

FY 2021 ARPA Good Jobs Challenge Application Checklist

Purpose: This checklist supports applicants in applying for the Economic Development Administration's (EDA's) FY 2021 American Rescue Plan Act (ARPA) Good Jobs Challenge. This document lists out the required components of the application.

The FY 2021 ARPA Good Jobs Challenge *aims to help get Americans back to work by investing in (1) developing and strengthening regional workforce training systems that support sectoral partnerships, (2) designing sectoral partnerships, and (3) implementing sectoral partnerships that will lead to high-quality jobs.* Full application forms and instructions should be accessed directly through Grants.gov. Please see the [Notice of Funding Opportunity](#) (NOFO) for full requirements and details. Full applications are due no later **than January 26, 2022 by 11:59pm Eastern Time through Grants.gov.**

Eligibility: Eligible applicants for investment assistance under the FY 2021 ARPA Good Jobs Challenge include a(n):

- a. District Organization of an EDA-designated Economic Development District;
- b. Indian Tribe or a consortium of Indian Tribes;
- c. 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;
- d. Institution of higher education or a consortium of institutions of higher education; or
- e. Public or private non-profit organization or association, including labor unions, *acting in cooperation with officials of a political subdivision of a State.*

Under the FY 2021 Good Jobs Challenge, EDA is **not** authorized to provide grants or cooperative agreements to individuals or to for-profit entities.

All relevant forms must be signed electronically by the applicant's Authorized Representative. In addition, as part of the Grants.gov registration process, the applicant must designate a least one Authorized Organizational Representative (AOR) with authority to submit applications at Grants.gov; please see section I.2 of the Good Jobs Challenge NOFO for information on AOR requirements. The preferred electronic file format for attachments is Adobe PDF; however, EDA will accept electronic files in Microsoft Word, Microsoft PowerPoint, or Microsoft Excel formats.

For more information about the grant opportunity, please see eda.gov/arpa/good-jobs-challenge/ or email goodjobschallenge@eda.gov with questions.

Summary of Required Forms and Supporting Documentation

Reference the chart below to determine whether you have provided the required forms and supporting documentation in your application:

Documentation	NOFO Section(s)	Guidance	Required for All Applicants?	Complete?
Form SF-424 Application for Federal Assistance	Section D.2.b (pg. 23)	Must be filled out in its entirety and signed by an authorized representative to be considered. Be sure budget listed here matches the Form SF-424A and Budget Narrative.	Yes. ➤ Also applies to co-applicants.	
Form SF-424A Budget Information- Non-Construction Programs	Section D.2.b (pg. 23)	Be sure budget listed here matches the Form SF-424 and Budget Narrative.	Yes.	
Form ED-900A Additional EDA Assurances for Construction or Non-Construction Investments	Section D.2.b (pg. 23)	Verifies that attorney's or consultant's fees (whether direct or indirect) spent for securing EDA investments are not included in the grant costs. Verifies there is no conflict of interest of direct financial interest(s). Verifies that the applicant will comply with Government Performance and Results Act (GPRA) reporting.	Yes.	
Form CD-511 Certification Regarding Lobbying	Section D.2.b (pg. 23)	Required for all entities.	Yes. ➤ Also applies to co-applicants.	
Form SF-LLL Disclosure of Lobbying Activities	Section D.2.b (pg. 23)	Required disclosure of lobbying activities related to the project.	No. Only if any applicant retains a registered lobbyist in conjunction with the proposed project. ➤ Also applies to co-applicants.	
State Single Point-of- Contract (SPOC)/ Executive Order 12372 Compliance Documentation	Section D.6 (pg. 26)	Applies to projects with primary service areas in a participating State. See SPOC List for details.	No. Only if project's primary service area is in a participating State.	
Indirect Cost Rate	Section D.2.d (pg. 24)	If indirect costs are included in the budget the applicant must provide either: <ul style="list-style-type: none"> • A copy of a current, approved, and negotiated indirect cost rate agreement (NICRA), or 	No. Only if indirect costs are included in the budget.	

		<ul style="list-style-type: none"> If the applicant elects the 10% de minimis rate, a statement that it does not have a currently approved NICRA. 		
Articles of Incorporation, Certificate of Good Standing, and Bylaws	Section D.2.b (pg. 23)	Required for Backbone Organizations/System Lead Entities/Applicants that are non-profit organizations. Does not apply to non-profit institutions of higher education	No. Only applies to applicants that are a non-profit organization.	
Resolution or letter demonstrating cooperation with a political subdivision of a state (e.g., a county or a municipality)	Section C.1 (pg. 18)	Non-profit applicants must provide a resolution or a letter demonstrating they are acting in cooperation with a political subdivision of state to meet eligibility requirements. This does not apply to non-profit institutions of higher education.	No. Only applies to applicants that are a non-profit organization.	
Project Narrative	Section D.2.a (pg. 19-23)	One Project Narrative per application of no more than fifteen (15) total pages with margins no less than one inch (1.0") using Arial, Calibri, Times New Roman, or a similar font of size no less than twelve (12) points. Material beyond the 15th page will not be read or considered.	Yes.	
Alignment with Community Economic Development Strategy (CEDS) or EDA-Approved Equivalent	Section A.1.c (pg. 15)	<p>Consists of:</p> <ul style="list-style-type: none"> Description of how the project will support the economic needs and objectives outlined in the applicable region's CEDS or equivalent EDA-accepted regional economic development strategy, either in project narrative or through a letter of support from an authorized representative of the relevant Economic Development District (EDD). <p>Find your local EDD here. You can research CEDS here: CEDS Resource Library: StatsAmerica</p>	Yes.	
Budget Narrative and Staffing Plan	Section D.2.b (pg. 23)	<p>Consists of:</p> <ul style="list-style-type: none"> Budget table (should match Form SF-424A) Budget Narrative; and Staffing plan (suggested) <p>Optional Budget Narrative template available online.</p>	Yes.	
Letters of Support from Stakeholders	D.2.c (pg. 23-24)	Letters of support from all stakeholders should outline their roles within the project, and should be signed by an	Yes.	

		authorized representative of that organization.		
Supporting Documentation	Section D.2.c (pg. 23-24)	<ul style="list-style-type: none"> - Memorandum of Understanding or Agreement between stakeholders - Documentation of process to gather skills needs and translate needs into training model - Existing workforce training curricula - Any additional letters of support from non-stakeholder organizations - If matching funds are included in the application, it is suggested to include signed letters from entities providing match (both in-kind or cash) showing valuation and their commitment to provide match for the period of performance. 	No. Optional Information to supplement the application.	