

BBBRC Phase 2

Coalition
Application
Bundle Structure
Overview



Definitions

- **Phase 2 Full Application:** an umbrella Overarching Application and a bundle of Component Applications
- **Overarching Application:** an Overarching Narrative (NOFO D.2.b.i.1) plus supporting documentation (NOFO D.2.b.i.2 and .3). This is *not* a request for Federal funding.
- **Component Application:** one application for funding all or part of a project that is part of the bundle tied together by an Overarching Application; i.e., a request for Federal funding for all or a portion of coalition's Phase 2 projects
- **Coalition Lead:** the Phase 1 awardee (i.e., lead recipient), which is also the organization submitting the coalition's Phase 2 Overarching Application
- **Component Lead:** an organization submitting one or more Phase 2 Component Applications (this may or may not be the Coalition Lead, depending on the nature of the Component Applications)
- **Subrecipient:** an organization to which a Component Lead proposes to make a Phase 2 subaward
- **Beneficiary:** a private-sector organization that will be enabled to invest or create jobs in a region by one or more Phase 2 Component Applications
- **Project Type:** "construction," "non-construction" (each of which has a "business incubator" subtype), and "revolving loan fund (RLF)";

Coalition Application Bundle

Overarching Application

Component Application

Component Application

Component Application

Construction ^C

Non-Construction ^{NC}

Revolving Loan Fund ^{RLF}

Business Incubator ^C

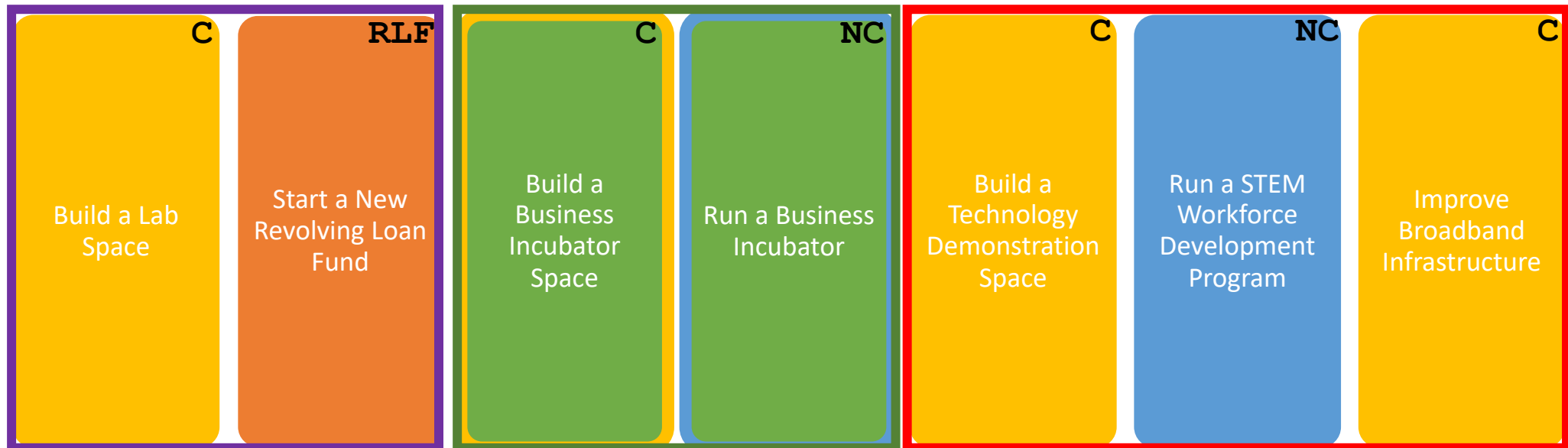
Business Incubator ^{NC}

Coalition FAQs

- A grants.gov Workspace needs to be set up per **Component Application**,
 - so *each* Component Lead will have to select one of the following packages for *each* Component Application: **Construction**, **Non-Construction**, or **RLF**.
- Coalition Leads (Phase 1 grantee) do not need to be (and likely *should not be*) the lead on *every* component project in their respective cluster,
 - but the Coalition Lead *is* responsible for ensuring component projects support overall cluster development and that all projects cohesively support the region/cluster.
- Coalition Leads *cannot* see what is submitted by other coalition members in grants.gov,
 - so they need to set up their own processes to confirm Component Leads submit their Component Applications on time.
- Each Component Application must be signed by **that application's** Component Lead,
 - and that Component Lead will be responsible for that projects' reporting and financials.
- Each Component Lead can submit more than one component application.

Example: a **Coalition Bundle** consists of 3 “Project Buckets,” each of which consists of one or more Component Applications

Coalition Lead’s Overarching Application



Example: Tech Cluster Project Bucket

Coalition Lead's Overarching Application

C
Build a
Technology
Demonstration
Space

NC
Run a STEM
Workforce
Development
Program

C
Improve
Broadband
Infrastructure

- Coalition Lead – submit overarching components
- ABC University will submit 1 construction application for the Broadband Project
- XYZ Non-profit will submit 2 applications: Tech Demo space construction and STEM Workforce Non-construction

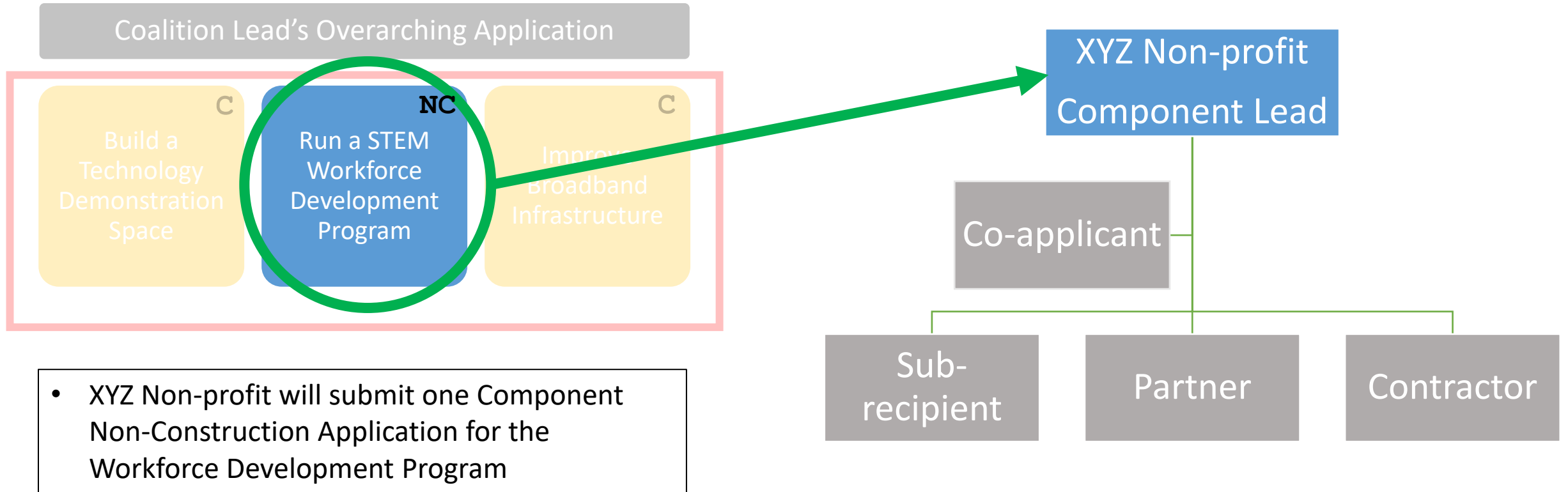
Coalition Lead – MuniGov explains in its Overarching Narrative how this bucket of Component Applications supports the cluster

C
Component Lead - ABC University
Improve Broadband Infrastructure project

NC
Component Lead – XYZ Non-profit
STEM Workforce Development Program

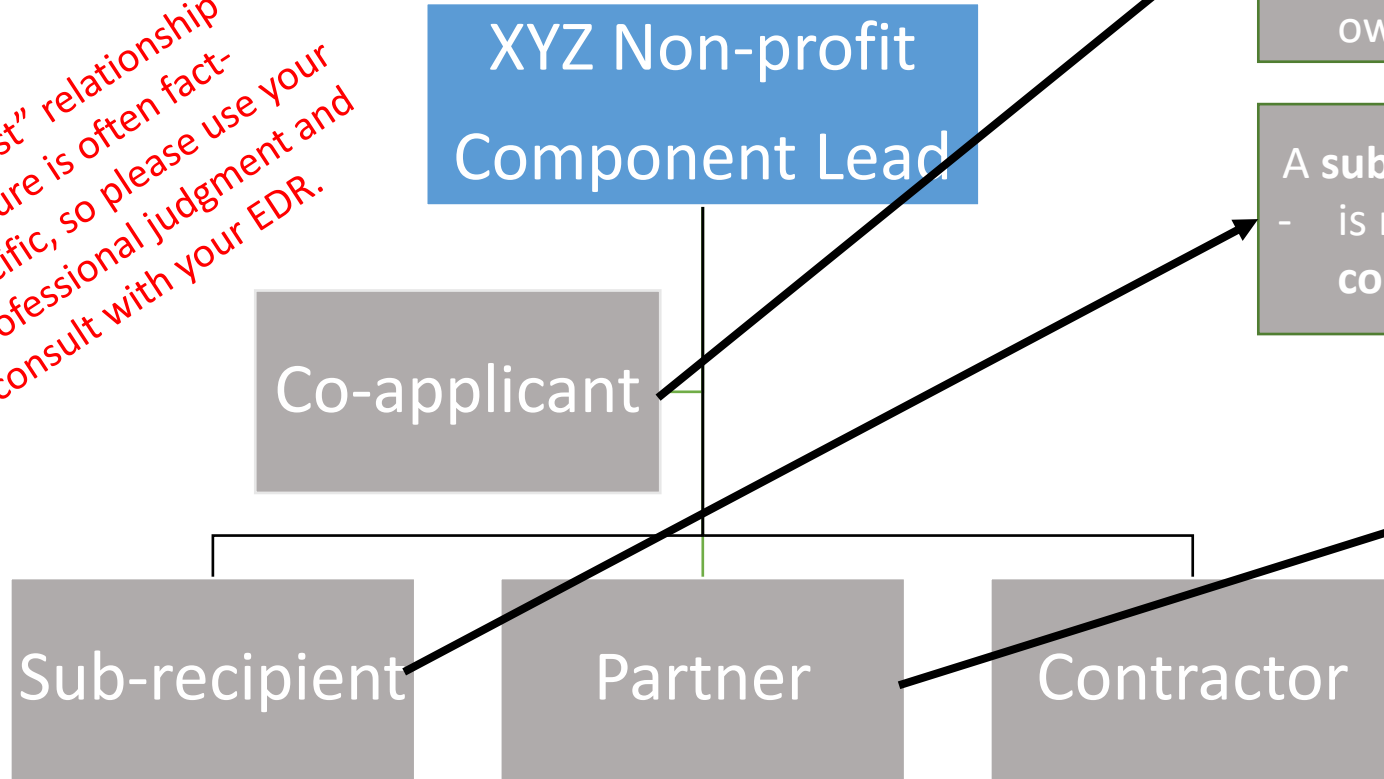
C
Component Lead – XYZ Non-profit
Build a Tech Demonstration Space

Example: Tech Cluster Component Application



Example: Tech Cluster Component Org Structure

The "best" relationship structure is often fact-specific, so please use your professional judgment and consult with your EDR.



A **co-applicant** must be an eligible entity and generally

- is responsible for a significant portion of work;
- manages sub-recipients or sub-contractors; and
- may be limited to compliance with EDA's property ownership requirements.

A **sub-recipient** must be an eligible entity and generally

- is responsible for a portion of the scope of **non-construction** projects

A **partner** is not defined in regulation, does not need to be eligible, and

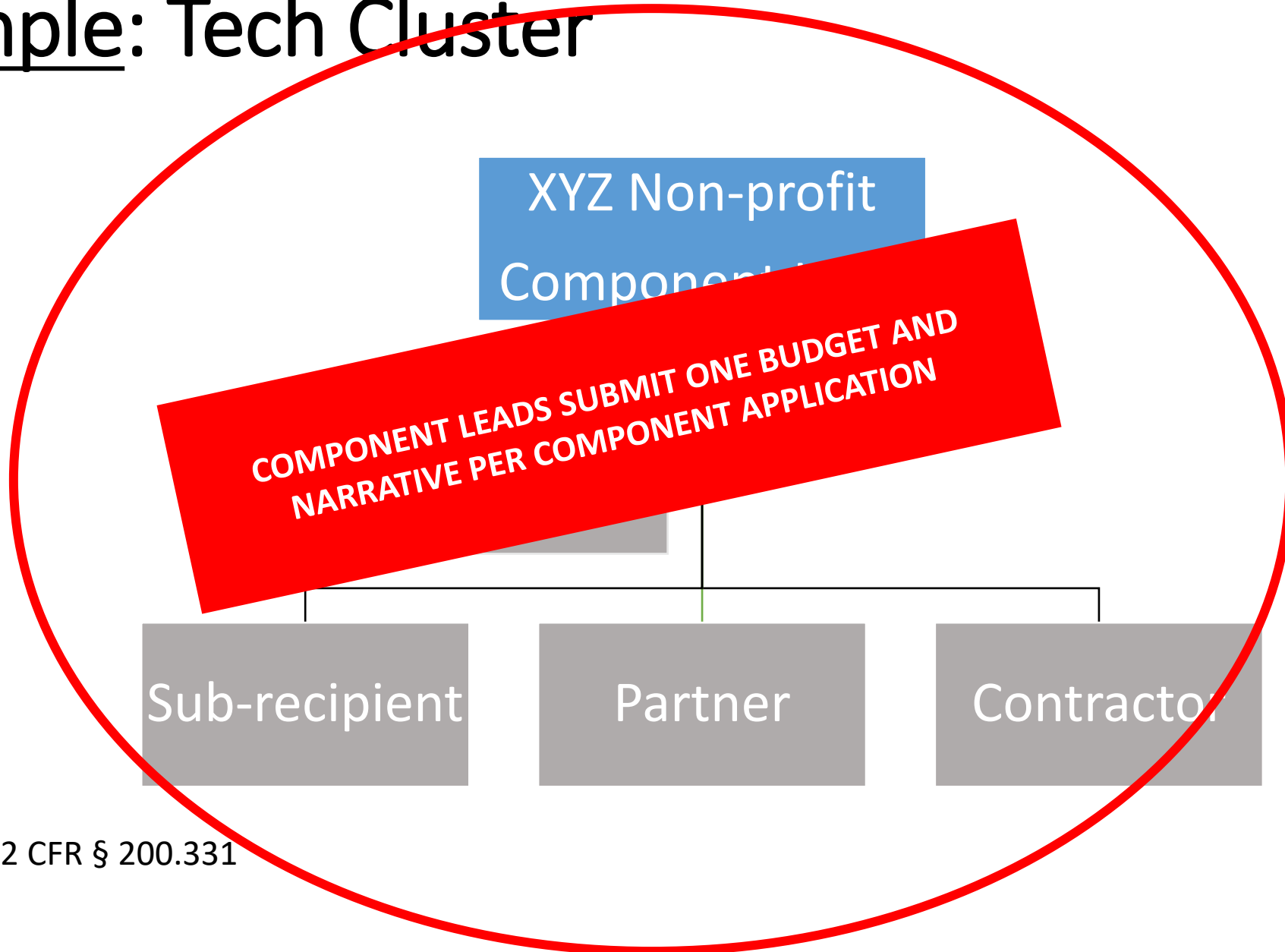
- is not funded by EDA grant dollars; and
- is not directly responsible for SOW tasks.

A **Contractor** does not need to be eligible and

- performs tasks under the guidance of the Component Lead; and
- the Component Lead procures their services following 2 C.F.R. part 200.

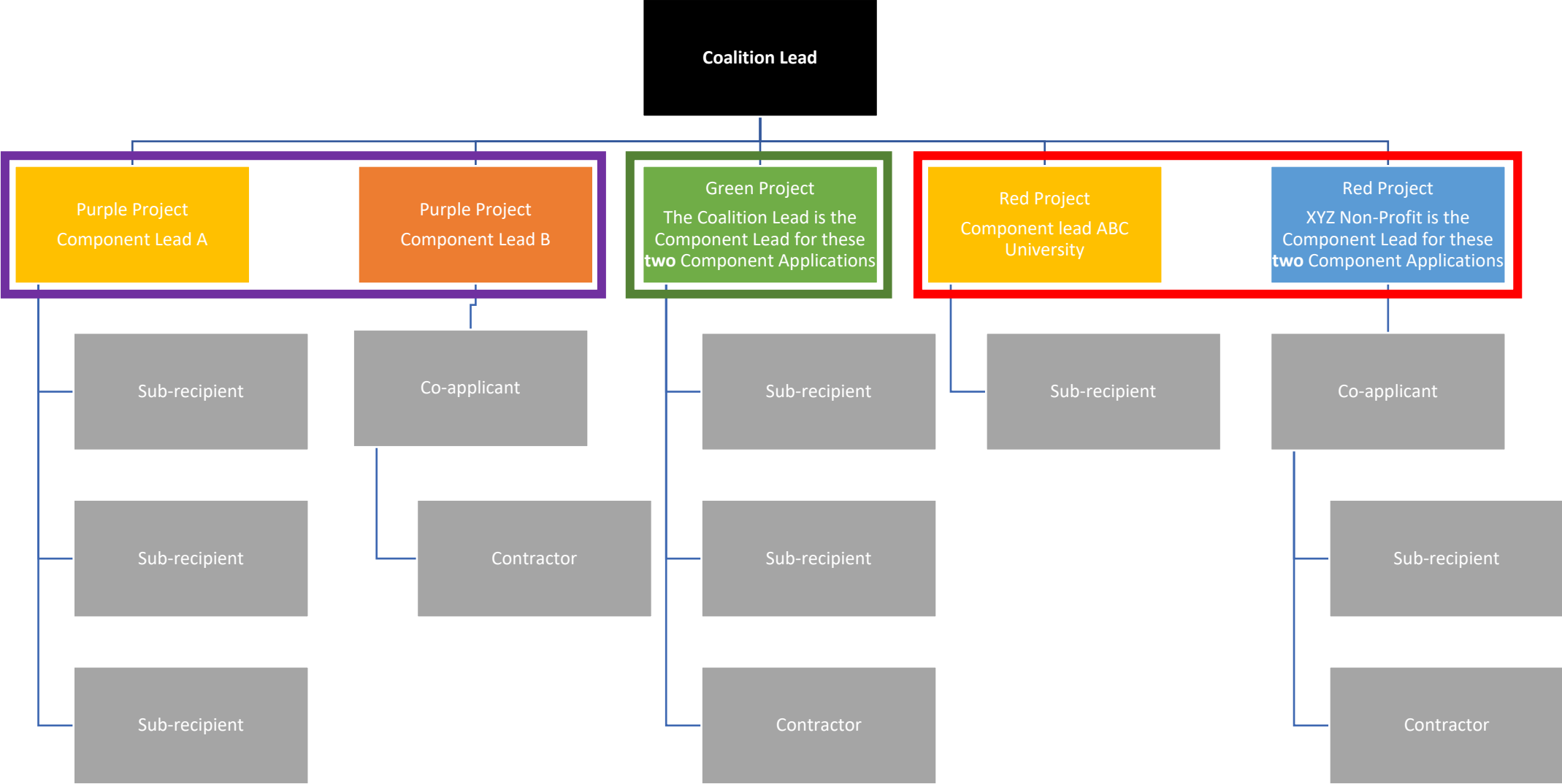
*Definitions, see 2 CFR § 200.331

Example: Tech Cluster

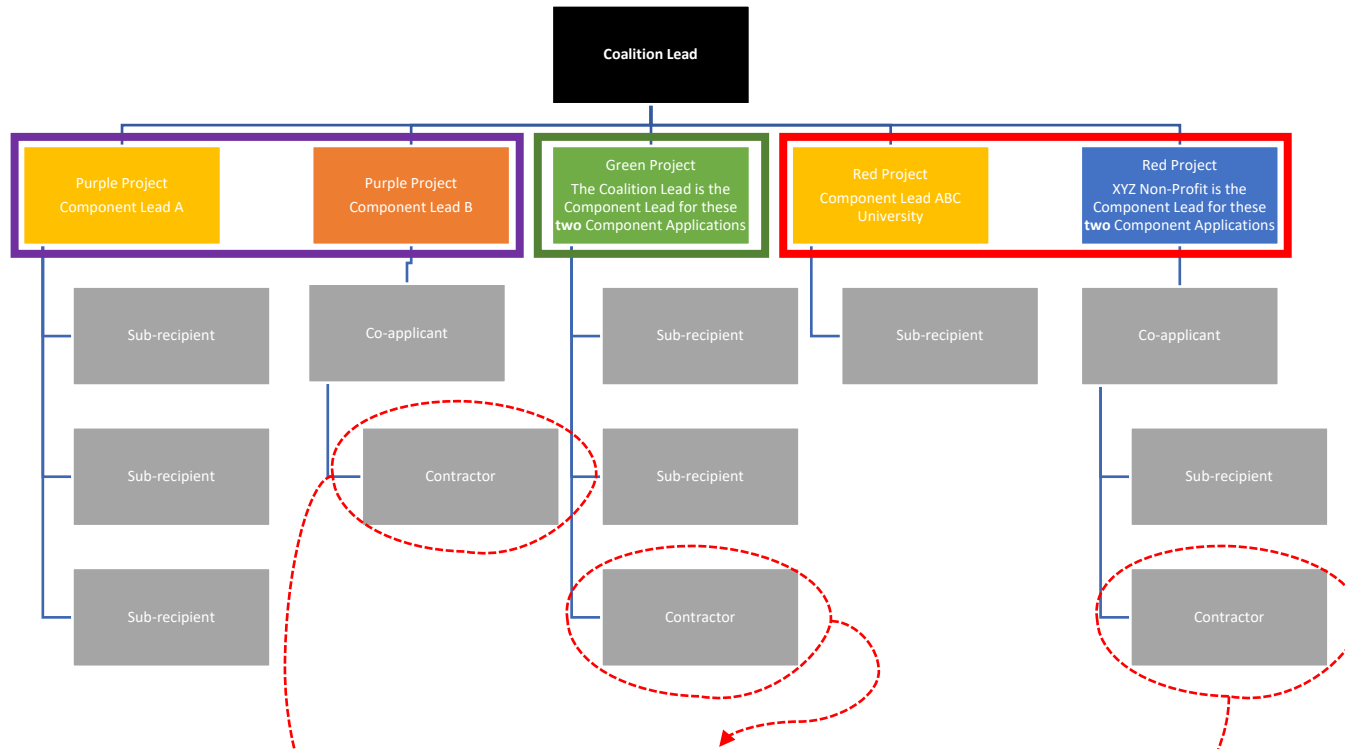


*Definitions, see 2 CFR § 200.331

Example: Coalition Org Chart



Example: Coalition Org Chart



Reminder: Contractors must be properly procured pursuant to 2 C.F.R. part 200, and, generally, should not be selected at the time of application.

- 1 Coalition Lead (Phase 1 grantee)
- 3 “Project Buckets”
- 7 Component Projects
- 5 Component Lead Organizations (including Coalition Lead)
- 2 co-applicants; 8 sub-recipients; 2 contractors

1 Coalition Overarching Application

7 Component Applications:

- 4 construction Projects (1 incubator)
- 1 RLF
- 2 Non-construction (1 incubator)

How Do I Submit An Application?

- The **Overarching Application** must be submitted via email to BuildBackBetter@eda.gov. Please copy your EDR.
- **Each Component Application** must be submitted in grants.gov.
 - EDA will issue each Coalition Lead a **unique, private link** to access the coalition's submission portal.
 - The Coalition Lead should share that specific link with the coalition's Component Application Leads.
 - Grants.gov will provide submission options for each Project Type.
 - The **Component Application Leads** must submit each of their respective Component Applications **separately** via the coalition's link.

File Naming Convention for Attachments

- Please name all files with the name of your coalition, the name of the component project, and the name of the document or form, separated by underscores. I.e., use the following format, removing the curly braces:

`{COALITION LEAD NAME}_{COMPONENT PROJECT NAME}_{DOCUMENT NAME}`

- Examples:
 - Alpha University_Incubator_SF424
 - Beta Nonprofit_Lab Space Construction_Budget Narrative
 - City of Gamma_Microgrid Demonstration Space_Component Project Narrative
- This will help ensure that your Component Applications are linked to their respective Overarching Applications and accelerate EDA's evaluations.

FAQs

- Can a co-applicant or sub-recipient be part of more than one Component Application in the same coalition?
 - Yes
- Can a Component Lead be a sub-recipient on another Component Application?
 - Yes — if that organization has capacity
- Does each Component Lead need to set up their own grants.gov account?
 - Yes— please do this **immediately** to avoid IT challenges down the road.
- Where should I build in overarching coalition support funding?
 - In the most relevant component project(s) applications

FAQs

- Can one component application comprise more than one project?
 - This is possible but rare. Consult your EDR if you think two projects should be combined in one application.
- Can we combine construction and non-construction activities in a single component application?
 - Possible but also unusual. Please consult your EDR.
- Can a Component Lead submit and lead more than one Component Application?
 - Yes, but the Lead should submit a Component Application for each project separately, unless explicitly advised otherwise by their EDR.
- Where is my link being sent?
 - The Phase 1 Coalition Lead's Authorized Representative (as listed in Grants Online) will receive your Coalition's unique, private link. The Coalition Lead is responsible for distributing that link to the Coalition's Component Leads.
- Will our Coalition's bundle be evaluated comprehensively or separately? Is Phase 2 a winner-take-all competition?
 - EDA will evaluate the Coalition's Overarching Application and bundle of Component applications holistically and individually. EDA may select a Coalition but fund only a subset of the Coalition's Component Applications.

Additional Resources for Grantees

<https://eda.gov/arpa/build-back-better/>

- [Phase 2 Frequently Asked Questions](#)
- [Phase 2 Application Structure Presentation](#) (PDF)
- [Application Bundle Checklist](#) (PDF)
- [Overarching Narrative Template](#) (DOCX)
- [Coalition Component Application List Template](#) (XLSX)
- [Procurement Guidance](#) (PDF)
- [Component Narrative Template](#) (DOCX)
- [Construction Application Hints](#) (PDF)
- [RLF and Non-Construction Staffing and Budget Narrative Template](#) (XLSX)
- [Preliminary Engineering Report Template](#) (DOCX)
- [Environmental Narrative Template and Application Certification Clause](#) (DOCX)
- [Example Anytown Environmental Narrative and Application Certification](#) (PDF)
- [Incubator Management Plan Template](#) (DOCX)
- [RLF Plan Template](#) (DOCX)

