

## I6 Challenge Grant Application Instructions

### **Step 1: Download the Correct Application Package**

All eligible Applicants seeking assistance are required to complete and submit the following forms available on [www.grants.gov](http://www.grants.gov) as part of the application package:

- **Form SF-424 (*Application for Federal Assistance*)**
- **Form ED-900 (*Application for Investment Assistance*)**
- **Form SF-424A (*Budget Information—Non-Construction Programs*)**
- **Form SF-424B (*Assurances—Non-Construction Programs*)**
- **Form CD-511 (*Certification Regarding Lobbying*)**

**The following items should be included as a single PDF document** attached in the “Attachments” section to the [www.grants.gov](http://www.grants.gov) application package:

- Project Narrative. The project narrative must be no more than twenty double-spaced pages (at least 11 point font). It must describe a scope of work that does not exceed a two-year project period and must include the following items:
  - a. Executive summary
  - b. Detailed description of the proposed idea
  - c. Description of how the proposed idea meets the evaluation criteria (see Section V.A.)
  - d. Project plan and milestones
  - e. Proposed performance metrics and targets
- Biographies of Key Individuals (not to exceed a half page each). Applicants must submit the biographies of individuals who are involved in the creation of and critical to the success of the proposal.
- Letter(s) of commitment for Matching Share (not to exceed one page each). Each letter should include a short description of the individual or entity providing the Matching Share, or a portion thereof.
- Letter(s) of commitment from any Partner(s) (not to exceed one page each). Each letter should include a short description of the Partner and the nature of the partnership.
- Budget Narrative. The budget narrative must describe and discuss each budget line item over the entire two-year project period.
- Facilities and Administrative Cost Rate Agreement. **If and only if** facilities and administrative costs (sometimes referred to as indirect costs) are included in the budget, the Applicant must include a copy of its current Facilities and Administrative Cost Rate Agreement or documentation applying for a Facilities and Administrative Cost Rate Agreement. Applicants that do not have a current Facilities and Administrative Cost Rate agreement negotiated and approved by the Department of Commerce (or by the applicable cognizant federal agency) may propose facilities and administrative costs in their budget. However, the Applicant must prepare and submit a facilities and administrative cost allocation plan and rate proposal or a negotiated indirect cost rate as required by 2 C.F.R. part 220, “*Cost Principles for Educational Institutions (OMB Circular A-21)*” or 2 C.F.R. part 230, “*Cost Principles for Non-Profit Organizations (OMB Circular A-122)*,” as applicable. The allocation plan and the rate proposal must be submitted to the Department of Commerce’s

Office of Acquisition Management (or applicable cognizant federal agency) within ninety days from the award start date.

- **Staffing Plan.** Applicants must submit a staffing plan listing all positions that will be charged to the federal and non-federal portion of the budget for each year of the two-year project period. The staffing plan must include the names, 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.
- A copy of the region’s Comprehensive Economic Development Strategy (CEDS) or alternate EDA-approved planning document. If an Applicant has questions regarding this requirement, please email [i6@doc.gov](mailto:i6@doc.gov).

In addition, Applicants may be required to submit to an individual background screening using Form CD-346 (*Applicant for Funding Assistance*) and to provide certain lobbying information using Form SF-LLL (*Disclosure of Lobbying Activities*). Form ED-900 provides detailed guidance to help the Applicant assess whether Forms CD-346 and SF-LLL are required and how to access them. Please note that, if applicable, one Form SF-LLL must be submitted for each co-applicant that has used or plans to use non-federal funds for lobbying in connection with this solicitation.

Finally, **non-profit Applicants must also submit the following**, in addition to all items listed above:

- A certificate of good standing from the state of its incorporation;
- A copy of the organization’s Articles of Incorporation and By-Laws; and
- Resolution (or letter) from a general purpose subdivision of government of a state, acknowledging that the organization is acting in cooperation with officials of that unit of government<sup>1</sup>

Please see section IV.B of the FFO for information on the necessary information.

### **Step 2: Submit the Application Electronically**

- 1) **Electronic submission via Grants.gov.** The steps are as follows:
  - a) Select “Apply for Grants” from the left-hand menu on [www.grants.gov](http://www.grants.gov).
  - b) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
  - c) Select the link “Download a Grant Application” package.
  - d) Enter the appropriate CFDA number or Funding Opportunity Number and click on [Download Package]. Make sure you select “EDA05032010i6” under the Competition Title.
  - e) Click on the “download” link.
  - f) Click on “Download Application Package.”

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<sup>1</sup> For projects of significant regional or national scope, EDA may waive the requirement that a non-profit organization demonstrate it is acting in cooperation with officials of a political subdivision of a State. See 13 C.F.R. §§ 301.2(b) and 307.5(b).

- g) Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, they all must have Adobe Acrobat 8.1.3 installed to save changes to the application package.
- h) Click on each of the documents in the "Mandatory Documents" box and, after selecting each one, click on the arrow to move these into the "Mandatory Documents for Submission" box.
- i) In the "Optional Documents" box, click on Form SF-LLL if non-federal funds have been or are planned to be used for lobbying in connection with this competitive solicitation and then move this to the "Optional Documents for Submission" box.

If you will be submitting your application via [www.grants.gov](http://www.grants.gov), also click on "Attachments" and move this to the "Optional Documents for Submission" box. The Attachments Form allows applicants to attach the Project Narrative and other documents required as attachments under this competitive solicitation.

- j) The application package should pre-populate with all selected forms embedded.
  - k) Complete all mandatory fields (highlighted in yellow) on the forms. Please select "Application" in Item 1 of Form SF-424. On Form CD-511, type "not awarded yet" in the "project number" field. **Save the application package at regular intervals to avoid losing work.**
  - l) Attach any attachments, as necessary. EDA will accept attachments in PDF, WordPerfect, Microsoft Excel, or Microsoft Word. (Note: Applicants will only be able to do so if they selected "Attachments" as one of the optional documents for submission in step (i)).
  - m) When all mandatory fields have been completed, scroll to the top and click on [Check Package for Errors].
  - n) Click [Save].
  - o) Click [Save and Submit]. At this point, you must be connected to the Internet and you will be asked to enter your [www.grants.gov](http://www.grants.gov) logon in order to submit via [www.grants.gov](http://www.grants.gov).
- 2) Electronic download and submission via [i6@doc.gov](mailto:i6@doc.gov). This option is only available in the event that [www.grants.gov](http://www.grants.gov) malfunctions during Applicant's attempt to apply through the website. The steps are as follows:
- a) Follow the instructions under Step 2, Paragraph 1, (a) – (n). At this point, save the application package to your computer or server as a PDF. Make sure you include any required attachments, such as letters of commitment, in your single PDF.
  - b) Email your single application to [i6@doc.gov](mailto:i6@doc.gov). You must also save any error message received and provide it when requested.