



**ECONOMIC DEVELOPMENT ADMINISTRATION**  
**Community and Regional Economic Development**

**CAPACITY BUILDING INVESTMENTS**

	<b>Program Requirements</b>
<b>PWEDA Section 203</b> <i>(CFDA 11.302)</i>	<b>Budget: SF-424A</b> ..... 3
	<b>Assurances: SF-424B</b> ..... 7
	<b>Additional Assurances</b> ..... 9
Planning Grants	
	<b>Part I:</b>
	• Budget and Indirect Costs ..... 11
	<b>Part II:</b>
	• Section 203 Planning Grants ..... 11
	<b>Part III:</b>
	• Section 207 Local Technical Assistance and University Centers ..... 12
	<b>Part IV:</b>
	• Section 209 Economic Adjustment Strategy Grants, Capacity Building Implementation Grants, including Revolving Loan Funds. .... 12
	<b>Checklist of Program Exhibits</b> ..... 13
<b>PWEDA Section 207</b> <i>(CFDA: 11.303)</i>	
Local Technical Assistance University Center Program	
<b>PWEDA Section 209</b> <i>(CFDA: 11.307)</i>	
Strategy Grants, Capacity Building Implementation Grants, including Revolving Loan Funds	

**Application for Federal Assistance**  
**OMB Approval No. 0610-0094**

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The information is required to obtain or retain benefits from the Economic Development Administration pursuant to the Public Works and Economic Development Act of 1965, as amended (Public Law 89-136, 42 U.S.C. § 3121, et seq.), and as further amended by the Economic Development Administration Reform Act of 1998 (Public Law 105-393). The reason for collecting this information is to enable the prospective applicants to apply for financial assistance and for the Economic Development Administration to determine their eligibility and compliance with Federal and other requirements. No confidentiality for the information submitted is promised or provided except that which is exempt under 5 U.S.C. § 552(b)(4) as confidential business information.

The public reporting burden for this collection is estimated to average 48.5 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Economic Development Administration, Herbert C. Hoover Building, Washington, DC, 20230, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

**BUDGET INFORMATION - Non-Construction Programs**

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	(1)	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
		(2)	(3)	(4)	(5)	
a. Personnel	\$	\$	\$	\$	\$	\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	\$
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
13. Federal		\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

*For new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

*For continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

*For supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED



# ADDITIONAL ASSURANCES

## EDA CAPACITY BUILDING GRANTS

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As the duly authorized representative of the applicant, I further certify that the applicant:

1. Will comply with applicable regulations regarding indirect cost rates, if indirect costs are included in the application.
2. Will comply with the requirement that this Federal Assistance will not provide a proprietary benefit to a private for profit individual, corporation, or other entity.
3. Will comply with EDA nonrelocation regulations which generally prohibit use of EDA financial assistance to assist employers who transfer jobs from one commuting area to another. This includes an affirmative duty on the part of the applicant to inform EDA of any employer who will benefit from such assistance who will transfer jobs in connection with the EDA grant.
4. If the applicant is a business enterprise, applicant agrees that for two years after award by EDA of a grant or sub-grant, applicant will not employ or offer any office or employment to, or retain for professional services, any person who, on the date the grant or sub-grant was offered, or within one year prior to the date of offer, served as an officer, attorney, agent or employee of EDA in a position or engaged in activities which EDA has determined involves discretion with respect to the granting of assistance under PWEDA.
5. Understands that attorneys' or consultants' fees, whether direct or indirect, expended for securing or obtaining EDA assistance for this application are not eligible costs.
6. Understands that conflicts of interest or appearances of conflicts of interest are prohibited and may jeopardize this application or result in the forfeiture of grant funds. A conflict of interest occurs, for example, where a representative, official, employee, architect, attorney, engineer or inspector of the applicant, or a representative or official of the Federal, State or local government, has a direct or indirect financial interest in the acquisition or furnishing of any materials, equipment or services to or in connection with the project.
7. Will comply with the reporting requirements of the Government Performance and Results Act (GPRA) of 1993 for measuring and reporting project performance.
8. **Applicable only to Section 203 Planning**  
Verifies that a simple majority of the counties/areas in the Economic Development District support the economic development activities of the organization.

Signature of Authorized Certifying Official
Title
Applicant Organization
Date Submitted



## Part I

### Budget and Indirect Costs

1. Provide an explanation as *Exhibit I.1* for the proposed use of any amounts budgeted for "**Equipment**", "**Contractual**", and "**Other**."
2. If **indirect costs** are included as part of the budget (see instructions for Budget Line 22) provide **Indirect Cost Rate Agreement** or documentation applying for indirect cost rate as *Exhibit I.2*.
  - ' Yes. *Exhibit I.2*. is attached.
  - ' No. Not applicable.

## Part II

### Section 203 Planning Grants

#### A. District Planning Grants:

1. Provide a listing of **Governing Board members**, with their affiliation/economic interest identified (e.g., agriculture, labor, industry, etc.) and an indication as to which members are elected officials. Attach as *Exhibit II.1*.
2. Provide a program narrative to justify federal funding that exceeds 50 percent of eligible project costs. The narrative should document that federal share requirements at 13 CFR §306.3(b) have been met to justify increases up to and including a maximum federal share of 75 percent (maximum grant rate). Attach as *Exhibit II.2*.
3. Provide a program narrative which documents that the project will support the formulation and implementation of an economic development planning program designed to create and retain permanent jobs and increase incomes particularly for the unemployed and underemployed in the Nation's most economically distressed areas, the economic distress of the area, the economic development need for the project, and the methodology to be used in completing the work program including a detailed scope of work that identifies individual activities and specific project products to be completed under the grant. Attach as *Exhibit II.3*.
4. Provide a program narrative that describes the management, staff capacity and qualifications of

the applicant organization; the proposed activities as part of a continuous planning process; and the extent of broad-based representation from the public and private sectors, including active participation by civic and business leaders, labor, minority and other community organizations, as appropriate, in the applicant's economic development activities. Attach as *Exhibit II.4*.

5. Planning programs may be used to prepare a Comprehensive Economic Development Strategy (CEDS) or to carry out planning consistent with EDA requirements for a CEDS as set forth in 13 CFR Part 303 available at [www.doc.gov/eda](http://www.doc.gov/eda).

#### B. State Planning Assistance:

1. Provide a program narrative that describes: 1) the State plan and how the plan was developed cooperatively by the State, political subdivisions of the State and the economic development districts located wholly or partially within the State; or 2) how the State plan will be developed with other organizations. The applicant must also address whether the State has a CEDS or whether it will develop a CEDS as part of the project. If the State has a CEDS, the strategy must be provided as *Exhibit II.5*.
2. If the project is for overall state economic development planning, the narrative must address how the project will consider the provision of public works to promote economic development and opportunity; foster effective transportation access; enhance and protect the environment; and balance resources through the sound management of physical development.

#### C. Other Planning Grants:

Provide a detailed scope of work that identifies individual activities and specific project products to be completed. Attach as *Exhibit II.6*.

### Part III

#### Section 207 Local Technical Assistance and University Centers

##### A. University Center Grants:

1. Provide a program narrative that describes the **purpose** of the project, the economic distress of the area, the economic development need for the project, and the methodology to be used in completing the work program, including a detailed scope of work that identifies individual activities and specific project products to be completed. The scope of work must be organized under the following three categories: providing technical assistance, conducting applied research, and disseminating information on University Center activities. Attach as *Exhibit III.1*.
2. The University Center must document:
  - ' The commitment of the highest management levels of the sponsoring institution;
  - ' Adequate non-federal financial support, either from the sponsoring institution or other sources;
  - ' Activities consistent with the expertise of the proposed staff, the academic programs, and other resources available within the sponsoring institution; and
  - ' Past experience of the sponsoring institution in operating technical assistance programs.Attach as *Exhibit III.2*.
3. Provide a program narrative to justify federal funding that exceeds 50 percent of eligible project costs. The narrative should document that federal share requirements at 13 CFR §307.7(c) have been met to justify increases up to and including a maximum federal share of 75 percent (maximum grant rate). Attach as *Exhibit III.3*.

##### B. Local Technical Assistance Grants:

Provide a detailed scope of work that identifies activities and specific project products to be completed, and which meets the requirements found at 13 CFR §307.2. Attach as *Exhibit III.4*.

### Part IV

#### Section 209 Economic Adjustment Non-Construction Grants including Revolving Loan Funds

##### A. Economic Adjustment Strategy Grants:

Provide a detailed scope of work consistent with EDA requirements for developing a Comprehensive Economic Adjustment Strategy (CEDS), at 13 CFR Part 303. Attach as *Exhibit IV.1*.

##### B. Economic Adjustment Capacity Building Implementation Grants:

1. Provide a narrative as *Exhibit IV.2*, which must include a discussion of the activities or projects proposed for funding which are identified in an EDA-approved strategy/CEDS. The narrative must describe the scope of work under one or more of the following:
  - ' Market or industry research and analysis;
  - ' Technical assistance;
  - ' Public services;
  - ' Training;
  - ' Revolving Loan Funds; and/or
  - ' Other activities as justified by the CEDS/Strategy which meet statutory and regulatory requirements.
2. Provide a copy of the CEDS or the strategy as *Exhibit IV.3*.

##### C. Economic Adjustment Revolving Loan Fund (RLF) Grants:

Applications for **capitalizing or re-capitalizing a Revolving Loan Fund (RLF)** must include a revolving loan fund plan developed in accordance with EDA RLF regulations at 13 CFR §308.9, which are available on EDA's Web site at [www.doc.gov/eda](http://www.doc.gov/eda) or from the EDA Regional Office. Provide the RLF plan as *Exhibit IV.4*.

## CHECKLIST OF PROGRAM EXHIBITS

This checklist identifies all of the Exhibits identified in Section II. A: Capacity Building section of the application. Exhibit numbers refer to the part-section-item in the application. Those with asterisks(\*) are preprinted forms which are included. Check the items and exhibits submitted.

Notes (Optional)

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### **Part I - Budget and Indirect Costs**

- ' I.1 Proposed budget explanation
- ' I.2 Indirect Cost Rate Agreement

### **Part II - Section 203 Planning Grants**

- ' II.1 List of Governing Board Members
- ' II.2 Justification for Federal Share More than 50%
- ' II.3 Support for Program Narrative
- ' II.4 Management, Staff Capacity and Qualifications
- ' II.5 State Plan
- ' II.6 Scope of Work

### **Part III - Section 207 Local Technical Assistance and University Centers**

- ' III.1 Narrative - Purpose
- ' III.2 Program Narrative
- ' III.3 Justification for Federal share More than 50%

### **Part IV - Section 209 Economic Adjustment**

- ' IV.1 Economic Adjustment Strategy Grant Scope of Work
- ' IV.2 Economic Adjustment Capacity Building Implementation Grant Program Narrative
- ' IV.3 Comprehensive Economic Development Strategy
- ' IV.4 Revolving Loan Fund Plan

