

## SUBMISSION REQUIREMENTS FOR AGREEMENT REVIEW PACKAGES

Submit Agreements or Amendments requiring HQUSACE or ASA(CW) approval to the appropriate HQUSACE RIT electronically for action. Submittal requirements<sup>1</sup> are shown in the following table:

		Type of Agreement				
		PPA	DA	FCSA	Watershed Assessment	Amendment
<b>Submittal Items</b>	District & MSC Transmittal Memos	X	X	X	X	X
	WORD Copy of Draft Agreement, Redlined with Changes from Model or HQ-developed draft agreement	X	X	X	X	
	List of Deviations <sup>2</sup>	X	X	X	X	
	Clean WORD Copy of Draft Amendment					X
	WORD Redline Version of Executed Agreement as Modified by Proposed Amendment					X
	PDF Signed Copy of Agreement Being Amended and Any Prior Amendments					X
	District Counsel Legal Review Certificate	X	X	X	X	X
	Signed Checklist	X	X			X
	Signed NFS Self Certification of Financial Capability for Agreements	X	X	X	X	X
	Work Allowance History Report	X				X <sup>6</sup>
	Copy of Decision Document <sup>3</sup>	X	X			X <sup>6</sup>
	Implementation Guidance <sup>4</sup>	X	X	X	X	X
	Section 902 Limit Calculation <sup>5</sup>	X	X			X
Fed/Non-Fed Funds Allocation Table	X	X	X	X	X	

<sup>1</sup> For Contributed Funds MOA submittal requirements, see CECW-P (2020-01) memorandum, dated December 19, 2019, Subject: Acceptance of Contributed Funds, Advance Funds, and Accelerated Funds.

<sup>2</sup> Include detailed explanation of the reason for, and effect of, the proposed deviations and why the District/MSD think they are or are not acceptable.

<sup>3</sup> Include decision document supporting the agreement or PPA amendment, with a copy of the approval memo and the Decision Document Checklist if the document was approved under delegated authority in ER 1165-2-502.

<sup>4</sup> WRDA Implementation Guidance or other authority-specific guidance, as applicable for the project.

<sup>5</sup> Only if PPA/DA is for a specifically authorized project that is subject to Section 902 of WRDA 1986, as amended.

<sup>6</sup> Only for PPA Amendments.