



REQUIRED SUPPORTING DOCUMENTATION* for Applications to be Submitted in RAAMS

Required of all Submissions

√	Documentation	Notes
	Assurances and Certifications	Two signed documents required (see below)
	1. Certifications	Required of all projects; must be signed by the Authorizing Official for the applicant agency
	2. (a) Assurances (Non-Construction)	Required for non-construction projects; must be signed by the Authorizing Official for the applicant agency
	2. (b) Assurances (Construction)	Required for construction projects; must be signed by the Authorizing Official for the applicant agency
	Letter of Authorization	Must be signed by the Council Member or Member Designee
	Executive Summary	See Chapter II “Application Processes” of the RPAG ¹
	Project Narrative	See Chapter II “Application Processes” of the RPAG
	Budget Narrative	See Chapter II “Application Processes of the RPAG
	Project Map(s)	At least one project/program location map in PDF form at a scale appropriate to the project/program
	GIS shapefiles	See https://www.restorethegulf.gov/docs/
	Data Management Plan	See DRAFT Interim Guidance Preliminary Observational Data Management Plan
	Observational Data Plan	See DRAFT Interim Guidance Observational Data Plan

Conditionally Required (Project-Specific)²

√	Documentation	Notes
	Environmental Compliance Documentation	See below
	<ul style="list-style-type: none"> Compliance Documentation completed for Category 1 FPL approval (NEPA, ESA, etc.) 	Upload not required for initial FPL only; this information is already available on the Council website
	<ul style="list-style-type: none"> Documentation of environmental compliance obligations that will be required in order to make an award (CZMA, FPPA, CBRA) 	Upload if applicable and available; verification of compliance required prior to award
	<ul style="list-style-type: none"> Documentation of environmental compliance obligations that will be required prior to the disbursement of implementation funds (CWA Section 404, RHA Section 10, etc.) if applicable 	Upload if applicable and available; sufficient documentation required to verify compliance (e.g., permit number or transmittal letter)

¹ GCERC Recipient Proposal and Award Guide for Grant Recipients and Federal Interagency Agreement Servicing Agencies (RPAG) is available [here](https://www.restorethegulf.gov/gcerc-grants-office) (see <https://www.restorethegulf.gov/gcerc-grants-office>).

² Required documentation varies depending upon the type of project or program. RAAMS will allow the submission of applications without “conditional” project-specific documentation; however applications will be returned by the Grants Office if all necessary documentation is not provided.

√	Documentation	Notes
	<ul style="list-style-type: none"> Any additional documentation pertaining to state or local environmental laws, if applicable 	Upload if applicable and available; funds for activities for which compliance has not been verified may not be released until verification has been submitted
	Environmental Compliance Supplemental List	Should be uploaded if the applicant has identified state and/or local environmental laws which will need to be addressed
	Negotiated Indirect Cost Rate Agreement (State)	Required if indirect costs are budgeted
	Subrecipient Negotiated Indirect Cost Rate Agreement(s)	Required for each subrecipient agreement where indirect costs are budgeted
	Overhead/General & Administrative (G&A) support documentation	Required if Federal Servicing Agency is charging Overhead or G&A costs
	Subrecipient Budget(s)	Required if there are subrecipients
	Organizational Self-Assessment	Required at the organizational level; this should be submitted prior to or no later than at the time of the organization's first application
	Recipient Internal Control Compliance Document List and Certification	Required at the organizational level with the self-assessment
	SF-LLL	Required if there are recipient or subrecipient lobbying activities
	Engineering and Design Documents	Required for all projects with an E&D component
	Construction Documentation	Required for all projects with a construction component – see below
	Land Acquisition Documentation	Required for all projects that have a land acquisition component – see below

Additional Conditionally Required for Construction and Land Acquisition Projects

Construction – the following are examples of documentation that may be required for projects involving construction; required documentation may vary on a project by project basis.

√	Documentation	Notes
	Evidence of title	For property where construction will occur
	Disclosure of encumbrances	For property where construction will occur
	Applicable permits	Federal, State, or local, related to construction
	Certified plans, engineering designs, construction drawings, specifications and related documents,	As applicable to the project; must be certified by a licensed engineer
	Construction contract(s), if certain procurement processes apply	See Council Recipient Proposal and Award Guide for Grant Recipients and Federal Interagency Agreement Servicing Agencies, Part IV, Chapter IV, section C.1
	Insurance documentation	Upload if applicable
	Bonding documentation	Upload if applicable; may include bid guarantee, performance bond, and/or payment bond
	Notice of Federal Interest, if applicable	Applicable to real property that has been constructed or renovated

Land Acquisition – the following are examples of documentation commonly required for projects involving land acquisition; required documentation may vary on a project by project basis but will typically include all of the following.

√	Documentation	Notes
	Maps	See below
	<ul style="list-style-type: none"> Map of the area in which the real property acquisition will be located, 	Boundaries of the acquisition must be clearly delineated
	<ul style="list-style-type: none"> GIS shapefiles for all properties acquired 	GIS template provided in RAAMS
	<ul style="list-style-type: none"> Federal Emergency Management Agency (FEMA) floodplain map of the area in which the real property acquisition will be located 	Boundaries of the site must be clearly delineated
	Survey(s)	
	Legal Description	
	Current title opinion	Showing ownership of the property and any deed restrictions
	Title	
	Notice of Property Restrictions/Federal Interest	Required if restrictive covenant not included in title/deed
	For conservation easement acquisitions, submission of the proposed and final conservation easement	Defines the restrictions and permitted uses and practices placed on the property
	Appraisal	Must comply with the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA)
	Appraisal Review	Must comply with UASFLA
	Waiver Valuation, if applicable	Required if appraisal not completed for properties valued under \$25,000
	Land Use Plan	Describing current and planned uses and O&M activities

*** Instructions**

The documentation above is required for all grant and IAA applications and is in addition to the data that is provided through the RAAMS screens. Applicants should refer to the GCERC Recipient Proposal and Award Guide for Grant Recipients and Federal Interagency Agreement Servicing Agencies (RPAG). In addition, templates for a number of the required documents are available on the Grants Office Resources [web page](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources)³ and in RAAMS.

If one of the universally required documents or one of the conditionally required documents necessary for your project is not submitted, the application will be considered incomplete and will be returned by the Grants Office. If documentation is not available when the application is submitted, this should be noted in the application. In this case, the recipient will not be approved to move forward with those parts of the project for which documentation is required, and funds will not be released until the appropriate documentation is submitted.

³ <https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources>