTORE Act Milestones Report - Department of the Treasury**

> View Burden Statement

**Instructions for Completing Form:**  
Please complete Columns B-E in the initial report submitted as part of an application package. After a grant is awarded, complete Columns G-H for each milestone as applicable and submit as part of the performance reports described in the Standard Terms and Conditions. Columns E and H will calculate automatically and will show an error message unless the values in each column total 100%. These milestones should reflect what is in the applicant's scope of work as described in the applicable RESTORE Act Direct Component or Centers of Excellence Application Narrative.

**Applicant/Grantee:**  
RA-Test Accountant (COE)

**Title:**  
Tester

**Reporting Period Ending:**

**Add A Milestone**

A) Milestone Number	B) Milestone Description	C) Estimated Comple...	D) Is milestone contingent upon completio...	E) What percentage of the Sc...	G) Actual Completion Date of Milestone	H) Estimated percentage of budget for ...
1						

**Remove**

**TOTAL**  
Scope of Work Percentage: NaN%  
% of Budget Spent: NaN%

**Figure 124:** Status of performance report pop-up

**Edit Milestone**

Provide the appropriate milestone information

**Description**: test desc

**TimeFrame**: 2

**Contingent**: No

**Scope of Work Percentage**: 100.00%

**Completion Date**: Sep 15, 2022

**Budget Spent**: 100.00%

**Submit**

- 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.

- 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

- 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.
- 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.
- 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

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

### Satisfaction of Special Award Conditions

For any Special Award Condition partially or fully satisfied, please enter a description of how your entity has satisfied the Special Award Condition in the Comment field corresponding to that Special Award Condition and upload as many supporting documents as necessary.

1. SAC 1

SAC 1 -SAC\_S

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This is a special award condition test 1

SAC 1 Comments

SAC 1 Comments -SAC\_S

Salesforce Sans 12

SAC 1 Supporting File Upload

Upload Files Or drop files

2. SAC 2

SAC 2 -SAC\_S

Salesforce Sans 12

This is a special award condition test 2

SAC 2 Comments

SAC 2 Comments -SAC\_S

Salesforce Sans 12

## 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

The screenshot shows a web form titled "Post-Award Request - Narrative Justification". Below the title is a small instructional paragraph: "Please refer to the applicable award terms and conditions to determine what issues need to be addressed in this justification. For time extension, generally you are required to explain how the recipient will accomplish the scope of work in the revised timeframe, and a discussion of risks that could further impact the schedule, and a risk mitigation strategy to reduce the likelihood of these schedule risks or their impact if they do occur, but please check your terms and conditions for exact requirements." The main content area is a light blue box containing a "Narrative Justification" section with a rich text editor (showing "Salesforce Sans" and "12" as default settings) and a "Narrative Justification Upload" section with "Upload Files" and "Or drop files" options. At the bottom of the form are two buttons: "Validate" on the left and "Next" on the right.

## 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**

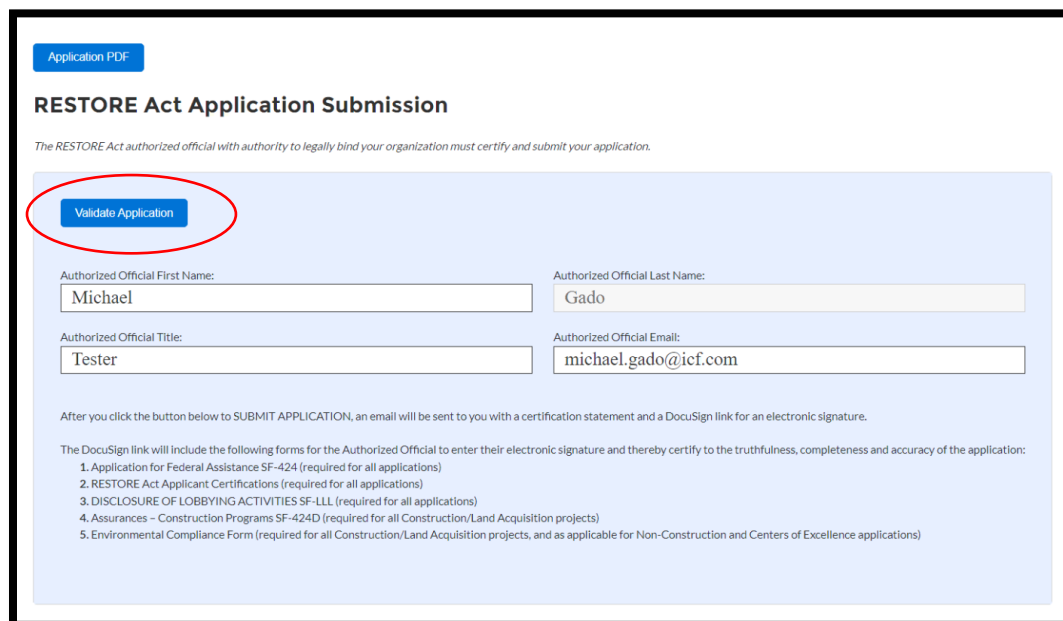


The image shows a web form titled "Amendment Uploads". It contains two main sections for file uploads. The first section, "Revised Change in Award Scope", is highlighted with a red border and contains a paragraph of instructions: "If you are applying for a modification to an award made on or after June 30, 2022, this scope of work should be in redline format to clearly identify the changes from the original scope of work. If you are applying for a modification to an award made before that date, we strongly encourage submitting the scope of work in redline format to expedite our review, but it is not required." Below this text are two buttons: "Upload Files" (with a cloud icon) and "Or drop files". The second section, "All Other Supporting Information", also has "Upload Files" and "Or drop files" buttons. At the bottom of the form are two buttons: "Validate" on the left and "Next" on the right.

## 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**



The image shows a web form titled "RESTORE Act Application Submission". At the top left is a button labeled "Application PDF". Below the title is a sub-header "RESTORE Act Application Submission" and a note: "The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application." A blue button labeled "Validate Application" is circled in red. Below this are four input fields: "Authorized Official First Name:" with the value "Michael", "Authorized Official Last Name:" with the value "Gado", "Authorized Official Title:" with the value "Tester", and "Authorized Official Email:" with the value "michael.gado@icf.com". Below the input fields is a paragraph of text: "After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature." This is followed by a list of five items that the DocuSign link will include: 1. Application for Federal Assistance SF-424 (required for all applications), 2. RESTORE Act Applicant Certifications (required for all applications), 3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications), 4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects), and 5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications).

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

Application PDF

## RESTORE Act Application Submission

The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.

Validate Application

Ready for AO Review and Submission

Authorized Official First Name: Michael

Authorized Official Last Name: Gado

Authorized Official Title: Tester

Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances - Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

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

**My Application List**

Start an Application for a New Award

Filter By: Select a Filterable Field | Filter Value: Select a Value | Filter Application | Reset Filter

	Application Number	Project Title	Application Type	Grant Number	Status	Submission Date						
1	RDC2022000258	Test Project Title	New Award		Ready for AO Submission		Download	<b>View/Edit</b>	Correspondence			
2	RDC2022001002		New Award				Download	View/Edit	Correspondence			

- 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

**Application PDF**

### RESTORE Act Application Submission

The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.

Authorized Official First Name: Michael | Authorized Official Last Name: Gado

Authorized Official Title: Tester | Authorized Official Email: michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)
2. RESTORE Act Applicant Certifications (required for all applications)
3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)
4. Assurances – Construction Programs SF-424D (required for all Construction/Land Acquisition projects)
5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

**Submit Application**

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

Success

The Application has been sent to the Authorizing Official for e-Signature. The AO will receive an email with the DocuSign Envelope. Once the Signature part is completed, the application is considered Submitted and Treasury will be notified of the submission

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

Application PDF

## RESTORE Act Application Submission

The RESTORE Act authorized official with authority to legally bind your organization must certify and submit your application.

Authorized Official First Name:

Michael

Authorized Official Last Name:

Gado

Authorized Official Title:

Tester

Authorized Official Email:

michael.gado@icf.com

After you click the button below to SUBMIT APPLICATION, an email will be sent to you with a certification statement and a DocuSign link for an electronic signature.

The DocuSign link will include the following forms for the Authorized Official to enter their electronic signature and thereby certify to the truthfulness, completeness and accuracy of the application:

1. Application for Federal Assistance SF-424 (required for all applications)

2. RESTORE Act Applicant Certifications (required for all applications)

3. DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL (required for all applications)

4. Assurances – Construction Programs SF-424D (required for all Construction/Land Acquisition projects)

5. Environmental Compliance Form (required for all Construction/Land Acquisition projects, and as applicable for Non-Construction and Centers of Excellence applications)

Submit Application

## 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 (3<sup>rd</sup> 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

RESTORE Grants Management System

Home RGMS User Guide RGMS Grant Notes **FFR and PPR Reporting**

Account: RA-Test Account (COE)

RA-Test Account (COE)

My Application List

Filter By: Select a Filterable Field

Filter Value: Select a Value

Start an Application for a New Award

Filter Application Reset Filter

**Figure 140:** My Reports page

Account: RA-Test Account (COE)

### My Reports

#### FFR

	FAIN	Project Title	Status FFR	Next FFR Due	
1	RCEGR110408	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
2	RDCGR000316	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
3	RCEGR110407	test coe michael	Up to Date	2023-03-31	<a href="#">All Reports</a>
4	RCEGR000314	Michael's Test Project 2	Up to Date	2023-03-31	<a href="#">All Reports</a>
5	RDCGR000322	Testing new testing	Up to Date	2023-03-31	<a href="#">All Reports</a>
6	RDCGR000347	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
7	RDCGR000351	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
8	RDCGR000367	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
9	RDCGR110409	Test 11.18	Up to Date	2023-03-31	<a href="#">All Reports</a>

#### PPR

	FAIN	Project Title	Status PPR	Next PPR Due	
1	RCEGR110408	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>

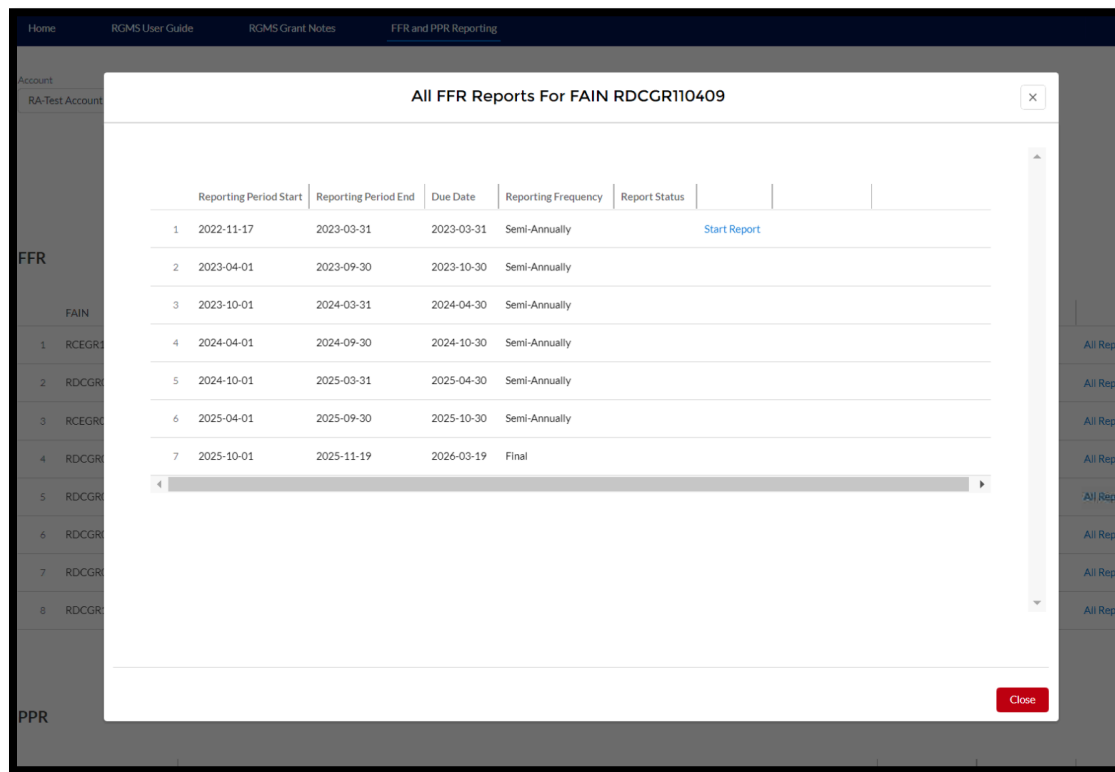
- The user will click on the “All Reports” link (figure 141) for the grant in the FFR list that they need to complete a report for.

**Figure 141:** My Reports page FFR

9	RDCGR110409	Test 11.18	Up to Date	2023-03-31	<a href="#">All Reports</a>
---	-------------	------------	------------	------------	-----------------------------

- 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

RESTORE Grants Management System

Home RGMS User Guide RGMS Grant Notes FFR and PPR Reporting

> View Burden Statement

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

### Federal Financial Report

(Follow form instructions)

OMB Number: 4040-0014  
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted  
Treasury Office of Gulf Coast Restoration

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  
RDCGR110409

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:  
RA-Test Account (COR)

Street 1:  
test address 1

Street 2:  
test address 2

City:  
test city

Country:  
test country

State:  
FL-Florida

Province:

Country:  
United States of America

ZIP / Postal Code:  
360437653

4a. UEI:  
12363262263

4b. EIN:  
123456789

5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)

6. Report Type:  
Semi-Annually

7. Basis of Accounting:  
Cash

Save

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



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

This screenshot shows the bottom section of a form. On the left, there is a blue button labeled "Save" with a red box around it. Below the button is a small text box that says "Click the Save button to save your work before you navigate away from this page." To the right of the button is a large text area for "Remarks" with a red asterisk indicating it is a required field. Above the text area are two buttons: "Upload Files" and "Or drop files".

**Figure 144-1:** FFR Certification field

This screenshot shows the "13. Certification" section of the form. It contains a certification statement and several required fields marked with red asterisks. The fields are: "Prefix" (dropdown menu), "First Name" (text field), "Middle Name" (text field), "Last Name" (text field), "Suffix" (dropdown menu), "Title" (text field), "Signature of Authorized Certifying Official" (text area), "Telephone (Area code, number and extension)" (text field), "Email Address" (text field), and "Date Report Submitted" (calendar icon). There is also a field for "14. Agency use only:".

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

The screenshot displays a web form with two green success messages at the top, each with a checkmark icon and a close button (X). The first message says "Success" and the second says "Success Saved!". Below these, the form contains various input fields and sections:

- Section 11: Indirect Expense. Includes a table with columns: a. Type, b. Rate, c. Period From, Period To, d. Base, e. Amount Charged, f. Federal Share, and View/Edit. The table shows a total of \$0.00 for Base, Amount Charged, and Federal Share.
- Section 12: Remarks. Includes a text area with the word "test" and a "Upload Files" button.
- Section 13: Certification. Includes a text area with the word "test" and a "Save" button.
- Section 14: Agency use only. Includes a text area.

At the bottom of the form, there is a "Validate" button, which is circled in red. To the left of the "Validate" button, there is a "Save" button and a note: "Click the Save button to save your work before you navigate away from this page". To the right of the "Validate" button, there is a "View FFR PDF" button.

Figure 146: Errors found message

Validation Error  
There are one or multiple errors. Please scroll up to see them.

Success Saved!

1. Total Federal program income earned

2. Program Income expended in accordance with the deduction alternative

3. Program Income expended in accordance with the addition alternative

4. Unexpended program income (line 1 minus line 2 or line 3)

11. Indirect Expense

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: --None-- \* First Name: Middle Name: \* Last Name: Suffix: --None-- \* Title:

b. Signature of Authorized Certifying Official \* c. Telephone (Area code, number and extension):

\* d. Email Address: e. Date Report Submitted: 14. Agency use only:

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

Validate View FFR PDF

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

RESTORE Grants Management System

Home RGMS User Guide RGMS Grant Notes FFR and PPR Reporting

> View Burden Statement

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

Validation Error:

Federal Financial Report: Question 10 Cash Receipts is Required  
Federal Financial Report: Question 10 Cash Disbursements is Required  
Federal Financial Report: Question 12 Remarks upload or text response is required  
Federal Financial Report: Question 13 Last Name is Required  
Federal Financial Report: Question 13 Title is Required

Federal Financial Report  
(Follow form Instructions)

OMB Number: 4040-0014  
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted  
Treasury Office of Gulf Coast Restoration

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  
RDCGR110409

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:  
(RA-Test Account (COE))

Street 1:  
test address 1

Street 2:  
test address 2

City:  
test city

County:  
test county

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

Save

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

The screenshot shows a form titled "13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)." Below this is section "a. Name and Title of Authorized Certifying Official" with fields for Prefix (dropdown), First Name (Michael), Middle Name, Last Name (Michael), Suffix (dropdown), Title (Gado), and Signature. Section "c. Telephone (Area code, number and extension)" contains the number 2088610088. Section "d. Email Address" contains michael.gado@icf.com. Section "e. Date Report Submitted" has a calendar icon. Section "14. Agency use only:" is empty. At the bottom left is a "Save" button with a tooltip: "Click the Save button to save your work before you navigate away from this page". At the bottom right are "View FFR PDF" and "Request FO Review and Submission" buttons. The "Request FO Review and Submission" button is highlighted with a red rectangle.

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

The screenshot shows the same form as Figure 148, but with the "DocuSign & Submit FFR" button highlighted with a red rectangle at the bottom right. The "d. Email Address" field (michael.gado@icf.com) is also highlighted with a red rectangle. The "Request FO Review and Submission" button is no longer visible.

## 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 (3<sup>rd</sup> 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

RESTORE Grants Management System

Home RGMS User Guide RGMS Grant Notes **FFR and PPR Reporting**

Account: RA-Test Account (COE)

RA-Test Account (COE)

My Application List

Start an Application for a New Award

Filter By: Select a Filterable Field

Filter Value: Select a Value

Filter Application Reset Filter

**Figure 152:** My Reports page

RESTORE Grants Management System

Home | RCMS User Guide | RCMS Grant Notes | **FFR and PPR Reporting**

Account: RA-Test Account (COE)

### My Reports

**FFR**

	FAIN	Project Title	Status FFR	Next FFR Due	
1	RCEGR110408	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
2	RDCGR000316	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
3	RCEGR110407	test coe michael	Up to Date	2023-03-31	<a href="#">All Reports</a>
4	RCEGR000314	Michael's Test Project 2	Up to Date	2023-03-31	<a href="#">All Reports</a>
5	RDCGR000322	Testing new testing	Up to Date	2023-03-31	<a href="#">All Reports</a>
6	RDCGR000347	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
7	RDCGR000351	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
8	RDCGR000367	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>
9	RDCGR110409	Test 11.18	Up to Date	2023-03-31	<a href="#">All Reports</a>

**PPR**

	FAIN	Project Title	Status PPR	Next PPR Due	
1	RCEGR110408	Test Project Title	Up to Date	2023-03-31	<a href="#">All Reports</a>

- 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

9	RDCGR110409	Test 11.18	Up to Date	2023-03-31	<a href="#">All Reports</a>
---	-------------	------------	------------	------------	-----------------------------

- 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

**All PPR Reports For FAIN RDCGR110409**

	Reporting Period Start	Reporting Period End	Due Date	Reporting Frequency	Report Status			
1	2022-11-22	2022-11-24	2023-05-01	Semi-Annually	<a href="#">Start Report</a>			
2	2023-04-01	2023-09-30	2023-10-30	Semi-Annually				
3	2023-10-01	2024-03-31	2024-04-30	Semi-Annually				
4	2024-04-01	2024-09-30	2024-10-30	Semi-Annually				
5	2024-10-01	2025-03-31	2025-04-30	Semi-Annually				
6	2025-04-01	2025-09-30	2025-10-30	Semi-Annually				
7	2025-10-01	2025-11-19	2026-03-19	Final				

Close

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

**Figure 155: PPR Packet**

**RESTORE Grants Management System**

Home RGMS User Guide RGMS Grant Notes FFR and PPR Reporting

> View Burden Statement

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

### PERFORMANCE PROGRESS REPORT SF-PPR

1. Federal Agency and Organization Element to Which Report is Submitted  
Treasury Office of Gulf Coast Restoration

2. Federal Grant or Other Identifying Number Assigned by Federal Agency  
RDCGR110409

3a. DUNS  
1234567890

3b. EIN  
123456789

4. Recipient Organization (Name and complete address including zip code)  
test address 1 test address 2 test city FL: Florida 360437653

5. Recipient Identifying Number or Account Number

6. Project/Grant Period  
Start Date: Dec 21, 2022 End Date: Nov 19, 2025

7. Reporting Period End Date  
Nov 24, 2022

\* 8. Final Report? --None--

\* 9. Report Frequency --None-- If other, describe:

10. Performance Narrative (Attach performance narrative as instructed by the awarding Federal Agency)

11. Other Attachments  
Upload Files Or drop files

12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

\* 12a. Typed or Printed Name and Title of Authorized Certifying Official

12b. Signature of Authorized Certifying Official

\* 12c. Telephone (area code-number-extension) \* 12d. Email Address 12e. Date Report Submitted

Save

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

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

The screenshot displays a web form with a light blue background. At the top, a green success message box with a white checkmark icon and the text "Success No Validation Error" is visible. Below this, the form contains several sections with labels and input fields:

- 1. Federal Agency and Organization:** Treasury Office of Gulf Coast Restoration
- 3a. DUNS:** 1234567890
- 4. Recipient Organization (Name and address):** test address 1 test address 2 test city
- 5. Recipient Identifying Number or Account Number:**
- 6. Project/Grant Period:** Start Date: Dec 21, 2022; End Date: Nov 19, 2025
- 7. Reporting Period End Date:** Nov 24, 2022
- 8. Final Report?:** No
- 9. Report Frequency:** semi-annual
- 10. Performance Narrative:** (Attach performance narrative as instructed by the awarding Federal Agency)
- 11. Other Attachments:** Upload Files Or drop files
- 12. Certification:** I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.
- 12a. Typed or Printed Name and Title of Authorized Certifying Official:** Michael Gado
- 12b. Signature of Authorized Certifying Official:**
- 12c. Telephone (area code-number-extension):** 2088610088
- 12d. Email Address:** michael.gado@icf.com
- 12e. Date Report Submitted:**
- 13. Agency use only:**

At the bottom of the form, there are three buttons: "Save", "Validate" (highlighted with a red circle), and "Next" (highlighted with a red rectangle). A small text box on the left side of the "Save" button reads: "Click the Save button to save your work before you navigate away from this page."

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

The screenshot shows the RESTORE Grants Management System interface. At the top, there is a navigation bar with links for Home, RGMS User Guide, and RGMS Grant Notes. A red banner at the top right displays a "Validation Error" message: "There are one or multiple errors." Below this, a green banner shows a "Success Saved!" message. The main content area is titled "View Burden Statement" and includes a sidebar with links for PPR Cover Page, Performance Narrative, Milestone Report, Performance Report, and PPR Submission. A red box contains the following validation errors:

- PPR Cover Page: Question 8 is Required
- PPR Cover Page: Question 9 is Required
- PPR Cover Page: Question 12a is Required
- PPR Cover Page: Question 12c is Required. 10 digits no spaces or dashes
- PPR Cover Page: Question 12d is Required

Below the error messages, the "PERFORMANCE PROGRESS REPORT SF-PPR" form is displayed. It includes fields for:

- 1. Federal Agency and Organization Element to Which Report is Submitted (Treasury Office of Gulf Coast Restoration)
- 2. Federal Grant or Other Identifying Number Assigned by Federal Agency (RDCGR110409)
- 3a. DUNS (1234567890)
- 3b. EIN (123456789)
- 4. Recipient Organization (Name and complete address including zip code) (test address 1 test address 2 test city FL: Florida 360437653)
- 5. Recipient Identifying Number or Account Number
- 6. Project/Grant Period (Start Date: Dec 21, 2022; End Date: Nov 19, 2025)
- 7. Reporting Period End Date
- \* 8. Final Report?

A "Save" button is located at the bottom left of the form, with a tooltip that reads: "Click the Save button to save your work before you navigate away from this page."

9. Once the form has been successfully 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

The screenshot shows the 'RESTORE Act PPR Submission' page within the 'RESTORE Grants Management System'. The page has a dark blue header with navigation links: Home, RGMS User Guide, RGMS Grant Notes, and FFR and PPR Reporting. On the left, there is a sidebar menu with options: PPR Cover Page, Performance Narrative, Milestone Report, Performance Report, and PPR Submission (which is highlighted in blue). The main content area is titled 'RESTORE Act PPR Submission' and contains a light blue box with two text input fields. The first field is labeled 'Certifying Official Name & Title:' and contains the text 'Michael Gado'. The second field is labeled 'Certifying Official Email:' and contains the text 'michael.gado@icf.com'. Below these fields, there are two buttons: 'Validate PPR' (highlighted with a red box) and 'View PPR PDF'.

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

RESTORE Grants Management System

Home RGMS User Guide RGMS Grant Notes FFR and PPR Reporting

PPR Cover Page  
Performance Narrative  
Milestone Report  
Performance Report  
[PPR Submission](#)

### RESTORE Act PPR Submission

Certifying Official Name & Title:  
Michael Gado

Certifying Official Email:  
michael.gado@icf.com

Validate PPR View PPR PDF Request Certifying Official Review and Submission

**Figure 161:** PPR Submission PI/PD and AO view

RESTORE Grants Management System

Home RGMS User Guide RGMS Grant Notes FFR and PPR Reporting

PPR Cover Page  
Performance Narrative  
Milestone Report  
Performance Report  
[PPR Submission](#)

### RESTORE Act PPR Submission

Certifying Official Name & Title:  
Michael Gado

Certifying Official Email:  
michael.gado@icf.com

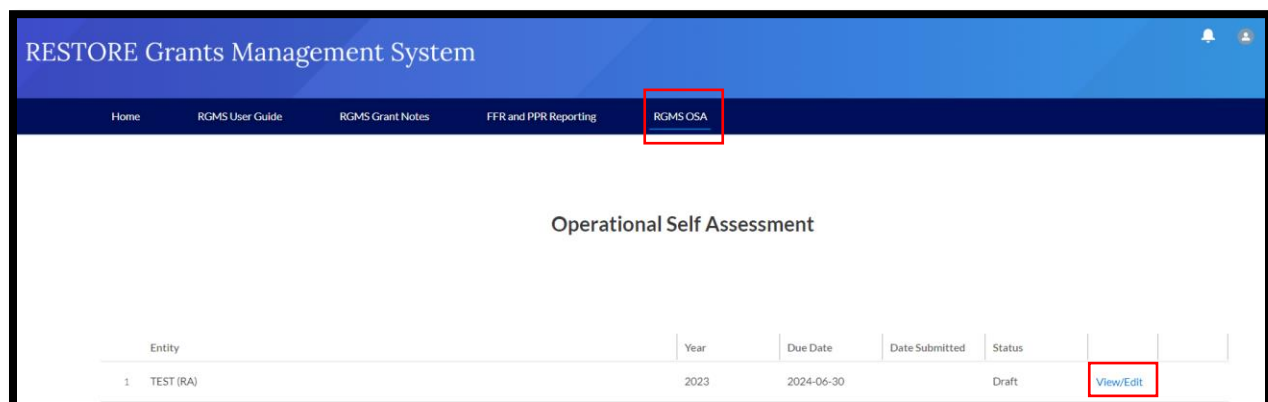
Validate PPR View PPR PDF DocuSign & Submit PPR

## 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



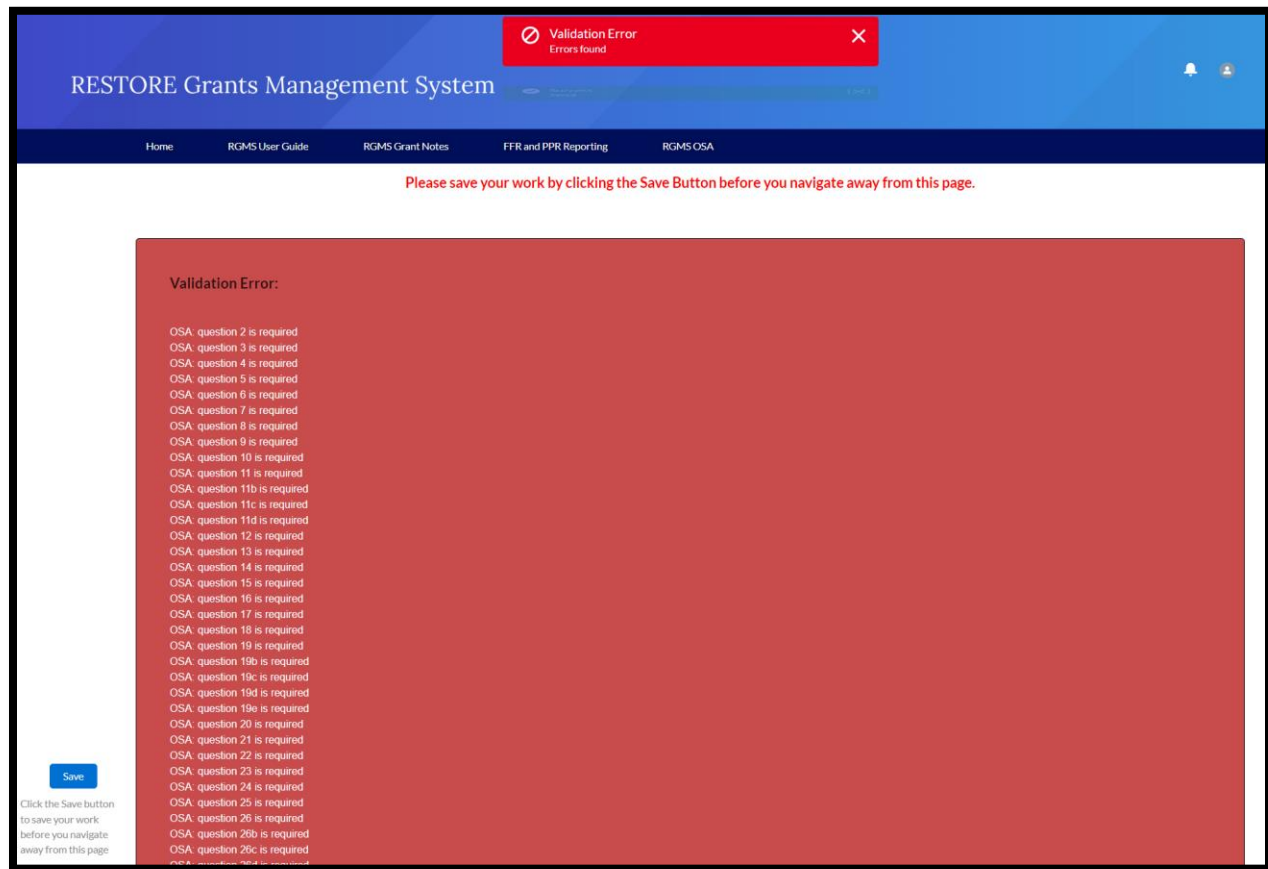
- 3) The OSA POC will access the most current OSA record with the View/Edit link (figure 162). Note that if OSAs were provided in past years and the entity did not complete them, they will only be able to provide information for the most recent OSA request. OSAs from past years may also be viewed in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

The screenshot displays the OSA Form interface. At the top, there are input fields for "Entity Address (City)" (containing "Washington"), "Entity Address (State)" (containing "DC: District of Columbia"), and "Entity Address (Zip code)" (containing "20005"). Below these is a "Date OSA Completed" field. A "Comments" section with a text area is present. The main section is titled "Self-Assessment Questions: Environment". It contains four questions, each with a dropdown menu and a comment field. The first question is "1. Does management promote open communications throughout the organization and effectively provide information to employees and other stakeholders?" with a dropdown set to "Yes". The second question is "2. Does management provide adequate training and supervisory oversight to all employees to ensure that the organization effectively carries out its programs and activities, including employees working on federal grant programs?" with a dropdown set to "--None--". The third question is "3. Do policies, procedures and processes for managing federal grant funds meet the requirements of OMB 2 CFR Chapter I and Chapter II, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards?" with a dropdown set to "--None--". The fourth question is "4. Are the organization's internal controls in compliance with guidance in the 'Standards for Internal Control in the Federal Government' issued by the United States Government Accountability Office?" with a dropdown set to "--None--". A "Save" button is located at the bottom left, with a tooltip that reads "Click the Save button to save your work before you navigate away from this page".

- 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**

\* 32. Is access to data, including PII, protected against unauthorized access, and is information not to be released to the public or to unauthorized personnel?

No

Comment

**Success**  
Validation Successful

**Self-Assessment Questions: Monitoring**

\* 33. Are the associated grant fund operations regularly assessed by an internal auditor, Inspector General and/or external audit function (Uniform Guidance Audit)?

Yes

Comment

\* 34. Does the organization formally respond to all internal audit, Inspector General and external audit findings in writing and make timely remedial actions/corrections?

Yes

Comment

\* 35. Does management periodically review all reports, deliverables, expenditures, and other requirements related to federal grant programs to ensure that guidelines and requirements are being met?

Yes

Comment

**CERTIFICATION OF APPLICANT'S AUTHORIZED OFFICIAL (REQUIRED)**

I certify that the statements made on this form are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under the applicable law.

\* [Name of Authorized Official]

test

\* [Title of Authorized Official]

test

\* Signature (By typing your full name, if other than the Authorized Official above, you are an authorized submitter of this OSA)

test

Date

Save

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

Validate OSA

Request AO Review and Submission

OSA PDF

- 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

**Self-Assessment Questions: Monitoring**

\* 33. Are the associated grant fund operations regularly assessed by an internal auditor, Inspector General and/or external audit function (Uniform Guidance Audit)?

Yes

Comment

\* 34. Does the organization formally respond to all internal audit, Inspector General and external audit findings in writing and make timely remedial actions/corrections?

Yes

Comment

\* 35. Does management periodically review all reports, deliverables, expenditures, and other requirements related to federal grant programs to ensure that guidelines and requirements are being met?

Yes

Comment

**CERTIFICATION OF APPLICANT'S AUTHORIZED OFFICIAL (REQUIRED)**

I certify that the statements made on this form are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under the applicable law.

\* [Name of Authorized Official]

test

\* [Title of Authorized Official]

test

\* Signature (By typing your full name, if other than the Authorized Official above, you are an authorized submitter of this OSA)

test

Date

Save

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

Validate OSA

Request AO Review and Submission

**Submit OSA**

OSA PDF

- 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

RESTORE Grants Management System					
Operational Self Assessment					
Entity	Year	Due Date	Date Submitted	Status	
1 TEST (RA)	2023	2024-06-30	2023-01-17	Submitted	<a href="#">View/Edit</a> <a href="#">OSA PDF</a>

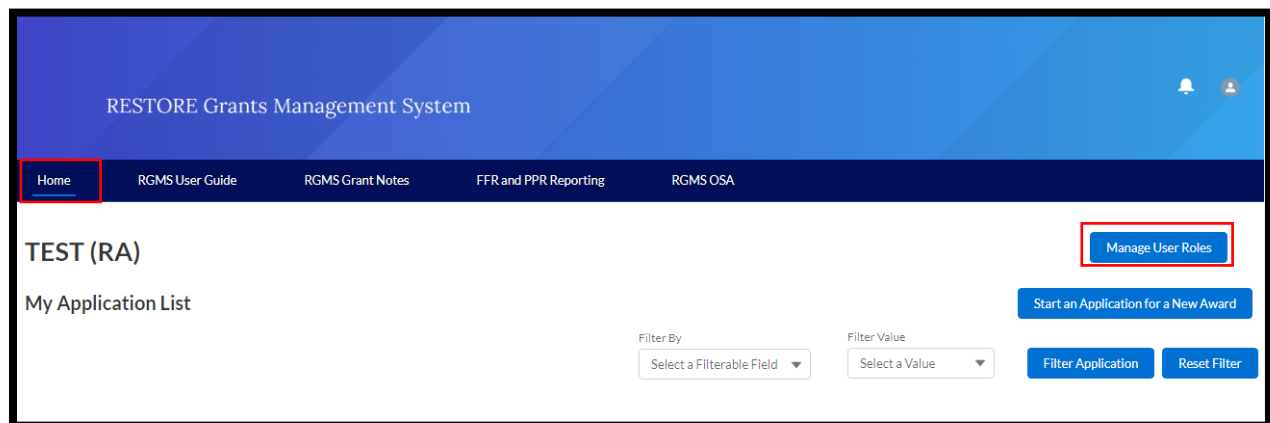
## 14. Manage User Roles

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](mailto: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.

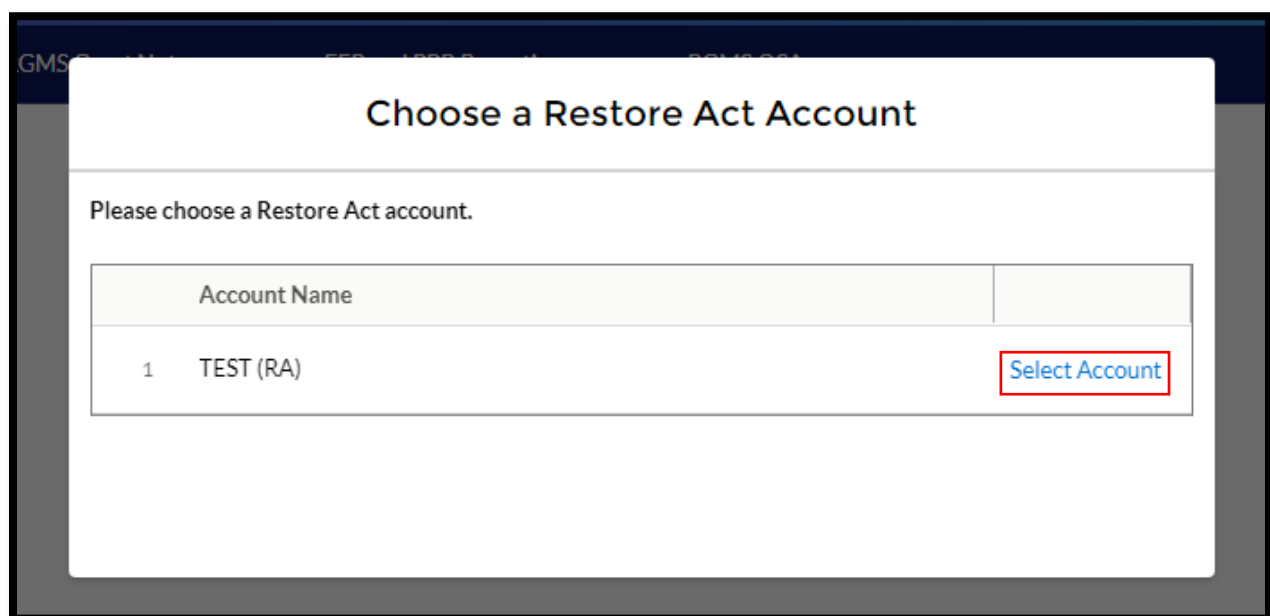
Note if you need to close an existing user account, please contact the help desk at [RGMShelpdesk@treasury.gov](mailto:RGMShelpdesk@treasury.gov)

**Figure 168:** Manage User Roles



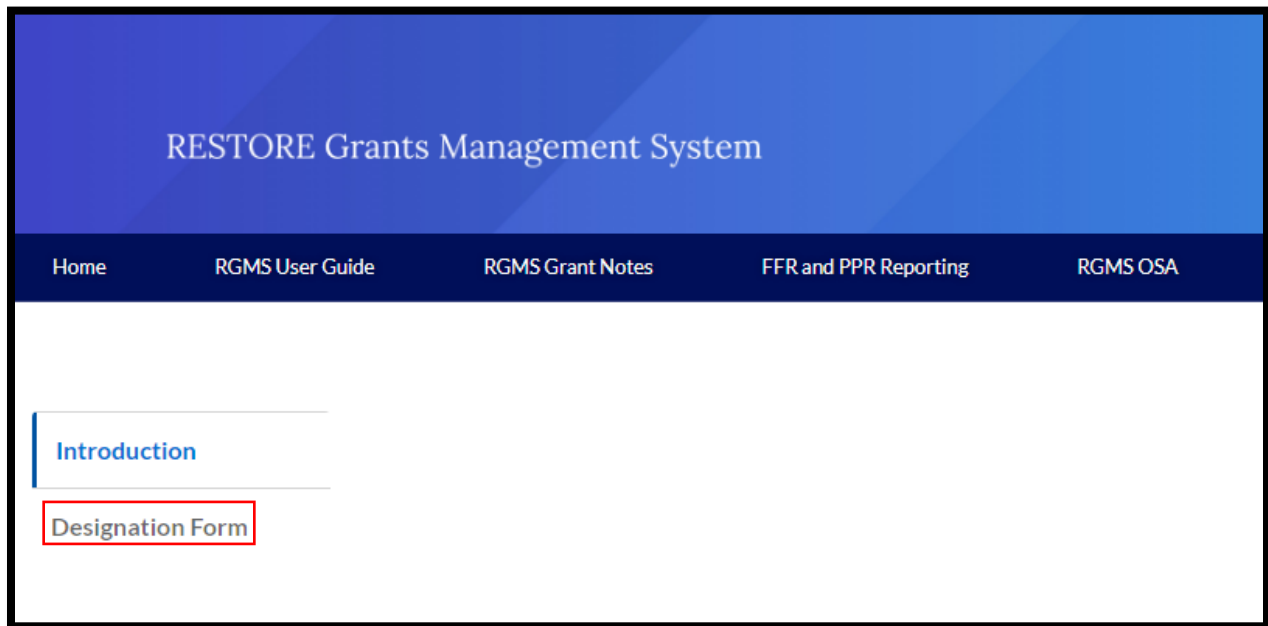
- 1) From the RESTORE Grants Management System Home tab, click the Manage User Roles button.

**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

Home RGMS User Guide RGMS Grant Notes FFR and PPR Reporting RGMS OSA

Introduction  
Designation Form

## Designation of Account Roles

Please provide contact information and identify the roles for the individuals who will serve on behalf of the entity.

1. Project Investigator/Project Director
2. Financial Officer
3. Financial Support Staff
4. Program Support Staff

An individual may serve in one or more roles.

Eligible entities for Treasury RESTORE assistance 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](mailto: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](mailto:RGMShelpdesk@treasury.gov)

### Contacts

[Add a New Contact](#)

	Name	Title	Roles	
1	Test Tester		ERA - Point of Contact for Reporting	<a href="#">Edit</a>

- 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

Create Contact

Please provide the appropriate contact information

Salutation

--None--

\*First Name

test

Middle Name

\*Last Name

test2

\*Title

test

Phone

\*Email

test@test.invalid

\*Roles

Available

RA - Financial Officer Support

RA - Financial Officer

RA - Program Director/Principal Investigator

Selected

RA - Support Staff

Certification:

By checking the box below; I certify to the best of my knowledge and belief that the information is true, complete, and accurate. I agree to contact the RGMS helpdesk at RGMShelpdesk@treasury.gov if the contact listed above is no longer employed in this role and should be removed as a system user.

Cancel

Submit

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.

131

**Figure 173:** Edit Contact popup

**Edit Contact**

Please provide the appropriate contact information

Salutation: Mr. First Name: Test Middle Name: Last Name: Tester

Title: Phone: Email:

**\*Roles**

Available:

- RA - Support Staff
- RA - Financial Officer Support
- RA - Financial Officer
- RA - Program Director/Principal Investigator

Selected:

**Certification:**

By checking the box below; I certify to the best of my knowledge and belief that the information is true, complete, and accurate. I agree to contact the RGMS helpdesk at RGMShelpdesk@treasury.gov if the contact listed above is no longer employed in this role and should be removed as a system user.

☐

Cancel Submit

- 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

**Edit Contact**

Please provide the appropriate contact information

Salutation: Mr. First Name: Test Middle Name: Last Name: Tester

Title: Phone: Email:

**\*Roles**

Available:

- RA - Financial Officer Support
- RA - Financial Officer
- RA - Program Director/Principal Investigator

Selected:

- RA - Support Staff

**Certification:**

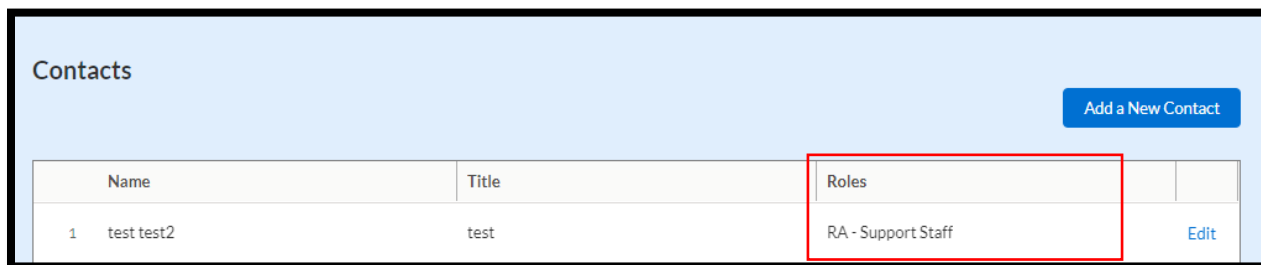
By checking the box below; I certify to the best of my knowledge and belief that the information is true, complete, and accurate. I agree to contact the RGMS helpdesk at RGMShelpdesk@treasury.gov if the contact listed above is no longer employed in this role and should be removed as a system user.

☐

Cancel Submit

- 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



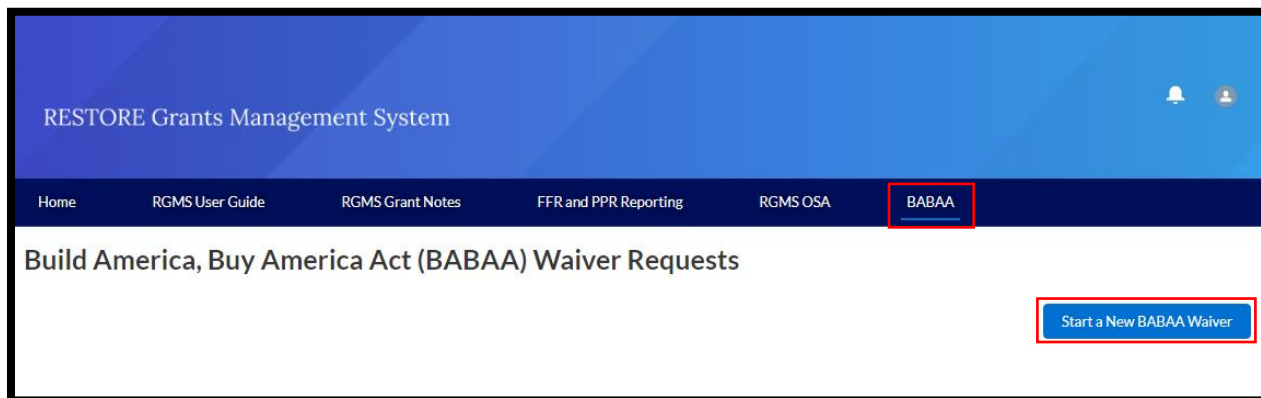
	Name	Title	Roles	
1	test test2	test	RA - Support Staff	<a href="#">Edit</a>

- 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**

RESTORE Grants Management System

Home RGMS User Guide RGMS Grant Notes FFR and PPR Reporting RGMS OSA BABAA

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

### Build America, Buy America Act - Waiver

The recipient under the RESTORE Act, Direct Component that seeks a waiver from the requirements of the Build America, Buy America Act for its infrastructure activities must complete all required fields on this form (Part I), upload the Excel spreadsheet (Part II), if required (see below for further details), and submit via the Treasury RESTORE Act Grants Management System (RGMS). While the Direct Component recipient is required to complete the waiver request in RGMS, if a subrecipient is completing the scope of work, they may assist in completing Part I. The construction contractor(s) or other party(ies) responsible for carrying out the infrastructure activities will complete Part II, if applicable.

1. Entity Name  
TEST

2. Entity Unique Entity Identifier (UEI)  
d3f4g5h5h5h5

\* 3. Waiver Title  
Test title

\* 4. Waiver level (Indicate if this is at the award or project level. Project level only applies if seeking a waiver for a specific project included in a multi-project program award.)  
--None--

\* 5. FAIN(s) for Which BABAA Waiver is Sought

Available	Selected
RDCGR990347	RDCGR990458
RCEGR990360	
RDCGR990361	
RDCGR990364	
RDCGR990366	
RCEGR990368	

\* 7. Are you requesting a waiver on the basis of the public interest?  
--None--

\* 9. What does this waiver cover? (Indicate whether it covers specific products or a category(ies) of products. Note waivers for categories of products will be granted only in exceptional circumstances and we recommend consulting with Treasury OGCR first.)  
--None--

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

**Figure 178:** Save and Validate

The screenshot shows a web form interface. On the left, there is a blue button labeled 'Save' with a red rectangular highlight. Below it, text reads: 'Click the Save button to save your work before you navigate away from this page'. On the right, there is a light blue panel containing two input fields. The first field is labeled '\* 22. Certifying Official Name' and contains the text 'tester name|'. The second field is labeled '23. Date of Certification' and is empty. Below the 'Save' button, there is a blue button labeled 'Validate Waiver' with a red rectangular highlight.

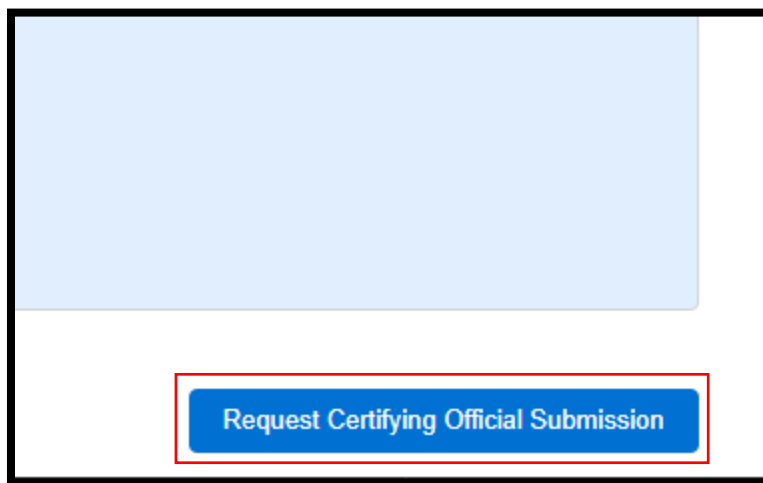
- 3) Once you have finished filling out the waiver, click the Save button in the lower left corner, then click the “Validate Waiver” button.

**Figure 179:** Validation Error

The screenshot shows a red rectangular box with a black border. Inside the box, the text 'Validation Error:' is displayed in bold black font. Below this, there is a list of five error messages, each preceded by a red square icon. The messages are: 'Build America, Buy America Waiver: Question 4 is Required', 'Build America, Buy America Waiver: Question 7 is required', 'Build America, Buy America Waiver: Question 9 is Required', 'Build America, Buy America Waiver: Question 16 is Required', and 'Build America, Buy America Waiver: Question 19 is Required.' The entire list is enclosed in a red rectangular box with a black border.

- 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



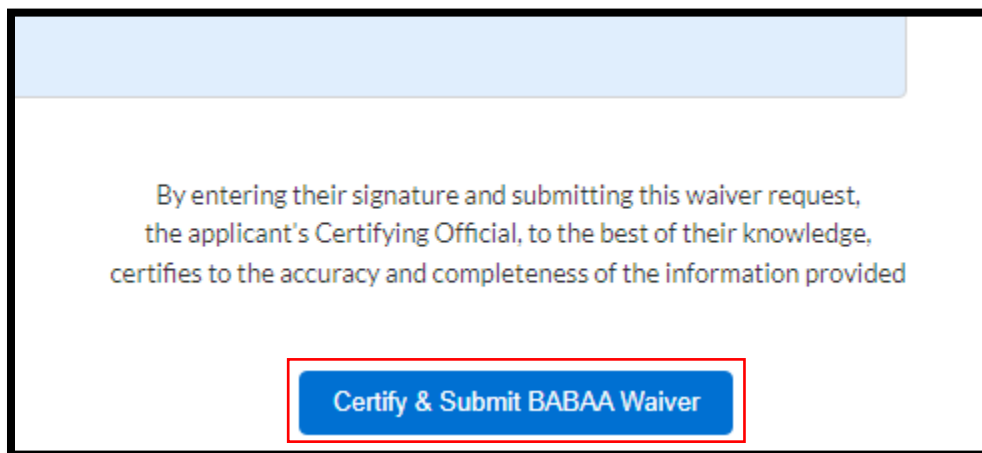
- 5) If your role is RA – Support Staff, you will need to send a request to the certifying official to submit the waiver. After successfully validating, the “Request Certifying Official Submission” button will appear on the bottom right. Click this button and a Success notification will display to confirm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



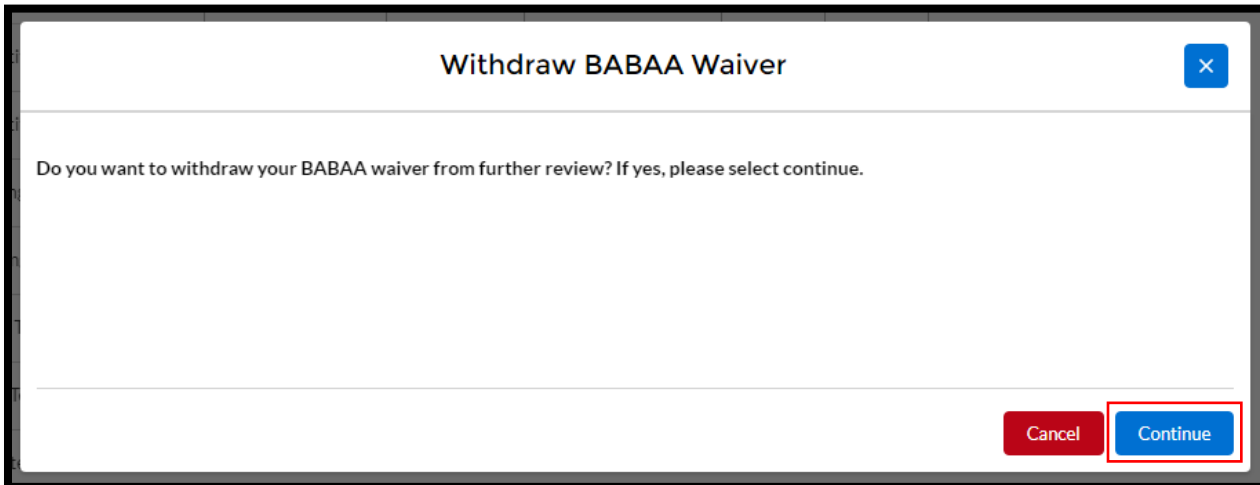
- 7) Verify that the information listed on the BABAA Waiver is correct. Click the “Certify & Submit BABAA Waiver” button on the bottom right. A Success notification will display to confirm that the waiver has been submitted.

**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

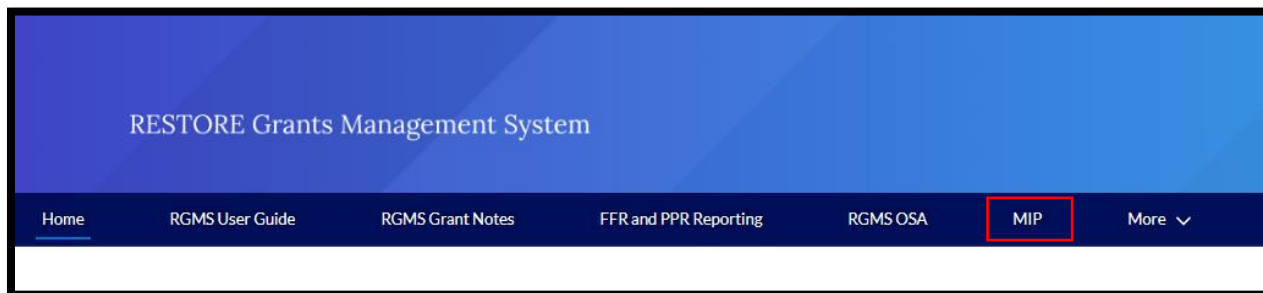
A dialog box titled "Withdraw BABAA Waiver" with a close button (X) in the top right corner. The main text asks, "Do you want to withdraw your BABAA waiver from further review? If yes, please select continue." At the bottom right, there are two buttons: a red "Cancel" button and a blue "Continue" button, which is highlighted with a red rectangular border.

- 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

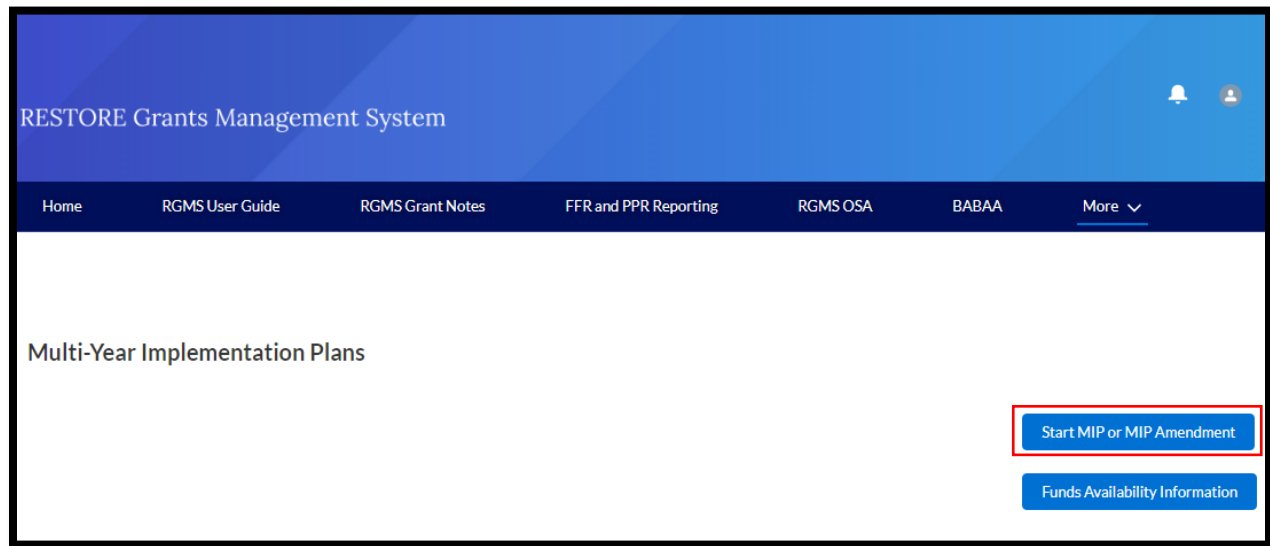
MultiYear Implementation Plans (MIPs) are completed by entities eligible for direct component awards. The following section illustrates the steps for completing a new MIP/ MIP amendment. RGMS will display a record of all previously accepted MIPs for the entity. Please note that while all roles have the 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](mailto: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

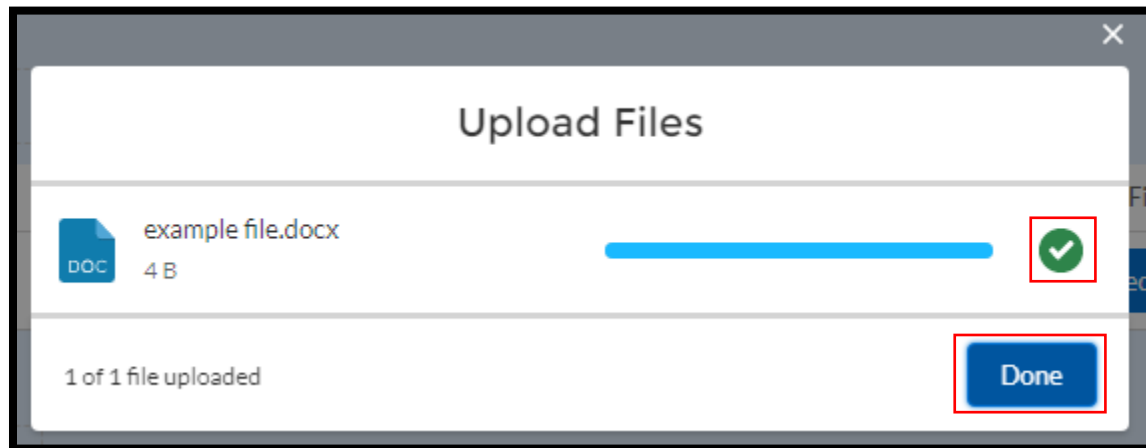
The screenshot shows the RESTORE Grants Management System interface. At the top is a blue header with the text "RESTORE Grants Management System". Below this is a dark blue navigation bar with links: "Home", "RGMS User Guide", "RGMS Grant Notes", "FFR and PPR Reporting", and "RGMS OSA". The main content area has a white background with the title "Prepare and Submit a Multi-Year Implementation Plan" in bold. Below the title is the text "RESTORE TEST (RA)". The main content area is a light blue box containing the "Upload MIP Files" section. This section lists four items, each with a red asterisk indicating it is required:

- \* 1. Multi Year Plan Narrative
- \* 2. Multi Year Plan Matrix
- 3. Detailed Multi Year Plan Narrative (Required if provided as part of public comment process)
- \* 4. Public Comment documentation (all public comments and entity response)

For each required item, there is a button labeled "Upload Files" with a red border and a blue icon of an arrow pointing up, and a dashed box labeled "Or drop files".

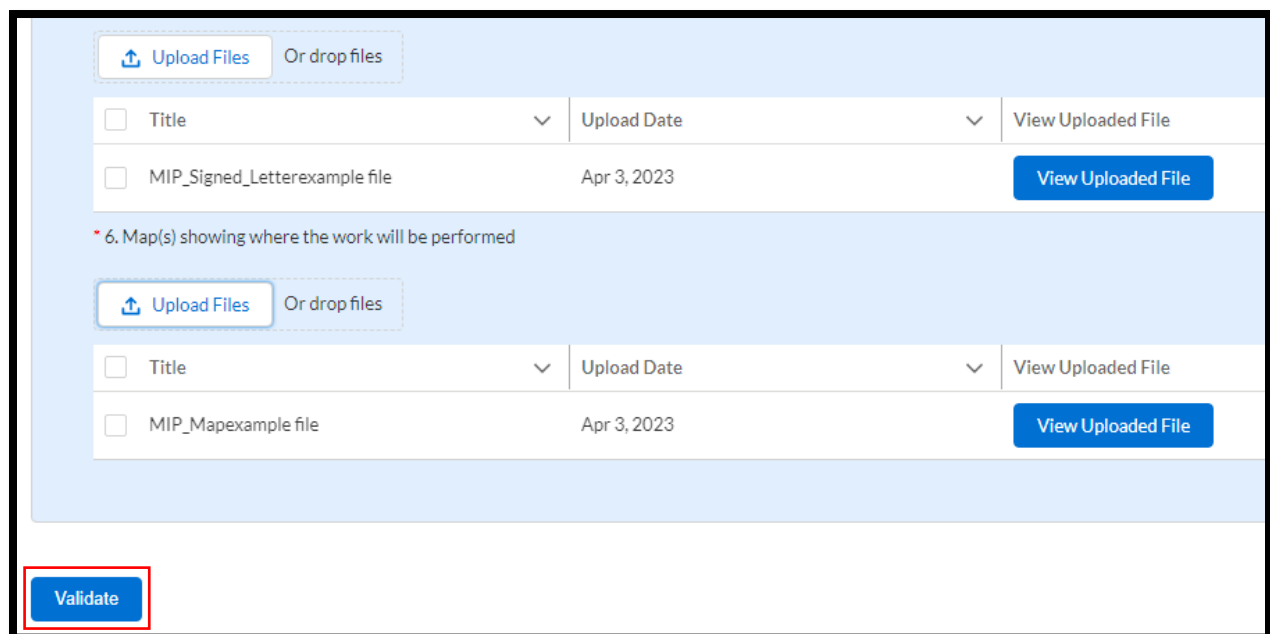
- 3) For each section, click "Upload Files". Navigate to each of the required file sections and upload files as necessary.

**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



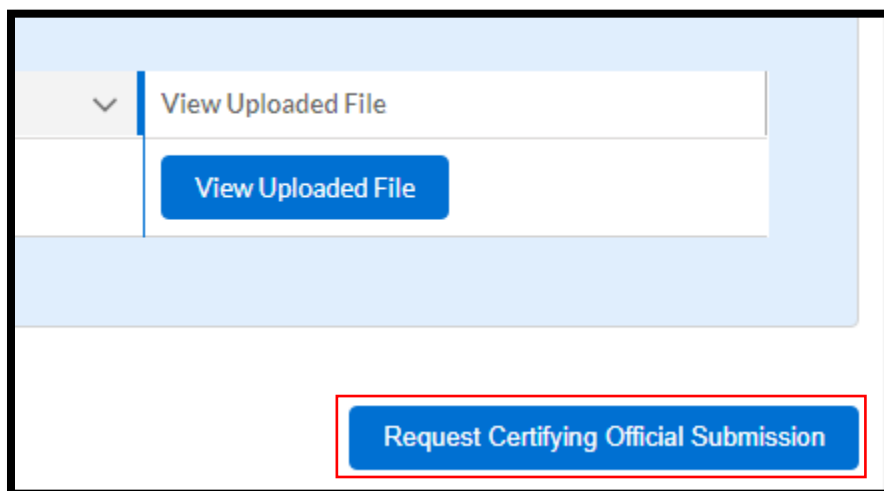
- 6) A Validation Error will appear if any required sections did not have a file uploaded. Review and upload any missing files, then repeat the previous step, clicking the Validate button on the bottom left.

**Figure 191:** Validation Successful



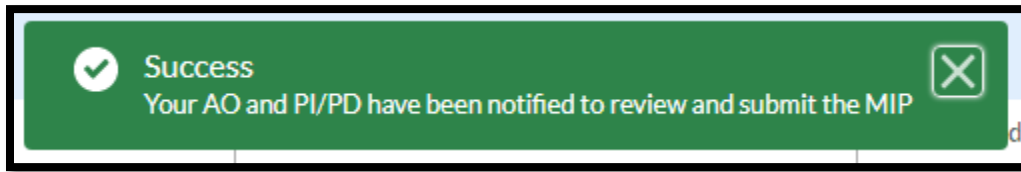
- 7) If there were no errors with validation, a "Validation Successful" popup toast message will appear at the top of the screen.

**Figure 192:** Request Certifying Official Submission



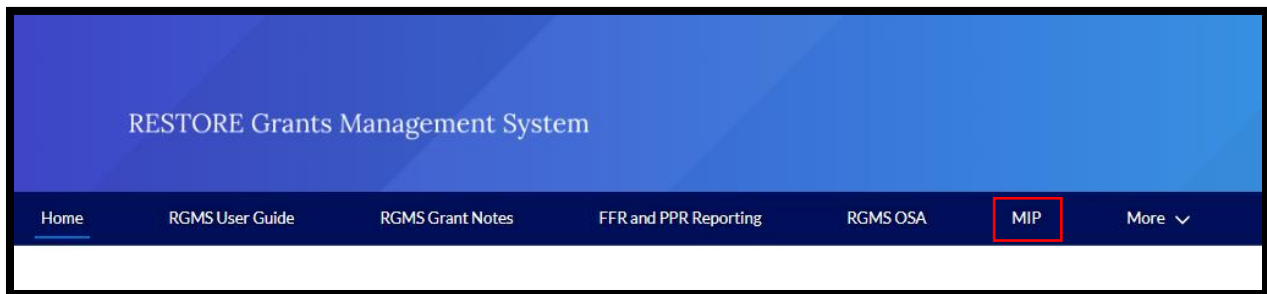
- 8) Once the MIP has been validated, click the "Request Certifying Official Submission" button.

**Figure 193:** AO and PI/PD notification



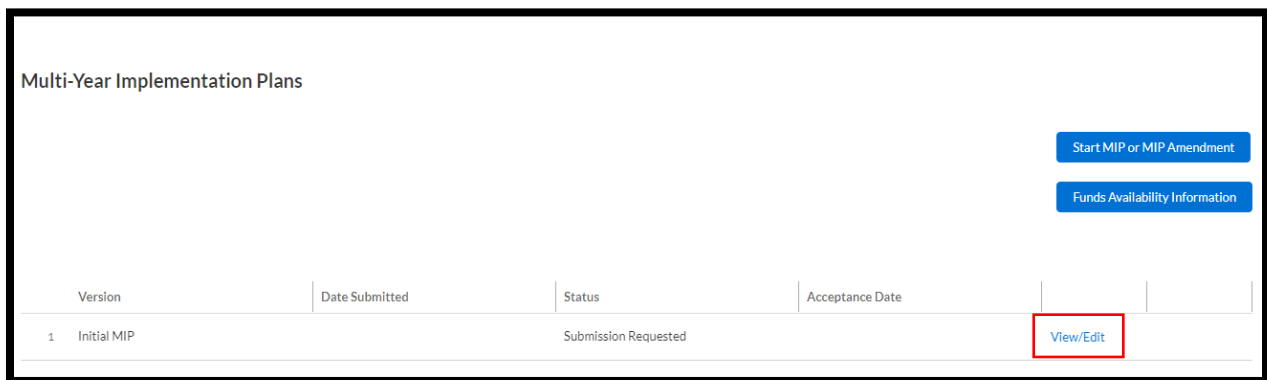
- 9) This popup will appear to confirm that the AO and PI/PD have been notified to review and submit the MIP.

**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

The screenshot displays a web form for Multi-Year Implementation Plan (MIP) submission. It features two main sections, each with a title, a table of uploaded files, and a 'View Uploaded File' button. The first section is for a signed letter, and the second is for maps. At the bottom, there are two buttons: 'Validate' and 'Submit MIP', both highlighted with red boxes.

**Section 5: Signed letter from leadership showing adoption of multiyear plan after consideration of public comment**

Upload Files | Or drop files

Title	Upload Date	View Uploaded File
MIP_Signed_Letterexample file	Apr 3, 2023	View Uploaded File

**Section 6: Map(s) showing where the work will be performed**

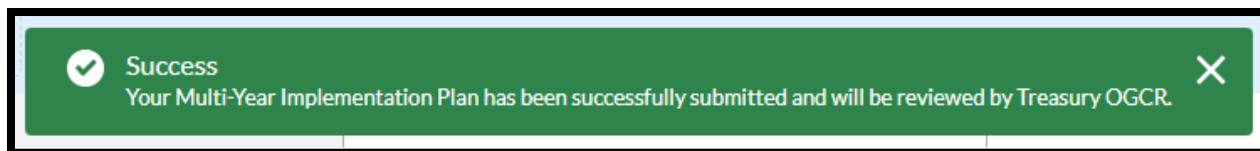
Upload Files | Or drop files

Title	Upload Date	View Uploaded File
MIP_Mapexample file	Apr 3, 2023	View Uploaded File

**Buttons:** Validate, Submit MIP

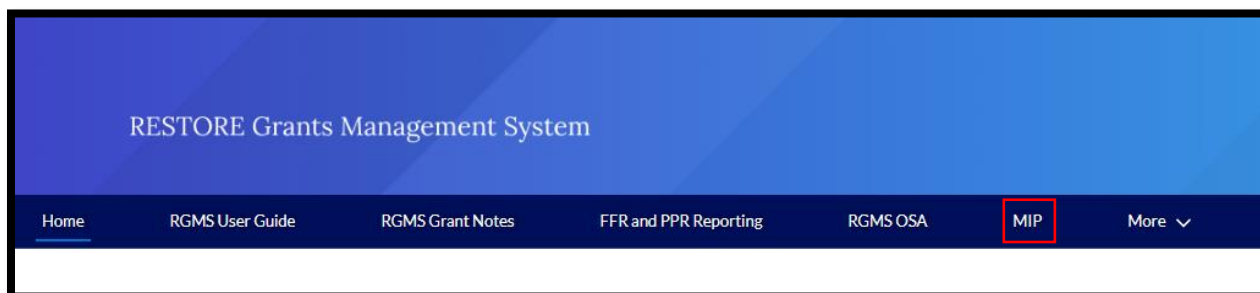
- 12) Review the MIP and confirm that all information is correct. Click the “Submit MIP” button on the bottom right.

**Figure 197:** Successful MIP Submission



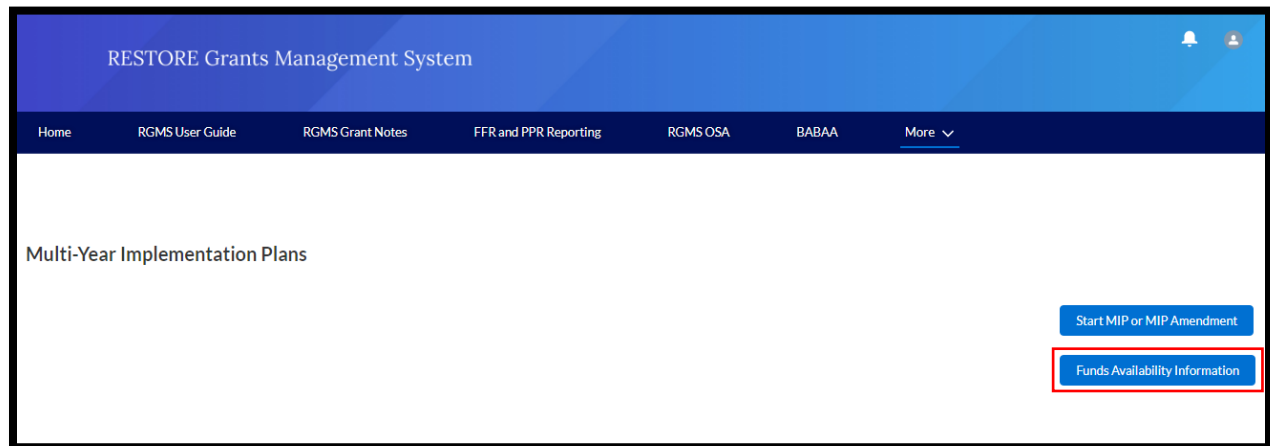
- 13) You will see this popup toast message at the top of the screen to confirm that the MIP has been submitted.

**Figure 198:** RESTORE Grants Management System



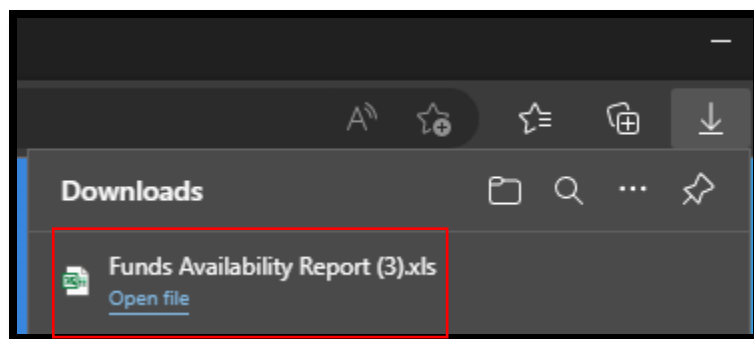
- 14) The following steps explain how to view the Funds Availability information for your entity. In the RESTORE Grants Management System, click the “MIP” tab on the top navigation bar.

**Figure 199:** Funds Availability Information



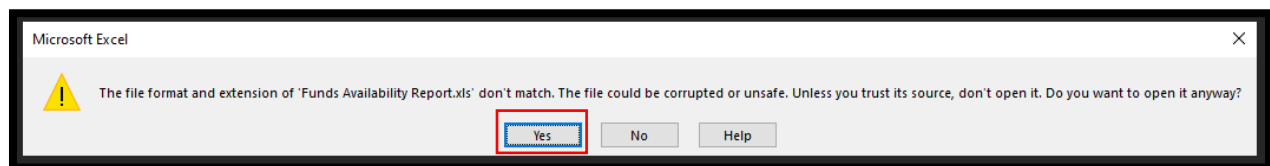
- 15) On the bottom right of the screen, click the “Funds Availability Information” button. This will download the Funds Availability Information spreadsheet.

**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

	A	B	C	D	E	F	G
	ENTITY	PROGRAM	TOTAL DEPOSITS TO DATE	TOTAL NET OBLIGATIONS TO DATE	POSTED BALANCE	TOTAL REQUESTED NOT YET OBLIGATED	PENDING BALANCE
1							
2	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

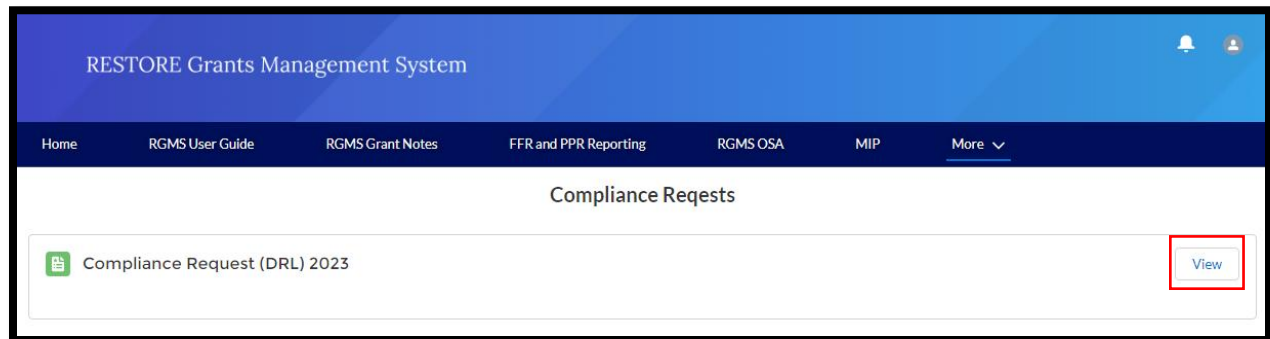
TRAC may conduct compliance reviews as part of the annual due diligence process. When an entity is selected the entity AO and PI/PD contacts will be notified via email that documents are requested from the entity. The following section will illustrate the grantee process for providing documents as part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

The screenshot shows the 'Compliance Review Requests' form. At the top, there is a table with columns: Test Plan, Status, Received Date, and Verified Date. Below the table, there is a section for 'Documents Requested' with two items: '1.1 Grant Management Manual used by the entity to administer federal awards, If available. Individual policies and procedures for specific process areas are also acceptable.' and '1.2 Organizational Chart with departments and key individuals involved with RESTORE Act grants'. Below this, there is a 'Grantee Notes' text area. At the bottom, there is a 'TRAC Response' section with a blue box containing an 'Upload Files' button (highlighted with a red box) and an 'Or drop files' option. Below the blue box, there is a table with columns: Title, Upload Date, and View Uploaded File. A green 'Complete Uploads' button is at the bottom right.

- 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

The screenshot shows the 'Compliance Review Requests' form with an 'Upload Files' modal open. The modal displays two files: 'Test.pdf' (28 KB) and 'RGMS External User Guide\_final\_for\_posting...' (9.7 MB). Both files have progress bars and green checkmarks indicating they are uploaded. A 'Done' button is highlighted with a red box. The background form is dimmed, showing the same 'Compliance Review Requests' form as in Figure 205.

Compliance Review Requests

Test Plan	Status	Received Date	Verified Date
1 All Process Areas	Requested		

Documents Requested

1.1 Grant Management Manual used by the entity to administer federal awards, if available. Individual policies and procedures for specific process areas are also acceptable.

1.2 Organizational Chart with departments and key individuals involved with RESTORE Act grants

Grantee Notes

TRAC Response

Upload Files
Or drop files

Title	Upload Date	View Uploaded File
<input type="checkbox"/> RGMS External User Guide_final_for_posting_March	May 24, 2023	View Uploaded File
<input type="checkbox"/> Test	May 24, 2023	View Uploaded File

Complete Uploads

- 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”**

Compliance Review Requests

Test Plan	Status	Received Date	Verified Date
1 All Process Areas	Uploaded	May 24, 2023	

Documents Requested

1.1 Grant Management Manual used by the entity to administer federal awards, if available. Individual policies and procedures for specific process areas are also acceptable.

1.2 Organizational Chart with departments and key individuals involved with RESTORE Act grants

Grantee Notes

Test Test Test Notes

TRAC Response

Title	Upload Date	View Uploaded File
<input type="checkbox"/> RGMS External User Guide_final_for_posting_March	May 24, 2023	View Uploaded File
<input type="checkbox"/> Test	May 24, 2023	View Uploaded File

- 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

The screenshot displays a web interface for document management. At the top, a document entry is shown with the identifier 'R-000047' on the left. The main text area contains two numbered items: '1.1 Grant Management Manual used by the entity to administer federal awards, if available. Individual policies and procedures for specific process areas are also acceptable.' and '1.2 Organizational Chart with departments and key individuals involved with RESTORE Act grants'. To the right of this text, the word 'Requested' is displayed. Below the document text, there is a file upload section featuring a dashed border and the text 'Upload Files' with an upward arrow icon, followed by 'Or drop files'. Underneath this, a section titled 'Uploaded Files' is visible, accompanied by a small icon of a document with a checkmark. A green button labeled 'Complete Uploads' is positioned below the 'Uploaded Files' section. At the bottom of the interface, a blue button labeled 'Notify Treasury' is highlighted with a red rectangular box.

- 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								
	<input type="checkbox"/> FAIN	Amendments	Project Title	Status	Award Date			
1	<input type="checkbox"/> RDCGR990416	<a href="#">Amendments</a>	New closeout test	Awarded	2023-02-13	<a href="#">Message</a>	<a href="#">Download</a>	<a href="#">Request Amendment/Prior Approvals</a>
2	<input type="checkbox"/> RDCGR990380	<a href="#">Amendments</a>	DC Test 1	Awarded	2023-02-01	<a href="#">Message</a>	<a href="#">Download</a>	<a href="#">Request Amendment/Prior Approvals</a>

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

My Grant List								
	<input type="checkbox"/> FAIN	Amendments	Project Title	Status	Award Date			
1	<input type="checkbox"/> RDCGR990416	<a href="#">Amendments</a>	New closeout test	Awarded	2023-02-13	<a href="#">Message</a>	<a href="#">Download</a>	<a href="#">Request Amendment/Prior Approvals</a>
2	<input type="checkbox"/> RDCGR990380	<a href="#">Amendments</a>	DC Test 1	Awarded	2023-02-01	<a href="#">Message</a>	<a href="#">Download</a>	<a href="#">Request Amendment/Prior Approvals</a>

- 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.

**RGMS Grant Message**

**NOA:** NOA-0380 **Project Title:** DC Test 1 **FAIN:** RDCGR990380

Please complete all fields marked with an \* asterisks

\* Subject  
FAIN RDCGR990380

\* Category  
Site Visit

\* Text  
test test test

[Upload Files](#) Or drop files

\*To delete a document, please click on the box to the left of the document and the delete button will appear. Click the delete button to delete the document.

<input type="checkbox"/>	Title	Upload Date	View Uploaded File
<input type="checkbox"/>	4800	Jun 2, 2023	<a href="#">View Uploaded File</a>

[Cancel](#) [Delete](#) [Save as Draft](#) [Send](#)

- 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.

**Grant Message**  
Message Sent

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

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

RESTORE Grants Management System									
<a href="#">Home</a> <a href="#">RGMS User Guide</a> <a href="#">Grant Messages</a> <a href="#">FFR and PPR Reporting</a> <a href="#">RGMS OSA</a> <a href="#">MIP</a> <a href="#">More</a>									
RGMS Grant Messages									
	Id	Subject	Category	FAIN	Project Title	Created Date ↑	Text		
1	GM-00003	FAIN RDCGR990416 -- Test UAT Deplo...	ASAP	RDCGR990416	New closeout test	Jun 1, 2023	Test UAT Deployment	<a href="#">View</a>	<a href="#">Download</a>
2	GM-00004	FAIN RDCGR990416 test test record 4...	Closeout	RDCGR990416	New closeout test	Jun 1, 2023	test 4:51	<a href="#">View</a>	<a href="#">Download</a>
3	GM-00005	FAIN RDCGR990416	SF-428 Submission	RDCGR990416	New closeout test	Jun 1, 2023	Test	<a href="#">View</a>	<a href="#">Download</a>
4	GM-00008	FAIN RDCGR990416	Report Extension	RDCGR990416	New closeout test	Jun 1, 2023	Testtesttest	<a href="#">View</a>	<a href="#">Download</a>
5	GM-00009	FAIN RDCGR990416 4:58	Site Visit	RDCGR990416	New closeout test	Jun 1, 2023	I'm coming 4:58	<a href="#">View</a>	<a href="#">Download</a>

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.

RESTORE Grants Management System									
<a href="#">Home</a> <a href="#">RGMS User Guide</a> <a href="#">Grant Messages</a> <a href="#">FFR and PPR Reporting</a> <a href="#">RGMS OSA</a> <a href="#">MIP</a> <a href="#">More</a>									
RGMS Grant Messages									
	Id	Subject	Category	FAIN	Project Title	Created Date ↑	Text		
1	GM-00003	FAIN RDCGR990416 -- Test UAT Deplo...	ASAP	RDCGR990416	New closeout test	Jun 1, 2023	Test UAT Deployment	<a href="#">View</a>	<a href="#">Download</a>
2	GM-00004	FAIN RDCGR990416 test test record 4...	Closeout	RDCGR990416	New closeout test	Jun 1, 2023	test 4:51	<a href="#">View</a>	<a href="#">Download</a>
3	GM-00005	FAIN RDCGR990416	SF-428 Submission	RDCGR990416	New closeout test	Jun 1, 2023	Test	<a href="#">View</a>	<a href="#">Download</a>
4	GM-00008	FAIN RDCGR990416	Report Extension	RDCGR990416	New closeout test	Jun 1, 2023	Testtesttest	<a href="#">View</a>	<a href="#">Download</a>
5	GM-00009	FAIN RDCGR990416 4:58	Site Visit	RDCGR990416	New closeout test	Jun 1, 2023	I'm coming 4:58	<a href="#">View</a>	<a href="#">Download</a>

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

RGMS Grant Messages									
	Id ↓	Subject	Category	FAIN	Project Title	Created Date	Text		
1	GM-00035	FAIN RDCGR990380	Site Visit	RDCGR990380	DC Test 1	Jun 2, 2023	test test test	<a href="#">View</a>	<a href="#">Download</a>

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

Home

RGMS User Guide

Grant Messages

FFR and PPR Reporting

RGMS OSA

MIP

More

RGMS Grant Messages

NOA: NOA-0380

Project Title: DC Test 1

FAIN: RDCGR990380

Subject

FAIN RDCGR990380

Category

Site Visit

Text

test test test

Title

4800

Upload Date

Jun 2, 2023

View Uploaded File

View Uploaded File

155