



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

## TIPS *for* EDA SHORT-TERM PLANNING *and* LOCAL TECHNICAL ASSISTANCE APPLICATIONS *from the* DENVER REGIONAL OFFICE

This document provides background information on these programs, tips for applying for funding, as well as resources and contacts that can help you with your grant application.



**SHORT-TERM PLANNING:** Supports eligible organizations through investments designed to guide the eventual creation and retention of high-quality jobs, particularly for the unemployed and underemployed in the nation's most economically distressed regions.

***EXAMPLE:** EDA might provide Short-Term Planning funding to a coalition of Tribal and regional organizations to plan a coordinated response to the sudden loss of a major employer in the affected area(s).*



**LOCAL TECHNICAL ASSISTANCE:** Strengthens the capacity of local, regional, state organizations and institutions, and promotes effective regional development projects such as feasibility studies, impact analyses, disaster resiliency plans and project planning.

***EXAMPLE:** EDA might provide funds to help a city prepare a feasibility study regarding the use of an abandoned manufacturing facility for an activity that advances local economic development.*

**MEET ELIGIBILITY:** The Short-Term Planning and Local Technical Assistance programs share common eligibility and application criteria – all described below:

- **Eligible Entities** – A state, a political subdivision of a state, district organization (Economic Development District), Indian tribe, institution of higher education, or a non-profit acting in coordination with a political subdivision of a state.

**CHECK FUNDING AVAILABILITY:** Funding periods and amounts are subject to the availability of funds at the time of the award. The average size of a Short-Term Planning investment has been approximately \$70,000. The average size of a Local Technical Assistance investment has been approximately \$63,000. Contact your regional Economic Development Representative for the status of current funding opportunities.

**CONTRIBUTE GRANT MATCH:** Projects for EDA assistance usually require at least a 50 percent readily available and unencumbered match from eligible non-federal sources to demonstrate strong local commitment for the project. In rare circumstances, the match can be reduced, depending on the level of economic distress and/or special need (i.e. disaster impacts). Instructions for justifying a higher grant rate base are provided in the published [Planning and Local Technical Assistance Notice of Funding Opportunity \(PL-LTA NOFO\)](#).

**ALIGN WITH YOUR COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY:** If applying for Short-Term Planning or Local Technical Assistance, proposals must be consistent with a locally-developed Comprehensive Economic Development Strategy (CEDS), or [equivalent document](#). To find the CEDS for your region, visit [statsamerica.org/ceds](https://statsamerica.org/ceds) or contact your regional Economic Development District.



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**ADDRESS INVESTMENT PRIORITIES:** Projects must address one or more of the priorities listed below. For more information on current investment priorities, visit [www.eda.gov/about/investment-priorities](http://www.eda.gov/about/investment-priorities).

- Equity
- Recovery & Resilience
- Workforce Development
- Manufacturing
- Technology-Based Economic Development
- Environmentally-Sustainable Development
- Exports & Foreign Direct Investment

### POSITION YOUR APPLICATION FOR COMPETITIVENESS:

1. **Consult your regional Economic Development Representative early:** Discuss your project's scope of work, the alignment with EDA's investment priorities and other requirements outlined in the funding opportunity. This consultation will help explain technical issues involving your proposed project and its alignment with EDA's mission and investment priorities to determine how to best proceed with your project.
2. **Document that you as the applicant can or will leverage other resources, both public and private.** Have your matching funds secured *prior* to applying. Include a letter with your application that details where the matching funds are coming from, the specific match dollar amount, and any conditions or encumbrances on the funds. While in-kind match is acceptable, cash match improves the competitiveness of the project.
3. **Demonstrate capacity to start the proposed project promptly, to use funds quickly and effectively.** Make sure your estimated costs are accurate, defensible, and described in a budget narrative.
4. **Provide a clear scope of work that includes a description of specific, measurable project outputs.** Tell your story! Use the narrative sections in the ED 900 form provided with the application to paint a clear picture of the project. Describe the local business conditions and needs, and how will the project respond to those needs and enable your community to build a stronger and more resilient regional economy? Highlight if the project is benefitting distressed areas or populations.
5. **Align with EDA's investment priorities.** Download and review the [PL-LTA NOFO](#) and the grant application at [www.grants.gov](http://www.grants.gov) to ensure you address all application evaluation criteria and submit all requested documents. Addressing one investment priority well is better than listing five weak priorities.

### OTHER TIPS:

- Include local, regional, and state partners in your project planning, and when appropriate, ask for letters of support from these partners to include with your application. If you are a non-profit entity, you will need a letter of support from your City Council or County Commission to apply for funding.
- Ensure that your organization has a DUNS number, an up-to-date [SAM](#) (System of Award Management) registration, and is registered with [www.grants.gov](http://www.grants.gov) to apply for funding.
- If your community has been impacted by a layoff or disaster event, prepare a one-page narrative statement linking impacts from the event and how the proposed project responds to those impacts.
- There are EDA-funded [Economic Development Districts](#) (EDD) throughout the region that have expertise in grant writing and administration. Reach out to your region's EDD early for assistance with the grant application materials, and if needed, for help administering the grant.
- You, as the applicant, determine the geographic project area, which can be defined by counties or census tracts where the project will be located and where the high-paid, high-skilled jobs will be created or retained.



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**ECONOMIC DEVELOPMENT REPRESENTATIVES:** Your local Economic Development Representative (EDR) from the Denver Regional Office (DRO) can assist you through the grant process. Contact your EDR early to discuss your project, find out which EDA program may be the best fit, and what funding is available.

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At EDA, we understand that some communities need help developing a plan and figuring out where to start their economic development efforts. Others need critical infrastructure supporting business expansion. Still others need help building ecosystems to translate innovations into jobs. It's a continuum, and EDA helps communities at every point along the way—from planning to public works. Check out all of EDA's programs by visiting our website at [www.eda.gov](http://www.eda.gov).