

Checklist for packages submitted to Governor Gregoire for certification or assurance

Your package must be sent to the Governor's Recovery Team at recoverypackage@gov.wa.gov at least 3 working days before the deadline for submission to the federal government. The package must include the following:

I. Cover memo from agency director to Governor

Cover memo should include:

1. Reference to the section of the ARRA **and** the federal agency guidance document requiring certification or assurance;
2. Assurance committing to the appropriate use of funds;
3. Background information and relevant federal agency deadlines;
4. Confirmation that agency's senior assistant attorney general has been consulted;
5. Description of how requested federal funding aligns with the Governor's priorities for economic recovery and the agency's strategic plan; and
6. Name and contact information for agency staff person who will pick up completed documents from Governor's Office and receive e-mail containing the PDF document.

II. Draft letter for governor's signature

Letters must include:

1. Language from ARRA detailing what action is required by the Governor;
2. Reference to the section of the ARRA **and** the federal agency guidance document requiring certification or assurance; and
3. Language that the Governor has received needed certifications or assurances from her executive agency and/or other required organizations.

III. Background materials

1. **Copy of ARRA section with the requirement for certification or assurance**, for example: Section 1511 for infrastructure project certifications or Section 1607 to certify that the state will accept funds and use them appropriately;
2. **Copy of relevant section of federal agency guidance document(s)** with requirement for the Governor's action;
3. **Signed copies of letters of certification or assurance** from other entities (third parties). Some projects require approval from third parties before the Governor can certify them. This is certification or assurance to the Governor in a letter that a third party will take actions required to fulfill the state's commitments to the federal government — to essentially certify to the Governor what she is required to certify to the federal government; and
4. For **non-transportation** infrastructure projects that require certification, the online Project Certification Form must also be completed. The Governor's Recovery Team will include this documentation in the package. The Project Certification Form is secure and requires a password. To request a password, email recoveryform@gov.wa.gov.