

# Recompete Pilot Program

## Application Checklist for Phase 1 Notice of Funding Opportunity

**Purpose:** This checklist serves to support applicants in applying for the Economic Development Administration's (EDA's) Phase 1 Recompete Pilot Program (Recompete) Notice of Funding Opportunity.

The Recompete Pilot Program will support economic revitalization in distressed communities across the country. Specifically, this program targets areas where prime-age (25-54 years) employment significantly trails the national average, with the goal to close this gap through flexible, bottom-up strategy development and implementation investments. In Phase 1, applicants may elect to apply for (1) a Strategy Development Grant, (2) Recompete Plan Approval, or (3) both.

This document lists the required components for:

- **Strategy Development Grants:** An applicant to the Recompete Pilot Phase 1 NOFO may apply for a Strategy Development Grant, either alone or along with a request for approval of a Recompete Plan. Where an applicant applies only for a Strategy Development Grant, the grant is intended to facilitate a region in becoming more competitive for future approval of a Recompete Plan and thus eventually for Implementation Grants.
- **Recompete Plan Approval:** An applicant to the Recompete Pilot Phase 1 NOFO may submit a Recompete Plan for approval, either alone or along with a request for a Strategy Development Grant. Only applicants with an approved Recompete Plan at the conclusion of Phase 1 of the competition (i.e., Finalists) will be permitted to apply for Implementation funds under the Recompete Pilot Phase 2 NOFO. **Thus, if an applicant would like to compete for Implementation funding under the upcoming Phase 2 NOFO, it should apply for Recompete Plan approval under this Phase 1 NOFO.**

**For applicants applying to both Strategy Development Grants and Recompete Plan Approval:** An applicant seeking both must complete all the application requirements below – **please be sure to submit two applications through the EDA application portal (EDGE)**. Applications will be reviewed independently (i.e., applicants should not assume that the same reviewer reads both their Strategy Development Grant and Recompete Plan approval application) – however, some content that is expected to overlap between the applications can be repeated across both narratives (proposed service area, underlying arguments, etc.), and identical letters of support, CD-511, and SF-LLL may be submitted for both applications.

Please review the Recompete Phase 1 Notice of Funding Opportunity (NOFO), particularly Section D.2, for full requirements and details. Program resources, including the NOFO, application forms, instructions, and other information, may also be found on EDA's website at <https://www.eda.gov/funding/programs/recompete-pilot-program>.

# Summary of Required Forms and Supporting Documentation for a Phase 1 Strategy Development Grant application for the Recompete Pilot Program

The chart below is designed as a tool to help determine whether you have provided the required forms and supporting documentation in your application. Please refer to the Recompete Pilot Program Phase 1 NOFO for details on the requirements that may make your application more competitive.

## Phase 1: Strategy Development Grant

Documentation	NOFO Section(s)	Information to Include	Required for All Applicants?	Complete?
Form SF-424 Application for Federal Assistance	Section D.2.a.1	Must be completely filled out and signed by an authorized representative of the lead applicant. Be sure budget listed here matches the Form SF-424A and Strategy Development Budget Narrative.	Yes	<input type="checkbox"/>
Letters of support	Section D.2.a.2	Letters evidencing the support of key partners in the execution of the Strategy Development Grant. If the applicant is a coalition, there should also be one letter from the coalition lead member that lays out that member's role.	Yes	<input type="checkbox"/>
Project Narrative	Section D.2.a.3	<p>Project narrative that discusses the following:</p> <ul style="list-style-type: none"> <li>All the requirements outlined in sections A.1.c. and A.1.d. of the NOFO</li> <li>Addresses all evaluation factors listed in section E.1.a. of the NOFO</li> <li>Identifies the relevant eligible geographic area through a screenshot from the Mapping Tool (or by providing data showing eligibility if the geography is not reflected in the Mapping Tool) and the proposed service area; if easier applicants may also use the <a href="#">Eligible/Service Area List Template</a> (click to access)</li> <li>Uses to which the applicant will put the funds if awarded</li> </ul> <p>Should not exceed five 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins. Map screenshot or the completed template do not count towards page limit.</p>	Yes	<input type="checkbox"/>

Documentation	NOFO Section(s)	Information to Include	Required for All Applicants?	Complete?
Form SF-424A Budget Information – Non -Construction Programs	Section D.2.a.4	Be sure budget listed here matches the Form SF-424 and Strategy Development Budget Narrative.	Yes	<input type="checkbox"/>
Strategy Development Budget Narrative	Section D.2.a.5	Budget narrative that clearly identifies and justifies how funds in each line item of the budget (Form SF-424A) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item, and the narrative total should match the total project costs listed in both the SF-424 question 18, line g, and SF-424A. Applicants may use the <a href="#">Budget Narrative Template for Strategy Development Grant Applications</a> (click to access).	Yes	<input type="checkbox"/>
Form CD-511 Certification Regarding Lobbying	Section D.2.a.6	Required for all entities.	Yes	<input type="checkbox"/>
Form SF-LLL Disclosure of Lobbying Activities	Section D.2.a.7	Required disclosure of certain lobbying activities.	No. Only if applicant conducts certain lobbying activities.	<input type="checkbox"/>
Indirect Cost Rate Documentation	Section D.2.a.8	Where applicable, required documentation to support the indirect cost rate applicants claim in the budget (unless claiming the 10 percent de minimis indirect cost rate). Please see NOFO Section D.2.e. to see if this applies.	No. Only if indirect costs are included in the budget.	<input type="checkbox"/>
SPOC Documentation	Section D.2.a.9	Where applicable, required documentation related to intergovernmental review. Please see NOFO Section D.4. to see if this applies.	No. Only if the applicant is a non-profit organization that is not an institution of higher education.	<input type="checkbox"/>
Organizational Status Documentation	Section C.1.	Depending on the type of organization, EDA may reach out to applicants after the application closes (i.e., during the review period) to request documentation supporting their organizational status as an eligible entity. While not required to apply, you may choose to include this information as part of the application upfront. Please see the Recompete FAQs for if this applies to you.	No. Only applies to some types of organizations, and not a requirement to apply– please see FAQs.	<input type="checkbox"/>

# **Summary of Required Forms and Supporting Documentation for a Phase 1 Recompete Plan Approval application for the Recompete Pilot Program**

The chart below is designed as a tool to help determine whether you have provided the required forms and supporting documentation in your application. Please refer to the Recompete Pilot Program Phase 1 NOFO for details on the requirements that may make your application more competitive.

## Phase 1: Recompete Plan Approval

Documentation	NOFO Section(s)	Information to Include	Required for All Applicants?	Complete?
Letters of support	Section D.2.b.1	Letters evidencing the support each partner is committing to the Recompete effort. If the applicant is a coalition, there should also be one letter from the coalition lead member that lays out that member's role.	Yes	<input type="checkbox"/>
Recompete Plan	Section D.2.b.2	<p>Recompete Plan narrative that discusses the following:</p> <ul style="list-style-type: none"> <li>• Identifies the relevant eligible geographic area through a screenshot from the Mapping Tool (or by providing data showing eligibility if the geography is not reflected in the Mapping Tool) and the proposed service area; if easier applicants may also use the <a href="#">Eligible/Service Area List Template</a> (click to access)</li> <li>• Addresses the six key Recompete Plan elements described in section A.1.e. of the NOFO</li> </ul> <p>Should not exceed eight 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins. Map screenshot or the completed template do not count towards page limit.</p>	Yes	<input type="checkbox"/>
High-Level Recompete Plan Budget Narrative	Section D.2.b.3	Budget narrative that clearly identifies 3-8 proposed projects and high-level budget estimates for each project. Applicants may use the <a href="#">High-Level Recompete Plan Budget Narrative</a> (click to access).	Yes	<input type="checkbox"/>
Form CD-511 Certification Regarding Lobbying	Section D.2.b.4	Required for all entities.	Yes	<input type="checkbox"/>

Documentation	NOFO Section(s)	Information to Include	Required for All Applicants?	Complete?
Eligible Entity Template	Section A.1.c.3	Identify your organization's entity type using the <a href="#">Eligible Entity Template for Recompete Plan Applicants</a> so EDA can confirm you are one of the entities that are eligible to participate in the program.	No, but strongly recommended.	<input type="checkbox"/>
Form SF-LLL Disclosure of Lobbying Activities	Section D.2.b.5	Required disclosure of certain lobbying activities.	No. Only if applicant conducts certain lobbying activities.	<input type="checkbox"/>
Organizational Status Documentation	Section C.1.	Depending on the type of organization, EDA may reach out to applicants after the application closes (i.e., during the review period) to request documentation supporting their organizational status as an eligible entity. While not required to apply, you may choose to include this information as part of the application upfront. Please see the Recompete FAQs for if this applies to you.	No. Only applies to some types of organizations, and not a requirement to apply– please see FAQs.	<input type="checkbox"/>