

Recompete Phase 2 NOFO Cheat Sheet and Application Bundle Checklist

Purpose: The Recompete Pilot Program Phase 2 Notice of Funding Opportunity (NOFO) Cheat Sheet and Application Bundle Checklist are resources to help Phase 1 Recompete Finalists (and their component project leads) interpret the NOFO as they prepare their Phase 2 applications. All applications will be evaluated using the criteria established in Section E.1.a. of the Phase 2 NOFO.

This document includes:

- 1) Phase 2 NOFO Cheat Sheet (pages 2-4), and
- 2) Application Bundle Checklist (pages 5-9) – full list of documentation required for complete applications.

Eligibility: *The Phase 2 NOFO is only open to Recompete Finalists selected in Phase 1.* As with the Phase 1 NOFO, eligible applicants under this NOFO include: (i) a unit of local government; (ii) the District of Columbia; (iii) a territory of the United States; (iv) a Tribal government; (v) political subdivisions of a State or other entity, including a special-purpose entity engaged in economic development activities; (vi) a public entity or nonprofit organization, acting in cooperation with the officials of a political subdivision of a State or other entity described in (v); (vii) an economic development district; and (viii) a coalition of any of the above entities that serve or are contained within an eligible geographic area. Some institutes of higher education will also be eligible if they fall within one of the above categories.

Definitions:

- Lead Applicant – The Lead Applicant serves as the entity that will submit the Updated Recompete Plan and associated documents for the Implementation Grant.
- Component Project – Each Recompete Plan proposes roughly 3-8 projects that represent the investments proposed to execute the Recompete Plan. Each of these projects should be submitted as its own “Component Project” in Phase 2 with the requisite documents.
- Project Lead – Entity serving as the lead for the respective component project(s), and thus the recipient of funds. Lead Applicants may serve as Project Leads themselves or identify other eligible partners to serve as Project Leads.
- 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 project applications.

Resources: The [Phase 2 NOFO](https://www.eda.gov/funding/programs/recompete-pilot-program) serves as the guiding document for what is required in a Phase 2 application. Additional program resources can be found on EDA’s Recompete Pilot Program webpage at: <https://www.eda.gov/funding/programs/recompete-pilot-program>. Recompete Finalists should use the [EDA Economic Development Grant Experience \(EDGE\) portal](#) to submit documentation – each Finalist should have received a private link to apply, and please reach out if you need support.

Phase 2 NOFO Cheat Sheet

Topic	NOFO Section	Notes
Phase 2 Application Deadline	Pg 1	4:59 p.m. Eastern Time on April 25, 2024.
Grants.gov NOFO link	Pg 1	EDA-RECOMPETEPHASE2-2023
Award Size	A.1.b.ii Pg 6B.2 Pg 16-17	<ul style="list-style-type: none"> – The amount EDA awards will depend heavily on the types of interventions required. – Budgets are a competitiveness factor. Applicants should consider the highest return on federal investments. – Average awards for LLMs: \$50 million – Average awards for LCs: \$20 million – Tribal areas or Pacific Ocean Territories: see B.1 – EDA expects budget estimates to be revised between Phase 1 & Phase 2. However, any major adjustment to proposed budgets or projects should be discussed with EDA’s Recompete Program Officer before final submissions.
Non-Federal Match Requirements	C.2 Pg 17-18	<ul style="list-style-type: none"> – Phase 2 implementation grants may be awarded with a maximum 100 percent federal grant rate: no local match is required. However, matching dollars, leveraged dollars, in-kind match, and policy commitments are a competitiveness factor where they are additive to the Recompete effort. (see NOFO E.1.a.3) – Entities providing match cannot be contractors paid for with award funds.
Period of Performance	B.2 Pg 16-17	<ul style="list-style-type: none"> – EDA expects that most projects will range from 24 to 60 months.
Lead Applicant /Change in Lead Applicant	A.1.b.iii & iv Pg 6-7	<ul style="list-style-type: none"> – Serve as the EDA’s main POC. Lead applicants should largely match those found in Phase 1. The lead applicant may change, rarely, and must be approved by EDA and original lead applicant. – The updated RCP must ID which entity will be the lead on each component project: either the lead applicant serves as lead on all component projects, or multiple entities in the coalition serve as project leads, and the lead applicant acts as a coalition lead. – Employs the Recompete Plan Coordinator – Facilitates the convening and coordination of community. – Ensuring execution of RCP grants across coalition, if applicable.

		<ul style="list-style-type: none"> – Ensure all Project Leads awarded EDA funding have a clear grants management strategy. – Any project lead must be an eligible entity type. – In general, for projects with a physical location, EDA expects the owner of the location/site to be an applicant or co-applicant.
Change in Service Area	A.1.b.i Pg 4	<ul style="list-style-type: none"> – The geographic scope of Phase 2 applications should match that of Phase 1. If Finalists need to adjust their service area, they must provide additional documentation in their application materials, as detailed in Section A.1.b.i.
Phase 2 Application requirements	D.2 Pg 19-26	<ul style="list-style-type: none"> – Updated Recompete Plan – If changed from Phase 1, eligible service area documentation – Letters of Commitment – Biographies of Key Leadership – 3-8 Component Project Applications (separate from lead application) – EDA required forms: Please see the Application Bundle Checklist for all required documents.
Letters of Commitment and Support	A.1.b.v Pg 8-9	<ul style="list-style-type: none"> – Demonstrate that the communities served have been involved in the proposal and strategy. EDA prefers quality letters over quantity. – High quality commitments are meaningful, specific, timely and measurable. – Additional new commitments, as well as revalidated commitments from Phase 1, may be submitted. – Please see EDA’s “Menu of Community Commitments” guide from Phase 1 for additional ideas. – If applicants are submitting form letters of support, EDA encourages one general letter that signals general support from all relevant entities.
Eligible Project Activities; Eligible Project Costs	A.1.c.i Pg 11	<ul style="list-style-type: none"> – EDA expects proposed component projects to generally match those outlined in the applicant’s Approved Recompete Plan. Any changes must be explained and must increase applicant’s ability to address prime-age employment, per capita wages, and long-term economic development. – A wide range of construction and non-construction activities across workforce development, business and entrepreneur development, infrastructure, planning, predevelopment and technical assistance. – Pre-award costs: allowable with advance approval.
Ineligible Project Costs	H.6 Pg 37 D5 Pg 27	<ul style="list-style-type: none"> – Wage subsidies to employers (however, note that wage stipends directly to participants are permissible) – Hybrid or equity investments in businesses

	A.1.c.ii.5 Pg 15	<ul style="list-style-type: none"> – Application preparation expenditures – Activities that support or oppose collective bargaining – Lobbying – Construction of housing – Activities to induce the relocation of existing jobs within the US that are located outside of the service area.
Updated Recompete Plan Evaluation Criteria	E.1.a Pg 28	<ul style="list-style-type: none"> – Overall Vision and Strategy (also a Component Project Criteria) – Equity (also a Component Project Criteria) – Sustainable Partnerships and Commitments – Leadership and Governance – Overall Impact and Risk Mitigation
Component Project Evaluation Criteria	E.1.a Pg 28-30	<ul style="list-style-type: none"> – Overall Vision and Strategy (also an Updated Recompete Plan Criteria) – Equity (also an Updated Recompete Plan Criteria) – Capability to Implement – Realistic Scope and Workplan
Submission in EDGE	D.7 Pg 27	<ul style="list-style-type: none"> – For issues with the EDGE system: (i) print any error message received; (ii) email the help desk at GrantHDSupport@eda.gov; and (iii) contact EDA your Program Officer or Recompete@eda.gov.

Recompete Pilot Program Phase 2 Application Bundle Checklist

Complete Implementation Grant				
Document	NOFO Section	Information to Include	Required?	Resources
Updated Recompete Plan	Section D.2.a (pg. 19)	Maximum of 10 single-sided 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins. It should include an executive summary of the Plan, short descriptions of the 3-8 component projects, an overview of deliverables and key milestones, how projects and external investments will relate to each other, how projects consider equity in outcomes and process, an overview of work between Phase 1 and 2, and an overview of outcomes and outputs.	Yes; one for entire Recompete effort.	General requirements are detailed in A.1.b of the Phase 2 NOFO (pgs. 4-11). Requirements are further expanded on in sections A.1.c.ii.(1) and E.1.a of the Phase 2 NOFO. (pgs. 12, 13, and pgs. 28-30)
Eligible Service Area Documentation	Section D.2.a (pg. 19)	Documentation identifying the proposed service areas and verifying that they are within one of the eligible areas for the program. If applicants change their Service Area: documentation (1) identifying their original and revised Service Areas, (2) confirming that the new Service Area is still within an Eligible Area, and (3) providing rationale on why the change was made.	Only if changed from Phase 1	Recompete Phase 2 Eligible Service Area Template (if changing service area)
Letter(s) of Commitment	Section D.2.a (pg. 20)	While letters of support in Phase 1 were largely general and aspirational, in Phase 2 they should be meaningful, specific, timely and measurable . Additional new letters of commitment may be submitted as part of Phase 2, as well as re-validated commitments from Phase 1.	Yes	Phase 2 Recompete Community Commitments Template Menu of Community Commitments
Bios of Key Leadership	Section D.2.a (pg. 20)	Professional biographies (including resumes) for the Recompete Plan Coordinator (RPC) and key personnel of the Recompete Plan leadership	Yes	N/A

		team. If positions are open, please provide a job description.		
Component Project Applications	Section D.2.a (pg. 20)	Dependent on type of project – details outlined in tables below	Yes	Refer to Component Project tables below

For All Component Project Applications

Document	NOFO Section	Information to Include	Required for Each Component?	Resources
SF-424 (Application for Federal Assistance)	Section D.2.b (pg. 21)	Must be filled out by the component project lead. Budget should match budget forms and narrative. Please feel free to leave fields 18b – 18f BLANK (match, and other forms of leverage, can be documented in the Community Commitments Template above).	Yes	Complete via EDGE
Component Project Narrative	Section D.2.b (pg. 21)	Maximum of 5 single-sided 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins.	Yes	Requirements are expanded on in sections A.1.c.ii.(2), and E.1.a of the Phase 2 NOFO. (pgs. 13, 14, and 28-31)
CD-511 (Certification Regarding Lobbying)	Section D.2.b (pg. 21)	Must be signed and submitted by the component project lead.	Yes	
SF-LLL (Disclosure of Lobbying Activities)	Section D.2.b (pg. 21)	Required disclosure of certain lobbying activities. If component project lead did not conduct these lobbying activities, put “N/A” on the form.	Only if Component Project Lead conducts certain lobbying activities.	Instructions for Completing SF-LLL (includes info on when the form is applicable)
Non-Profit Documentation	Section D.2.b (pg. 21)	If the applicant is a non-profit organization that is not an institution of higher education, a copy of the applicant’s articles of incorporation,	Only if component project lead is a	

		bylaws, and a current certificate of good standing.	non-profit organization.	
Project-Specific Budget and Supplementary Materials	Section D.2.b (pg. 21)	Dependent on type of project – details outlined in tables below for Construction Component Projects and Non-Construction Component Projects.	Yes	Refer to Component Project tables for construction or non-construction depending on project.

Construction Component Projects (including applications for design and engineering with construction activities) – Additional Documentation to Submit

Document	NOFO Section	Information to Include	Required for Each Component?	Resources
SF-424C (Budget Information – Construction Programs)	Section D.2.b (pg. 21)	Must be completed and match other documentation (budget, narratives, etc.).	Yes	
Budget Narrative	Section D.2.b (pg. 21)	Identifies and justifies how each line item of the budget will be used. The narrative total should match total project costs listed in other documentation submitted. Narrative should describe any other funds that have been secured or requested to support the project and include itemized valuations of any in-kind matching funds.	Yes	*Note: In lieu of a separate Budget Narrative, this info may be included in the Preliminary Engineering Report as required by section C of the ED-900C.
SF-424D (Assurances – Construction Programs)	Section D.2.b (pg. 22)	Must be filled out, signed, and submitted by the component project lead.	Yes	
ED-900B (Beneficiary Information Form)	Section D.2.b (pg. 22)	Must be filled out thoroughly. Note that only one form is required, and should be submitted on behalf of all beneficiaries.	Yes; each beneficiary (i.e., private sector employers and businesses) of	

			proposed project as applicable.	
ED-900C (EDA Application Supplement for Construction Programs)	Section D.2.b (pg. 22)	Fill out form and confirm attachments as applicable.	Yes	
ED-900E (Calculation of Estimated Relocation and Land Acquisition Expenses)	Section D.2.b (pg. 22)	Please fill out. One per application.	Yes	
Documentation of Matching Share	Section D.2.b (pg. 22)	As applicable, provide proof of bonding authority, or similar document, for each matching share source, such as a commitment letter or board resolution.	Yes; if match is being provided.	Phase 2 Recompete Community Commitments Template
Negotiated Indirect Cost Rate Agreement (NICRA)	Section D.2.e (pgs. 25-26)	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.	Yes, if applicable	Refer to Phase 2 NOFO (pgs.25-26) for further details.
Environmental Documentation	Section D.2.b (pg. 22)	Submit documentation to reflect whether the component project is categorically excludable or should be a draft environmental assessment or environmental impact statement. Applicants should consult with Recompete@eda.gov to ensure the appropriate documentation is prepared.	Yes	Example – Anytown Environmental Narrative Environmental Narrative and Certification Clause Template
Applicant’s Certification Clause	Section D.2.b (pg. 22)	Submit certification found at Appendix A of the Environmental Narrative Template and Certification Clause document.	Yes	Environmental Narrative Template and Certification Clause
Map of Project Site	Section D.2.b (pg. 22)	Submit one per construction project.	Yes	

Non-Construction Component Projects – Additional Documentation to Submit

Document	NOFO Section	Information to Include	Required for Each Component?	Resources
SF-424A (Budget Information – Non-Construction Programs)	Section D.2.b (pg. 22)	Please fill out. One per application.	Yes; for each non-construction component.	
Budget Narrative	Section D.2.b (pg. 22)	Identifies and justifies how each line item of the budget will be used. The narrative total should match total project costs listed in other documentation submitted.	Yes; for all non-construction components.	Optional Budget Narrative Template for Non-Construction
Documentation of Matching Share	Section D.2.b (pg. 22)	As applicable, provide proof of bonding authority, or similar document, for each matching share source, such as a commitment letter or board resolution.	Yes; if match is being provided.	Phase 2 Recompete Community Commitments Template
Negotiated Indirect Cost Rate Agreement (NICRA)	Section D.2.b (pgs. 25-26)	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.	Yes, if applicable	Refer to Phase 2 NOFO (pgs. 25-26) for further details.