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## *Requirements for Complete CARES Act Application*

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### **Construction**

- Signed SF-424 (Application for Federal Assistance) from each co-applicant
- Form SF-424C (Should match block 18 in SF-424 and PER component based budget)
- Budget narrative ---- this should delineate federal line items and explain what each cost category will be used for in high-level terms. This is not the same as PER Budget unless PER budget explicitly groups and explains information along federal cost categories (most don't)
- Signed SF-424D from each co-applicant
- Completed ED-900 (General Application for EDA Programs)
  - In Form ED-900, section B.3.b., include a description of the economic impacts in the region from the coronavirus pandemic and describe how the proposed project scope of work will respond to those impacts and support pandemic recovery and resilience efforts. Applicants may also provide a separate narrative statement, not to exceed one page in length, of the economic impacts in the region from the coronavirus pandemic and how the proposed project scope of work responds to those impacts.
  - Additionally, in Form ED-900, section B.6, explain how the proposed project would meet EDA's Recovery and Resilience investment priority, which all CARES Act Recovery Assistance projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA's other investment priorities available at <https://www.eda.gov/about/investment-priorities/>
  - Make sure to quantify impacts from covid as much as possible – what was loss to tax base? Which employers closed? Which reduced hours? define how the project will help support economic recovery, economic diversification, etc.
  - Make sure to include census tract number and address where primary work will be done
- Signed ED-900A (Additional EDA Assurance) from each co-applicant
- Signed ED-900B (Beneficiary Information Form) from each beneficiary of the project, as applicable
- Completed ED-900C (Application Supplement for Construction Programs)
- Completed ED-900E (Calculation of Estimated Relocation and Land Acquisition) ---- if no cost, each field should be entered with zero
- Documentation of matching share
- Complete Environmental narrative and signed applicant certification clause --- template at bottom of page at <https://www.eda.gov/funding-opportunities/>.
- Signed CD-511 (Certification Regarding Lobbying) for each co-applicant
- Signed SF-LLL (Disclosure of Lobbying Activities)
- Map of project Site
- CEDS consistency letters

### **Non-Construction**

- Signed SF-424 (Application for Federal Assistance) from each co-applicant
- Form SF-424A (Should match block 18 in SF-424)
- Budget narrative ---- this should delineate federal line items and explain what each cost category will be used for in high-level terms.
- Signed SF-424B from each co-applicant
- Completed ED-900 (General Application for EDA Programs)

- In Form ED-900, section B.3.b., include a description of the economic impacts in the region from the coronavirus pandemic and describe how the proposed project scope of work will respond to those impacts and support pandemic recovery and resilience efforts. Applicants may also provide a separate narrative statement, not to exceed one page in length, of the economic impacts in the region from the coronavirus pandemic and how the proposed project scope of work responds to those impacts.
- Additionally, in Form ED-900, section B.6, explain how the proposed project would meet EDA's Recovery and Resilience investment priority, which all CARES Act Recovery Assistance projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA's other investment priorities available at <https://www.eda.gov/about/investment-priorities/>
- Make sure to quantify impacts from covid as much as possible – what was loss to tax base? Which employers closed? Which reduced hours? define how the project will help support economic recovery, economic diversification, etc.
- Make sure to include census tract number and address where primary work will be done
- Signed ED-900A (Additional EDA Assurance) from each co-applicant
- Documentation of matching share
- Signed CD-511 (Certification Regarding Lobbying) for each co-applicant
- Signed SF-LLL (Disclosure of Lobbying Activities)
- CEDS consistency letters

**Consistent with the ED-900, part F, all non-profit applicants must also submit:**

- Current Certificate of Good Standing from the State in which they are incorporated
- Articles of Incorporation and By-Laws
- Resolution passed by a general purpose political subdivision of a state or a letter signed by a authorized representative of a local government acknowledging that the applicant is acting in cooperation with officials of the political subdivision