



FY 2020 SPRINT Challenge Application Checklist

Purpose: This checklist serves to support applicants in applying for the FY 2020 Scaling Pandemic Resilience Through Innovation and Technology (SPRINT) Challenge. This document lists out the required components of the application.

The FY 2020 SPRINT Challenge *aims to enable regional innovation economies to rapidly address the economic, health, and safety risks caused by the coronavirus pandemic through entrepreneurship and innovation.* Full application forms and instructions should be accessed directly through Grants.gov. Please see the Notice of Funding Opportunity for full requirements and details.

Eligibility: Eligible applicants for investment assistance under the FY 2020 SPRINT Challenge include a(n):

- a. District Organization of an EDA-designated Economic Development District;
- 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 acting in cooperation with officials of a political subdivision of a State.¹

Under the FY 2020 SPRINT Challenge, EDA is **not** authorized to provide grants or cooperative agreements to individuals or to for-profit entities.

For more information about the grant opportunity, please see the “Resources” listed at <https://eda.gov/oie/sprint> or email oie@eda.gov with questions.

¹ See section 3 of PWEDA (42 U.S.C. § 3122) and 13 CFR § 300.3

Summary of Required Forms and Supporting Documentation

Reference the chart below to determine whether you have provided the required forms and supporting documentation in your application:

Documentation	NOFO Section(s)	Guidance	Required for All Applicants?	Complete?
Form SF-424 Application for Federal Assistance	Section D.2.a.ii (p. 15-16)	Must be filled out in entirety and signed by an authorized representative to be considered. Be sure budget listed here matches the SF-424A and Budget Narrative.	Yes. ➤ Also applies to co-applicants.	
Form SF-424A Budget Information- Non-Construction Programs	Section D.2.a.ii (p. 15-16)	Be sure budget listed here matches the SF-424 and Budget Narrative.	Yes.	
CD-511 Certification Regarding Lobbying	Section D.2 (p. 13) Section D.2.b.i (p.16-17)	Required for all entities.	Yes. ➤ Also applies to co-applicants.	
SF-LLL Disclosure of Lobbying Activities	Section D.2.b.i (p.16-17)	Required disclosure of certain lobbying activities.	No. Only if any applicant or co-applicant conducts certain lobbying activities.	
State Single Point-of- Contract (SPOC)/ Executive Order 12372 Compliance Documentation	Section D.2.b.ii.a. (p.17-18)	Applies to projects with primary service areas in a participating State. See SPOC List for details.	Yes, if project's primary service area is in a participating State.	
Indirect Cost Rate	Section D.2.b.ii.c. (p.18)	If indirect costs are included in the budget the applicant must provide either: <ul style="list-style-type: none"> • A copy of a current, approved, and negotiated indirect cost rate agreement (NICRA), or • If the applicant elects the 10% de minimis rate, a statement that it has never had a NICRA. 	No. Only if indirect costs are included in the budget.	
Articles of Incorporation, Certificates of Good Standing, and Bylaws	Section D.2.b.ii.b. (p.18)	Only applicable to non-profit applicants.	No.	
Resolution or letter demonstrating cooperation with a political subdivision of a State (e.g., a county or a municipality)	Section D.2.b.i (p.16-17)	Only applicable to non-profit applicants.	No.	

Project Narrative (PDF)	Section A.2 (p.5) Section D.2.a.i. (p. 14-15)	Project Narrative of no more than ten (10) total pages with margins no less than one-half inch (0.5") using Arial, Calibri, Times New Roman, or a similar font of size no less than eleven (11) points.	Yes.	
Alignment with Community Economic Development Strategy (CEDS) or EDA-Approved Equivalent	Section C.4 (p.12)	<p>Consists of:</p> <ul style="list-style-type: none"> - Description of how the project will support the economic needs and objectives outlined in the applicable region's CEDS or equivalent EDA-accepted regional economic development strategy, either in project narrative or through a letter of support from an authorized representative of the relevant Economic Development District (EDD). <p>Link to the full text of the referent CEDS.</p>	Yes.	
Budget Narrative and Staffing Plan	Section D.2.a.ii. (p. 15-16) Att.2 (p. 36)	<p>Consists of:</p> <ul style="list-style-type: none"> - budget narrative; and - staffing plan. <p>See optional budget template here.</p>	a. Yes.	
Matching Share Commitment Letter	Section D.2.a.iii (p. 16)	<ul style="list-style-type: none"> - One (1) letter per entity providing a match (cash and/or in-kind) highlighting specifically the details of the match component. All matching funds must be unencumbered, available as needed, and committed at the time of award. Such letters must be signed by authorized representatives of the sources of the matching funds. 	Yes. No limit on number of letters included.	