

SECOND ROUND PROMISE ZONE APPLICATION CHECKLIST

PRE-APPLICATION MATERIALS

Letter of Intent (optional) should include the lead applicant organization and tentative geography of the proposed Promise Zone.

Second Round Promise Zone Applications should not exceed one 25-page narrative attachment. Additional documentation shall not exceed 35-pages. Any pages beyond these limits will not be reviewed.

NARRATIVE SECTIONS

Section I: LEAD APPLICANT ELIGIBILITY

- 1. Abstract to be completed on MAX.gov.
- 2. Executive Summary should describe the Promise Zone plan
(Submit via www.Max.gov with a 2,000 character limit.)

Section II: QUALIFYING CRITERIA

- 1. PDF Mapping tool data sheet to demonstrate poverty level and population levels.
(Map and data sheet will not count toward 25-page narrative or 35-page additional documentation page limits.)
- 2. Letter demonstrating commitment from UGLG leadership.
(The letter(s) count toward the 35-page limit for additional documents and will be reviewed in Section V- Part F.)

Section III: SELECTION CRITERIA-NEED (10 points)

- 1. Narrative providing context for the poverty, employment, vacancy rates, and crime data points within the proposed Promise Zone geographic area. *(Suggested 1 page limit.)*

Section IV: SELECTION CRITERIA- STRATEGY (40 points)

Part A: Needs and Assets Assessment (10 points)

- 1. Narrative summarizing needs and assets of the proposed Promise Zone community.
(Suggested 2 page limit.)
- 2. A to-scale city map and community-level map. (optional for rural/tribal applicants)

Part B: PROMISE ZONE PLAN (25 points)

- 1. An overarching narrative of the Promise Zone Plan.

(Suggested 2 page limit.)

- 2. Complete the goals and activities template within www.Max.gov for each proposed goal in the Promise Zone. *(The goals and activities template will not count toward the 25-page limit. The applicant can identify up to six goals each of which include up to three subgoals per applicable goal area).*

Part C: PROMISE ZONE SUSTAINABILITY AND FINANCIAL FEASIBILITY (5 points)

- 1. A narrative describing the plan for obtaining funds for each goal listed in Section IV-Part B. *(Suggested 2-3 page limit.)*

Section V: SELECTION CRITERIA- CAPACITY & LOCAL COMMITMENT (50 points)

Part A: Partnership Structure (10 points)

- 1. Narrative detailing partnership structures.
- 2. A Promise Zone-specific diagram of partnership structure for the Promise Zone Plan. *(Suggested 3-4 page limit for narrative and diagram of partnership structure.)*

Part B: Capacity of Lead Applicant (8 points)

- 1. Narrative describing the lead organization's capacity to achieve Promise Zone outcomes. *(Suggested 2 page limit.)*

Part C: Capacity of Implementation Partner Organizations (8 points)

- 1. Narrative describing implementation partner organizations' capacity to implement their roles and responsibilities under the proposed Promise Zone plan. *(Suggested 3-4 page limit.)*

Part D: Data and Evaluation Capacity (3 points)

- 1. Narrative explaining the prior experiences of the organization to manage, share, and use data. *(Suggested 1-2 page limit.)*

Part E: Resident Engagement Capacity (3 points)

- 1. Narrative with detailed information on the organization's past experience with resident engagement. *(Suggested 1-2 page limit.)*

Part F: Strength and Extent of Local Government Commitment (10 points)

- 1. Letter from local government executive describing the commitment of local government toward Promise Zone activities. *(Note: this is the same letter used in Section II.) Suggested 2 page limit*

Part G Strength and Extent of Partnership Commitment (8 points)

- 1. Narrative describing existing and new in-kind and financial partnership commitments. (*Suggested 2 page limit.*)
- 2. Preliminary Memorandum of Understanding (MOU) to be finalized upon designation. (*The preliminary MOU counts toward the 35-page Additional Documentation limit.*)

Additional Documentation Section (*35-page limit for this documentation*)

- Section III: Optional: Secondary sources or locally published data can be used to supplement the mapping tool, with attribution to the publication.
- Section IV: Optional: Detail on community needs and assets referenced in narrative.
- Section V: Optional: Letters of support.