**FY 2021 American Rescue Plan Act Build Back Better Regional Challenge**

**Application Checklist** **for** **Phase 1 Concept Proposal**

**Purpose**: This checklist serves to support applicants in applying for the Economic Development Administration’s (EDA’s) FY 2021 American Rescue Plan Act Build Back Better Regional Challenge (Build Back Better Regional Challenge). This document lists the required components of the Concept Proposal and technical assistance application required for Phase 1 of the competition.

The Build Back Better Regional Challenge is designed as 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.

In Phase 1, applicants submit a Concept Proposal that **outlines a vision for the development or expansion of a new or existing regional industry or industries, as well as a collection of 3–8 potential projects designed to support that vision**. The Concept Proposal must articulate the coalition’s proposed vision and possible outcomes for the cluster; articulate how the proposed cluster will meet the four key elements of a successful cluster discussed above (Regional Assets, Industry Leadership, Sustainability, and Equity); identify the lead institution, coalition members, and additional existing or potential cluster partners (including letters of support); along with the identification of any prospective matching funds for Phase 2. Additionally, the Concept Proposal should include an **application for a** **technical assistance grant of up to $500,000** **to further develop individual component projects** necessary to support the regional growth cluster.

Full application forms and instructions should be accessed directly through [Grants.gov](https://www.grants.gov/web/grants/view-opportunity.html?oppId=334735), using Opportunity Number “EDA‑HDQ‑ARPBBB-2021‑2006976”. Please review the Build Back Better Regional Challenge Notice of Funding Opportunity (NOFO), particularly Section D.2, for full requirements and details. Program resources, including the NOFO, application forms, and other 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):

1. District Organization of an EDA-designed Economic Development District (EDD)
2. Indian Tribe or a consortium of Indian Tribes
3. 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
4. Institution of higher education or a consortium of institutions of higher education, or
5. 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 1 Concept Proposal under the FY 2021 Build Back Better Regional Challenge**

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 Build Back Better Regional Challenge NOFO for details on the requirements that may make your application more competitive.

Phase 1: Concept Proposal

| **Documentation**  | **NOFO** **Section(s)**  | **Information to Include** | **Required for All Applicants?**  | **Complete?**  |
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|  Concept Proposal narrative    | Section D.2.a.1  | Project narrative for the regional growth cluster that addresses the eight bullet points listed in the NOFO, in no more than 5 pages total (12-point font, 1-inch margins). EDA recommends using Arial, Calibri, Times New Roman, or a similar font. | Yes.  | *
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| An appendix for each of the four key elements of a strong regional growth cluster: 1. Regional Assets2. Industry Leadership3. Sustainability4. Equity  | Section D.2.a.2 | Appendices that address the four key elements of a strong regional growth cluster identified in the NOFO. The appendices should include: 1. Regional Assets. A list and brief description (2‑5 sentences each) of regional assets critical to the success of the cluster;
2. Industry Leadership. A list of partner employers critical to the success of the cluster, private sector engagement strategy (length: up to 1-page), and support letters (if possible) from relevant employers and labor unions;
3. Sustainability. The coalition’s draft plan for the sustainability of the cluster (length: no more than 2 pages); and
4. Equity. The coalition’s draft plan (length: no more than 2 pages) for sharing the benefits of the cluster equitably across all affected communities, including outreach strategies and support letters from community or other groups.
 | Yes.  | *
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| Identification of the lead institution and the Regional Economic Competitiveness Officer  | Section D.2.a.3  | A clear identification of the key coalition member that will serve as the lead institution and identification of a Regional Economic Competitiveness Officer (or a strategy to hire that individual), whose duties include:  * Serving as the central coordinator of new and existing resources to the benefit of regional competitiveness,
* Convening public, private, academic, and civic leaders around bottom-up competitiveness,
* Establishing a coordinated line of communication between regional growth clusters and EDA that accelerates collaboration and support, and
* Ensuring technical assistance awards provided by EDA and any partners are absorbed effectively within communities.
 | Yes.   | *
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| Support documentation from each coalition member  | Section D.2 a.4  | Documentation that each coalition member has read the application and is committed to executing its component(s) of the regional growth cluster. This may take the form of letters of support with appropriate language regarding the member’s understanding of its commitments.   | Yes.  | *
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| Additional letters of support | Section D.2.a.5 | Additional letters of support from cluster partners, not already included in the Industry Leadership and Equity appendices. If the coalition does not include at least one unit of local or state government, the applicant must include at least one letter of support from a unit of local or state government. | Yes. |  |
| Project and Budget Narratives for the technical assistance award  | Section D.2.a.6  | A Project Narrative and a Budget Narrative describing how the lead institution would utilize the technical assistance award. The Project Narrative should describe project tasks and expected outputs of those tasks and the Budget Narrative should detail how funds will be used to accomplish project tasks. | Yes.  | *
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| Form SF-424 Application for Federal Assistance  | Section D.2.a.7 | Must be completely filled out and signed by an authorized representative of the lead institution. Be sure budget listed here matches the Form SF-424A and Budget Narrative.   | Yes.  | *
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| Form SF-424ABudget Information-Non-‑Construction Programs | SectionD.2.a.7 | Be sure budget listed here matches the Form SF‑424 and Budget Narrative.   | Yes.  | *
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| Form CD-511 Certification Regarding Lobbying  | Section D.2.a.7  | Required for all entities.  | Yes.  | *
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| 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.   | *
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| Articles of incorporation, current certificate of good standing, and bylaws  | Section D.2.a.7   | Only applicable to non-profit applicants that are not an institution of higher education.  | No. Only if the applicant is a non‑profit organization that is not an institution of higher education.  | *
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