



US Department of Commerce
Economic Development Administration

ECONOMIC DEVELOPMENT ADMINISTRATION Overview of Grant Process

Tonia Williams – South Atlantic Area Director



Economic Development Administration (EDA)



"The only way to fully restore America's economic strength is to make the long term investments that will lead to new jobs, new industries, and a renewed ability to compete with the rest of the world." President Barack Obama

EDA provides grants to state and local government, Indian tribes, Economic Development Districts, public and private non-profits, universities and other institutions of higher education to support the development and implementation of economic development strategies for economically distressed communities.





How EDA's Grant Process Works



Project Development

- **Regional Consultation** (Optional) – Upon request, a representative from the Regional Office will meet with a prospective partner to confirm the eligibility of a proposed project for EDA assistance, provide technical assistance with scoping the EDA project if required, and/or provide information on the application process and forms. Many clients find this beneficial.

Application Submission and Review

- **Submission** – Applicant submits application online via www.grants.gov or in hardcopy to the EDA Regional Office.
- **Eligibility Verification** – The Regional Office determines whether the applicant, project type, and project area are eligible for EDA assistance.
- **Verification of Fit with EDA Priorities** – The Regional Office determines whether the project is consistent with EDA Funding Priorities.
- **Investment Review Committee (IRC) Meeting/Regional Director (RD) Decision** – IRC in region votes on whether to recommend the project to RD based on its competitiveness vis-à-vis other proposed projects; RD decides whether to recommend the project for further consideration.
- **HQ Quality Assurance** – If requested assistance > \$100,000, HQ QA staff review the RD's recommendation and information provided about the project, including job creation/retention and private investment projections and concur, or don't concur, with the recommendation that the project receive further consideration.

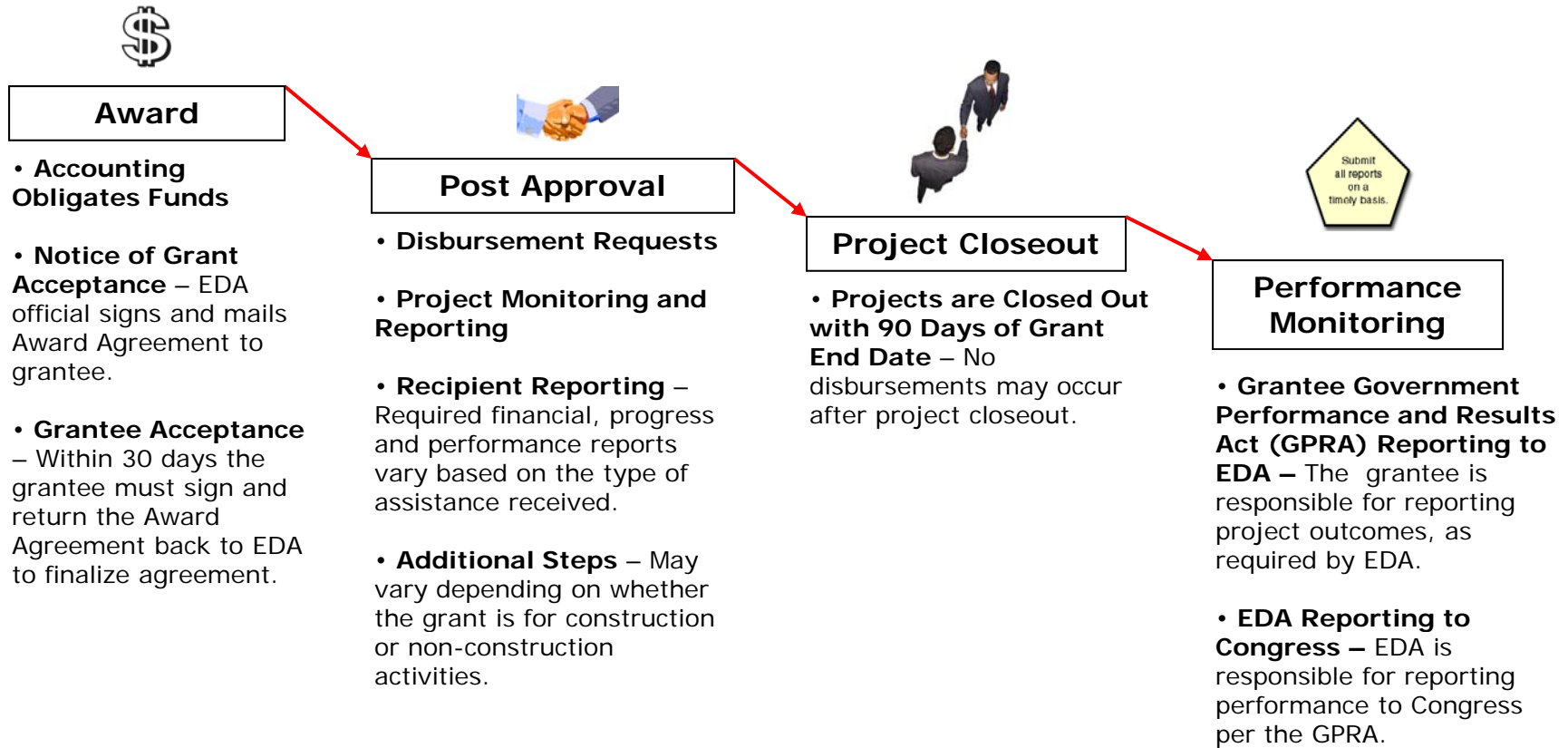
Review of Projects Meriting Further Consideration

- **Documentation Request** – The Regional Office will request additional supporting materials based on the type of project.
- **Regional Office Review of Supporting Materials for Adequacy** (Including Historic Preservation and Environmental Compliance)
- **Legal Review** (For grants of \$100,000 or more)

Headquarters Award Processing

- **Accounting Reserves Funds**
- **Preparation of Announcement Package** – The package is sent to the Office of Executive Secretariat and External Affairs.

How EDA's Grant Process Works



EDA's Application Forms

Application packages for construction assistance:

- **Form SF-424** (Application for Federal Assistance)
- **Form ED-900** (Application for Investment Assistance).
- **Form SF-424C** (Budget Information—Construction Programs)
- **Form SF-424D** (Assurances—Construction Programs)
- **Form CD-511** (Certification Regarding Lobbying)
- **Form SF-LLL** (Disclosure of Lobbying Activities) (*only required of some applicants*)



Application packages for non-construction assistance:

- **Forms SF-424, ED-900, and CD-511**
- **Form SF-424A** (Budget Information—Non-Construction Programs)
- **Form SF-424B** (Assurances—Non-Construction Programs)
- **Form SF-LLL** (Disclosure of Lobbying Activities) (*only required of some applicants*)



How to Apply for EDA Funding

Online Application

- Go to: **www.grants.gov**
- Must have Adobe Acrobat Reader 8.1.1 or higher
- Applicant must apply for a User ID and password from **www.grants.gov**
- Select “Apply for Grants” from the left-hand menu
- Select the link “Download a Grant Application” package
- Enter the applicable Funding Opportunity Number and click on “Download Package”
- Download both the application package and the instructions
- Save the application package to applicant’s network
- Complete the package and submit via **www.grants.gov**

Hardcopy Application

- Applicant may access all forms required for the application package by downloading a full application package from **www.grants.gov**
- Instructions available at **www.eda.gov**
- Submit to appropriate EDA Regional Office



How to Apply for EDA Funding

Why does EDA require two-step application process?

- The abbreviated application using Form ED-900 is used to make preliminary eligibility and investment rate determinations, and to evaluate the competitiveness of the proposed project.
- The abbreviated application allows eligible applicants to obtain a preliminary review by EDA before undertaking the development and completion of a full and complete application.
- If EDA determines your project **merits further consideration**, the applicant will be required to submit supplemental documentation for EDA to process an application.



Additional Required Documents



For all projects meriting further consideration:

- A copy of the region's Comprehensive Economic Development Strategy (CEDS) or alternate EDA-approved planning document
- Letters of commitment to document non-EDA funding

For construction projects meriting further consideration:

- U.S. Geological Survey (USGS) map of project site and environmental narrative
- Engineering report
- Documented approval from the State Historic Preservation Officer and U.S. Fish and Wildlife Service
- Legal title, opinion/documentation as required
- Letters of commitment from private beneficiaries
- Comments from metropolitan review agency/clearinghouse



Additional Documents Required, cont.

For Revolving Loan Fund projects meriting further consideration:

- Revolving Loan Fund Plan

For non-profit applicant organizations with projects meriting further consideration:

- A copy of the organization's Articles of Incorporation and By-Laws
- Certificate of good standing from the state
- Resolution/letter from a general purpose subdivision of government of a state acknowledging that the organization is acting in cooperation with officials of that subdivision



EDA's Eligibility Criteria



Eligible recipients include units of state and local government, Indian tribes, Economic Development Districts, public and private non-profits, universities and other institutions of higher education (see 13 C.F.R. § 300.3).

- Non-profit organizations are required to act in cooperation with officials of general purpose units of local government with jurisdiction over the project area.
- Individuals and for-profit businesses are not eligible for EDA assistance, with the exception of Research and Technical Assistance grants



EDA's Eligibility Criteria



- The area benefitting from a proposed EDA Public Works or Economic Adjustment project must also meet **regional eligibility criteria**
- EDA determines regional eligibility for a Public Works or an Economic Adjustment Assistance investment based on:
 - **unemployment rate** (24-month rate is 1% above U.S. Average)
 - **per capita income** (PCI is 80% or less of U.S. Average)
 - **special need** in the region in which the project will be located.



EDA's Eligibility Criteria



- **Special Need** - a circumstance or legal status arising from actual or threatened severe unemployment or economic adjustment problems resulting from severe short-term or long-term changes in economic conditions.
 - o Substantial out migration or population loss
 - o Underemployment-employment of workers at less than fulltime or at less skilled tasks than their training or abilities permit
 - o Military base closures or realignments, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions
 - o Natural or other major disasters or emergencies
 - o Extraordinary depletion of natural resources
 - o Closure or restructuring of industrial firms
 - o Negative effects of changing trade patterns
 - o Other circumstances set forth in an FFO



EDA's Eligibility Criteria

Data Sources:

- For economic distress levels based on the unemployment rate or per capita income requirements, EDA will base its determination upon the most recent American Community Survey (ACS) published by the U.S. Census Bureau.
- If a recent ACS is not available, EDA will base its decision on the most recent federal data from other sources. If no federal data is available, an applicant must submit to EDA the most recent data available from the State.



EDA's Eligibility Criteria



- Investment must be consistent with an EDA-approved CEDS to be considered
- Investment must address goals & objectives of the CEDS



Comprehensive Economic Development Strategy (CEDS)



- A CEDS is a strategy that meets the requirements of 13 C.F.R. § 303.7.
- Public Works and Economic Adjustment Assistance projects funded by EDA must be consistent with a CEDS (or other strategy) approved by EDA for the region in which the project will be located.
- The CEDS ensures sound and continuous planning and coordination of public and private sectors in response to local needs and economic development objectives.
- For most grants, the application must show how the project will address the regional economic development needs and objectives outlined in the CEDS.



Comprehensive Economic Development Strategy (CEDS)



- A CEDS should promote economic development and higher wage employment by determining actions the area can take to improve the opportunity for increased private sector investment.
- The general public, government decision makers and business investors should be able to use it as a guide to understanding the regional economy and to taking action to improve it.
- The CEDS should blend and incorporate other planning efforts, particularly Workforce planning, in the community.



Two Most Frequently Asked Questions



Q: How long does it take for EDA to review an application?

A: EDA will notify applicants regarding whether their applications have been selected for further consideration as soon as practicable. The time may vary depending on the time of the year and the number of applications submitted to the Regional Office for funding consideration.

Q: Does EDA require a non-federal share?

A: Generally, the amount of the EDA grant does not exceed 50% of the total cost of the project; amounts over 50% depend upon relative distress factors. Cash or in-kind contributions may provide the non-federal share requirement of the total project cost. Examples of non-federal sources include applicant contributions, state and local grants and loans, general obligation bonds, and other public and private contributions. In-kind contributions may consist of assumptions of debt or contributions of space, equipment and services determined by EDA to be eligible project costs.





Tonia Williams

South Atlantic Area Director

trwilliams@eda.doc.gov

(215) 597- 7882

