

SUBMISSION REQUIREMENTS FOR AGREEMENT REVIEW PACKAGES

Any agreement review packages requiring HQ or ASA(CW) approval should be submitted to the appropriate HQ RIT for action and should include:

1. 6 review packages with each including a copy of the items listed below for the type of agreement to be reviewed.
2. 1 copy of the decision document supporting the agreement including a copy of the approval memo and the Decision Document Checklist, if the document was approved under delegated authority in ER 1165-2-502.
3. An electronic copy, in WORD, of the proposed agreement.

PROJECT PARTNERSHIP AGREEMENT (PPA)

1. Transmittal memos from district and division
2. Draft agreement
3. List of deviations and detailed reasons for deviations from model/go-by/sample used to draft agreement or statement that there are no deviations – identify model/go-by/sample used to draft agreement including date approved and last revised for approved models or version number of draft model or go-by or name of sample
4. Certificate of Legal Review signed by District Counsel
5. PPA Checklist with signatures or CAP Checklist with signatures for CAP Projects
6. Signed Sponsor's Self-Certification of Financial Capability for Agreements
7. Federal/non-Federal Funds Allocation Table - see Appendix B of ER 1165-2-131 for general format of table
8. Chief's Report, WRDA Implementation Guidance or applicable VTC guidance, if exists for the project
9. Spreadsheet containing Section 902 limit calculation if PPA is for specifically authorized project that is subject to Section 902 of WRDA 1986, as amended

DESIGN AGREEMENT (DA)

1. Transmittal memos from district and division
2. Draft agreement
3. List of deviations and detailed reasons for deviations from DA model or statement that there are no deviations – identify model used to draft agreement including date approved and last revised
4. Certificate of Legal Review signed by District Counsel
5. DA Checklist with signatures
6. Signed Sponsor's Self-Certification of Financial Capability for Agreements
7. Federal/non-Federal Funds Allocation Table – see DA Checklist for format
8. Chief's Report, WRDA Implementation Guidance or applicable VTC guidance, if exists for the project

FEASIBILITY COST SHARING AGREEMENT (FCSA)

1. Transmittal memos from district and division
2. Draft agreement
3. List of deviations and detailed reasons for deviations from FCSA model or statement that there are no deviations – identify model used to draft agreement including date approved and last revised
4. Certificate of Legal Review signed by District Counsel
5. Signed Sponsor's Self-Certification of Financial Capability for Agreements
6. Federal/non-Federal Funds Allocation Table – see DA Checklist for general format
7. WRDA Implementation Guidance or applicable VTC guidance, if exists for the project

SECTION 729 WATERSHED STUDY AGREEMENTS

1. Transmittal memos from district and division
2. Draft agreement
3. List of deviations and detailed reasons for deviations from Section 729 model or statement that there are no deviations – identify model used to draft agreement including date approved and last revised
4. Certificate of Legal Review signed by District Counsel
5. Signed Sponsor's Self-Certification of Financial Capability for Agreements
6. Federal/non-Federal Funds Allocation Table – see DA Checklist for general format
7. WRDA Implementation Guidance or applicable VTC guidance, if exists for the project

AMENDMENTS (EXCEPT FOR CONTRIBUTED FUNDS)

1. Transmittal memos from district and division
2. Draft amendment
3. Signed copy of agreement that is being amended and any prior amendments if proposed amendment is not the first amendment
4. Certificate of Legal Review signed by District Counsel
5. PPA Checklist with signatures or CAP Checklist with signatures if amendment is for CAP Project or DA Checklist if amending a DA – no checklist needed for FCSA amendment
6. Signed Sponsor's Self-Certification of Financial Capability for Agreements
7. Federal/non-Federal Funds Allocation Table – if cost changes are involved
8. WRDA Implementation Guidance or any applicable VTC guidance, if exists for the project
9. Spreadsheet containing Section 902 limit calculation if amendment is to a PPA for a specifically authorized project that is subject to Section 902 of WRDA 1986, as amended

CONTRIBUTED FUNDS AMENDMENT

1. Transmittal memos from district and division
2. Draft amendment
3. Signed copy of agreement that is being amended
4. Certificate of Legal Review signed by District Counsel
5. PPA Checklist with signatures or CAP Checklist with signatures if amendment is for CAP Project or DA Checklist if amending a DA – no checklist needed for FCSA amendment
6. Contributor's written offer to gratuitously contribute funds
7. District's information paper
8. Documentation all necessary environmental coordination and documentation has been completed, if amending a PPA
9. Signed memos sent to Committees
10. Documentation of HQ notification that Committee notification has been completed

CONTRIBUTED FUNDS MOA

1. Transmittal memos from district and division
2. Draft MOA
3. List of deviations and detailed reasons for deviations from MOA model or statement that there are no deviations – identify model used to draft agreement including date approved and last revised
4. Certificate of Legal Review signed by District Counsel
5. Contributor's written offer to gratuitously contribute funds
6. District's information paper
7. Documentation all necessary environmental coordination and documentation has been completed, if work covered by MOA is construction
8. Signed memos sent to Committees
9. Documentation of HQ notification that Committee notification has been completed

COMMITTEE NOTIFICATION PACKAGE

1. Transmittal memos from district and division
2. Contributor's written offer to gratuitously contribute funds
3. Draft Committee memos (House and Senate)
4. District's information paper