BBBRC Phase 2 Coalition Application Bundle Structure

Definitions

- **Phase 2 Full Application**: an umbrella Overarching Application and a bundle of Component Applications

- **Overarching Application**: an Overarching Narrative plus supporting documentation, which 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" (which has a "business incubator" subtype), and "revolving loan fund (RLF)"

Project Types and Application Hierarchy

Overarching Application

Component Application	Component Application	Component Application
Construction	Non-Construction	Revolving Loan Fund
Business Incubator	Business Incubator	

For Example

Coalition Lead's Overarching Application

| Build a Lab Space | Start a New Revolving Loan Fund | Build a Business Incubator Space | Run a Business Incubator | Build a Technology Demonstration Space | Run a STEM Workforce Development Program | Improve Broadband Infrastructure |

Overarching Application from Coalition Lead (i.e., Phase 1 Lead Recipient)

- The Overarching Application must include
  - a **Phase 2 Overarching Narrative** (see NOFO pp. 20-22)
  - **Updated Coalition Member Commitments** (see NOFO p. 22)
  - **Updated Letters of Support from Key Partners** (see NOFO p. 22)
  - **Coalition Component Application List** (see provided template)
  - **Intergovernmental Review / SPOC** (see NOFO pp. 30-31)

Component Application—Quick View

Construction Application:
SF-424C
SF-424D
ED-900B
ED-900C (incl. PER)
ED-900E (if applicable)
Environmental Documentation
Application Certification
(Appendix A)
Map of Project Site

Required in all Component Applications:
SF-424
ED-900A
CD-511
SF-LLL
Non-profit Documentation
Component Project Narrative
Budget Narrative
Documentation of Matching Share

- Cert. of Good Standing
- Articles of Inc.
- Organizational Bylaws

RLF Application:
SF-424A
ED-900F
Draft RLF Plan

Non-Construction Application:
SF-424A
NICRA

Incubator Application:
Incubator Feasibility Study
Demonstration of Financial Capacity
Incubator Management Plan

Common Component Application Requirements

- **Each** Component Application, **regardless of project type**, must include
    - an **SF-424** (see NOFO p. 22);
    - an **ED-900A** (see NOFO p. 22);
    - a **CD-511** (see NOFO p. 23);
    - a **SF-LLL** (see NOFO p. 23);
    - **non-profit documentation** (if applicable—see NOFO p. 23);
    - a **Component Project Narrative** (see NOFO pp. 23-24);
    - a **Budget Narrative** (content varies by project type—see NOFO pp. 24-26); and
    - **Documentation of Matching Shares** (see NOFO pp. 25-27).

Additional Construction Application Requirements

- **Each** Construction Application must include, **in addition to** the Common Application Requirements,
  - an **SF-424C** (see NOFO p. 24);
  - an **SF-424D** (see NOFO p. 25);
  - an **ED-900B** (see NOFO p. 25);
  - an **ED-900C** (see NOFO p. 25);
    - including **supporting documentation** such as a Preliminary Engineering Report
  - an **ED-900E** (see NOFO p. 25);
  - **Environmental Documentation** (see NOFO p. 25);
  - **Application Certification Clause** (Appendix A of the Environmental Narrative) (see NOFO p. 25); and
  - a **Map of the Project Site** (see NOFO p. 25).

Additional Business Incubator Construction Application Requirements

- **Each** Business Incubator Construction Application must include, **in addition to** the Common **and** the Additional Construction Application Requirements, include
  - a Full Incubator Feasibility Study (see NOFO p. 27);
  - Documentation of Financial Capacity (see NOFO p. 27); and
  - an Incubator Management Plan (see NOFO p. 27-28).

Additional Non-Construction Application Requirements

- **Each** Non-Construction Application must include, **in addition to** the Common Application Requirements,
  - an SF-424A (see NOFO p. 26); and
  - a copy of **the applicant's Negotiated Indirect Cost Rate Agreement** (if applicable—see NOFO pp. 28-29).

Additional Business Incubator Project Application Requirements

- **Each** Business Incubator Non-Construction Application must include, **in addition to** the Common **and** the Non-Construction Application Requirements,
    - an Abbreviated Incubator Feasibility Study (see NOFO p. 27);
    - Documentation of Financial Capacity (see NOFO p. 27); and
    - an Incubator Management Plan (see NOFO p. 27-28).

Additional RLF Project Application Requirements

- **Each** Revolving Loan Fund (RLF) Application must include, **in addition to** the Common Application Requirements,
  - an **SF-424A** (see NOFO p. 26);
  - an **ED-900F** (see NOFO p. 26); and
  - a **Draft RLF Plan** (see NOFO p. 27 and 13 C.F.R. § 307.9).

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 one component application comprise more than one project?
  - Consult your EDR if you think two projects should be combined in one application. This is possible but rare.
- Can have construction and non-construction 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 each 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.