

NOTICE OF FUNDING OPPORTUNITY EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA or the Agency), U.S. Department of Commerce (DOC).
- **Federal Funding Opportunity Title:** FY 2022 CARES Act Economic Recovery Corps and Equity Impact Investments Notice of Funding Opportunity (NOFO).
- **Announcement Type and Date:** CARES Act Economic Recovery Corps and Equity Impact Investments NOFO publishing EDA’s application submission requirements and application review procedures under EDA’s Economic Adjustment Assistance (EAA) program, as authorized by sections 209 and 703 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (PWEDA). **Effective date:** June 1, 2022.
- **Funding Opportunity Number:** EDA-HDQ-RNTA-2022-2007441
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.307, Economic Adjustment Assistance
- **Dates:** The deadline for application submission is **11:59 pm Eastern Time on August 5, 2022**. Proposals or applications received after the above deadlines will not be reviewed or considered. See section E of this NOFO regarding EDA’s review process and section G of the NOFO for EDA’s contact information.
- **Eligible Applicants:** Pursuant to section 3(4)(A) of PWEDA (42 U.S.C. § 3122(4)(A)) and 13 C.F.R. § 300.3 (Eligible Recipient), eligible applicants under the EAA program include a(n): (i) District Organization of an EDA-designated Economic Development District (EDD); (ii) Indian Tribe or a consortium of Indian Tribes; (iii) State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; (iv) institution of higher education or a consortium of institutions of higher education; or (v) public or private non-profit organization or association acting in cooperation with officials of a general purpose political subdivision of a State unless EDA waives the cooperation requirement.

Under its EAA program, EDA is not authorized to provide grants or cooperative agreements to individuals or to for-profit entities. Requests from such entities will not be considered for funding.

- **Funding Opportunity Description:** Subject to the availability of funds, awards made under this NOFO will fund: 1) a network operator to recruit, place, and support economic recovery fellows into distressed regions across the country to help increase economic resilience and competitiveness and 2) projects designed to strengthen the impact EDA has on equity by facilitating EDA’s future and current grantee community’s ability to reach and serve underserved populations and communities.

FULL ANNOUNCEMENT TEXT

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A. Program Description

1. Overview

This NOFO funds two distinct programs, both of which are described in more detail below: 1) the Economic Recovery Corps Fellows program and 2) the Equity Impact Investments program. Prospective applicants should note that section C sets out eligibility criteria for applications under both Programs, and only applications meeting the eligibility criteria will be considered. EDA may make changes or additions or cancel the Economic Recovery Corps and Equity Impact Investments NOFO at any time. All changes will be communicated via Grants.gov.

a. Economic Recovery Corps Fellows Program

i. Economic Recovery Corps Fellows Program Description

EDA is seeking applications from eligible parties to create and launch a nationwide network of Economic Recovery Corps Fellows (Fellows) to help regions recover from the coronavirus pandemic by providing supplemental staff resources (i.e., Fellows) to economic development capacity-building organizations to increase their ability to effectively engage in local and regional economic development. Eligible applicants should consider strategies to build and form a national initiative that will place and coordinate Fellows across America to support two key activities:

Technical Assistance – enable communities to access funding and participate in economic development programs and initiatives through preparation, training, and implementation assistance

Knowledge and Insights – study, organize, and disseminate information, data, and analysis to accelerate the adoption of future-focused economic development principles and practices

Specifically, the Economic Recovery Corps Fellows Program seeks applications to build, launch, and operate a national network of Fellows to increase communities' ability to plan, prepare for, and participate in economic development activities. The network will:

- establish and strengthen communication, alignment, and collaboration between and among a broad and diverse set of key economic development stakeholders at the local, state, regional, tribal, and national level;
- identify, organize, and disseminate knowledge, practices, and insights that will further equitable economic development practices;
- improve access to federal, state, and philanthropic funding sources;
- serve as an industry liaison and convener for Federal stakeholders to distribute funding opportunities, identify collaboration opportunities, and share practices; and
- develop and evolve modern, equitable economic development strategies.

EDA seeks proposals that are high-impact and broad in their geographic reach, and asks applicants to propose the best model to achieve that impact and geographic reach.

For the purposes of this Fellows Program:

- 1) “Fellows” are individuals who serve as economic development recovery specialists for limited terms and meet specified eligibility criteria.
- 2) “Network Operator” refers to the organization or group of organizations funded through this program to build and launch a network of Fellows.
- 3) “Host Entity” refers to an economic development organization (EDO) or related government office that hosts and/or employs a Fellow to serve with their team/teams for the duration of the program.
- 4) “Capacity building” refers to the public sector’s role in investing in new ideas, knowledge transfer, and infrastructure to build a foundation so that the private sector can flourish (i.e., enable economic development to promote regional prosperity).
- 5) “Region” and “community” are used to refer to an appropriate political, economic, or geographic zone for addressing economic development.
- 6) “Industry Cluster” refers to businesses and support organizations that benefit from shared infrastructure, workforce, and suppliers and generate economic specialization in a region.

ii. Economic Recovery Corps Fellows Program Background

EDA’s mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, and preparing American regions for growth and success in the worldwide economy. EDA achieves this by providing financial and technical assistance to support locally driven, regionally oriented economic development strategies. The definitions of economic development and the local scope of practice have changed in response to shifts in regional and global economies, advances in technology, and other conditions and circumstances. EDA’s programs, roles, and investment priorities have also shifted since the agency was created over 56 years ago. EDA continues to provide support for planning, infrastructure, public works, and distressed areas, but now also covers strategies focused on entrepreneurship, innovation, disaster recovery, and facilitating state and local economic development capacity.

Through this Fellows Program, EDA aims to increase local staffing capacity and skillsets in communities and regions impacted by the coronavirus pandemic and build a national network of experts supporting complementary work at scale. The pandemic has caused, and continues to cause, economic injury to U.S. communities and regions in devastating ways, and, where communities were already experiencing distress and unequal access to economic prosperity, the pandemic has accelerated economic decline at unprecedented rates. EDA has invested in building back better, including through its Coronavirus Aid, Relief, and Economic Security (CARES) Act and American Rescue Plan (ARP) Act investments, and the Fellows Program is designed to help build on the progress catalyzed by those investments. As communities and organizations face depleted institutional resources, many are unable to develop and grow their staff to the level needed to fully execute their economic development plans and goals, particularly those established as part of a regional economic development planning process (e.g., Comprehensive Economic Development Strategies (CEDS)). Further, an equitable economic recovery requires bringing a broad set of stakeholders into planning and decision processes, particularly from underserved communities, to identify equitable and robust solutions.

This Fellows Program is designed to help accelerate economic recovery in underserved communities by (1) the **Network Operator** building and launching a program that provides economic development organizations with subject matter expertise, strategic relationships, and coordination through (2) a national cohort of **Fellows** embedded in regions across the nation to enable communities and regions to recover with more equitable, resilient, and future-focused economies and industry clusters.

iii. Economic Recovery Corps Fellow Program Strategies and Goals

The Network Operator should build a Fellow recruitment, deployment, compensation, and engagement strategy that drives equitable economic development outcomes and complements established economic development infrastructure such as Economic Development Districts (EDDs) and/or University Centers (UCs), while enabling partnership and strategy development within new entities and communities, and/or new grantees represented in EDA's programming, including the new ARP portfolio. While creativity in approach is encouraged, all strategies must clearly engage EDA-funded organizations and/or networks.

The Network Operator should represent an organization or group of organizations with extensive expertise in building a fellowship model in addition to providing advanced economic development training and technical assistance to underserved populations and geographies.¹ The fellowship model and technical assistance plan should be well structured, feasible, and scalable; as such, Network Operators are encouraged to apply with a partner organization or multiple organizations to represent the different areas of expertise needed to meet these requirements.

To address the goals of the Fellows Program, the Network Operator will design and execute a national strategy to hire and embed Fellows in strategic locations and organizations that will further regional economic development goals and interests, such as within Economic Development District Organizations serving distressed regional economies. The national strategy will include a training and development plan with regular engagements for Fellows to network, share practices and strategies, and document practices and impacts to rapidly scale ideas and resources. Most importantly, activities executed by the Network Operator should clearly aggregate and enhance the local and regional work executed by the Fellows, resulting in a stronger national economic development recovery framework and infrastructure.

Example activities of the Network Operator might include:

- Technical Assistance
 - Design and implement a curriculum or training strategy to ensure Fellows have appropriate skills in grant writing, funding opportunities, community engagement, planning, effective use and analysis of data and tools, and public sector operations and administration to add significant value to their host communities, or design a support strategy to augment these skills through other means

¹ For EDA's definitions of underserved populations and geographies, see definitions 1 and 2 at <https://eda.gov/files/about/investment-priorities/EDA-FY21-Investment-Priorities-Definitions.pdf#Underserved-Populations>

- Place Fellows in locations and/or organizations that will strategically enable distressed and underserved communities or organizations to participate in economic development
- Knowledge and Insights
 - Collaborate with national research and practice leaders to identify and organize strategic opportunities for execution across the network
 - Coordinate with relevant EDA networks and communities of practice (CoP), recently created through EDA's Research and Networks NOFO, to connect Fellows to appropriate tools and trainings, and share best practices
 - Design, launch, and manage a national database that aggregates CEDS and equivalent regional economic development plans and other economic insights to help communities and partners such as federal agencies and philanthropy align on investment strategies and goals
 - Provide continued support to the Fellows to spread best practices and ensure information sharing and network building across the cohort, including opportunities to collaborate across multiple federal agencies

Example activities of the Fellows might include:

- Technical Assistance
 - Work closely with host agency and partners to implement locally generated economic development projects developed as part of the CEDS or CEDS-aligned economic recovery and resilience plan
 - Modernize economic development tools and insights to increase knowledge sharing and collaboration in a digital age, such as digitalizing CEDS or relevant regional economic development goals, plans, and activities
 - Provide technical assistance with project development, grant writing, performing feasibility studies, or developing impact analyses
 - Provide training on economic resilience, addressing systemic barriers in development and integrating impacts of climate change
 - Create links across a broad set of planning efforts, such as regional economic development plans, metropolitan transportation plans, land use plans, and local fair housing plans, as appropriate, to advance equitable economic development
- Knowledge and Insights
 - Partner with EDA University Centers to take knowledge gained through research and education and tailor it to specific EDO needs
 - Conduct outreach to underserved communities to determine their greatest needs and barriers to economic growth and incorporate those into planning efforts, as appropriate
 - Integrate a region's or state's CEDS into a coordinated or holistic strategy, and provide training to stakeholders to implement CEDS guidance
 - Assess and improve current planning processes as relates to inclusivity
 - Coordinate high-level advisory groups comprised of local business, government and community members
 - Connect local government or non-profit partners to local businesses to collaborate on workforce development

Any proposed activities should result in a more efficient and connected national economic development infrastructure that enables all benefiting regions to effectively plan for and participate in economic development programing and investment as measured by meaningful outputs and outcomes, such as the following examples:

- **Increased connectivity**, as measured by national CEDS (or CEDS-equivalent) coverage and the aggregation and dissemination of current plans in accessible and actionable digital and interactive formats
- **Increased awareness and participation in grants and programs**, as measured by participation in EDA and other federal economic development programs by new participants and communities, including those that are traditionally underserved
- **Accelerated job creation**, as measured by the forecasted jobs created or retained as a result of Fellows successfully developing projects and attracting investments
- **Increased community engagement**, as measured by the number of communities or community members who have benefited directly or indirectly from the Fellows' work
- **Increased capacity**, as measured by the number of communities and/or organizations newly partnered to further federally funded economic development initiatives/grants and programs, including those that are traditionally underserved

Proposals under this Fellows Program may consider structuring their application to align with the following timeline:

- Preparation Phase: Months 1-6
- Implementation Phase: Months 6-18
- Scaling Phase: Months 18-54

Additional or follow-on funding after the scaling phase for the Economic Recovery Corps is not guaranteed at this time. Strategy around program sustainability will be considered as an evaluation criterion.

b. Equity Impact Investments Program
i. Equity Impact Investments Program Description

Under the Equity Impact Investments Program, EDA is hoping to make one national award and is seeking applications from eligible parties to coordinate organizations with a proven track record of effectively working with, conducting outreach to and delivering outcomes for underserved populations and communities² to improve equity outcomes for both future and current EDA grantees. EDA seeks proposals that will drive the equity outcomes of economic development work through a suite of technical assistance and coordination activities. Applicants should be well-versed in how to build and implement successful economic development plans that deliver tangible results. Applicants should leverage this expertise, along with a strong

² For EDA's definitions of underserved populations and geographies, see definitions 1 and 2 at <https://eda.gov/files/about/investment-priorities/EDA-FY21-Investment-Priorities-Definitions.pdf#Underserved-Populations>.

network of local and regional economic and community development organizations, to effectively bring organizations that serve underserved populations and communities into local economic development projects and plans. The primary goals of this program are to:

- **Improve representation of organizations (e.g. community-based organizations), who traditionally represent and/or serve underserved populations and communities, in economic development planning and projects at the local/regional level.** This could include, but is not limited to, working with a group of organizations serving underserved populations and communities and providing them technical assistance on tangible ways to systemically have a stronger impact and role in local economic development (e.g., through leadership and governance). Applicants could leverage a network of local economic development organizations (e.g., Economic Development Districts) to collaborate with organizations serving underserved populations and communities to achieve these outcomes.
- **Build the capacity of and knowledge base within organizations serving underserved populations and communities on how to develop strong economic development plans and projects and ready them for investments.** This could include, but is not limited to³:
 - Increasing economic development understanding, readiness, and capacity through training and knowledge sharing, and assistance navigating partners and funders, including federal and philanthropic, to aid in implementation
 - Supporting any communities that received ARP investments or other investments from EDA in successful implementation of equity-related initiatives, including providing specific technical assistance and outreach
 - Aggregating, updating, and/or developing tools to help prospective grantees draft compelling applications and effectively compete for EDA grant programs by understanding EDA’s Investment Priorities, competitiveness factors, and relevant economic development outcomes and impacts
 - Forming strategic partnerships with local and regional organizations to increase the impact of projects on underserved geographies and communities (e.g., with employers, academia, local government, labor unions, economic development organizations, community-based organizations)
 - Assisting with building connections to position projects for other potential public or private funders so that organizations may access multiple alternative funding streams and capacity-building resources

³ EDA is separately funding CoPs for Good Jobs Challenge and Build Back Better Regional Challenge grantees. The Equity Impact Investment program grantee will be expected to work collaboratively with those CoPs to supply additional equity tools and expertise.

- Developing resources to assist eligible applicants locate, understand, and demonstrate alignment with the Comprehensive Economic Development Strategy (CEDS) or equivalent strategies that cover the jurisdiction
- **Provide technical assistance to existing EDA grantees on how to better access and reach underserved populations and communities and effectively incorporate them into their economic development projects to improve equity outcomes.** This could include, but is not limited to, assisting grantees of EDA’s Good Jobs Challenge on how to effectively conduct outreach and recruitment to different underserved populations and communities to increase the number of workers participating in training programs that are from these populations and communities.
- **Provide technical assistance and make connections for existing EDA grantees on partnering with a more diverse set of organizations that serve underserved populations and communities at the regional level and effectively bring them into coalitions and projects.** This could include, but is not limited to, assisting grantees of EDA’s Build Back Better Regional Challenge on how to include a broader range of organizations that focus on serving underserved populations and communities into their coalitions and plans. Applicants may also want to coordinate with EDA networks and CoPs and national technical assistance (TA) leaders to support outreach and technical assistance to EDA grantees that drives equitable economic development outcomes at scale. Potential CoPs include Build Back Better Regional Challenge, Good Jobs Challenge, Coal Communities and Indigenous Communities grantees. Examples of TA providers include those working with EDA’s Revolving Loan Fund, rural, University Center, and other similarly focused groups of grantees. The desired outcomes would be to improve new quality job creation, recruitment, training, placing, and retaining local workers, particularly for the underserved, support for minority-owned business owners and entrepreneurs, and connecting grantees with organizations in their region that serve underserved populations.

EDA seeks proposals that are high-impact and broad in their geographic reach, and asks applicants to propose the best model to achieve that impact and geographic reach.

ii. Equity Impact Investments Program Background

Within EDA’s mission of preparing American regions for growth and success in the worldwide economy, EDA has a strong interest in making sure all populations and communities are equally able to participate in EDA funding opportunities. To that end, the Equity Impact Investments Program seeks to strengthen equitable reach of its programs by creating strong partnerships and collaborations with organizations that serve underserved populations and communities to (1) build the capacity of and knowledge base within organizations serving underserved populations and communities on how to effectively have strong representation in local economic development efforts and develop successful economic development plans and (2) enhance the ability of EDA’s ARP grantees’ projects to impact underserved populations and communities. EDA expects that more funding would be requested to support the work around building capacity and knowledge for non-EDA grantees (#1 in the previous sentence) than the work around strengthening EDA grantee’s equity plans and outcomes (#2 in the previous sentence). While EDA hopes to award just one award to cover the entire country, EDA is open to applications that

address just pieces of this work and not its entirety. Budgets should be proportionate to project scope proposed.

iii. Equity Impact Investments Program Strategies and Goals

By the end of an approximately 36-month period of performance, the grantee should be able to demonstrate the following outcomes:

- Built a strong network of organizations (which include sub-grantees) serving underserved populations and communities and have helped them develop a strong understanding of foundational economic development practices and principles
- Enabled underserved populations and organizations to begin to implement economic development strategies, programs, projects and related initiatives as measured by project starts, grants or investments received, CEDS executed or updated, or similar metrics
- Production of evergreen resources that EDA may provide to future grantees
- Demonstrably improved EDA grantees' equity plans and outcomes through more targeted partnerships with organizations that serve specific underserved populations and communities

All strategies must demonstrate and describe an analysis across recent EDA investments that surfaces and identifies connections among grantees in distinct funding programs (i.e., geographic related as in rural and broadband, industry related as in STEM, challenges specific to Tribal communities, etc.). Applicants should incorporate that analysis and demonstrate their organization's capacity to support specific stakeholder groups by providing detailed information on how their proposed assistance will meet the goals outlined above.

Ultimate success would be demonstrated through demonstrable outcomes for underserved populations and communities, through (1) measured growth in underserved communities' readiness and participation in economic development projects and activities, and diversification of EDA's grantee community through more successful applications from organizations that serve underserved populations and communities and (2) improved equity plans and outcomes of EDA grantees. With more successful grants to such organizations, EDA's programs will have a greater impact and reach into additional underserved populations and communities.

2. Additional Program Information

EDA has determined that the projects solicited under this Economic Recovery Corps and Equity Impact Investments NOFO are inherently in compliance with EDA's requirement that each project be consistent with the region's current CEDS or CEDS-equivalent. This is because activities funded under this NOFO will support effective regional planning. As such, specific discussion of the linkage to a CEDS is not required in applications submitted under this NOFO.

3. EDA Investment Priorities

All projects considered for EDA funding under this Economic Recovery Corps and Equity Impact Investments NOFO must be consistent with EDA's Equity and Recovery & Resilience Investment Priorities. Applicants may also demonstrate that a project is consistent with any of

EDA's other Investment Priorities. EDA's Investment Priorities can be found at <https://www.eda.gov/about/investment-priorities/>. The priorities may be updated from time to time. Any future revisions will be reflected on EDA's website on January 15, April 15, July 15, or October 15 of each year.

4. Statutory Authorities for EDA's Programs

The statutory authority for the EAA program is section 209 of PWEDA (42 U.S.C. § 3149). The statutory authorization of supplemental appropriations for economic disaster recovery activities is section 703 of PWEDA (42 U.S.C. § 3233). Additional programmatic authority is provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Pub. L. 116-136).

Applicant eligibility and program requirements are set forth in EDA's regulations (codified at 13 C.F.R. Chapter III), and all applicants must address these requirements. EDA's regulations are accessible at the Electronic Code of Federal Regulations website at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>. Under "Browse," select "Title 13 – Business Credit and Assistance", then "Go", then "300-399".

B. Federal Award Information

1. What Funding Is Available Under this Announcement?

Under the CARES Act (Pub. L. 116-136), Congress provided EDA with \$1,500,000,000, to remain available until September 30, 2022, to "prevent, prepare for, and respond to coronavirus and for necessary expenses for responding to economic injury as a result of coronavirus." Of the funds provided, EDA anticipates awarding two cooperative agreements (though a grant is also possible) under this NOFO for a total of approximately \$25,000,000-\$35,000,000. For the Economic Recovery Corps Program, EDA expects to award one grant or cooperative agreement of approximately \$20,000,000-\$30,000,000 and for the Equity Impact Investments Program, EDA expects to award one grant or cooperative agreement of approximately \$3,000,000-\$10,000,000.

Publication of this NOFO does not obligate DOC or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds. The granting of any award is subject to the availability of funds at the time of award as well as to DOC priorities at the time of award. Neither DOC nor EDA will be held responsible for application preparation costs. If an applicant is awarded funding, neither DOC nor EDA is under any obligation to provide any future funding in connection with that award or to make any future award(s). Amendments or renewals of an award to increase funding or to extend the period of performance are at the sole discretion of DOC and EDA.

Depending on demand under this NOFO, EDA may exercise its discretion to adjust the total amount available under this NOFO and other CARES Act NOFOs to ensure funds are used to maximum effect or to adjust to unforeseen changes in recovery efforts.

2. What Type of Funding Instrument Will Be Used to Make Awards? How Long Will a Project’s Period of Performance Be?

Funding Instrument: EDA expects to award cooperative agreements under this NOFO. The nature of EDA’s “substantial involvement” (to be included in the terms and conditions of the award) will generally be collaboration between EDA and the recipient on the scope of work, including approval of the organizations at which fellows will be placed. Other possible examples of EDA’s “substantial involvement” may include, but are not limited to: (i) authority to halt immediately an activity if detailed performance specifications are not met; (ii) stipulation that the recipient must meet or adhere to specific procedural requirements before subsequent stages of a project may continue; and (iii) operational involvement and monitoring during the project to ensure compliance with statutory requirements.

Period of Performance: EDA expects the period of performance to be approximately 36-54 months. EDA expects that all projects will proceed efficiently and expeditiously, and EDA encourages applicants to clearly document how quickly they will be able to start and complete the proposed project scope of work. **EDA’s CARES Act appropriations are available for making awards through September 30, 2022, though performance under the award may extend to no later than May 31, 2027.**

C. Eligibility Information

1. Eligible Applicants

Eligible applicants for Equitable Economic Recovery Corps and Equity Impact Investments awards include a(n):

- a. District Organization;
- b. Indian Tribe or a consortium of Indian Tribes;
- c. State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
- d. Institution of higher education or a consortium of institutions of higher education; or
- e. Public or private non-profit organization or association, including labor unions, acting in cooperation with officials of a political subdivision of a State.^{4, 5}

2. Applicable Disaster Declaration

EDA has determined that economic injury from the coronavirus pandemic constitutes a “Special Need,” and eligibility may be established on that basis without reference to the other economic distress criteria. This determination of nationwide eligibility for these funds is consistent with the

⁴ See Section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. § 300.3.

⁵ EDA, at its sole discretion, may waive the cooperation requirement for projects of a significant regional or national scope. See 13 C.F.R. § 301.2.

March 13, 2020 emergency declaration for the coronavirus disease 2019 (COVID-19) pandemic pursuant to the Stafford Act for all states, tribes, territories, local governments, and the District of Columbia (<https://www.fema.gov/disasters/coronavirus/disaster-declarations#>).

3. Cost Sharing or Matching

For Economic Recovery Corps and Equity Impact Investments awards, given the extent of the economic impact and in accordance with the agency’s statutory authority under section 703 of PWEDA, EDA generally expects to fund 100% of eligible project costs. While match is not required, inclusion of match in the application may make it more competitive.

Applications that propose matching share must document that the matching share will: (i) be committed to the project for the period of performance, (ii) be available as needed, and (iii) not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance. To meet these requirements, applications must include for each source of matching share a commitment letter or equivalent document signed by an authorized representative of the organization providing the matching funds.

Documented in-kind contributions may serve as matching share, but they must be eligible project costs and meet applicable Federal cost principles and uniform administrative requirements. Examples of in-kind contributions can include space, equipment, or services.⁶ Funds from other Federal financial assistance awards may be considered matching share funds only if authorized by statute, which may be determined by EDA’s reasonable interpretation of the statute.⁷

D. Application Submission Information for Applicants

Applications must include the materials listed in section D.2.a of this NOFO to be considered for funding.

EDA strongly encourages potential applicants to consult with the appropriate POC listed in section G of this NOFO to discuss whether proposed projects align with EDA’s Investment Priorities, eligibility requirements, and other requirements outlined in this NOFO. This consultation is limited to clarification of technical matters involving proposed projects.

1. Address to Request Application Package

Applications will only be accepted electronically through www.grants.gov (Grants.gov). Applicants are advised to carefully read the submission information provided in section D of this NOFO. The date and time that an application will be deemed to be electronically received will be determined in accordance with the electronic submission instructions provided at Grants.gov. See section D.4 of this NOFO for information regarding electronic submissions.
APPLICATIONS RECEIVED AFTER THE APPLICATION DEADLINE WILL NOT BE

⁶ See Section 204(b) of PWEDA (42 U.S.C. § 3144) and the definition of “In-Kind Contribution” at 13 C.F.R. § 300.3.

⁷ See the definition of “Local Share or Matching Share” at 13 C.F.R. § 300.3. See also 2 C.F.R. § 200.306.

CONSIDERED FOR FUNDING. EDA strongly suggests that applicants submit applications substantially before the deadline.

2. Content and Form of Application Submission

The tables below describe the EDA and Federal grant assistance forms and other documentation required for a complete application under this NOFO and may serve as a checklist for applicants in preparing their submissions.

All relevant forms must be signed electronically by the applicant’s Authorized Organizational Representative (AOR); please see section I.1.a of this NOFO for information on AOR requirements. The preferred electronic file format for attachments is Adobe portable document format (PDF); however, EDA will accept electronic files in Microsoft Word or Microsoft Excel formats. EDA will not accept paper, facsimile, or email transmissions of applications except as described below in section D.4. Please refer to important information on submitting your application provided in section D.4. All documentation and data submitted should be current and applicable as of the date submitted. Applicants are encouraged to contact the appropriate contact listed in section G for technical assistance before submitting an application.

Complete applications must include the following documents:

Project Design and Substance
Executive Summary
Project Narrative
Applicant Capacity and Project Management
Budget Narrative and Staffing Plan
Schedule of Major Milestones and Deliverables
Resumes of Key Personnel
Matching Share Documentation (as applicable)
Forms and Supporting Documentation
SF-424 (Application for Federal Assistance)
SF-424A (Budget Information Non-Construction Programs)
CD-511 (Certification Regarding Lobbying)
SF-LLL (Disclosure of Lobbying Activities) ⁸
Organizational Documentation (if applicable, depending on your organization type) ⁹
Indirect Cost Rate (ICR) Documentation (if applicable) ¹⁰

⁸ Form SF-LLL is only required if the applicant or co-applicant has engaged the services of a registered lobbyist in connection with its proposed project.

⁹ Only certain types of eligible entities are required to submit organization documents, and the documentation required varies by eligible entity type. See section D.2.b.ii(1).

¹⁰ Applicants that do not have a current ICR agreement with a Federal agency are not required to submit this documentation and may elect to adopt a *de minimis* ICR. See section D.2.b.ii(2).

a. Project Design and Substance

The application must clearly articulate the overall goals of the project, the specific and distinct Scope of Work and concrete activities that will be accomplished under it. The application also must demonstrate each applicant's capability to implement the proposed activities in accordance with the requirements of this NOFO. Applications will be evaluated based on the Evaluation Criteria outlined in section E. **Applicants should carefully adhere to the word or page limits specified for each section of the application.** Pages beyond the specified page limit for each section will not be read or considered.

i. Executive Summary

The Executive Summary should be a clear, concise, and descriptive summary of the proposed project, including which program the Applicant is applying for, either the Economic Recovery Corps Fellows Program or the Equity Impact Investments Program. Applicants should also clearly describe the proposed geographic scope of their project. This should be no more than 500 words and, if selected for funding, may be used in a public announcement or on EDA's website.

ii. Project Narrative

The Project Narrative should address all activities that will be undertaken using the funds requested under this NOFO, a summary of how these activities support the overall project's goals, and a clear vision for the final report. Applications must clearly describe how the proposed project aligns with EDA Investment Priorities.

The Project Narrative may not exceed **12-single sided, 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins.** Within the Project Narrative, applicants should address all elements listed in the evaluation criteria in section E.

iii. Applicant Capacity and Project Management

Applications must include a **separate section** on applicant capacity, including project management experience, that addresses the applicant's ability to perform all activities that will be undertaken using the funds requested under this NOFO, a summary of how these activities support the overall project's goals, and a clear vision for the final deliverables, including required final reports.

The Applicant Capacity and Project Management section may not exceed **5 single-sided, 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins.** (Note: resumes for key personnel should be included under Resumes for Key Personnel and will not count against the page limitations of this section.) Within the Applicant Capacity and Project Management section, applications should address how the applicant will be able to work collaboratively with Federal partners and economic development organizations, and demonstrate:

- For the Fellows Program, functional expertise running a fellowship/volunteer/intern program or equivalent
 - Experience with recruitment, training, and retention activities
 - Leadership and facilitation of projects related to robust programmatic content, actionable recommendations, and toolkits

- For the Equity Impact Investments Program, applicants should address:
 - Understanding and network of local regional economic development organizations
 - Partnerships with national organizations that serve underserved populations and organizations that also have local, regional presence
 - Ability to convene and align multiple stakeholders and organizations on a common goal and deliver results and outcomes
- For both programs, applicants should demonstrate economic development expertise:
 - Subject matter expertise in the various aspects of a regional ecosystem, including economic development, community development, workforce development, planning, and others
- Experience coordinating with Federal project managers and collaborating with various partners (including government agencies, private sector interests, education providers, non-profits, community and labor groups, workforce boards, utilities, housing counselors, etc.)
 - Development of project governance structure should be as specific as possible regarding roles and responsibilities
 - Past experience working with organizations that have expertise working with underserved populations and communities if the applicant does not already possess the capability

iv. Budget Narrative and Staffing Plan

Applications must include a Budget Narrative that describes the costs associated with each line item on Form SF-424A. There is a sample budget template in Appendix B that applicants may use.

Applications must also include a Staffing Plan listing all positions proposed to be charged to the project whether as federal or non-federal costs. The Staffing Plan must include the position titles, salaries, percentage of time dedicated to the project, and amount of salary charged to the project for each staff member assigned to the project. The sum of all salaries charged to the project must equal the amount on the “Personnel” budget line item on Form SF-424A. The Staffing Plan should provide a description of how the personnel will carry out the proposed project, including the adequacy and previous performance of the proposed team to carry out project activities.

v. Schedule of Major Milestones and Deliverables

Applications must include a schedule detailing the expected start and end date of all major milestones and deliverables (e.g., what data points, what analysis, etc.) described in the Project Narrative. The schedule should be outlined in months (e.g., “One month from award...”), such that an evaluator could easily discern in how many months the Applicant could start the project from the date of project award, in how many months each of the key project milestones and deliverables will be accomplished from the date of project award, and the anticipated number of months after the date of project award that the project will be completed, generally not to exceed a 54-month award period for the Economic Recovery Corps Fellows Program and a 36-month award period for the Equity Impact Investments Program. Applications should incorporate preparation of the final report and presentation into the project timeline and period of performance.

This is best conveyed through a Gantt Chart. There is a sample Gantt Chart in Appendix B that applicants may use.

vi. Resumes of Key Personnel

Applications must include the resumes of key project staff, each of which should not exceed two pages in length. Resumes should be compiled and uploaded together as one PDF file.

vii. Matching Share Documentation (as applicable)

If matching share is provided, applications must include commitment letters or equivalent documents that demonstrate that **all matching funds** (whether cash or in-kind) from **all sources** (i.e., any applicant, any co-applicants, and any other sources of matching funds) referenced in the application will be ***unencumbered, unrestricted, and committed at the time of award*** and that are ***signed by authorized representatives*** of the sources of the matching funds. Authorized representatives must have the authority to execute documents and to obligate and expend funds on behalf of their respective organizations.

Each matching share commitment letter must

1. state whether the contribution is cash or in-kind;
2. if in-kind, provide a valuation for in-kind contributions;
3. state whether the contribution is from a non-federal source or from a federal source that is explicitly authorized by statute to be used as matching share (as discussed in section C.3); and
4. state that, at the time of award, the matching share
 - a. is **committed** to the project,
 - b. will be available as needed, and
 - c. is neither **conditioned nor encumbered** in any way that would preclude its use consistent with the requirements of EDA investment assistance.

b. Forms and Supporting Documentation

i. Forms

Applications must include the following forms, either per applicant or per application, as noted:

Form	Description	Number
SF-424	Application for Federal Assistance	One per applicant
SF-424A	Budget Information—Non-Construction Programs	One per application
CD-511	Certification Regarding Lobbying	One per applicant

SF-LLL	Disclosure of Lobbying Activities (if applicable) ¹¹	One per applicant
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ii. Supporting Documentation

Applications must include the following supporting documentation, as applicable:

Documentation	Number
Organizational Documentation (if applicable)	For each applicant, depending on entity type
ICR Documentation (if applicable)	For each applicant

(1) Organizational Documentation

Each applicant and co-applicant must provide documentation that supports each applicant’s or co-applicant’s **organizational status as an eligible entity** where applicable (section C.1 of this NOFO).

- States, Indian tribes, cities or other political subdivisions of States, and institutions of higher education that are 100% publicly controlled are not required to submit organizational documentation.
- Nonprofit organizations must submit documentation that demonstrates their status as nonprofit organizations. This must include articles of incorporation, bylaws, certificate of good standing, and a copy of the most recent (not older than 18 months) IRS Form 990 (Return of Organization Exempt from Income Tax) (without attachments or schedules).
- Other entities, including institutions of higher education that are not 100% publicly controlled, must provide documentation that demonstrates their organization type.

(2) Indirect Costs (if applicable)

If indirect costs are included in the budget, the applicant must include documentation to support the indirect cost rate they are using (unless claiming the 10 percent de minimis indirect cost rate, discussed below). The applicant must submit a copy of its current, approved, and negotiated indirect cost rate agreement (NICRA). The maximum dollar amount of allocable indirect costs for which EDA will reimburse a recipient will be the lesser of the (i) line-item amount for the federal share of indirect costs contained in the EDA approved budget for the award, or (ii) federal share of the total allocable indirect costs of the award based on either (i) the indirect cost rate approved by EDA (or applicable cognizant federal agency), provided that the cost rate is

¹¹ Form SF-LLL is only required if the applicant or co-applicant has engaged the services of a registered lobbyist in connection with its proposed project.

current at the time the costs were incurred and provided that the rate is approved on or before the award end date, or (ii) other acceptable documentation as indicated below.

If the applicant does not have a current or pending NICRA, it may propose indirect costs in its budget; however, the applicant must prepare and submit an allocation plan and rate proposal for approval within ninety days from the award start date (unless claiming the 10 percent de minimis indirect cost rate, discussed below). *See* 2 C.F.R. part 200 Apps. III, IV, V, VI, VII for guidance. The allocation plan and the rate proposal shall be submitted to EDA's Office of Regional Affairs (or the applicable cognizant federal agency). The applicant should include a statement in its Budget Narrative that it does not have a current or pending NICRA and will submit an allocation plan and rate proposal to EDA or the applicant's cognizant federal agency for approval.

In accordance with 2 CFR § 200.414(f), an applicant that does not have a current negotiated (including provisional) rate, may elect to charge a de minimis rate of 10 percent of modified total direct costs (subject to the exceptions of § 200.414(f)). No documentation is required to justify the 10 percent de minimis indirect cost rate; however, an applicant electing to charge a de minimis rate of 10 percent must include a statement in its Budget Narrative that it does not have a current negotiated (including provisional) rate and is electing to charge the de minimis rate.

If the applicant is a state or local unit of government (or an Indian tribe) that receives less than \$35 million in direct federal funding per year it may submit any of the following:

- a Certificate of Indirect Costs from the Department of the Interior (DOI) or EDA;
- an acknowledgment received from the Department of Interior (on behalf of EDA) and a Certificate of Indirect Costs in the form prescribed at 2 C.F.R. pt. 200, app. VII; or
- a NICRA.

3. Unique Entity Identifier and System for Award Management (SAM)

To enable the use of a universal identifier and to enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act of 2006, applicants are required to: (i) be registered in SAM before submitting an application; (ii) provide a valid unique entity identifier in the application; (iii) make certain certifications (see also section H.5 of this NOFO); and (iv) continue to maintain an active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal awarding agency. EDA may not make a federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the EDA is ready to make an award, EDA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Award recipients will be subject to reporting requirements as identified in OMB guidance published at 2 C.F.R. parts 25 and 170.

4. Submission Dates and Times

The deadline for the receipt of **an application** is **11:59 pm Eastern Time on August 5, 2022**. Applications received after this deadline will not be reviewed or considered. **Applications** will only be accepted electronically through www.grants.gov (Grants.gov). Applicants are advised to

carefully read the submission information provided in section D of this NOFO. The date and time that an application will be deemed to be electronically received will be determined in accordance with the electronic submission instructions provided at Grants.gov.

APPLICATIONS RECEIVED AFTER THE APPLICATION DEADLINE WILL NOT BE CONSIDERED FOR FUNDING. EDA strongly suggests that applicants submit applications substantially before the deadline.

In addition, please note the following:

- EDA will not accept any unsolicited changes, additions, revisions, or deletions to applications after the submission deadline.
- Throughout the review and selection process, EDA reserves the right to seek clarification from applicants whose applications are being reviewed and considered.
- Applicants may be asked to clarify objectives and work plans and modify budgets or other specifics as necessary to comply with federal requirements and provide supplemental information required by the agency before award.
- See section E of this NOFO for application review and selection information.

Applicants are strongly encouraged to start early and not to wait until near the application deadline before logging on and reviewing the instructions for submitting an application through Grants.gov. Applicants should **SAVE AND PRINT WRITTEN PROOF** of an electronic submission made at Grants.gov.

If problems occur while using Grants.gov, the applicant is advised to print any error message received and contact Grants.gov immediately. You can find contact information for Grants.gov on its website, including at <https://www.grants.gov/web/grants/support.html> and https://gditshared.servicenow.com/hhs_grants at the time of publication of this NOFO. EDA, in its sole discretion, may pre-approve in writing submission via an alternate method (e.g., email) due to a systems issue at Grants.gov only insofar as any such systems issue is beyond the control of the applicant. However, any submission via this alternate method must be received before the deadline. See section I.4 regarding what does and does not constitute a systems issue. **LATE APPLICATIONS WILL NOT BE ACCEPTED** for any reason, including but not limited to late submissions caused by issues with Grants.gov, SAM, or AOR registrations. See section I of this NOFO for more information on electronic submissions. In situations described in this subsection, applications must have email or facsimile receipt timestamps no later than the application deadline or must be postmarked or the equivalent on or before the application deadline. **An application that is not timestamped or postmarked, as applicable, by the application deadline WILL NOT BE REVIEWED.**

5. Other Submission Requirements

After EDA reviews an application, EDA may contact the applicant to request any necessary additional documentation to clarify or substantiate submitted application materials, depending on the type of project proposed. Examples of additional documentation may include, but are not limited to, documentation of the value of in-kind contributions or evidence all funding is available and committed to the project. This additional documentation will be required to ensure the proposed project complies with all applicable rules and regulations prior to EDA's issuance

of an award. EDA will provide applicants a reasonable amount of time to provide any additional documentation. Failure to provide complete and accurate supporting documentation in a timely manner when requested by EDA may result in the denial of an application.

EDA may, at its discretion, make changes or additions to this NOFO. All changes will be communicated on Grants.gov.

E. Application Review Information

Throughout the review and selection process, EDA, at its sole discretion, may seek clarification, including but not limited to written clarifications and corrected or missing documents, from applicants whose applications are being reviewed and considered and require that applicants provide such clarifications or corrections to continue to be considered for an award under this NOFO. EDA will provide applicants a reasonable amount of time to provide any additional documentation. An applicant’s failure to provide complete and accurate supporting documentation in a timely manner *when requested by EDA* may result in the removal of that application from consideration. EDA may ask applicants to clarify application materials, objectives, and work plans, or modify budgets or other specifics as necessary to comply with federal requirements.

1. Evaluation Criteria

The following evaluation criteria apply to all applications. Please read the criteria carefully. The number of points that can be earned for each category of criteria is listed below, with 100 points the maximum total that can be earned. All applicants seeking EDA funding through this NOFO should clearly articulate and have a logical nexus to supporting EDA’s Investment Priorities and specific programmatic funding priorities that EDA wishes to fund under this NOFO.

Summary of Criteria
Strategic Approach (30 Points)
Organizational or Applicant Capacity and Personnel (15 Points)
Feasibility of Deliverables and Timeline (15 Points)
Cross Collaboration with EDA and/or other Economic Development Partners (15 Points)
Sustainability, Scalability, and Dissemination (15 Points)
Feasibility of Budget and Management Plan (10 Points)

Strategic Approach (30 Points)
<p>For the Economic Recovery Corps Fellows Program:</p> <ul style="list-style-type: none"> • Demonstration of how the project will increase capacity of Host Entities and distressed regions; • Justification for why the proposed project will provide a specific benefit to the nation’s economic development community and economic recovery from the pandemic; • Compelling description of how to recruit, train, and place a diverse class of Fellows, including specific selection criteria;

- Plan to target and support underserved communities through the Fellows;
- Quality of the placement and compensation strategy, including the process to select placement regions and solicit Host Entities; and
- Strength of proposed plan to increase Fellows' understanding of economic development principles and set them up for success through training and relevant peer connections.

For the Equity Impact Investments Program:

- Plan, approach and demonstration of how the project will increase the representation of underserved populations and communities in local economic development efforts and build the capacity, knowledge, and know-how of organizations serving underserved populations and communities on how to develop strong economic development proposals; and
- Plan, approach and demonstration of how the project will strengthen the impact EDA's grantees' projects have on underserved populations and communities and how it will bring more organizations focused on these populations and communities into these projects.

For all applications:

- Extent to which the applicant describes how the proposed project will extend the reach of EDA's Investment Priorities;
- Detail on how the project will result in more equitable economic development outcomes;
- Discussion of how the project will promote inclusion of historically underserved populations and geographies, advancing equity in access to services provided through grantees funded via EDA's various programs;
- Ability to demonstrate that the project will support, promote, and improve understanding of economic development research, policy, and implementation; and
- Extent to which the project supports EDA's mission to lead the federal economic development agenda by promoting innovation and competitiveness, preparing and supporting American regions for growth and success in the global economy.

Organizational or Applicant Capacity and Personnel (15 Points)

For Economic Recovery Corps Fellows Program:

- Expertise of the applicant and partners in the various subject matter necessary to implement a fellowship program; and
- Expertise of the applicant and partners in the various subject matter necessary to train Fellows in economic development topics relevant to economic recovery.

For all applications:

- Ability of the applicant to carry out the proposed work and achieve success based on the education, experience, and professional accomplishments of all key personnel;

- Applicant’s employment of qualified personnel that, as a group, demonstrate project management expertise, as well as demonstrated success in all aspects of the scope of work;
- Appropriateness, quality, and availability of any facilities, materials, and resources to be used in implementing the proposed plan; and
- Verifiable quality of past performance on similar projects (applicants may be asked to provide references to substantiate this information).

Feasibility of Deliverables and Timeline (15 points)

For all applications:

- Feasibility of the timeline with respect to key milestones and dates, demonstrated method to measure progress toward well-defined targets, and the likelihood that metrics and milestones will be met;
- Strength of the proposed plan to work with Federal Project Manager and Federal Project Management Team; and
- Extent to which challenges and risks are identified and mitigation strategies are proposed, including but not limited to Fellow recruitment, matching, and attrition.

Cross Collaboration with EDA and/or other Economic Development Partners (15 Points)

For the Economic Recovery Corps Fellows Program:

- Proposed plan to work collaboratively, where feasible and practicable, with EDA’s Research and National Technical Assistance (RNTA) program award recipients <https://eda.gov/programs/rnta/current-projects/>;
- Approach to working with relevant EDA grantees (e.g., EDDs, UCs, etc.) and other federal agency supported economic development organizations;
- Proposed plan to work collaboratively with EDA’s regional offices; and
- Clear explanation of how the proposed project complements and strengthens previously funded projects under the broader national EDA “portfolio”.

For the Equity Impact Investments Program:

- Demonstrated partnerships with entities with specialized ability to reach underserved populations and communities at the local level and build their capacity as potentially demonstrated by letters of commitment from partner organizations;
- Demonstrated knowledge of and network of local, regional economic development entities;
- Understanding or approach to quantifying impact;
- Approach to working with relevant EDA (e.g., EDDs, UCs, etc.) and other federal agency supported economic development organizations; and
- Proposed plan to work collaboratively with EDA’s regional offices.

Sustainability, Scalability, and Dissemination (15 points)

For all applications:

- Demonstrated success in efficiently taking existing practices to scale within and after the period of the initial funding;
- Demonstrated success in sharing knowledge with groups that do not directly participate in the project, including underserved communities and groups with limited expertise in the federal funding process;
- Strength of proposed dissemination and outreach strategy;
- Clear plan for ensuring products/services produced by the project will remain available to the economic development community, and updated as necessary, without continued EDA financial support;
- Anticipated utility of the proposed final products for improving outcomes from future economic development projects; and
- A clear vision on how to fund this project and the Programs long-term.

Feasibility of Budget and Management Plan (10 points)

For all applications:

- Feasibility and reasonableness of the budget;
- Strength of the proposed management plan to achieve the project goals and manage partner organizations and project staff;
- Completeness of a proposed schedule and budget, including the extent to which appropriate targets, metrics, and milestones are clearly defined;
- Strength of match, or a defined plan to secure additional funding, in order to augment project reach and impact; and
- Identification of how Federal funds will be used and how financial match will be used.

2. Review for Eligibility and Completeness (Technical Review)

EDA staff will initially conduct an eligibility and technical completeness review (the “Technical Review”) of all applications received. Applications received from ineligible entities will not be considered for funding. Applications that do not contain all forms and required documentation listed in section D.2 of this NOFO may be deemed non-responsive and excluded from further consideration. EDA expects all applicants to complete and include all required forms and documentation. However, EDA, in its sole discretion, may determine that an omission is curable and therefore may continue its consideration of the application despite the deficiency.

3. Investment Review Committee (IRC)

An IRC, comprised of at least three evaluators, will evaluate complete applications against the evaluation criteria in section E.1 of this NOFO. Application scores will be determined by each panelist on an individual basis, and the average of the individual ratings will produce an average

score. Based on the average scores, which may be statistically normalized, aggregated and grouped, the IRC will conduct a panel discussion, revise scores as appropriate, and prepare a ranking or other categorization of applications (e.g., fund, don't fund, carry forward) to assist the Grants Officer in making funding decisions. Projects for the Economic Recovery Corps Fellows Program and Equity Impact Investments Program will be evaluated separately.

4. Due Diligence

EDA may request that an applicant submit additional documents and information to allow EDA to fully evaluate compliance with applicable rules and regulations. If the applicant provides the requested information and supporting documentation in a timely fashion and EDA determines that the project is fully compliant with applicable rules and regulations, the application will be forwarded to the Grants Officer for a final decision and award approval. Applicants that do not provide the additional information and supporting documentation in a timely fashion or who are deemed not to be in compliance with applicable rules and regulations will receive notification that their application was not successful.

5. Grants Officer's Decision

Applications recommended by the IRC and deemed fully compliant with applicable rules and regulations will be forwarded to the EDA Grants Officer under this NOFO. The Grants Officer has been delegated the authority to make the final decision on whether to fund an application and may select a project for funding that differs from the IRC's recommendations based on any of the following Selection Factors or use these Selection Factors to break a tie for applications that are otherwise considered equal in merit:

- i. The applicants demonstrated performance in achieving outcomes that advance EDA's Investment Priorities particularly related to Equity and Recovery and Resilience;
- ii. The ability of a project to start quickly;
- iii. The extent to which the selection of the application, alone or in the context of other applications, supports EDA's compliance with appropriations law requirements and report language guidance;
- iv. The applicant's performance under previous awards including whether the grantee submitted required performance reports and data;
- v. The geographic scope covered by a project or multiple projects in combination; or
- vi. The availability of program funding.

The Grants Officer's final decision must be consistent with this NOFO and EDA's and DOC's published policies. However, if EDA does not receive satisfactory applications, the Grants Officer may elect not to make any selection.

6. Federal Awardee Performance and Integrity Information System (FAPIIS) Review

EDA, prior to making a Federal award with a total amount of Federal Share greater than the simplified acquisition threshold, is required to review and consider any information about the

applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS). See 41 U.S.C. § 2313.

Each applicant, at its option, may review information in the designated integrity and performance system accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. EDA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

F. Federal Award Administration Information

1. Federal Award Notification

If an application is selected for funding the EDA Grants Officer will issue the award (Form CD-450), which is the authorizing financial assistance award document and includes Specific Award Conditions and the DOC Financial Assistance Standard Terms and Conditions (DOC ST&Cs) as described in section F.2, below.

By signing Form CD-450, the applicant agrees to comply with all award provisions. EDA will provide Form CD-450 via the award package to the applicant's authorized representative. The applicant's representative must sign and return the Form CD-450 without modification within 30 calendar days of the date of EDA's signature on the form.

If an applicant is awarded funding, neither DOC nor EDA is under any obligation to provide any additional future funding in connection with that award or to make any future awards. Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion of DOC and EDA.

EDA will notify unsuccessful applicants in writing to the applicant's authorized representative. EDA will retain unsuccessful applications in accordance with EDA's record retention schedule.

2. Administrative and National Policy Requirements

Recipients of an EDA award will be bound by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200.

For all projects, DOC will apply the DOC ST&Cs applicable on the date of the award. The DOC ST&Cs may be accessed at the following website:

<https://www.commerce.gov/oam/policy/financial-assistance-policy>.

DOC will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements effective December 26, 2014, 79 Fed. Reg. 78,390. The Pre-Award Notice may be accessed at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

3. Reporting

a. Financial, Performance, and Impact Reports

All recipients are required to submit financial, progress, and impact reports in accordance with the terms and conditions of the grant award, generally no less than semi-annually. All project progress and financial reports must be submitted to the applicable EDA program officer in an electronic format to be determined at the time of award.

b. Federal Funding Accountability and Transparency Act of 2006

The Federal Funding Accountability and Transparency Act of 2006 includes a requirement for awardees of applicable Federal grants to report information about first-tier subawards¹² and executive compensation under Federal assistance awards issued in FY 2011 or later. All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.FSRS.gov on all subawards over \$30,000. Please see the OMB guidance published at 2 C.F.R. part 170.

c. Government Performance and Results Act

EDA will require additional data on activities, outputs, and actual impact of the funded investment, in part to fulfill the requirements of the Government Performance and Results Act (GPRA). EDA anticipates that recipients will be expected to track their engagement activities within the scope of work, with project beneficiaries, and other project stakeholders. EDA further anticipates recipients will be expected to collect data, using surveys of beneficiaries or clients or other methods, if necessary, on the outputs and outcomes of their activities, such as the number of strategic plans or economic development tools developed, the number of new business partnerships formed, or the range of new capabilities acquired. EDA plans to collect this information using Forms ED-916 (Semi-annual Program Outputs Questionnaire for EDA grantees), ED-917 (Annual Capacity Outcomes Questionnaire for EDA Grantees serving clients), and ED-918 (Annual Capacity Outcomes Questionnaire for EDA Grantees). For more information, please refer to <https://www.eda.gov/performance/gpra>. EDA also expects to engage with leading research institutions to perform third-party program evaluations, which will require cooperation between the grantee, organizations within their service area, and the evaluating institution.

d. Information Sharing

For the purposes of achieving rigorous program evaluations, all applications (including those that are not selected for funding) may be shared with EDA staff, outside parties contracted by EDA for the purposes of evaluation, and other federal agencies.

¹² A first-tier subaward means an award provided by the recipient to a subrecipient for the subrecipient to carry out as part of a Federal award.

e. Requirements for Recipients with More Than \$10 Million in Federal-wide Funding

As required by appendix XII to 2 C.F.R. part 200, a recipient with more than \$10 million in federal-wide funding must maintain the currency of information reported to SAM that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings.

G. Federal Awarding Agency Contacts

For questions concerning this NOFO, or more information about EDA programs, you may contact the appropriate EDA representative listed below. Updated contact information can be found on EDA's website at <https://www.eda.gov/contact>. EDA's website at <http://www.eda.gov> provides additional information on EDA and its programs.

For questions related to this NOFO, please contact networks@eda.gov.

H. Other Information

1. Right to Use Information

The applicant acknowledges and understands that information and data contained in applications for financial assistance, as well as information and data contained in financial, performance and other reports submitted by applicants, may be used by the Department of Commerce in conducting reviews and evaluations of its financial assistance programs. For this purpose, applicant information and data may be accessed, reviewed, and evaluated by Department of Commerce employees, other Federal employees, and also by Federal agents and contractors, and/or by non-Federal personnel, all of whom enter into appropriate conflict of interest and confidentiality agreements covering the use of such information. As may be provided in the terms and conditions of a specific financial assistance award, applicants are expected to support program reviews and evaluations by submitting required financial and performance information and data in an accurate and timely manner, and by cooperating with Department of Commerce and external program evaluators. In accordance with 2 C.F.R. § 200.303(e), applicants are reminded that they must take reasonable measures to safeguard protected personally identifiable information and other confidential or sensitive personal or business information created or obtained in connection with a Department of Commerce financial assistance award.

2. Freedom of Information Act Disclosure

EDA may publish any applications it receives, including any supporting documentation, on its website or through other means. Applicants are advised that any confidential commercial information that should not be disclosed must be identified, bracketed, and marked as Privileged, Confidential, Commercial or Financial Information.

In addition, Department of Commerce regulations implementing the Freedom of Information Act (FOIA), 5 U.S.C. § 552, are found at 15 C.F.R. part 4, Public Information. These regulations set forth rules for the Department regarding making requested materials, information, and records

publicly available under the FOIA. Applications submitted in response to this Notice of Funding Opportunity may be subject to requests for release under the Act. In the event that an application contains information or data that the applicant deems to be confidential commercial information that should be exempt from disclosure under FOIA, that information should be identified, bracketed, and marked as Privileged, Confidential, Commercial or Financial Information. In accordance with 15 C.F.R. § 4.9, the Department of Commerce will protect from disclosure confidential business information contained in financial assistance applications and other documentation provided by applicants to the extent permitted by law.

3. Notice of Government-Wide Procurement Restriction

The general rule for Federal financial assistance is that contractors that develop draft specifications, requirements, statements of work, invitations for bids or requests for proposals are prohibited from competing for the final procurement. 2 C.F.R § 200.319. For instance, a professional engineer or architect who prepared the Preliminary Engineering Report for an EDA application would be excluded from bidding on the same work under the award. Under 2 C.F.R § 200.317, only State recipients are expressly exempt from this prohibition. Local governments and Indian Tribes may also take advantage of the exemption in two narrow circumstances: (i) if they are required (by statute, for example) to follow the State's procurement rules in full and without exception; or (ii) if they are required to follow a specific State procurement rule that creates an explicit conflict with the prohibition in 2 C.F.R. § 200.319(a) (i.e., there is a statute that requires or permits the local government or Indian Tribe to award the final procurement to the same contractor that developed the draft specifications). Absent one of these two scenarios, the local government or Indian Tribe must comply with the prohibition. Applicants are encouraged to contact the appropriate POC listed in section G with any questions regarding application of this regulation.

4. Past Performance and Non-Compliance with Award Provisions

Unsatisfactory performance under prior Federal awards may result in an application not being considered for funding. Failure to comply with any or all of the provisions of an award may have a negative impact on future funding by DOC (or any of its operating units) and may be considered grounds for any or all of the following actions: (1) establishing an account receivable; (2) withholding payments to the recipient under any DOC award(s); (3) changing the method of payment from advance to reimbursement only; (4) imposing other specific award conditions; (5) suspending any active DOC award(s); and (6) terminating any active DOC award(s).

5. Certifications Required by Annual Appropriations Acts for Corporations and for Awards over \$5 Million

As discussed in section D.3, all applicants are required to be registered in SAM before applying under this NOFO. SAM requires registering entities to certify compliance with all limitations imposed by annual appropriation acts. For corporations, this certification includes that the corporation:

- (a) Was not convicted of a felony criminal violation under a Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of

the corporation and made a determination that this further action is not necessary to protect the interests of the Government; and/or

(b) Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

For financial assistance awards in excess of \$5 million, this certification includes that the entity:

(a) To the best of its knowledge and belief, has filed all Federal tax returns required during the three years preceding the certification;

(b) Has not been convicted of a criminal offense under the Internal Revenue Code of 1986; and/or

(c) Has not been notified, more than 90 days prior to certification, of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

6. EDA's Non-Relocation Policy

If an application is selected for award, the recipient will be required to adhere to a specific award condition relating to EDA's non-relocation policy as follows:

In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs. If EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or material noncompliance, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

For purposes of ensuring that EDA assistance will not be used to merely transfer jobs from one location in the United States to another, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project assisted by EDA. EDA will consider an employer to be a "primary beneficiary" if: (i) the employer is specifically named in the application as benefitting from the project, and the applicant estimates that the employer will create or save 100 or more permanent jobs as a result of the investment assistance (if the jobs in question were originally located in a smaller community, EDA may extend this policy to the relocation of 50 or more jobs); or (ii) the employer is or will be located in an EDA-assisted building, port, facility, or industrial, commercial, or business park constructed or improved in whole or in part with investment assistance prior to EDA's final disbursement of funds.

7. Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in the Uniform Guidance (see 2 C.F.R. part 200, Subpart F, “Audit Requirements”). The Uniform Guidance requires any non-Federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments, and Indian Tribes) that expends Federal awards of \$750,000 or more in the recipient’s fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the Uniform Guidance.

I. Instructions for Application Submission via Grants.gov

To find this funding opportunity at Grants.gov, search for EDA-HDQ-RNTA-2022-2007441 via the Funding Opportunity Number field. The most up-to-date instructions for application submission via Grants.gov can be found at <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. See section D.4 for links to useful Grants.gov and SAM.gov resources.

1. Register Early and Submit Early.

In order to submit an application via Grants.gov, applicants must register with SAM.gov and Grants.gov. Registration can take between **three to five business days** or **as long as four weeks**. To avoid delays, EDA strongly recommends that applicants start early and not wait until the approaching deadline date before logging in, registering, reviewing the application instructions, and applying. See section D.4 for links to useful Grants.gov and SAM.gov resources.

a. AOR Requirement

Applicants must register as organizations, not as individuals. As part of the registration process, you will register at least one AOR for your organization. AORs registered at Grants.gov are the only officials with the authority to submit applications at Grants.gov; please **ensure that your organization’s application is submitted by an AOR**. Note that a given organization may designate multiple individuals as AORs for Grants.gov purposes.

EDA will not accept late submissions caused by registration issues with Grants.gov, SAM.gov, or other systems.

2. Field Limitations and Special Characters

Please be advised that [Grants.gov](https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html) provides the following notice with respect to form field limitations and special characters: <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

3. Verify That Your Submission Was Successful

IT IS YOUR RESPONSIBILITY AS AN APPLICANT TO VERIFY THAT YOUR SUBMISSION WAS TIMELY RECEIVED AND VALIDATED SUCCESSFULLY AT GRANTS.GOV. Applicants should use Grants.gov’s “Track My Application” function (<https://www.grants.gov/web/grants/applicants/track-my-application.html>). For a successful

submission, the application must be received and validated by Grants.gov, and an agency tracking number must be assigned. If the date and time your application is **validated and timestamped** by Grants.gov is later than 11:59pm Eastern Time on the application deadline set forth in section D.4 of this NOFO, your application is late. Once validation is complete, the status will change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. For more detailed information about why an application may be rejected, please consult with Grants.gov resources such as “Encountering Error Messages” (<https://www.grants.gov/web/grants/applicants/encountering-error-messages.html>) and “Frequently Asked Questions by Applicants” (<https://www.grants.gov/web/grants/applicants/applicant-faqs.html>).

EDA requests that applicants kindly refrain from submitting multiple copies of the same application package. Applicants should save and print both the confirmation screen provided on the Grants.gov website after the applicant has submitted an application and the confirmation email sent by Grants.gov when the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating that the application was received and subsequently validated but does not receive an email from Grants.gov indicating that EDA has retrieved the application package within 72 hours of that email, the applicant may contact the representative listed in section G of this announcement to inquire if EDA is in receipt of the applicant’s submission.

4. Grants.gov Systems Issues

If you experience a Grants.gov systems issue (i.e., a technical problem or glitch with the Grants.gov website) that you believe threatens your ability to complete a submission in a timely manner, please (i) print any error message received; (ii) contact the Grants.gov Support Center at (800) 518-4726 for assistance; and (iii) contact EDA using the contact information in section G of this NOFO. Ensure that you obtain a case number regarding your communications with Grants.gov. Please note that problems with an applicant’s computer system or equipment are **not** considered systems issues. Similarly, an applicant’s failure to, e.g., (i) complete the required registration, (ii) ensure that a registered AOR submits the application, or (iii) notice receipt of an email message from Grants.gov are **not** considered systems issues. A Grants.gov systems issue is an issue occurring in connection with the operations of Grants.gov itself, such as the temporary loss of service by Grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely. In the event of a confirmed systems issue, EDA reserves the right to accept an application in an alternate format.

Applicants should access the following link for assistance in navigating Grants.gov and for a list of useful resources: <https://www.grants.gov/web/grants/support.html>. The following link lists “Frequently Asked Questions by Applicants”:
<https://www.grants.gov/web/grants/applicants/applicant-faqs.html>. If you do not find an answer to your question there, contact Grants.gov by email at support@grants.gov or telephone at (800) 518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week, except on federal holidays.

Appendix A Full Application Checklist

Before you submit your application to EDA, please ensure that the following documents are included in your submission.

Requirement	Location
<input type="checkbox"/> All required forms (SF424, SF424A, CD511, SFLLL)	Section D.2.b.i
<input type="checkbox"/> Executive Summary (500 words or less)	Section D.2.a.i
<input type="checkbox"/> Project Narrative (may not exceed 12-single sided, 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins)	Section D.2.a.ii
<input type="checkbox"/> Statement of Applicant Capacity and Project Management (may not exceed 5-single sided, 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins)	Section D.2.a.iii
<input type="checkbox"/> Budget Narrative and Staffing Plan	Section D.2.a.iv
<input type="checkbox"/> Schedule of Major Milestones and Deliverables	Section D.2.a.v
<input type="checkbox"/> Addenda (including resumes of key personnel; organizational documentation, if applicable; and a copy of a current, approved indirect cost rate agreement, if applicable)	Section D.2.a.vi Section D.2.b.ii(1) Section D.2.b.ii(2)
<input type="checkbox"/> Documentation of Matching Share (if any)	Section D.2.a.vii

Appendix B
Budget Template and Gantt Chart Samples

Budget Template

Cost Category	Organization
Federal Share (EDA)	
Non-Federal Matching Share	
Total Project Cost	
Federal Grant Rate	
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Construction	
Other	
Total Direct Charges	
Indirect Charges (X% Rate Overall)	
Total Project Budget	

Gantt Chart

	Expected Project Period of Performance = 12 Months											
Task/Deliverable	1	2	3	4	5	6	7	8	9	10	11	12
Staffing												
Explore/Data Collections												
Applications/Selection												
Assessments												
Reflection and Preparation												
Publicize and Convene												
Evaluate												
Draft Final Report and Present to EDA												
Financial Closeout Preparation												