

Optional Recompete Community Commitments Template

As part of the Phase 2 Notice of Funding Opportunity (NOFO) for the Recompete Pilot Program, applicants are required to submit Letters of Commitment to substantiate investment, policy, or other concrete commitments. As a reminder, commitments should be **new, timely, targeted, measurable, and meaningful**. Please see page 8 of the NOFO and EDA’s [“Menu of Community Commitments” guide](#) from Phase 1 for more guidance on best practices.

Applicants are encouraged to use this optional template to structure their Letters of Commitment in Phase 2. Applicants may submit, in a single PDF: (1) a single **Commitments Index** listing summarizing all commitments, and (2) for each commitment, a signed **Letter of Commitment**.

Commitments Index

With each Implementation Grant Application, Finalists are encouraged to include a Commitments Index which lists all of the organizations providing letters of commitment and the following information:

1. Entity type:
 - a. institute of higher education
 - b. workforce training provider (other than IHE)
 - c. public sector - city, county government, etc.
 - d. private sector
 - e. labor (e.g., unions, workers organizations, etc.)
 - f. Tribal governments
 - g. other Tribal organizations
 - h. economic development districts
 - i. other economic development organizations
 - j. community-based organizations
 - k. others
2. Whether the entity making the commitment is:
 - a. the lead applicant
 - b. a project lead
 - c. a proposed subawardee
 - d. a supporting partner of the Recompete effort (i.e., none of the above)
3. Whether the commitment applies to all component projects, or specific component projects (if specific, please list which ones);
4. A one-sentence description of the commitment, using the following format – “[X organization] commits to [Y co-investment/policy changes/activities/etc.] that will achieve [Z outcomes] by [Q time]”; and
5. The actual or expected date of delivering the commitment.

Letters of Commitment

Following the Commitments Index, Finalists are encouraged to include a signed Letter of Commitment for each commitment which includes the following:

Distressed Area Recompete Pilot Program – Phase 2 Optional Template

1. Answers to these 5 questions:
 - a. What are the specific actions or activities that will be taken as part of this specific commitment?
 - b. Who is responsible for ensuring the commitment is met? Please include their name (if staffed) and job title.
 - c. What are the specific metrics of success for this commitment? Note not all commitments will have a quantifiable number, but all should have a clearly articulated goal.
 - d. When will the commitment be completed? What immediate steps were taken during the Phase 2 application period to begin to make progress towards this timeline?
 - e. Is this commitment a new activity or a continuation of a previous effort? If a continuation, how does this work differ from the status quo?
2. The signature and contact information of an individual authorized to make the commitment.
3. **If applying as a coalition:** Applicants are encouraged to include evidence – for example, via language in each Letter of Commitment – that each coalition member has read the application and is committed to executing its roles, responsibilities, and/or commitments related to the Recompete effort.

EDA prefers specific letters of commitment from each Recompete partner over form letters of support. However, applicants **may** include form letters, in which case EDA encourages one general letter signed by and demonstrating general support from all relevant supporting entities that are not otherwise making a commitment.

Finally, while all applicants should think about the support local, state, and national partners can bring, some places have greater resources than others. When reviewing letters of commitment, EDA will take into consideration the assets and resources of a community. Over the course of the Phase 2 application period, EDA will provide additional coaching and other Technical Assistance to help Recompete Finalists with their approach to securing commitments.