



Economic Development Administration



EDA Application Process

Q&A

Questions and Answers



U.S. Department of Commerce





What is the purpose of this application kit?

This kit provides pertinent information and forms required to complete an application for Federal assistance from the Economic Development Administration (EDA).

How does the application process work?

EDA invites applications generally for those projects that have been determined most likely to have a significant impact on areas experiencing or threatened with substantial economic distress. (See regulations at 13 CFR Part III and the current [Federal Register](#) Notice of Funding Availability at www.doc.gov/eda).

If EDA invites an application for your project, the application forms and requirements in this kit are generally to be completed and returned to EDA within 30 days of receiving the invitation letter. The letter provides important information and instructions for applicants, including preliminary eligibility and grant rate determinations.

Who can provide assistance for completing application requirements?

Applicants for community and regional economic development assistance should contact the EDR or Regional Office for assistance in completing the application. Economic Development Districts, University Centers, and State planning agencies may also be able to provide assistance. Professional services may be required for construction grants, including preliminary engineering, environmental, and legal support. Check with the Regional Office to determine if any preliminary costs are eligible for reimbursement.



What happens to incomplete applications?

Incomplete applications may delay a funding decision. The application must show that all general and program-specific requirements have been met and certain legal, civil rights, and other requirements for Federal assistance have been satisfied. EDA staff will contact you in writing or by telephone to request clarification or submission of additional information required to make legal or technical findings.

How long does it take for a determination?

EDA's goal is to process grant applications that are complete with no deficiencies within a period of 60 calendar days.

What happens after project approval?

Shortly after the grant award has been affirmed, EDA staff will contact you to review the terms and conditions of the grant award, including the budget and time schedule for the project. The grant award package includes guidance for properly managing grant funds and project activities. In some cases, this may include financial, legal, or environmental requirements that must be satisfied prior to the initial or final disbursement of grant funds. Grantees are expected to provide regular progress, financial, and performance reports to the Regional Office.

When does EDA disburse its funds for approved projects?

EDA disburses its share of funds for eligible costs in accordance with terms and conditions set forth in the grant award. In general, funds are reimbursed to grantees for work that has been completed on eligible project activities.





For construction projects, normally initial disbursements are not made until all construction contracts required for the project have been approved by EDA.

How long does it take EDA to approve disbursement requests?

EDA regional offices normally approve disbursement requests within two weeks from the date of receipt. The initial request and final disbursement may require more time. The length of time depends upon the grantee's progress in meeting conditions of the grant agreement.

How are Federal payments made?

To facilitate and expedite payments, disbursement requests are entered into the Electronic Certification System (ECS) and transmitted to the U.S. Treasury Department. Payments are made electronically through the Automated Clearinghouse directly to the recipient's bank. Recipients must complete a payment information form and return it to the Regional Office.

Who provides assistance for post-approval activities?

The EDA Regional Office is responsible for post-approval management. Regional Office staff and the EDR work closely with grantees to successfully complete projects and meet program objectives. EDA also provides grantee training at regional conferences and conducts on-site visits to monitor project progress, resolve issues, and evaluate performance.



Does the applicant need to report on measures of performance?

Yes, under Government Performance and Results Act (GPRA), Federal agencies are required to identify and report to Congress on program performance measures. Program performance measures will be used in accountability reports that are subject to audit by the Inspector General. Applicants who are approved for Federal assistance are required to comply with GPRA reporting requirements.

Who can answer additional questions on filling out the application kit?

EDA regional offices listed in this brochure are available to provide additional information. The Economic Development Representative (EDR) for your area is listed in the Federal Register Notice of Funding Availability and on EDA's Web site at www.doc.gov/eda.

Contact information for EDA's Research and National Technical Assistance program is also provided.





☆ **Philadelphia Regional Office**
The Curtis Center
Independence Square West, Suite 140 South,
1st Floor, Philadelphia, Pennsylvania 19106
Telephone: (215) 597-4603

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For additional information on National Technical Assistance, Training, and Research and Evaluation grants or cooperative agreements, please contact the RNTA staff at EDA Headquarters as shown below:

☆ **Research and National Technical Assistance**
Economic Development Administration,
Room 7019
Washington, DC 20230
Telephone: (202) 482-4085

