FY 24 Good Jobs Challenge

Technical Assistance Webinar

AGENDA

In this presentation, we will review tips for completing an application for the FY 24 Good Jobs Challenge NOFO.

1. Advance a Key Technology Focus Areas

2. Meet the Good Jobs Principles

3. Review Required Forms

4. Double Check Eligibility Requirements

5. Match Sources and Documentation

6. Use the Non-Construction Budget Template (even if optional)

7. Finding Forms & Submitting an Application

*The tips in this presentation do not replace or supersede the contents in the NOFO. Please see the NOFO for complete instructions and information.

Good Jobs Challenge Vision

*The Good Jobs Challenge (GJC) started with a **$500 million** grant program funded by the American Rescue Plan. It aims to get Americans into quality jobs by linking workforce training to employer workforce needs.*

1 Provide American workers with ***access to good jobs*** by establishing or strengthening regional workforce training systems

2 Focus on ***underserved communities, high quality training, wrap around supports, and earn and learn programs.***

3 ***Demand/employer driven approach*** to workforce development that emphasizes strong employer engagement and commitments to hire to support and strengthen local communities.

4 ***Intentional connection of workforce and economic development*** by focusing on sectoral partnerships, employer leadership, and alignment with regional strategy to reduce outmigration

FY 24 Good Jobs Challenge

➢ Program continues with a $25 million competition.
➢ This will fund ~5-8 grantees with awards between ~$1 million- $8 million.

Tip 1: You must advance a Key Technology Focus Area

Key Technology Focus Areas

Jobs must advance industries in Key Technology Focus Areas

- Artificial intelligence, machine learning, autonomy, and related advances;
- High performing computing, semiconductors, and advanced computer hardware and software;
- Quantum information science and technology;
- Robotics, automation, and advanced manufacturing;
- Natural and anthropogenic disaster prevention or mitigation;
- Advanced communications technology and immersive technology;
- Biotechnology, medical technology, genomics, and synthetic biology;
- Data storage, data management, distributed ledger technologies, and cybersecurity, including biometrics;
- Advanced energy and industrial efficiency technologies, such as batteries and advanced nuclear technologies, including but not limited to for the purposes of electric generation; and
- Advanced materials science, including composites 2D materials, other next generation materials, and related manufacturing technologies.

What must the applicant do?

The applicant must explain how the sectoral partnership advances the KTFA.

Tip: You should tell reviewers how the jobs in which you are training participants advance the key technology focus area by:

1. Clearly naming the jobs for which you are designing and/or implementing training;

2. Describing how they relate to **AT LEAST ONE** Key Technology Focus Area; and

3. Establish using data as necessary for how training and placing in these jobs will support the advancement (growth) of the industry in the KTFA

Don't assume that the reviewer knows this information. You should connect the dots for them.

Applicant Example: Investing in Robotics and Autonomy

What data shows that demand?

Why are these jobs important for the robotics industry?

How might filling these jobs lead to growth of the robotics industry in the region?

- The demand for autonomous technology has led to a need for mechatronics technologists and technicians who operate, test, maintain, or adjust robotics.

- The region is proposing a work-and-learn model for training in these occupations as well as wraparound supports such as public transportation support to help participants access training.

- The applicant is advancing the robotics, automation, and advanced manufacturing key technology focus area.

☑ Applicant is training in a job that aligns with the Good Jobs Principles.

☑ Applicant is using an earn and learn to satisfy employer commitments and engagement.

☑ Applicant has a strategy for providing wraparound supports to participants.

☑ Applicant is advancing an industry in a key technology focus area.

Tip 2: Don't forget the Good Jobs Principles

Good Jobs Principles

Jobs must align with the Good Jobs Principles

- A **"good job"** is defined as a paid position of regular employment that aligns with the Good Jobs Principles.

- The Good Jobs Principles include jobs that ensure all workers are:
  - Paid a stable, predictable living wage
  - Receive basic benefits (e.g., paid leave, health insurance, retirement/savings plan)
  - Have safe working conditions
  - Can form and join unions and engage in protected, concerted activity without fear of retaliation
  - Have equitable opportunities and tools to progress to future good jobs
  - More on the Good Jobs Principles can be found at: https://www.dol.gov/general/good-jobs/principles

What must the applicant do?

Section 8 of the project narrative requires a projected analysis of the impact that the project will have on the region. See NOFO section D.2.b.i at p. 31.

Don't forget:

- ✓ Name the targeted jobs served by the sectoral partnership.
- ✓ Provide the following information for each job: job/title/occupation, wages, and benefits.
- ✓ Describe how the job aligns with the Good Jobs Principles for pay, benefits, and at least one other Good Jobs Principle.
- ✓ Explain how the jobs proposed would be good jobs in the context of the project's region.

Tip 3: Review Required Forms

Required Forms

- Project Narrative

- Budget Narrative & Staffing Plan

- Matching Share Commitment Letters (One Per Match Source)

- SF-424 (Application for Federal Assistance)

- SF-424A (Budget Information Non-Construction Programs)

- CD-511 (Certification Regarding Lobbying)

- Letters of Commitment from Sectoral Partnership Members & Employer Partners

- List of FIPS codes in the Project Service Area

- Distress Criteria Data

*For more details on all forms refer to Section D.2 (p. 26) of the FY 24 Good Jobs Challenge NOFO and the FY 2024 Good Jobs Challenge Application Checklist.

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Conditionally Required Forms

- State/Local Government Support (required for non-profit applicants, see NOFO section D.2.c.i)

- SF-LLL (Disclosure of Lobbying Activities, see NOFO section D.2.c.ii)

- State Single-Point-of-Contact (SPOC)/Executive Order 12372 Compliance Documentation (If applicable, for each participating State in primary service area, see NOFO section D.2.c.iii)

- Organizational Documentation (if applicable, see NOFO section D.2.c.iv)

- Indirect Cost Rate (ICR) Documentation (if applicable, see NOFO section D.2.c.v)

- Environmental and Historic Preservation Documentation, including Certification Clause (Appendix A to Environmental Narrative) (if applicable, see NOFO section D.2.c.vi)

*These forms are required only if applicable. For more details on conditionally required forms, refer to Section D.2.c on p. 37 of the FY 24 Good Jobs Challenge NOFO and the FY 2024 Good Jobs Challenge Application Checklist.

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Optional Forms

- Documentation to Support Project Narrative
- Budget and Staffing Plan Template
- Evidence of Membership in a Tech Hub

*These forms are optional. See NOFO section D.2.d on p. 40.

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Tip 4: Double Check Your Eligibility for the Grant

Ensure You're An Eligible Entity (NOFO section C.1)

What does the applicant need to know?

Eligible applicants for investment assistance include a(n):

- District Organization of an EDA-designated Economic Development District (EDD);

- Indian Tribe or a consortium of Indian Tribes;

- 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;

- Institution of higher education (IHE) or a consortium of IHEs; or

- Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

What must an applicant do?

- Depending on the type of organization, an applicant may need to provide documentation that supports its organizational status as an eligible entity.

- See NOFO section D.2.c.iv on p. 38.

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Meet Cost Share Requirements (See NOFO C.2)

What does the applicant need to know?

- With limited exceptions, cost share is required for projects funded under this NOFO.

- **EDA Investment Rate will be 50 percent of total project costs (which includes match).**

- EDA may fund up to 80 percent of total project costs based on regional need.

- May fund up to 100 percent of total project costs for Indian tribes.

- See NOFO section C.2.a on p. 19.

What must be applicant do?

- Document cost share per NOFO instructions (see NOFO section D.2.b.iii on p. 35).

- If requesting over 50% EDA investment rate, submit documentation showing the allowable investment rate based on economic distress of the region, per NOFO section C.2.a (also see next slide).

- For projects subject to a Special Need, as outlined in NOFO section C.3.b on p . 21, EDA will determine the maximum allowable investment rate.

Meet the Distress Criteria (See NOFO C.3)

- A project must meet EDA's distress criteria on the date EDA receives the application. See 13 CFR 301.3(a).

- Applicants self-define the region geographically.

3 Options (see NOFO C.3 on p. 20):

1. The proposed project is in a region that meets EDA's economic distress criteria;

2. The project is located in an Economic Development District (EDD) in a region that does not meet the economic distress criteria and EDA determines the proposed project will be of substantial direct benefit to a geographic area within the EDD that meets the distress criteria;

3. The project is located in a geographic area of poverty or high unemployment that meets EDA's economic distress criteria but the region overall does not meet the distress criteria.

- Applicant **must** submit third-party data indicating the region is subject to EDA's economic distress criteria.

- Unemployment Rate & Per Capita Income Data (see NOFO section C.3.a on p. 21)

- "Special Need" Data (NOFO section C.3.b on p. 21).

- May use data sources at NOFO section C.3.c on p. 23 to demonstrate that the project meets the distress criteria.

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Align with Comprehensive Economic Development Strategy

What does the applicant need to know?

- Each project must be consistent with the region's current Comprehensive Economic Development Strategy (CEDS) or an equivalent EDA-accepted regional economic development strategy that meets EDA's CEDS or strategy requirements.

- Applications will need to detail how the proposed project will support the economic development needs and objectives outlined in the CEDS or equivalent strategy, and provide a copy of this planning document, either by attaching the document to the application or providing a web link.

- See NOFO section C.4.a on p. 24.

What must the applicant do?

- Detail how the proposed project will support the economic development needs and objectives outlined in the CEDS or equivalent strategy.

- Provide a copy of this planning document, either by attaching the document to the application or providing a web link.

- In section 5 of the Project Narrative, describe how the proposed project will be consistent with the regions or regions' CEDS. See NOFO p. 29.

Meet EDA's Investment Priorities

- EDA evaluates all project applications to determine the extent to which they align with EDA's investment priorities, including the Equity Investment Priority: Investment Priorities | U.S. Economic Development Administration (eda.gov)

- The project must align with EDA's Equity Investment Priority (see next slide)

- See NOFO section C.4.b on p. 24.

- In section 5 of the Project Narrative, address how the proposed project will meet EDA's Investment Priorities.

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Align with EDA's Equity Investment Priority

What does the applicant need to know?

- EDA expects projects to advance equity to underserved populations to the extent practicable.

- A successful project will articulate which populations or communities will benefit and include a plan for inclusive community engagement in the project and ensuring that the economic benefits of the project will be shared by all communities in the project region, including any underserved community.

- See NOFO section C.4.c on p. 24.

What must the applicant do?

- In section 5 of the Project Narrative, address how the proposed project will meet EDA's investment priority, including EDA's equity investment priority.

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Tip 5: Match Sources and Documentation

Documenting Match

- Applicants **must** include a commitment letter from each separate match source.
- Commitment letters **must** be signed by a person with the authority to commit funds on behalf of the contributing/donor organization.
- Letters must:
    - State whether each element of the match contribution is cash or in-kind, and if in-kind, must provide a valuation and description for each element.
    - Confirm that the contribution is from a non-Federal source; and
    - Show that match is committed, unencumbered, and available as needed.
- See NOFO section D.2.b.iii on p. 35 for more details.

Documenting Match

Must Demonstrate that Match is:
1. **Unencumbered:** *Not impeded by other conditions.*
2. **Committed:** *Specifically dedicated to this project*
3. **Unrestricted:** *Available for use during the period of performance (at the time of award)*

Signed Commitment Letters Also Must Include:
- Amount (if cash)
- Valuations and itemized description of all in-kind
- Statement that source is not Federal
- Signature from Authorized Representative

Overall, Match Must:
- Be directly related to the proposed project
- Align with eligible costs
- NOT be provided by a contractor who will be paid with award funding

Applicants **must not** pledge match that is contributed/donated by a third-party entity unless a match letter is signed by an authorized representative of that entity.

Tip 6: Use the Non-Construction Budget Template
(optional, but highly recommended!)

Budget Template

A budget narrative and staffing plan is required. See NOFO section D.2.b.ii on p. 33.

In addition to providing a stand-alone budget narrative and staffing plan, applicants are encouraged to use the optional budget and staffing plan template available at https://www.eda.gov/funding/programs/american-rescue-plan/good-jobs-challenge/program-resources#resources to supplement the required budget narrative and staffing plan.

Budget Narrative

Applicants must provide a detailed budget narrative document that identifies and justifies each budget line item (including both the Federal share and matching non-Federal share). Each line item in the budget narrative should clearly indicate:

1. The budget category (from the SF-424A) to which the line item corresponds;

2. A description of the intended use of funds for each line item; and
   • Utilize the Description field to provide detailed information of each budget line item.

3. If any matching share is allocated to a given line item, a citation to the one or more commitment letters that documents each relevant matching organization's commitment to provide the matching share of the given line item.

Note: Each item of in-kind match must be categorized appropriately within the budget (*e.g.*, contractual costs, equipment costs, supplies costs, etc.).

Budget Line Items

Line Item	Notes
Personnel	All staffing positions by Name/Title proposed to support project activities. Make sure that these positions are supported by the staffing plan.
Fringe Benefits	Amounts and percentages that comprise fringe benefits, and basis for fringe calculations.
Travel	Funds for employee travel as described in 2 CFR 200.475.
Equipment	Tangible personal property with estimated acquisition cost of $10,000 or more per unit. Identify and describe relationship to the project. List the quantity and unit cost per item.
Supplies	Tangible personal property with less than $10,000 acquisition cost per unit. Identify and describe relationship to the project. List the quantity and unit cost per item.
Contractual	• Contracts: All procurements for goods and services must comply with Federal procurement requirements at 2 CFR 200.317-200.327. • Subawards: Must be eligible entity subject to EDA approval. Requires separate budget.
Other	This category should **only** be used for direct costs that cannot be categorized as personnel, fringe benefits, travel, equipment, supplies, or contractual.

Budget Line Items

Line Item	Notes

Indirect Costs	Does the applicant have a NICRA?
	
	➢ IF YES: Include Negotiated Indirect Cost Rate Agreement (NICRA).
	
	➢ IF NO
	    ➢ The applicant should include a statement in its Budget Narrative that it does not have a NICRA.
	    ➢ If desired, the applicant may choose to use the 15% de minimum rate (15% of Modified Total Direct Costs, as defined by 2 CFR 200.1, not the entire project budget).
	    ➢ If the 15% de minimis rate is selected, must be consistently used for all federal awards.
	
	➢ An applicant may have a Certificate of Indirect Costs – applicable to units of government that receive <$35M in direct federal funding

Subrecipient #1 Name Organization entity type	Total	Federal	Match
Personnel	$ -		
Fringe Benefits	$ -		
Travel	$ -		
Equipment	$ -		
Supplies	$ -		
Contractual	$ -		
Construction (N/A)	$ -	$ -	$ -
Other	$ -		
Total Direct Charges	$ -	$ -	$ -
Indirect Charges	$ -	$ -	$ -
Total Subaward	$ -	$ -	$ -

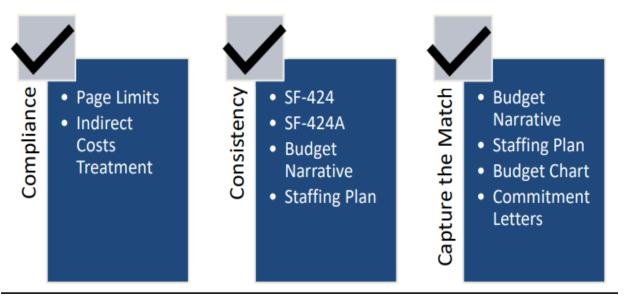| Subrecipient #1 Staffing Plan		
Name/Title of Employee	Responsbilities	Cost

Each proposed subaward requires a corresponding budget and staffing plan as part of that component project's budget narrative

- Excerpt from "Subaward" tab within the Optional Budget Narrative Template for Non-Construction

Staffing Plan (part of Budget Narrative)

- **Key Personnel** = decision-makers, oversee of scope of work deliverables
  - o Pro Tip: List name and title of staff by functional area
  - o Only applicant's **own staff** may be listed in the applicant's staffing plan
  - o TBDs are OK in Name/Role
- Annual Salary/Rate
- % of Annual Hours for project
- Annual $ from Award
- Number of Years
- Total Cost by Employee/Position
- Total Fringe Costs – based on your organization's written policies

Budget Narrative Checklist

Compliance
- Page Limits
- Indirect Costs Treatment

Consistency
- SF-424
- SF-424A
- Budget Narrative
- Staffing Plan

Capture the Match
- Budget Narrative
- Staffing Plan
- Budget Chart
- Commitment Letters

When you complete the Budget Narrative section of your proposal, please utilize the 3 "C"s:

- **Compliance** - ensure that your submissions comply with the guidance in the NOFO

- **Consistency** - check that amounts provided correspond with the totals listed in the Budget Narrative and across the all inputs of the proposal

- **Capture the Match** - verify that the funding sources you cite meet EDA's eligibility criteria previously described and ensure that each source has a corresponding Commitment Letter

Tip 7: Use the available resources for using EDGE
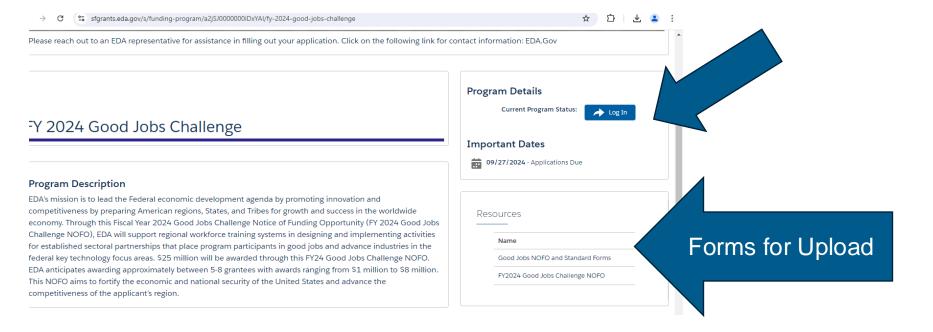
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Accessing Your Application in EDGE

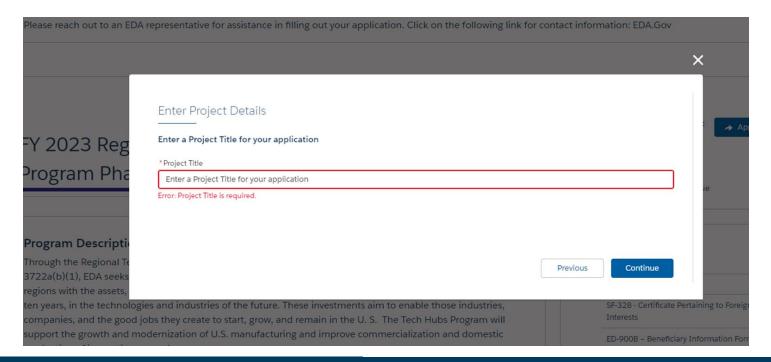

- Go to https://sfgrants.eda.gov/s/
- Click "Learn More"
  - FY 2024 Good Jobs Challenge

Log Into EDGE

Forms for Upload

Create a Project Title

Please reach out to an EDA representative for assistance in filling out your application. Click on the following link for contact information: EDA.Gov

✕

FY 2023 Reg

Program Pha

Enter Project Details

Enter a Project Title for your application

* Project Title

Enter a Project Title for your application

Error: Project Title is required.

Previous   Continue

Program Descriptio

Through the Regional Te
3722a(b)(1), EDA seeks
regions with the assets,
ten years, in the technologies and industries of the future. These investments aim to enable those industries,
companies, and the good jobs they create to start, grow, and remain in the U. S. The Tech Hubs Program will
support the growth and modernization of U.S. manufacturing and improve commercialization and domestic

SF-328 - Certificate Pertaining to Foreig
Interests

ED-900B – Beneficiary Information For

*Think carefully about your project title because it can't easily be changed.

Add a Team Member

Funding Request
Winning Application for Hub

Application ID
EDA-APP# 00004213

Status
Draft - In Progress

Application Workspace   Instructions   **Application Team**   App... ...ocuments

Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.
Association Guidance: Do not add Association Members as Co-applicants! If you are applying to a Tech Hubs or Recompete NOFO, you can add association members to collaborate on your application by adding them as 3rd Party Consultant. This does not add them as association members. Please refer to program guidance.

[Add Team Member]

Contact Name	∨	Organization	∨	Role	∨	Status	∨	
AK Applicant		Awesome Applicant Organization		Lead Applicant		Current		✎

Adding a team member helps more people work on applications.

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Know your role – Only the Authorized Representative can submit the Funding Request

Fill out the SF-424

*Filling out this form will allow you to fill out other documents.

Use these resources for help

- [Funding Request Quick Reference Guide](#)
- [Video Tutorial](#)
- [Additional EDGE Tutorials](#)
- Contact the Helpdesk at GrantHDsupport@eda.gov

Resources

- **FY 2024 Applicant Planning Resources**
  - [FY 2024 Good Jobs Challenge Notice of Funding Opportunity](#) (via EDGE)
  - [FY 2024 Good Jobs Challenge NOFO Text](#) (PDF)
  - [Frequently Asked Questions](#) (PDF)
  - [One Page Program Summary](#) (PDF)
  - [Optional Budget Narrative and Staffing Plan Template](#) (XLSX)
  - [Resource Guide](#) (PDF)
  - [Application Checklist](#) (PDF)

- **Webinars**
  - VIDEO: [FY 24 Good Jobs Challenge NOFO Stakeholder Overview Recording & Presentation](#) ([Slide deck](#), PPTX) (8/8/2024)

- **Contacts**

  Please send all email inquiries to GoodJobsChallenge@eda.gov.

The deadline for application submission is 4:59 pm Eastern Time on September 27, 2024. Proposals or applications received after this deadline will not be reviewed or considered.