

American Rescue Plan

Economic Development Administration (EDA) funding and grant checklist

The U.S. Department of Commerce's Economic Development Administration (EDA) published guidelines for how they will invest \$3 billion in funding allocated by the American Rescue Plan Act of 2021 (ARP). This level of funding is ten times EDA's typical annual budget and the largest federal investment in economic development in decades. The funding is available through competitive grants. This is a unique opportunity to secure federal funding for your priority development projects. **This is a one time opportunity for extra funding. We can help you identify projects that would be eligible and assist you in putting together your application packet. Contact us today to get your process started!**



Funding categories - the funding is divided into six categories with a separate notice of funding opportunity (NOFO) for each



Eligibility - due to the economic hardships caused by the pandemic, the EDA has issued blanket eligibility for this ARP funding, meaning any community in the country can apply. Municipalities, regional organizations, states, tribes and not-for-profits are eligible



Timing - the application deadline is not until March 2022, but the EDA is accepting applications on a rolling basis and recommends submitted applications as soon as possible for the highest likelihood of receiving funding

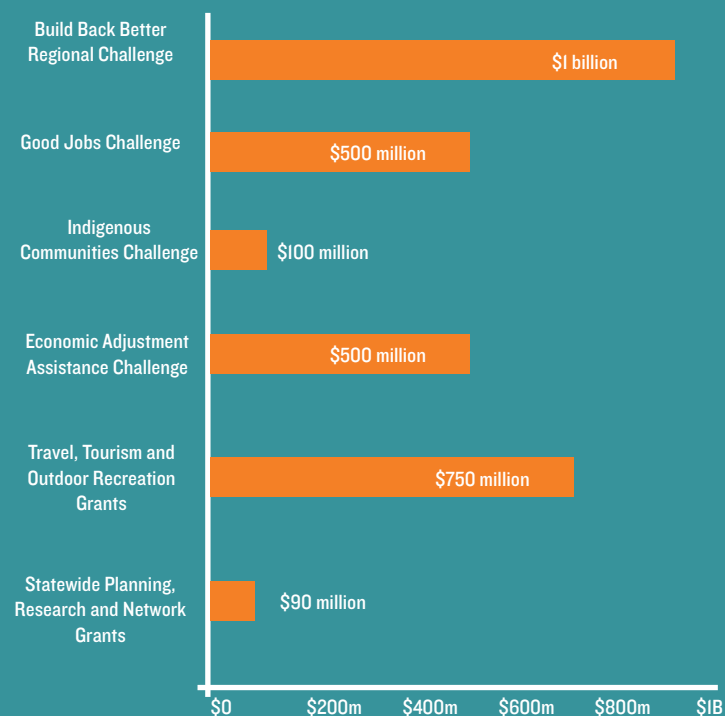


Local match commitment - EDA will fund up to 80% of project costs. At least 20% must come from a non-federal source



What you need to apply - EDA applications require several federal forms, a match commitment statement from the local government, beneficiary letters, a detailed narrative, a budget, and projects involving construction require a preliminary engineering report and environmental narrative

\$3 billion in competitive grant opportunities for economic development



For more information:

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Pre-Application Preparation

Eligible entities considering an EDA grant application can do the following now to start preparing:

- ✓ **Identify project** - potential EDA-eligible projects include preparation of an economic development strategy, construction of infrastructure that supports economic development and projects that address pandemic related losses in the tourism industry
- ✓ **Create a brief project description** - draft a short (one-page) description of the project, including the location, total estimated budget and how it will lead to jobs, economic development and economic recovery
- ✓ **Contact your EDA representative** - reach out to your regional EDA office and connect with the staff person assigned to your state to get their feedback on your project
- ✓ **Connect with your regional economic development organization** - EDA gives preference to projects identified in a regional Comprehensive Economic Development Strategy (CEDS). If applicable, connect with your regional economic development organization
- ✓ **Update federal grant credentials** - confirm that your community has access to a grants.gov log-in, DUNs number, SAM number and tax ID number
- ✓ **Identify "authorized representative"** - pick a staff person who will serve as the authorized representative for the project. This individual will be authorized to sign grant documents, submit reimbursement requests, etc.
- ✓ **Assemble background documents** - track down any background documents or plans for the project, particularly any maps or drawings showing the location and design of the project
- ✓ **Project budget** - identify the total budget for the project and the sources

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Finalizing Your Application

Your community can move forward with finalizing the grant application. Specific steps to complete this process include:

- ✓ **Prepare Preliminary Engineering Report** - using the EDA template, prepare the Preliminary Engineering Report (PER) (for construction projects only)
- ✓ **Identify impacts on historical/archaeological resources** - contact your State Historic Preservation Office (SHPO) if applicable and identify potential impacts (for construction projects only)
- ✓ **Prepare environmental narrative** - using the EDA template, prepare environmental narrative, including identification of impacted wetlands, floodplains, coastal areas, endangered species, etc. (for construction projects only)
- ✓ **Secure letters of support** - prepare a template and secure support letters from partner organizations (e.g., local chamber of commerce, downtown organization, elected officials, key local businesses)
- ✓ **Adopt governing body resolution** - prepare and adopt a city council resolution authorizing submission of the grant application, confirming the local match and identifying an authorized representative to sign grant agreements
- ✓ **Complete all required forms** - the application requires a series of forms These required forms can be downloaded with the application package on [grants.gov](https://www.grants.gov) Some forms require detailed narrative responses
- ✓ **Review draft** - once all the required forms and attachments are complete, carefully review the entire package
- ✓ **Submit** - when ready, upload and submit the application package on [grants.gov](https://www.grants.gov)
- ✓ **Follow up** - after submission, send an email to the regional contact person to let them know the application has been submitted. Reach out every few weeks for an update on the application's progress

inSITE Advisory Group can help your community prepare for EDA grants. Please contact us if you have any questions or to get the process started!

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