



# The Gulf Coast Ecosystem Restoration Council

New Orleans, LA 7013

11-5-2015

## Organizational Self Assessment Instructions

The Gulf Coast Ecosystem Restoration Council is the independent federal entity responsible for managing a portion of the Gulf Coast Restoration Trust fund. The Council uses the standards set forth in Code of Federal Regulations, Title 2 Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR 200), and which the Council has adopted in Code of Federal Regulations Title 2, Part 5900.101, Adoption of 2 CFR Part 200, to assess the adequacy of recipients' administrative systems.<sup>1</sup>

As part of the Council's grants management process, you must complete the attached Organizational Self Assessment Form. The Self Assessment form is focused on the organization's financial management system and internal controls. Among the purposes of the form are to assist both the Council and the applicant organization in determining the adequacy of those controls to meet federal grants compliance and audit requirements.

Please complete the form electronically. The spaces are set so that the text will wrap when you type. Once you have entered the required information, please print the last page and have it signed by the individual who has the authority to commit your organization to the Council's grant management requirements. Please scan and include the signature page with your electronic submission. The completed signed form must be returned by email to:

[sep-grant\\_applications@restorethegulf.gov](mailto:sep-grant_applications@restorethegulf.gov)

The form contains three parts:

- Organizational Identifying and Contact information

Enter the required descriptive information about the recipient organization, identify the individual who is responsible for completing this form and provide contact information for that person. The contact person who completes the form may be different from the individual, described above, who has the authority to commit the organization to the requirements. Be sure to include the date on which the form was completed.

- Self Assessment Questions

The questions are divided into sections covering: financial management, audit information, operations and general management, procurement, property management, and sub-recipient management and monitoring.

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<sup>1</sup> See also Subparts 200.205, 200.207, 200.300, 200.302, 200.303

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An entry is required on **every line** in the column labeled "Enter Yes, No, or N/A", except where the box has been filled in.

In the column headed, "Attachment Required?", a "Y" specifies those questions for which an attachment **must** be included with your response.

In the column labeled, "Attachments/comments", please follow the directions in the appropriate box. In addition, you may use the boxes in that column to enter a brief explanatory note, if necessary. Submit any attachments or other documentation to support your answers with the Self Assessment by email to the address provided above.<sup>2</sup>

- Certification of the Applicant's Authorized Representative

Identify the individual who has the authority to commit the organization to the Council's grant management requirements and who can certify the accuracy of the statements made in the form. As noted above, the signed certification page is required.

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<sup>2</sup> If electronic documentation files are very large (i.e., greater than 10 MB), please request submission instructions. If available, links to documents that are accessible via the Internet may be provided.