



**U.S. DEPARTMENT OF COMMERCE**  
Economic Development Administration  
Jackson Federal Building, Room 1890  
915 Second Avenue  
Seattle, Washington 98174  
206-220-7660

April 2, 2019

Steven Sharpe  
Administrator  
Sonoma Mendocino EDD  
141 Stony Circle, Suite 110  
Santa Rosa, California 95401-4154

Dear Mr. Sharpe,

The Seattle Regional Office (SRO) of the Economic Development Administration (EDA) invites your organization to submit an application for the **FY 2019 to 2021** Partnership Planning Program. In FY 2017 SRO implemented a new Partnership Planning award cycle aligned with an internal shift to Grants Online processing. This Fiscal Year SRO has budget authority to award you a 3-year EDA grant award in the anticipated amount of **\$210,000.00** to cover this three-year performance period. The annual amount of your 3-year EDA grant award was determined to be **\$70,000.00**. According to the most recent statistics for your region, the federal grant rate will be **50%**. This rate will require a 3-year total match of **\$210,000.00**. You may provide additional match to this amount. If funds are not available to commit the 3-year match amount, please document the 1-year commitment requirement of **\$70,000.00**. An award specific special award condition will be incorporated requiring annual documentation submission, satisfactory to EDA, confirming the Matching Share for subsequent years of the Award prior to the annual anniversary month.

This fiscal year's three-year funding will attach to your FY 2017 multi-year grant award. The proposed budget should cover the entire three-year project period. Funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives and will be at the sole discretion of EDA.

**Please submit your complete 3-year (FY 2019-FY 2021) application by e-mail to your assigned Project Officer with a copy to me by April 30, 2019.** If there are difficulties submitting via e-mail please submit a hard copy to the address on this letterhead to the attention of Maia Sellers, Area Director, with an additional copy of the application for the assigned Project Officer. If additional time is needed, please contact your assigned Project Officer.

In order to receive federal funds, **all applicants must have an active entity record in SAM** (System for Award Management). Please check **annually** and make sure your entity record is active and accurate. The website for SAM is: <https://www.sam.gov/portal/public/SAM/>.

**PLEASE SUBMIT THE FOLLOWING MANDATORY FORMS:**

- a) The **Application for Federal Assistance SF-424** is required. Be sure the correct 3-Year EDA grant amount and matching funds, if any, are accurate in your

application. Ensure that the application is signed by your **authorized official signatory**.

- b) **Form ED-900, General Application for EDA programs:** Please complete:
1. **Section A**
  2. **Section B**
  3. **Section C**
  4. **Section D**
  5. **Section E**
- c) **Budget Information for Non-Construction Programs, Form SF-424A** must be submitted. To complete this form, please use a budget period of **July 1, 2019 – June 30, 2022** based on the anticipated grant and matching funds. **PLEASE BREAK OUT FEDERAL AND NON-FEDERAL** budget category in Section B – budget Categories only show the federal and non-federal share for the full 3 years on page 1A of the SF-424-A.

**In addition, please also submit the following supplementary items:**

1. **INDIRECT COST RATE PLAN or AGREEMENT:** If there are indirect costs identified in the SF-424A budget, please provide EDA with an approved indirect cost rate agreement or certificate to claim indirect costs. If you do not have a cognizant agency approved indirect cost rate agreement, please contact EDA for further guidance.
2. **SCOPE OF WORK:** Please submit your breakout 3-year scope of work for the period of July 1, 2019 through June 30, 2022. Please send the revised scope in **MS Word format** to facilitate the preparation of the grant award documents. **Repetition of a previous scope of work will not be considered satisfactory.**
3. **STAFFING PLAN:** The staffing plan should list all positions that will be charged to the Federal and non-Federal portions of the program budget. Include the employee's name, position title, maximum annual salary, amount of annual salary charged to the grant, and total percentage of time devoted to the EDA program. Label this as "Staffing Plan". In most cases the total salary amount in the staffing plan should match the dollars identified on the SF-424A budget under "Personnel" (See attached example staffing plan). **MS Word or Excel format** is preferable to facilitate EDA in preparing your grant document.
4. **RESOLUTION/MATCH COMMITMENT:** The match commitment should be addressed through a resolution or an accompanying letter.
5. **AUDIT:** Please submit your most recent audit if it has not already been submitted this past year.
6. **ORGANIZATIONAL DOCUMENTS:** As a reminder, if organizational changes have occurred non-profit entities are required to submit the organization's revised articles of incorporation and bylaws. Otherwise, a *statement certifying that there have been no changes* in the organization's Articles of Incorporation or By-Laws must be provided. Please also provide a current certificate of good standing (or equivalent in the applicable jurisdiction).

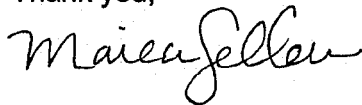
Please note the following standards that apply to EDA grants: a) **Funding is conditional upon the availability of funds from Congress and the quality of past performance;** b) An

**invitation to request funds from EDA does not constitute a guarantee of funding; c) Any expenses or obligations incurred prior to the expected start date of the award and its approval and acceptance will be at your own risk.**

As the term of your current EDA award draws to a close, please ensure that all of the funds from your FY 2018 grant have been expended and drawn down in ASAP prior to the end of your grant term, or within 30 days after the end of your grant term if you are operating on a reimbursement basis. **Make sure all your previous year's reports have been submitted (mid-term progress, final progress report, annual CEDS update, GPRA report, mid-term SF-425 Federal Financial Report, and Final SF-425 Federal Financial Report).**

If you need additional time to prepare and submit the application materials, please request an extension in writing (e-mail is acceptable) at least one week prior to the due date. If you have any questions please contact your Project Officer, Raul F. Ramos, at rramos@eda.gov or call (206)220-7699.

Thank you,



Maiea Sellers  
Area Director

cc: A. Leonard Smith, Regional Director  
Ms. Malinda Matson, Economic Development Representative, EDR

