

## FY 2021 American Rescue Plan Act Build Back Better Regional Challenge Application Checklist for Phase 2 Applications

**Purpose:** This checklist aims to help applicants put together application materials for Phase 2 of the Economic Development Administration's (EDA's) FY 2021 American Rescue Plan Act Build Back Better Regional Challenge (BBBRC). All applications will be evaluated on the criteria as outlined in Section E.1.b of the NOFO.

BBBRC is a two-phase competition to (1) help regions develop transformational economic development strategies and (2) fund the implementation of those strategies that will create and grow regional growth clusters.

EDA strongly encourages BBBRC Phase 1 awardees (i.e., finalists) to submit a Phase 2 Full Application, which consists of an Overarching Application (including an Overarching Narrative) and applications for individual component projects (Component Applications) that support the regional growth cluster. Section D.2.b of the NOFO contains definitive requirements for a Full Application. Full Applications will be evaluated using the evaluation criteria in section E.1.b. of the NOFO. EDA anticipates that

- it will select approximately 20 - 30 coalitions to fund some of or all their component projects;
- it will award approximately \$25,000,000 to \$75,000,000 in total to each coalition's bundle of component projects (although EDA will consider total coalition awards above and below these estimates based on a variety of factors); and
- the cost of individual component projects to range from approximately \$750,000 to \$25,000,000 (or more, if the cluster or project warrants it).

Component Application forms and instructions should be accessed directly through [Grants.gov](#) using a custom link emailed to your Coalition Lead's Authorized Representative. Coalition Leads should submit Overarching Applications via Kiteworks, DOC's secure file collaboration platform, pursuant to the instructions that EDA sent to your Coalition Lead's Authorized Representative and RECO. Program resources, including the NOFO, application templates, and other application support information, may also be found on EDA's website at <https://eda.gov/arpa/build-back-better/>.

**Eligibility:** Eligible applicants for investment assistance under the Build Back Better Regional Challenge include a(n):

- a. District Organization of an EDA-designed Economic Development District (EDD)
- 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.

EDA is **not** authorized to provide grants or cooperative agreements to individuals or to for-profit entities.

## Summary of Required Forms and Supporting Documentation for a Phase 2 Application under the FY 2021 Build Back Better Regional Challenge

The optional checklist below may help you determine whether you have provided the required forms and supporting documentation in your application. Please refer to the Build Back Better Regional Challenge NOFO for details on the requirements that may make your application more competitive.

### Definitions:

- **Phase 2 Full Application:** an umbrella Overarching Application and a bundle of Component Applications
- **Overarching Application:** an Overarching Narrative plus supporting documentation, which is *not* a request for Federal funding, submitted by a Coalition Lead
- **Component Application:** one application for funding all or part of a project that is part of the bundle tied together by an Overarching Application; i.e., a request for Federal funding for all or a portion of coalition's Phase 2 projects
- **Coalition Lead:** the Phase 1 awardee (i.e., lead recipient), which is also the organization submitting the coalition's Phase 2 Overarching Application
- **Component Lead:** an organization submitting one or more Phase 2 Component Applications (this may or may not be the Coalition Lead, depending on the nature of the Component Applications)
- **Subrecipient:** an organization to which a Component Lead proposes to make a Phase 2 subaward
- **Beneficiary:** a private-sector organization that will be enabled to invest or create jobs in a region by one or more Phase 2 Component Applications
- **Project Type:** "construction," "non-construction" (which has a "business incubator" subtype), and "revolving loan fund (RLF)"

### Notes:

- In some situations, a single "component project" may consist of multiple Component Applications based on the nature of the project's activities and applicable laws, regulations, policies, processes, and platforms. While we expect coalitions to submit approximately three to eight projects, coalition members may ultimately submit more than eight Component Applications that encompass those projects.

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**For Overarching Applications—  
submit via [Kiteworks](#), DOC’s Secure File Collaboration platform (access via email invitation)**

| <b>Documentation</b>                         | <b>NOFO Section(s)</b> | <b>Information to Include</b>   | <b>Required for All Coalition Members?</b>  | <b>Template / Form</b>  |
|--|------------------------|---|---|---|
| Overarching Narrative                        | Section D.2.b.i        | Maximum 10-page (12-point font, 1-inch margins) narrative that contains a succinct synopsis, geographical description, private sector engagement plan, sustainability plan, community engagement, equitable engagement strategy, expected outcomes, and description of work conducted to date.  | No. Coalition Lead should submit one on behalf of the entire coalition.                         | <a href="#">optional template</a><br><a href="#">optional primary service area template</a> |
| Coalition Member Commitment                  | Section D.2.b.i        | Updated documentation (e.g., a signed letter) from each coalition member that confirms that the member has read the Overarching Narrative and is committed to executing the component(s) for which that member is responsible.  | Yes.  | n/a   |
| Updated Letters of Support from Key Partners | Section D.2.b.i        | Key partners are encouraged to submit updated letters of support highlighting the benefits from the coalition-building they participated in since providing their Phase 1 letters and identifying any new commitments they are making. Although not required, updated letters may make a Complete Application more compelling.  | No. Only coalition members who have submitted additional information that differs from Phase 1. | n/a   |
| Coalition Component Application List         | suggested—see template | A list of all component applications that your Coalition is submitting and name of Component Lead. To be submitted once by the Coalition Lead.  | No. Coalition Lead is recommended to submit on behalf of the coalition.                         | <a href="#">optional template</a>   |
| State Point of Contact (SPOC) Compliance     | Section D.4.           | If your state is listed <a href="#">here</a> , you will need to contact your state and check if compliance is met for the entire coalition by the Coalition Lead (Phase 1 recipient) submitting for Phase 2, or if each lead component will need to submit SPOC compliance. Please attach documentation showing compliance either way. If your state is not on this list, no documentation is required. | See list of applicable states.  | n/a   |

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**For all Component Applications—**

**Submit these Common Application Requirements via [grants.gov](#) along with project type-specific documents.**

*Application bundles comprise multiple Component Applications, each submitted individually by its respective Component Lead.*

| Documentation                                  | NOFO                         | Information to Include  | Required for Each Component?                                 | Template / Form   |
|--|------------------------------|---|--|---|
| SF-424 (Application for Federal Assistance)    | Section D.2.b.ii             | Must be completely filled out and signed by an authorized representative of the lead institution. Be sure budget listed here matches the budget forms and Budget Narrative. Should be signed and submitted by the Coalition member leading this component project.  | Yes.   | Form in Grants.gov package  |
| ED-900A Form                                   | Section D.2.b.ii             | Should be signed and submitted by the Coalition member leading the respective component project.  | Yes.   | Form in Grants.gov package  |
| Form CD-511 (Certification Regarding Lobbying) | Section D.2.b.ii             | Should be signed and submitted by the Coalition member leading this component project.  | Yes.   | Form in Grants.gov package  |
| SF-LLL (Disclosure of Lobbying Activities)     | Section D.2.b.ii             | Required disclosure of certain lobbying activities. If Component lead did not conduct these lobbying activities, put "N/A" on the form.   | Only if Component Lead conducts certain lobbying activities. | Form in Grants.gov package  |
| Non-Profit Documentation                       | Section D.2.b.ii             | Articles of incorporation, current certificate of good standing, and bylaws or equivalents. Only applicable to non-profit applicants that are not institutions of higher education. Should be submitted for the Component Lead.   | Only if the Component Lead is a nonprofit organization.      | n/a   |
| Component Project Narrative                    | Section D.2.b.ii (pg. 23-24) | Project Narrative should not exceed 6 pages, with a minimum of 12-point font and 1-inch margins. Should include program description, scope of work, geographical description, CEDs alignment, partner/program outreach strategies, measurable goals and impacts, and a sustainability plan.   | Yes.   | <a href="#">optional template</a> + <a href="#">construction hints</a> + <a href="#">optional primary service area template</a> |
| Budget Narrative                               | Section D.2.b.ii             | One per component application. <ul style="list-style-type: none"> <li>• Construction – Attach to section C11 of the ED-900C</li> <li>• Non-Construction - Fill out thoroughly; should align with SF-424A</li> <li>• RLF – Fill out thoroughly; should align with SF-424A</li> </ul>   | Yes.   | optional: <a href="#">const. pg.3-4</a> + <a href="#">non-const./ RLF</a>   |
| Documentation of Matching Shares               | Section D.2.b.ii (pg. 25)    | For each matching share source, submit supporting documentation such as a commitment letter, board resolution, proof of bonding authority, or similar document showing either the in-kind or cash matching commitment are unencumbered, committed, and available for the purposes of this project. Should also be noted in your budget narrative. | Yes, if matching shares are included in the project.         | n/a   |

**For all Construction Applications—  
submit these additional requirements via [grants.gov](https://grants.gov) alongside Common Application Requirements**

| Documentation   | NOFO                      | Information to Include   | Required for Each Component?   | Template / Form                                      |
|---|---------------------------|--|--|--|
| SF-424C Form (Budget Information – Construction Programs)                   | Section D.2.b.ii (pg. 24) | Please fill out thoroughly. One per component project application.   | Required for construction projects.  | Form in grants.gov package                           |
| SF-424D (Assurances – Construction Programs)                                | Section D.2.b.ii (pg. 25) | Should be signed and submitted by the Coalition member leading this component project.   | For construction projects only.  | Form in Grants.gov package                           |
| ED-900B (Beneficiary Information)   | Section D.2.b.ii (pg. 25) | Please fill out thoroughly.  | For construction projects only - each beneficiary of the proposed project, as applicable | Form in Grants.gov package                           |
| ED-900C (EDA Application Supplement for Construction Programs)              | Section D.2.b.ii (pg. 25) | Fill out form thoroughly and confirm attachments as applicable. Attach Budget Narrative (see above) to section C of this form.   | Required for construction projects.  | Form in Grants.gov package                           |
| Additional supporting documentation for the ED-900C                         | Section D.2.b.ii (pg. 25) | Required to attach the Preliminary Engineering Report (narrative as outlined in Section C). Recommend submitting fewer than 10 pages, not including drawings and photographs. If applicable, add attachments for sections F and H. | Required for construction projects.  | <a href="#">optional template</a>                    |
| ED-900E (Calculation of Estimated Relocation and Land Acquisition Expenses) | Section D.2.b.ii (pg. 25) | Please fill out thoroughly. One per application.   | Required for construction projects.  | Form in Grants.gov package                           |
| Environmental Documentation   | Section D.2.b.ii (pg. 25) | Environmental Narrative Template should be attached to section G of the ED-900C.   | Required for construction projects.  | <a href="#">template</a> ; + <a href="#">example</a> |
| Applicant Certification Clause  | Section D.2.b.ii (pg. 25) | This is the certification found at the end of the Environmental Narrative Template in Appendix A. Can include in that attachment or separately.  | Required for construction projects.  | <a href="#">template</a>                             |
| Map of Project Site   | Section D.2.b.ii (pg. 25) | One per construction project.  | Required for construction projects.  | n/a  |

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**For all *Business Incubator Construction Applications*—**

**submit these additional requirements via grants.gov alongside Common Application and Construction Application Requirements**

| <b>Documentation</b>                | <b>NOFO</b>               | <b>Information to Include</b>  | <b>Required for Each Component?</b>   | <b>Template / Form</b>            |
|-------------------------------------|---------------------------|--|---|-----------------------------------|
| Full Incubator Feasibility Study    | Section D.2.b.ii (pg. 27) | Establishes the market demand for the specific start-up companies proposed for incubation. A feasibility study should establish the presence of a critical mass of support factors, entrepreneurial demand for use, and community support for the facility. This full study, including appendices and other attachments, typically does not exceed 30 pages in length. | Required for construction programs that support a business incubator component. | n/a                               |
| Documentation on Financial Capacity | Section D.2.b.ii (pg. 27) | Documentation (typically pro-forma statements) with detailed demonstration that the applicant has the financial capacity to operate the incubator facility and reach a positive cash flow within a reasonable period of time, which EDA generally expects to be three years.   | Required for construction programs that support a business incubator component. | n/a                               |
| Incubator Management Plan           | Section D.2.b.ii (pg. 27) | Should include a tenant/client selection policy, tenant lease or license agreement (if applicable), business assistance policy, staffing plan, tenant graduation policy, and incubator performance plan. This plan does not typically exceed 15 pages in length.   | Required for construction programs that support a business incubator component. | <a href="#">optional template</a> |

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**For all Non-Construction Component Applications—  
submit these additional requirements via [grants.gov](#) alongside Common Application Requirements**

| Documentation  | NOFO                      | Information to Include  | Required for Each Component?                               | Template / Form            |
|--|---------------------------|---|--|----------------------------|
| SF-424A (Budget Information – Non-Construction Programs) | Section D.2.b.ii (pg. 26) | Please fill out thoroughly. One per application. Support video can be <a href="#">found here</a> .  | Required for non-construction programs and RLF assistance. | Form in Grants.gov package |
| Negotiated Indirect Cost Rate Agreement (NICRA)          | Section D.2.d (pp. 28-29) | If your lead applicant is including indirect costs based on a negotiated rate, attach copy of valid NICRA. If including costs at the de minimus rate, affirm that you meet the requirements to do so. See NOFO for further details. | Yes.   | n/a                        |

**For all Business Incubator Non-Construction Component Applications—  
submit these additional requirements via [grants.gov](#) alongside Common Application and Non-Construction Application Requirements**

| Documentation  | NOFO                      | Information to Include   | Required for Each Component?  | Template / Form                   |
|--|---------------------------|--|---|-----------------------------------|
| SF-424A (Budget Information – Non-Construction Programs) | Section D.2.b.ii (pg. 26) | Please fill out thoroughly. One per application. Support video can be <a href="#">found here</a> .   | Required for non-construction programs and RLF assistance.                          | Form in Grants.gov package        |
| Abbreviated Incubator Feasibility Study                  | Section D.2.b.ii (pg. 27) | Establishes the market demand for the specific start-up companies proposed for incubation. A feasibility study should establish the presence of a critical mass of support factors, entrepreneurial demand for use, and community support for the facility. This abbreviated study should be approximately one page and indicate the demand and capacity for the incubator in the cluster. | Required for non-construction programs that support a business incubator component. | n/a                               |
| Documentation on Financial Capacity                      | Section D.2.b.ii (pg. 27) | Documentation (typically pro-forma statements) with detailed demonstration that the applicant has the financial capacity to operate the incubator facility and reach a positive cash flow within a reasonable period of time, which EDA generally expects to be three years.   | Required for non-construction programs that support a business incubator component. | n/a                               |
| Incubator Management Plan                                | Section D.2.b.ii (pg. 27) | Should include a tenant/client selection policy, tenant lease or license agreement (if applicable), business assistance policy, staffing plan, tenant graduation policy, and incubator performance plan. This plan does not typically exceed 15 pages in length.   | Required for non-construction programs that support a business incubator component. | <a href="#">optional template</a> |

**For all Revolving Loan Fund (RLF) Component Applications—  
submit these additional requirements via [grants.gov](#) alongside common Component Application requirements**

| <b>Documentation</b>                                      | <b>NOFO</b>               | <b>Information to Include</b>  | <b>Required for Each Component?</b>                        | <b>Template / Form</b>            |
|---|---------------------------|--|--|-----------------------------------|
| SF-424A (Budget Information – Non-Construction Programs)  | Section D.2.b.ii (pg. 26) | Please fill out thoroughly. One per application. Support video can be <a href="#">found here</a> .                                   | Required for non-construction programs and RLF assistance. | Form in Grants.gov package        |
| ED-900F (Supplement for Revolving Loan Fund Applications) | Section D.2.b.ii (pg. 26) | Please fill out thoroughly. One per application.   | Required for RLF assistance.                               | Form in Grants.gov package        |
| Draft RLF plan  | Section D.2.b.ii (pg. 26) | Must address all components required by EDA’s regulation at Uniform Guidance 13 CFR § 307.9. Plans typically do not exceed 25 pages. | Required for RLF assistance.                               | <a href="#">optional template</a> |

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