

FY 2024 Good Jobs Challenge Application Checklist

Purpose: This checklist supports applicants in applying for the Economic Development Administration's (EDA's) FY 2024 Good Jobs Challenge Notice of Funding Opportunity. This document lists out the required components of the application.

Through this Fiscal Year 2024 Good Jobs Challenge Notice of Funding Opportunity (FY 2024 Good Jobs Challenge NOFO), EDA will support regional workforce training systems in designing and implementing activities for established sectoral partnerships that place program participants in good jobs and advance industries in the federal key technology focus areas.

Full application forms and instructions should be accessed directly through [Grants.gov](https://www.grants.gov). Please see the [Notice of Funding Opportunity](#) (NOFO) for full requirements and details. **Full applications are due no later than 4:59 pm Eastern Time on September 27, 2024.**

Eligibility: Eligible applicants for investment assistance under the FY 2024 Good Jobs Challenge include a(n):

- i. District Organization of an EDA-designated Economic Development District (EDD);
- ii. Indian Tribe or a consortium of Indian Tribes;
- iii. 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;
- iv. Institution of higher education or a consortium of institutions of higher education; or
- v. Public or private non-profit organization or association, including labor unions, acting in cooperation with officials of a general purpose political subdivision of a State.

Under the FY 2024 Good Jobs Challenge, EDA is **not** authorized to provide grants or cooperative agreements to individuals or to for-profit entities.

To be eligible for funding, an applicant must obtain, complete, and timely submit a complete application electronically through the Economic Development Grants Experience (EDGE) at sfgrants.eda.gov. For more information on obtaining an application or electronic submission through EDGE, see section D.1 of the FY 24 Good Jobs Challenge NOFO.

For more information about the grant opportunity, please see <https://www.eda.gov/arpa/good-job-challenge> or email goodjobschallenge@eda.gov with questions.

Summary of Required Forms and Reporting Documentation

Reference the chart below to determine whether you have provided the required forms and supporting documentation in your application. For more information on guidance related to each of these documents, refer to Section D.2. of the FY 24 Good Jobs Challenge Notice of Funding Opportunity.

Documentation	Guidance	NOFO Location	Required for All Applicants?	Completed
Required Forms				
Project Narrative	No more than 15 total pages (12-point font, 1-inch margins) and should provide a compelling justification for the project and include the areas outlined in section D.2.b.i of the NOFO.	D.2.b.i Pages 27-33	YES	
Budget Narrative and Staffing Plan	Must provide a detailed budget narrative document as a Word document or PDF that identifies and justifies each budget line item.	D.2.b.ii Pages 33-34	YES	
Matching Share Commitment Letters	For all matching funds from all sources applications must include commitment letters or equivalent documents that demonstrate, to the satisfaction of EDA, that the matching funds referenced in the application will be unencumbered, unrestricted, and committed at the time of the award. The match commitment letters must be signed by a person with the authority to commit funds on behalf of the contributing/donor organization.	D.2.b.iii Pages 35-36	YES	
SF-424 (Application for Federal Assistance)	Accessible in Grants.gov . Form is located under Folder: Other Supporting Documents.	D.2.b.iv Page 36	YES	
SF-424A (Budget Information Non-Construction Programs)	Accessible in Grants.gov . Form is located under Folder: Other Supporting Documents.	D.2.b.v Page 36	YES	
CD-511 (Certification Regarding Lobbying)	Accessible in Grants.gov . Form is located under Folder: Other Supporting Documents.	D.2.b.vi Page 36	YES	
Letters of Commitment from Sectoral Partnership Members and Employer Partners	This application requires letters of commitment for members of the sectoral partnership and employer partners. Letters should be formatted as business letters addressed to the lead entity of the sectoral partnership. Letters of Commitment for Sectoral Partnership members must clearly name the organization and describe their role in the organization at a minimum. The letter must be signed by the chief executive officer	D.2.b.vii Pages 36-37	YES	

	or equivalent role in the organization. Letters of Commitment from employer partners must include the specific number of workers to hire and identify occupations that support the industry. Further, this documentation must describe how the jobs for which the participants will be placed align with the Good Jobs Principles in section A.2.g. A letter expressing generalized support would be insufficient.			
List of FIPS Codes in the Project Service Area	Applicants must identify their proposed primary service area by county or counties. Counties should be identified by both name and 5-digit FIPS codes.	D.2.b.viii Page 37	YES	
Distress Criteria Data	Applicants must submit data that demonstrates that the project service area meets the distress criteria.	D.2.b.ix Page 37	YES	
Conditionally Required (If Applicable)				
State/Local Government Support	Under 13 C.F.R. § 301.2, an applicant that is a non-profit organization must include in its application a resolution passed by (or a letter signed by) an authorized representative of a general-purpose political subdivision of a State, acknowledging that it is acting in cooperation with officials of such political subdivision.	D.2.c.i. Page 37	Required for non-profit applicants	
SF-LLL (Disclosure of Lobbying Activities)	A form SF-LLL is required if an applicant has retained a registered lobbyist in conjunction with the proposed project.	D.2.c.ii Page 37	Required if the grantee has retained a registered lobbyist.	
State Single Point of Contact (SPOC)/Executive Order 12372 Compliance Documentation	Applications submitted under this NOFO are subject to the requirements of Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs” if a State has adopted a process under EO 12372 to review and coordinate proposed Federal assistance and direct Federal development.	D.2.c.iii Pages 37-28	Required if a project’s primary service area is located within one or more States that participate in the intergovernmental review process established by	

			Executive Order 12372.	
Organizational Documentation	An applicant may need to provide documentation that supports its organizational status as an eligible entity. EDA also reserves the right to request documentation or additional proof of organizational status.	D.2.c.iv Page 38	Required for nonprofit organizations, including unions, certain tribal entities, other entities including institutions of higher education that are not 100% publicly controlled.	
Indirect Cost Rate (ICR) Documentation	If indirect costs are included in the project budget, the applicant must include documentation to support the indirect cost rate it is using (unless claiming the 15 percent de minimis indirect cost rate). For some applicants, this will entail submission of a copy of its current, approved negotiated indirect cost rate agreement (NICRA). Please see 2 CFR § 200.414.	D.2.c.v Pages 38-39	Required if indirect costs are included in the project budget..	
Environmental and Historic Preservation Documentation	Applicants must submit an environmental narrative that details required components. The documentation should reflect whether the component project is categorically excludable or should be a draft environmental assessment or environmental impact statement. The applicant's authorized representative must fill out the environmental narrative and the Certification Clause found on Appendix A to the environmental narrative.	D.2.c.vi Pages 39-40	Required if any project equipment, whether funded by EDA or provided as match, may require minor modifications to structures, e.g., removal of drywall or installation of wiring.	

Optional

Documentation to Support Project Narrative	Applicants may submit supporting documentation to appropriately supplement the Project Narrative. Such supporting documentation will not count against the Project Narrative page limit, but applicants should clearly label supporting documentation.	D.2.d.i Page 40	Applicants may submit to appropriately supplement the Project Narrative.	
Budget and Staffing Plan Template	In addition to providing a stand-alone budget narrative and staffing plan as required by the NOFO, applicants may also use the optional budget and staffing plan template. It is found here .	D.2.d.ii Page 40	Applicants may use to supplement the required budget narrative and staffing plan.	
Evidence of Membership in a Tech Hub	An application that is associated with a Tech Hub may receive a benefit to designation. The applicant must submit evidence of membership in the Tech Hub. This should be a letter from the Consortium Lead or Regional Innovation Officer of the Tech Hub. The letter must state that the project is located in the geographic boundary of the Tech Hub, that the project advances the work of the Tech Hub, and that the backbone organization is a member of the Tech Hub consortia.	D.2.d.iii Page 41	Applicants that are associated with a Tech Hub and want to receive a benefit to that designation.	