The Make it in America Challenge

Accessing Forms through Grants.gov

Step 1: Open the Application Package and complete EDA forms:

1. Go to the grants.gov Funding Opportunity Number 'MIIA2013'
2. Click on the 'Application' Tab at the top of the screen
3. A new window will open identifying the opportunity number – click 'download'
4. A new window will open - click on the 'Download Application Package' link
5. Follow the instructions provided in the application package to select and move mandatory and optional forms into the submission box
6. Scroll down and see the forms to complete and save or print

Step 2: Locate and attach other Funding Agency Forms (NIST, DOL, DRA*):

1. From the synopsis page, click on the 'Full Announcement' Tab
2. You will see all other mandatory forms available for download – click 'All Mandatory Funding Agency Forms' and open the folder
3. Click and open the folder titled 'All Mandatory Funding Agency Forms' to see and open the individual pdf. forms
4. These forms can be completed electronically but cannot be saved to your computer. Complete and print each form, scan, and save. If submitting through grants.gov, attach the forms to the application package as an attachment. *Helpful tip: you can zip all of your forms/attachments into one zip file and upload that file as a single attachment to grants.gov.*

Important: If the application team is submitting through grants.gov, the EDA applicant <u>must</u> be the entity to submit the application on behalf of the applicant team. The EDA applicant must have an authorized organization representative (AOR) registered with grants.gov.

Document Checklist

Please see the Make it in America Challenge Federal Funding Opportunity for full instructions.

Required Proposal Documents:

Item	Location	Mandatory or Optional
Executive Summary	Applicant Develops	Mandatory
Project Narrative	Applicant Develops	Mandatory
Integrated Work Plan	Applicant Develops, suggested template available on the MIIA website.	Mandatory
Budget Description (Narrative)	Applicant Develops	Mandatory
Résumés of Key Personnel	Applicant Develops	Mandatory
Verification of Matching Share of Cost (Letters of commitment to contribute matching share of cost) [If applicable]	Applicant Submits	Mandatory
Application Team Agreement (If applicable)	Applicant Develops	Mandatory, if more than one organization is applying for funds
Indirect Cost Rate Agreement/Facilities and Administrative Cost Agreement (If applicable)	Applicant Submits	Mandatory if indirect costs included in budget
Comprehensive Economic Development Strategy	Applicant Submits	Mandatory if not on file with EDA[*]

NIST, DOL, and DRA Required Forms

One copy of each of the following forms is required per agency (as indicated by a "Yes") – information on each form should be specific to the scope of work funded by the agency. For example, the SF-424 for NIST should only reference the specific applicant for NIST funds and the specific amount of NIST funding requested.

Item	Location	NIST	DOL	DRA
Standard Form 424	'Full Announcement' Tab, grants.gov	Yes	Yes	Yes
Standard Form 424A	'Full Announcement' Tab, grants.gov	Yes	Yes	Yes
Standard Form 424B	'Full Announcement' Tab, grants.gov	Yes	Yes	Yes
Form CD-511	'Full Announcement' Tab, grants.gov	Yes	No	No
Standard Form LLL (If applicable)	'Full Announcement' Tab, grants.gov	Yes	Yes	No

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[*] If you are unsure whether EDA has an applicable CEDS on file, please contact the EDA Representative for your state (http://eda.gov/contacts.htm).

EDA Required Forms and Documentation

One copy of each of the following forms is required from the EDA applicant (as indicated by a "Yes" under your applicant type), depending on whether the proposed project is construction or non-construction related.

Item	Gov. Entity/ Inst. of Higher Ed.	Non-Profit Org.	Co-Applicant must sign additional copy of form
Proposed EDA-Funded Project Includes Construction:[†]			
Standard Form 424	Yes	Yes	Yes
Standard Form 424C	Yes	Yes	No
Standard Form 424D	Yes	Yes	Yes
Form CD-511	Yes	Yes	Yes
Form ED-900 (In Section A, select "Economic Adjustment")	Yes	Yes	Only Exhibits A and D
Standard Form LLL (If applicable)	Yes	Yes	Yes
Maps of the project site	Yes	Yes	No
Letters of commitment and assurances of compliance from private beneficiaries of the described project (if applicable)	Yes	Yes	No
Comments from the regional area review/clearinghouse agency (if applicable in that state)	Yes	Yes	No
Engineering Report	Yes	Yes	No
Environmental Narrative	Yes	Yes	No
Copies of any existing correspondence with or sign-offs/approvals from other agencies with respect to the project, such as the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service, or the State or Tribal Historic Preservation Officer, if applicable.	Yes	Yes	No
Copies of existing correspondence with or sign-offs/approvals from other agencies	Yes	Yes	No
Copies of previously prepared environmental studies	Yes	Yes	No
Proposed EDA-Funded Project includes NON-Construction:*			
Standard Form 424	Yes	Yes	Yes
Standard Form 424A	Yes	Yes	No
Standard Form 424B	Yes	Yes	Yes
Form CD-511	Yes	Yes	Yes
Form ED-900 (In Section A, select "Economic Adjustment")	Yes	Yes	Only Exhibit C
Standard Form LLL (If applicable)	Yes	Yes	Yes
Additional Requirements for EDA Non-Profit Applicants or Non-Profit Co-Applicants:			
State issued certificate attesting to good standing as a corporate entity			
Articles of Incorporation			
Corporate By-Laws			
Resolution (or letter of consent) from a general purpose subdivision of a government of a State acknowledging that the organization is acting in cooperation with officials of that unit of government			