

2020 BUILD TO SCALE PROGRAM

Notice of Funding Opportunity



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

Office of INNOVATION and
ENTREPRENEURSHIP

EXECUTIVE SUMMARY

Federal Awarding Agency Name	U.S. Economic Development Administration (EDA), U.S. Department of Commerce (DOC)
Funding Opportunity Title	2020 Build to Scale Program
Announcement Type	2020 Notice of Funding Opportunity (NOFO) publishing EDA's application submission requirements and review procedures for applications received under EDA's Build to Scale Program, through which EDA awards grants for activities designed to develop and support regional innovation initiatives, as authorized by Section 27 of the Stevenson-Wydler Technology Innovation Act of 1980, as amended (most recently by the National Defense Authorization Act for 2020, Pub. L 116-92, sec. 1742, 133 Stat. 1837 (December 20, 2019)), 15 U.S.C. § 3722. <i>See also</i> subparts A and B of 13 C.F.R. part 312.
Funding Opportunity Number	EDA-HDQ-OIE-2020
Catalog of Federal Domestic Assistance (CFDA) Number(s)	11.020 Cluster Grants
Key Dates	<p>The deadline for the receipt of Concept Proposals is <u>11:59 P.M. EASTERN TIME ON TUESDAY, MARCH 24, 2020</u>. Concept Proposals received after this deadline will not be reviewed or considered. Concept Proposals will only be accepted electronically through applyB2S@eda.gov. Applicants are advised to read carefully the Concept Proposal requirements and submission information provided in Section D (p.8) of this NOFO. EDA will only review Full Applications submitted by applicants who submitted a Concept Proposal by the Concept Proposal Deadline.</p> <p>The deadline for the receipt of Full Applications is <u>11:59 P.M. EASTERN TIME ON SUNDAY, JUNE 14, 2020</u>. Applications received after this deadline will not be reviewed or considered. Full Applications will only be accepted electronically through www.grants.gov (Grants.gov) at the web address that EDA will provide with its response to on-time Concept Proposals. Applicants are advised to carefully read the submission information provided in Section D (p. 8) of this NOFO. Any Full Application received from an applicant that did not submit a Concept Proposal by the Concept Proposal Deadline will be deemed ineligible and eliminated from the competition without further review.</p>
Funding Opportunity Description	<p>EDA's Office of Innovation & Entrepreneurship is committed to furthering tech-based economic development initiatives that accelerate high quality job growth, create more economic opportunities, and support the future of the next generation of industry leading companies. Funding is available for organizations that aid companies in developing the next generation of technologies. Under the Build to Scale Program (formerly Regional Innovation Strategies Program), EDA is soliciting applications for three separate competitions:</p> <ul style="list-style-type: none"> ● the 2020 Venture Challenge

	<ul style="list-style-type: none"> • the 2020 Capital Challenge; and • the 2020 Industry Challenge.
Cost Sharing and Matching	Applicants must provide matching share equal to at least 50 percent of the total project cost; i.e., applicants must match each dollar requested with at least one dollar of applicant match. See Section C.2 (p.7) of this NOFO.
Eligible Applicants	<p>Eligible applicants for EDA financial assistance under this NOFO include:</p> <ul style="list-style-type: none"> • A State; • An Indian tribe; • A city or other political subdivision of a State; • An entity whose application is supported by a State or a political subdivision of a State and that is— <ul style="list-style-type: none"> · a nonprofit organization, · an institution of higher education, · a public-private partnership, · a science or research park, · a Federal laboratory, · a venture development organization, or · an economic development organization or similar entity; or • A consortium of any of the immediately aforementioned entities. <p>EDA is not authorized to provide grants or cooperative agreements to individuals under this Program. Requests from individuals will not be considered for funding.</p>
Informational Webinar	EDA plans to conduct an informational webinar for this NOFO and expects to make available scheduling information and a link to a recording at https://www.eda.gov/oie/ .
Award Notification	Subject to the availability of funding, successful applicants should expect to receive grant award notification approximately 60-90 days following the Full Application Deadline set forth in this NOFO.

**FULL ANNOUNCEMENT TEXT
2020 REGIONAL INNOVATION STRATEGIES PROGRAM**

Executive Summary.....	ii
A. Program Description.....	3
1. Overview.....	3
2. Program Information.....	3
3. Statutory Authority.....	5
B. Federal Award Information.....	6
1. Available Funding Under this Announcement.....	6
2. Type of Funding Instrument Used; Period of Performance.....	6
C. Eligibility Information.....	6
1. Eligible Applicants.....	6
2. Cost Sharing or Matching.....	7
D. Application and Submission Information.....	8
1. Address to Request Application Package.....	8
2. Content and Form of Application Submission.....	8
3. Environmental and Historic Preservation Requirements.....	15
4. Unique Entity Identifier and System for Award Management (SAM).....	16
5. Submission Dates and Times.....	16
6. Intergovernmental Review.....	17
7. Funding Restrictions.....	17
8. Other Submission Requirements.....	18
E. Application Review Information.....	20
1. Criteria.....	20
2. Review and Selection Process.....	23
3. Awards in Excess of the Simplified Acquisition Threshold.....	24
4. Anticipated Announcement and Federal Award Dates.....	24
F. Federal Award Administration Information.....	25
1. Federal Award Notices.....	25
2. Administrative and National Policy Requirements.....	25
3. Reporting.....	25
G. Federal Awarding Agency Contact(s).....	26
H. Other Information.....	28
1. Right to Use Information.....	28
2. Freedom of Information Act Disclosure.....	28
3. Notice of Government-Wide Procurement Restriction.....	29
4. Past Performance and Non-Compliance with Award Provisions.....	29
5. Restrictions Governing Making Grants to Corporations Convicted of Felony Criminal Violations and/or Unpaid Federal Tax Liabilities.....	29
6. EDA's Non-Relocation Policy.....	29
7. Audit Requirements.....	30
8. Implementing the Americans with Disabilities Act (ADA).....	30
9. Instructions for Application Submission via Grants.gov.....	30
Appendix A Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law.....	33

Appendix B BUDGET TEMPLATE FOR FULL APPLICATION 34
Appendix C EXAMPLE OUTPUT AND OUTCOME MEASURES 40
Appendix D Optional Checklist-Style Guide for Required Documents for FULL APPLICATION 41
 1. For States, Indian Tribes, Cities, and Other Political Subdivisions of States 41
 2. For Nonprofit Organizations, Institutions of Higher Education, Public-Private Partnerships, Science
 or Research Parks, Federal Laboratories, Venture Development Organizations, Economic
 Development or Similar Organizations 42

A. PROGRAM DESCRIPTION

1. Overview

EDA's Office of Innovation & Entrepreneurship is committed to furthering technology-based economic development initiatives that accelerate high quality job growth, create more economic opportunities, and support the future of the next generation of industry leading companies. To advance these goals, EDA awards grants through the Build to Scale Program (formerly the Regional Innovation Strategies Program) for activities designed to develop and support regional innovation initiatives.¹ EDA thereby advances the growth of connected, innovation-centric economies that increase job growth, enable the workforce of tomorrow, enhance global competitiveness, and foster global competitiveness through technology commercialization and entrepreneurship as described in Stevenson-Wydler Technology Innovation Act of 1980 (hereafter "Section 27").

The Build to Scale Program invites organizations who are aiding companies in developing the next generation of technologies to apply for funding. These organizations may be operating initiatives to unlock investment capital across a region or sector, operating programs to accelerate company growth, empowering the next generation of entrepreneurs, and/or enabling technology commercialization.

Under the Build to Scale Program, EDA is soliciting applications for three separate competitions: (1) the Venture Challenge, (2) the Capital Challenge, and (3) the Industry Challenge. Applicants may apply to all three challenges but may only submit one application per competition. As discussed further below, these activities are designed to develop and support regional innovation initiatives.

2. Program Information

i. Venture Challenge

The Venture Challenge invites organizations to submit competitive proposals that seek to support entrepreneurship and accelerate company growth in their community, region, or combination of regions. Applicant organizations should be addressing issues within their innovation systems in order to strengthen economic competitiveness through new product innovation or new technology adoption, improve the commercialization of research, enhance the overall innovation capacity and resilience of a region, and/or leverage regional competitive strengths to stimulate innovation and job creation. Companies served by the applicant organization should be challenging the status quo of established markets, commercializing technologies, and furthering job creation within their businesses. Organizations should apply with a clearly defined strategy on how their organization will leverage funds to address challenges, launch new programming and/or scale existing programming. Funding will primarily support operational and programmatic costs and may not go directly to companies (i.e., startups) being served by the applicant organization.

The Venture Challenge is a single competition but is comprised of two funding levels – Build and Scale. Venture Challenge Build applicants may not request in excess of \$600,000 over the three-year period of

¹ Stevenson-Wydler Technology Innovation Act of 1980, Section 27(a)(2) defines regional innovation initiatives as geographically-bounded public or nonprofit activities or programs that address issues in local innovation systems in order to: (A) increase the success of innovation driven industry; (B) strengthen the competitiveness of industry through new product innovation and new technology adoption; (C) improve the pace of market readiness and overall commercialization of innovative research; (D) enhance the overall innovation capacity and long-term resilience of the region; (E) leverage the region's unique competitive strengths to stimulate innovation; and (F) increase the number of full-time equivalent employment opportunities within innovation-based business ventures in the geographic region.

performance. Venture Challenge Scale applicants must request greater than \$600,000 and may not request in excess of \$1,500,000 over the three-year period of performance.

Venture Challenge Build applicants:

- May be piloting a solution to a demonstrated need
- May be implementing a proven solution for a new region or community
- Demonstrate a commitment and ability to collect agreed upon impacts
- Request may not exceed \$600,000 over a 3-year project period
- Provide a 1:1 match

Venture Challenge Scale applicants:

- May be scaling an existing initiative that has established and achieved impacts
- Have a proven track record of successful deployment of programs
- Demonstrate a commitment and ability to collect agreed upon impacts
- Request must be greater than \$600,000 and may not exceed \$1,500,000 over a 3-year project period
- Provide a 1:1 match

Examples: Organizations interested in applying to the Venture Challenge are encouraged to review project profiles of past awardees of the i6 Challenge (the predecessor to the Venture Challenge), at <https://www.eda.gov/oie/historical/>.²

ii. Capital Challenge

The Capital Challenge provides operational support for the formation, launch, or scale of investment funds that seek to invest their capital in scalable startups or to organizations with a goal to expand capital deployment within a community, region, or regional industry (i.e., angel networks or investor training programs). Funding will primarily support operational and programmatic costs and may not be used as investment capital.

Capital Challenge applicants should:

- Practice equity-based investing, whether through traditional or hybrid models, or be supporting an initiative whose participants practice equity-based investing
- Evaluate companies for high-growth potential as a central factor of their investment strategy
- Utilize grant funds to catalyze the deployment of capital within their region and/or related regions
- Demonstrate a commitment and ability to collect agreed upon impacts
- Request an amount not to exceed \$300,000 over a 3-year project period
- Provide a 1:1 match

Examples: Organizations interested in applying to the Capital Challenge are encouraged to review project profiles of past awardees of the Seed Fund Support competition (the predecessor to the Capital Challenge), at <https://www.eda.gov/oie/historical/>.³

² While the Venture Challenge succeeds the i6 Challenge, they are not entirely the same. Please carefully read the description of the Venture Challenge.

³ While the Capital Challenge succeeds the Seed Fund Support Competition, they are not entirely the same. Please carefully read the description of the Capital Challenge.

iii. Industry Challenge – Innovation in the Blue Economy

EDA and the U.S. Department of Energy Water Power Technologies Office (DOE WPTO) are jointly seeking solutions under this competition.⁴ The Industry Challenge – Innovation in the Blue Economy⁵ invites organizations to submit competitive proposals that seek to support entrepreneurship and accelerate company growth in their community, region, or combination of regions specializing in innovation within the blue economy. Applicant organizations should be addressing one or more of the following topics: supporting commercialization of blue economy related technologies for freshwater or marine activities; improving the competitiveness of relevant startups and companies; increasing connectivity and collaboration between ocean technology innovation hubs as well as government and research stakeholders to enhance the overall innovation capacity and resilience of a region; solving user-adoption challenges in marine sectors; and leveraging the blue economy to stimulate innovation and job creation in their respective region.

The purpose of the Industry Challenge is to support projects addressing energy innovation in the Blue Economy. Proposed projects should focus on energy innovation related to ocean activities, or complementary, broader blue economy innovations. Energy topics of interest include, but are not limited to, marine energy technologies (waves, current and tidal, as well as thermal and salinity gradients), offshore wind, floating offshore solar, maritime fuels, port microgrids, vessel supplemental propulsion, etc. Blue economy sectors that may benefit from energy innovation include, but are not limited to: marine energy, offshore wind, marine conservation, marine ecosystem biodiversity, aquaculture, ocean observing, maritime transport, or other lines of business directly connected to oceans, rivers, or other freshwater and marine waterways. Applicant organizations should clearly articulate how their organization will leverage funds to launch new programming and/or scale existing programming to address the energy-specific challenges facing blue economy companies outlined above.

Industry Challenge applicants:

- May be piloting or scaling a solution related to innovation in the blue economy
- May be implementing a proven solution, specific to innovation in the blue economy, within a new region
- May be creating a support network related to a specific sector or sectors in the blue economy ecosystem to increase collaboration
- Demonstrate a commitment and ability to collect agreed upon impacts
- May request an amount not to exceed \$600,000 over a 3-year project period
- Provide a 1:1 match in funds

3. Statutory Authority

The statutory authority for the Build to Scale Program is Section 27 of the Stevenson-Wydler Technology Innovation Act of 1980, as amended (most recently by the National Defense Authorization Act for 2020,

⁴ DOE WPTO and EDA are collaborating to create the Industry Challenge because DOE WPTO seeks to promote energy innovation within the Blue Economy, which aligns with EDA's goal for the Build to Scale program to develop and support regional innovation initiatives that advance the growth of connected, innovation-centric economies that increase job growth and global competitiveness through technology commercialization and entrepreneurship.

⁵ The blue economy is generally defined as sustainable use of ocean resources for economic growth, improved livelihoods and jobs, while preserving the health of marine ecosystems. For the purpose of this solicitation the definition is broadened to include freshwater as well as marine activities.

Pub. L 116-92, sec. 1742, 133 Stat. 1837 (December 20, 2019)), 15 U.S.C. § 3722. The regulations governing the Build to Scale Program are located at subparts A and B of 13 C.F.R. part 312.

B. FEDERAL AWARD INFORMATION

1. Available Funding Under this Announcement

EDA has been appropriated \$33 million for grants authorized by Section 27 pursuant to the Consolidated Appropriations Act, 2020.⁶ The funding periods and funding amounts referenced in this notice are subject to the availability of funds at the time of award as well as to DOC, EDA, and DOE priorities at the time of award. DOC, EDA, and DOE will not be held responsible for application preparation costs. Publication of this announcement does not obligate DOC, EDA, or DOE to make any specific grant award or to obligate all or any part of available funds.

Subject to the availability of funding and based on applications received, EDA expects to make awards under this NOFO as follows:

i. Venture Challenge

EDA plans to award approximately **\$26,000,000** under the 2020 Venture Challenge. The maximum Federal share of each Venture Challenge Build award is \$600,000; the maximum Federal share of each Venture Challenge Scale award is \$1,500,000.

ii. Capital Challenge

EDA plans to award approximately **\$5,000,000** under the 2020 Capital Challenge. The maximum Federal share of each Capital Challenge award is \$300,000.

iii. Industry Challenge

EDA plans to award approximately **\$4,000,000** under the 2020 Industry Challenge. These funds will include \$2,000,000 from DOE WPTO and \$2,000,000 from EDA funding authorized by Section 27. The maximum Federal share of each Industry Challenge award is \$600,000.

2. Type of Funding Instrument Used; Period of Performance

Under this NOFO, EDA may award grants to eligible applicants to support project activities. Periods of performance are dependent on the type of project and the scope of work of the grant award. See Section F.1(p. 25) of this NOFO for award notification information. For all competitions, anticipated awards typically will have an initial period of performance of approximately three (3) years with an estimated start date on or about 45 days after the date on which EDA makes the award.

EDA expects all projects to proceed efficiently and expeditiously, and EDA expects applicants to document clearly in their applications a reasonable and appropriate timeline that includes the start and completion dates of the proposed scope of work. As a condition of their respective awards, grantees will be required to provide timely periodic progress reports and performance data as set forth in Section F.3(p. 25).

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Entities that are eligible for funding include:

⁶ Pub. L 116-93, Title 1 of Division B, 133 Stat. 2317 (December 20, 2019).

- a State;
- an Indian tribe;
- a city or other political subdivision of a State;
- an entity whose application is supported by a State or a political subdivision of a state and that is—
 - a nonprofit organization;
 - an institution of higher education;
 - a public-private partnership;
 - a science or research park;
 - a Federal laboratory;
 - a venture development organization⁷; or
 - an economic development organization or similar entity⁸; or
- a consortium of any of the immediately aforementioned entities.

EDA is not authorized to provide grants to individuals, and such requests will not be considered for funding.

Organizations that are or plan to be operating *within* the period of performance of a previously-awarded grant for the i6 Challenge (the predecessor to the Venture Challenge) are not eligible for a 2020 Venture Challenge grant. Correspondingly, organizations that are or plan to be operating *within* the period of performance of a previously-awarded grant for Seed Fund Support (the predecessor to the Capital Challenge) are not eligible for a 2020 Capital Challenge grant.

2. Cost Sharing or Matching

The minimum required match for all Challenges is 1:1. Applicants must demonstrate at the time of the Full Application (not at the time of the Concept Proposal), a matching share of at least 50 percent of the total project cost; i.e., for every dollar of Federal funds requested, applicants must demonstrate a commitment of at least one dollar of matching share. Funds from other Federal financial assistance awards can serve as matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute. Matching share in excess of the 1:1 requirement will be accepted but is not necessary to qualify for funding and will not make an application more competitive.

Applicants must submit from each organization providing matching share, including the applicant organization if applicable, a commitment letter or equivalent document signed by an authorized representative of that organization demonstrating that matching share will, at the time of award:

- be committed to the project for the period of performance,
- be available as needed, and
- not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.

Under this NOFO, separate matching share is required for each submitted application. Additional documentation may be requested by EDA to substantiate the availability of the matching funds.

⁷ To be eligible for funding, a venture development organization must be a State or nonprofit organization that contributes to regional or sector-based economic prosperity by providing services for the purposes of accelerating the commercialization of research. Section 27(a)(4).

⁸ EDA strongly encourages applicants that may be eligible under this entity category to contact the representative listed in Section G of this NOFO (p. 26) with any questions regarding eligibility.

In-kind contributions may be used for the required matching share and must consist of contributions directly related to the proposed project, such as services, equipment, or space. The purchase of equipment and equipment-related modifications or renovations of a facility may comprise matching share but only to the extent that such equipment and any related modifications or renovations are used to support another eligible activity. EDA will fairly evaluate all in-kind contributions, which must be eligible project costs and which must meet applicable Federal cost principles and uniform administrative requirements. Applicants are strongly encouraged to work with the appropriate EDA representative listed in Section G (p. 26) of this NOFO to determine how in-kind contributions may be utilized to satisfy the matching share requirement based upon the project concept and application and how those in-kind contributions may be valued.

Please note that all project funds—both Federal funds and matching funds—are subject to certain restrictions. **NEITHER FEDERAL NOR MATCHING SHARE FUNDS CAN INCLUDE FUNDS TO BE INVESTED IN STARTUPS OR OTHER COMPANIES**, whether through equity, debt, or hybrid mechanisms. Additionally, neither Federal nor matching share funds can be used for construction activities, except in limited circumstances related to equipment installation, as approved by EDA.

D. APPLICATION AND SUBMISSION INFORMATION

There is a two-step application process for all competitions under this NOFO: (1) the Concept Proposal and (2) the Full Application. **EDA will only review Full Applications submitted by applicants who submitted a Concept Proposal by the Concept Proposal Deadline. Any Full Application received from an applicant that did not submit a Concept Proposal by the Concept Proposal Deadline will be deemed ineligible and eliminated from the competition without further review.**

1. Address to Request Application Package

An applicant may utilize the optional template for the Concept Proposal at <https://www.eda.gov/oie/buildtoscale/>. An electronic version of the Full Application may be obtained at <https://www.grants.gov/> (Grants.gov); a paper version of the Full Application may be obtained by contacting EDA's Office of Innovation and Entrepreneurship (OIE) via email at oe@eda.gov or via phone at (202) 482-8001.

2. Content and Form of Application Submission

i. Concept Proposal

In order to be considered for funding, applicants must submit a slide-deck that does not exceed 10 slides in the format below as well as documentation of SAM registration or proof that SAM registration has been initiated (SAM registration is discussed further in Section D.4 (p. 16)). The presentation deck must be submitted as a PDF and should address the items identified in the outline below.

Concept Proposal Deck Structure
Slide 1: Organization Information
Slide 2: Mission, Vision and Summary
Slides 3 and 4: Organization Approach
Slide 5: Collaboration and Service Area
Slides 6 and 7: Implementation Strategy
Slide 8: Estimated Budget (should include match)
Slide 9: Team
Slide 10: Outcomes

Slide 1: Organization Information

- Name of Organization
- Concept Proposal name
- Headquarter location (City, State)
- Website
- Contact Person (First Name, Last Name)
- Contact Email Address
- Contact Phone Number
- Additional contact, if applicable
- A statement attesting that you already have obtained or have started the process to obtain a SAM registration (documentation of SAM registration or proof that SAM registration has been initiated must be submitted along with the Concept Proposal)

Slide 2: Mission, Vision and Summary

- What is your organization's mission/vision in one sentence?
- How would you summarize your project in two to three sentences?

Slides 3 and 4: Organization Approach

- What challenges does your community or region face, and how are you addressing within your project?
- What specific elements or assets within your Organization will be used to address these challenges and capitalize on the opportunities?
- How you will help entrepreneurs scale? (Venture Challenge and as applicable to Industry Challenge)
- What is or will be your investment thesis and/or strategy? (Capital Challenge)

Slide 5: Collaboration and Service Area

- What areas are you serving? These could include cities, counties, regions, states, etc.
- Discuss key collaborations and partnerships. What other organizations and stakeholders will participate and in what capacity?
- How will you ensure you achieve diversity of people and organizations that are underrepresented in or unconnected to entrepreneurial activity within your collaborators, partners, and participants?

Slides 6 and 7: Implementation Strategy

- Provide basics of the plan and phases for implementation (i.e., tasks and timeline)
- What risk factors have you identified that could hinder implementation, and how will you mitigate these?
- What is your plan to ensure sustainability post grant?

Slide 8: Estimated Budget

- How much will this cost? (rough calculations are fine)
- How will you provide the match?

Slide 9: Team

- Who from your team will work on this and in what capacity?
- What makes your team uniquely qualified?

Slide 10: Outcomes

- If you are successful, what outcomes will there be? What data and/or methodology are you using to forecast these metrics?
- Optional: Address relevant metrics in the "Metrics Template" provided in the Appendix C

Concept Proposals are due by no later than **11:59 PM ET on Tuesday, March 24, 2020** and should be submitted to applyB2S@eda.gov with the subject line as follows "Competition Name – Organization Name – Concept Proposal Name".

The slide deck and proof of SAM registration (such as a registration email or screenshot of an active account) or proof that SAM registration has been initiated must be submitted together.

ii. Full Application

An applicant may obtain the appropriate application package electronically at <https://www.grants.gov> (Grants.gov). Applicants may search for this funding opportunity on Grants.gov using Funding Opportunity Number "EDA-HDQ-OIE-2020." All components of the appropriate application package may be accessed and downloaded via <https://www.grants.gov/web/grants/search-grants.html>. The preferred electronic file format for attachments is Adobe portable document format (PDF) and, where appropriate, Microsoft Excel; however, EDA will accept Microsoft Word-formatted electronic files.

In order to be considered for funding, applicants **must** have submitted a Concept Proposal and then a Full Application by the applicable deadline for each competition to which they are applying. **Any Full Application received from an applicant that did not submit a Concept Proposal by the Concept Proposal Deadline will be deemed ineligible and eliminated from the competition without further review.** A complete Full Application includes all required documents outlined below. All documentation and data submitted as part of the Full Application should be current as of the date of application submission. All application forms submitted through Grants.gov must be signed electronically by an Authorized Organizational Representative (AOR); see Section D.8.ii (p. 18) of this NOFO for information on AOR requirements. See also Sections D.5 (p. 16) and D.5 (p. 16) of this NOFO for important information on submitting your application.

Applications must include the following documents:

Project Design and Substance
Project Narrative
Budget Narrative and Staffing Plan
Matching Share Commitment Letters
State/Local Government Support (if applicable)
Forms and Supporting Documentation
SF-424 (Application for Federal Assistance)
SF-424A (Budget Information Non-Construction Programs)

SF-424B (Assurances Non-Construction Programs) ⁹
CD-511 (Certification Regarding Lobbying)
SF-LLL (Disclosure of Lobbying Activities) (if applicable)
State Single-Point-of-Contact (SPOC)/Executive Order 12372 Compliance Documentation (if applicable) ¹⁰
Organizational Documentation (if applicable) ¹¹
Indirect Cost Rate (ICR) Documentation (if applicable) ¹²

a. Project Design and Substance

Document	Number
Project Narrative	One per application
Budget Narrative and Staffing Plan	One per application
Matching Share Commitment Letters	One per match source
State/Local Government Support (if applicable)	One per application

1) Project Narrative

As outlined in Section D.2.ii (p. 10) of this NOFO, all applicants must provide a Project Narrative of no more than ten (10) total pages with margins no less than one-half inch (0.5") using Arial, Calibri, Times New Roman, or a similar font of size no less than eleven (11) points in order to be considered for funding.

Material beyond the tenth page will not be read or considered. Applicants are strongly encouraged to provide a clear and concise narrative that includes a compelling justification for the project and articulates a clearly defined regional economic gap, how the proposed project will uniquely meet this need, and the expected outcome(s) that will result from the proposed project. Lengthy applications will not receive greater consideration. A competitive application will contain the following elements in the Project Narrative:

- an **executive summary** that includes a *project title*, the *Challenge* to which the application is being submitted (i.e., Venture Challenge, Capital Challenge, or Industry Challenge), and a *summary* of no more than 250 words (**note**: this may be published on EDA's website if your application is selected for funding);
- a description of the project's **location and region**, including its *primary service area*, a description of the *communities or regions* served (e.g., assets, financial and business resources, workforce, and infrastructure), and the communities or region's *needs and opportunities*. **The location and region should directly correspond to Questions 14 and 16 of the SF-424.** If the applicant expects impacts beyond the noted region, the applicant should note the region of expected impact. Additionally, applicants must identify their proposed primary service area(s) by county or counties. **Counties should be identified by both name and 5-digit FIPS codes.** See <https://www.census.gov/geo/reference/codes/cou.html>. These should be used in correspondence to Questions 14 of the SF-424; this should not exceed two pages;

⁹ The SF-424B is not required if the applicant has already completed the assurances for non-construction programs as part of the registration process for SAM.gov.

¹⁰ Only certain States participate in the SPOC compliance process. See Section D.2.ii.b.2)i) (p. 14).

¹¹ Only certain types of eligible entities are required to submit organization documents, and the documentation required varies by eligible entity type. See Section D.2.ii.b.2)ii) (p. 14).

¹² Applicants that currently do not have and never have had an ICR agreement with a Federal agency are not required to submit this documentation and may elect to adopt a *de minimis* ICR. See Section D.2.ii.b.2)iii) (p. 15).

- a **description of the proposed project**, including a clear statement of its *purpose*, the roles of the applicant's or applicants' *key personnel*, the project's *essential partners*, and an *outreach and engagement plan*;
- a **scope of work** of no more than one page linked to the project's purpose and key milestones and including *deliverables*, **which must clearly indicate the specific activities that are part of the scope of work** of the proposed project;
- a **project timeline** including an estimated *project start date*, *key milestones* with expected completion dates, and an estimated *project completion date*;
- evidence- and data-based **anticipated impacts** (see Appendix C for suggested template), including *outputs and outcomes*, *metrics*, and *tracking mechanisms*. **Of note: Applicants whose applications are selected for funding must employ a data and client management system to track their metrics in a machine-readable format; applicants should include a description of their respective systems and, if no such system exists, should include their acquisition and implementation in the project narrative and budget;**
- a **sustainability plan**, including *anticipated challenges*, *potential barriers*, and a forecast of *post-award period operations*; and
- If raising or operating a fund proposed under the Capital Challenge, **fund information, whether existing or planned**, including *total assets under management*, proportions of *assets invested and on hand*, *historical performance* (both direct—e.g., returns, and indirect—e.g., jobs created), *proportions of assets invested to date inside and outside the primary service area*, and *fund age*.

2) Budget Narrative & Staffing Plan

Appendix B contains an optional budget and staffing plan template that may be used for the Full Application.

Applicants must provide a clear Budget Narrative that identifies and justifies how funds in each line item of the budget will be used to support the proposed project and that links each line item to its relevant commitment letter. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching Non-Federal Share) and the narrative total should match the total project costs listed in both the SF-424, Question 18, Line g ("TOTAL") and the appropriate totals fields of the SF-424A. The Budget Narrative should include itemized valuations of any in-kind matching funds (which, for personnel costs, should be supported by the Staffing Plan). Each line item in the budget narrative should clearly indicate

- a description of the intended use of funds for each line item;
- the budget category (from the SF-424A) to which the line item corresponds;
- the Federal Share allocated to the line item;
- the matching share allocated to the line item; and
- if any matching share is allocated to a given line item, a citation to the one or more commitment letters that documents each relevant matching organization's commitment to provide the matching share of the given line item.

The Non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant's Budget Narrative proposes otherwise, applicants must also include information that clearly indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.

As part of the Budget Narrative, applicants also must submit a Staffing Plan that lists all positions that would be charged to the Federal and Non-Federal portions of the budget for each year of the period of performance. The Staffing Plan must include position titles, maximum annual salaries, percentage of time dedicated to the project, and the total amount of annual salaries that would be charged to the project. The total amount of annual salaries that would be charged to the project must be consistent with the amount reflected on the "Personnel" budget line item on the Form SF-424A for each project year.

3) Matching Share Commitment Letters

Applicants must submit commitment letters or equivalent documents that demonstrate that **all matching funds** (whether cash or in-kind) from **all sources** (i.e., any applicant, any co-applicants, and any other sources of matching funds) referenced in the application will be **unencumbered, unrestricted, and committed at the time of award** and that are **signed by authorized representatives** of the sources of the matching funds. Authorized representatives must have the authority to execute documents and to obligate and expend funds on behalf of their respective organizations.

4) State/Local Government Support

Applicants must submit one or more resolutions or letters that demonstrate that the application is supported by one or more States or political subdivisions of States (e.g., counties, municipalities) that encompass all or a substantial portion of the communities served by this project. **Support from Federal officials, including but not limited to members of the United States Congress, does not meet this requirement.** Examples of authorities who may indicate such support include State and local executive branch officials (e.g., State governors, State cabinet members, mayors or other municipal executives) and State and local legislators (e.g., State legislators, city councilpersons). **If, however, the applicant or co-applicant is a State, an Indian tribe, or a city or other political subdivision of a State, this requirement does not apply.**

b. Forms and Supporting Documentation

1) Forms

Applications must include the following documents, either per applicant or per application, as noted:

Form	Description	Number
SF-424	Application for Federal Assistance	One per applicant
SF-424A	Budget Information—Non-Construction Programs	One per application
SF-424B	Assurances—Non-Construction Programs ¹³	One per applicant
CD-511	Certification Regarding Lobbying	One per applicant
SF-LLL	Disclosure of Lobbying Activities (if applicable)	One per applicant

2) Supporting Documentation

Applications must include the following documentation, as applicable, depending on a given project's primary service area and the type and history of each applicant organization.

Documentation	Number
SPOC Compliance (if applicable)	For each participating State in primary service area

¹³ The SF-424B is not required if the applicant has already completed the assurances for non-construction programs as part of the registration process for SAM.gov.

Organizational Documentation (if applicable)	For each applicant, depending on entity type
ICR Documentation (if applicable)	For each applicant

i) SPOC Compliance

For projects with primary service areas located within one or more States that participate in the intergovernmental review process established by **Executive Order 12372, "Intergovernmental Review of Federal Programs,"** applicants must submit documentation demonstrating compliance with that State's or those States' processes. See Section D.6 (p. 17) "Intergovernmental Review" of this NOFO. The current list of participating States and their Single Points of Contact (SPOC) can be found at <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>. Each State may participate for all or a subset of Federal grant programs. EDA strongly encourages applicants to contact SPOCs early in the application period in order to determine the relevant State's or States' processes. **If an application's primary service area encompasses one or more participating States but that application does not include documentation of compliance with each participating State's process, THAT APPLICATION WILL BE REJECTED WITHOUT FURTHER REVIEW.** Based on the applicant's State, EDA requires the following documentation:

State does not participate	No documentation required
State participates; this grant program not subject to review	Documentation (e.g., a State executive order, a signed letter from the SPOC) showing that this grant program is not subject to review
State participates; this grant program subject to review	Documentation (e.g., a signed letter from the SPOC) with comments or indicating that this project was not selected for review, or, if the comment period has expired or comments were not received, a copy of the applicant's request for comments

ii) Organizational Documentation

Each applicant and co-applicant must provide documentation that supports each applicant's or co-applicants' **organizational status as an eligible entity** where applicable (Section C.1 (p. 6) of this NOFO) (e.g., articles of incorporation, certificates of good standing, bylaws, proof of tax-exempt status).

- States, Indian tribes, cities or other political subdivisions of States, and institutions of higher education that are 100% publicly-controlled are not required to submit organizational documentation.
- Nonprofit organizations must submit documentation that demonstrates their status as nonprofit organizations. See 13 C.F.R. § 312.3 (referring to 2 C.F.R. § 200.70).
- Applicants applying as (a) institutions of higher education that are not 100% publicly-controlled, (b) science or research parks, (c) Federal laboratories, (d) venture development organizations, or (e) economic development organizations¹⁴ or similar entities must provide documentation that demonstrates their organization's status as the relevant entity type as defined in EDA's regulations. See 13 C.F.R. § 312.5.

¹⁴ EDA strongly encourages applicants that may be eligible under this entity category to contact the representative listed in Section G of this NOFO (p. 26) with any questions regarding eligibility.

- Entities applying as public-private partnerships must submit documentation of their contractual relationship. See 13. C.F.R § 312.5. Regardless of entity type, EDA reserves the right to request documentation or other proof of organizational status.

iii) ICR Documentation

If indirect costs are included in the budget, the applicant must include documentation to support the indirect cost rate they are using. The applicant must submit a copy of their current, approved, and negotiated indirect cost rate agreement (NICRA). The maximum dollar amount of allocable indirect costs for which EDA will reimburse a recipient shall be the lesser of the (i) line-item amount for the Federal share of indirect costs contained in the EDA approved budget for the award, or (ii) Federal share of the total allocable indirect costs of the award based on either (i) the indirect cost rate approved by EDA (or applicable cognizant Federal agency), provided that the cost rate is current at the time the costs were incurred and provided that the rate is approved on or before the award end date, or (ii) other acceptable documentation as indicated below.

If the applicant does not have a current or pending NICRA, it may propose indirect costs in its budget; however, the applicant must prepare and submit an allocation plan and rate proposal for approval within ninety days from the award start date. See 2 C.F.R. part 200 Apps. III, IV, V, VI, VII for guidance. The allocation plan and the rate proposal shall be submitted to EDA's Office of Regional Affairs (or applicable cognizant Federal agency). The applicant should include a statement in its Budget Narrative that it does not have a current or pending NICRA and will submit an allocation plan and rate proposal to EDA or the applicant's cognizant Federal agency for approval.

If the applicant (1) does not have a current NICRA and (2) has never received a negotiated indirect cost rate, the applicant may elect to charge a *de minimis* rate of 10 percent of modified total direct costs subject to the exceptions of 2 C.F.R. § 200.414(f). The applicant should include a statement in its Budget Narrative that it does not have a NICRA; it has never received an ICR; and it is electing to charge the *de minimis* rate.

Note that if the applicant is a state or local unit of government (or an Indian tribe) that receives less than \$35 million in direct Federal funding per year it may submit any of the following:

1. A Certificate of Indirect Costs from the Department of the Interior (DOI) or EDA;
2. Acknowledgment received from EDA and Certificate of Indirect Costs;
3. Cost Allocation Plan approved by a Federal agency; or
4. NICRA.

3. Environmental and Historic Preservation Requirements

Applications may be reviewed by EDA for compliance with the National Environmental Policy Act of 1969, as amended (NEPA), depending on the nature and specific elements of each given application. During the NEPA review process, applicants may be instructed to contact the designated State and/or Tribal Historic Preservation Officer (SHPO/THPO), provide approvals from other governmental agencies, or provide more detailed environmental information. EDA, after compliance with requirements for consultation with Federally-recognized Indian tribes, may require applicants to participate in Tribal consultation, as necessary. The implementing regulations for NEPA require EDA to provide public notice of the availability of project-specific environmental documents, such as environmental impact statements, environmental

assessments, findings of no significant impact, and records of decision, to the affected public.¹⁵ For further guidance and information, please contact the representative listed in Section G (p. 26) of this NOFO.

4. Unique Entity Identifier and System for Award Management (SAM)

To enable the use of a universal identifier and to enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act of 2006, to the extent applicable, applicants are required to: (i) be registered in SAM before submitting an application; (ii) provide a valid unique entity identifier in the application; and (iii) continue to maintain an active SAM registration with current information at all times during which they have an active Federal award or an application or plan under consideration by a Federal awarding agency. EDA may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the EDA is ready to make an award, EDA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Recipients will be subject to reporting requirements, as identified in OMB guidance published at 2 C.F.R. parts 25 and 170. The guidance set out at 2 C.F.R. part 25 may be located at <https://www.govinfo.gov/app/details/CFR-2018-title2-vol1/CFR-2018-title2-vol1-part25>, and the guidance set out at 2 C.F.R. part 170 may be located at <https://www.govinfo.gov/app/details/CFR-2018-title2-vol1/CFR-2018-title2-vol1-part170>. Note that SAM now encompasses the Central Contractor Registration (CCR) and that the unique entity identifier is commonly referred to as the Data Universal Numbering System (DUNS) Number.

5. Submission Dates and Times

i. Concept Proposal

A Concept Proposal is **mandatory**; EDA will only review Full Applications submitted by applicants who submitted a Concept Proposal by the Concept Proposal Deadline. The closing date and time for receipt of Concept Proposals is **11:59 EASTERN TIME ON TUESDAY, MARCH 24, 2020**. Concept Proposals should be submitted via email to applyB2S@eda.gov. Concept Proposals received after the deadline will not be considered for review.

ii. Full Application

The deadline for the receipt of **Full Applications** is **11:59 P.M. EASTERN TIME ON SUNDAY, JUNE 14, 2020**. Applications received after this deadline will not be reviewed or considered. **Full Applications** will only be accepted electronically through www.grants.gov (Grants.gov) at the web address that EDA will provide with its response to on-time Concept Proposals. Applications received after this deadline will not be reviewed or considered. Applicants are advised to carefully read the submission information provided in Section D (p. 8) of this NOFO. Applications submitted electronically via <https://www.grants.gov/> (Grants.gov) must be received by the Application Deadline. The date and time that an application will be deemed to be electronically received will be determined in accordance with the electronic submission instructions provided at Grants.gov. See Sections D.8 (p. 18) and H.9 (p. 30) of this NOFO for information regarding electronic submissions. **FULL APPLICATIONS RECEIVED AFTER THE FULL APPLICATION DEADLINE WILL NOT BE CONSIDERED FOR FUNDING.**

In addition, please note the following:

¹⁵ As specified in 40 C.F.R. § 1506.6(b).

- EDA will not accept any unsolicited changes, additions, revisions, or deletions to applications after the submission deadline.
- Throughout the review and selection process, EDA reserves the right to seek clarification from applicants whose applications are being reviewed and considered.
- Applicants may be asked to clarify objectives and work plans and modify budgets or other specifics as necessary to comply with Federal requirements and provide supplemental information required by the agency before award.
- See Section E (p. 20) of this NOFO for application review and selection information.

Applicants are strongly encouraged to start early and not to wait until near the application deadline before logging on and reviewing the instructions for submitting an application through Grants.gov. Applicants should SAVE AND PRINT WRITTEN PROOF of an electronic submission made at Grants.gov.

If problems occur while using Grants.gov, the applicant is advised to print any error message received and call Grants.gov at (800) 518-4726 for immediate assistance. EDA, in its sole discretion, may pre-approve in writing submission via an alternate method (e.g., email) due to a systems issue at Grants.gov only insofar as any such systems issue is beyond the control of the applicant. However, any submission via this alternate method must be received before the deadline. See Section H.9.v (p. 32) regarding what does and does not constitute a systems issue. LATE APPLICATIONS WILL NOT BE ACCEPTED for any reason, including but not limited to late submissions caused by issues with Grants.gov, SAM, or AOR registrations. See Sections D.5 (p. 16), D.8 (p. 18) and H.9 (p. 30) of this NOFO for more information on electronic submissions. In situations described in this subsection, applications must have email or facsimile receipt timestamps no later than the Application Deadline or must be postmarked or the equivalent on or before the Application Deadline. An application that is not timestamped or postmarked, as applicable, by the Application Deadline WILL NOT BE REVIEWED.

6. Intergovernmental Review

Applications submitted under this NOFO are subject to the requirements of Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," if a State has adopted a process under EO 12372 to review and coordinate proposed Federal financial assistance and direct Federal development (commonly referred to as the "single point of contact review process"). All applicants whose primary service areas fall within one or more such States must give State and local governments a reasonable opportunity to review and comment on the proposed project, including review and comment from area-wide planning organizations in metropolitan areas.¹⁶ To find out more about a State's process under EO 12372, applicants may contact their State's Single Point of Contact (SPOC). Names and addresses of some States' SPOCs are listed at <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>. Question 19 of Form SF-424 allows applicants to indicate compliance with EO 12372; however, note that **applicants must supply as part of their application packages documentation that supports the answer provided to Question 19 (i.e., that demonstrates compliance)**. See Section D.2.ii.b.2)i) (p. 8).

7. Funding Restrictions

Construction activities are not allowable costs under either Challenge and may not be charged to the EDA funds of the project or provided as matching share, except in limited circumstances. For the purposes of an award made pursuant to this NOFO, construction includes any activity, including the installation of

¹⁶ As provided for in 15 C.F.R. part 13.

equipment, that disturbs the ground or modifies a structure. Additionally, the use of project funds to make equity investments is not an allowable cost; neither EDA funds nor matching share may be used for such purposes.

8. Other Submission Requirements

i. Means of Submission

Concept Proposals must be submitted to applyB2S@eda.gov.

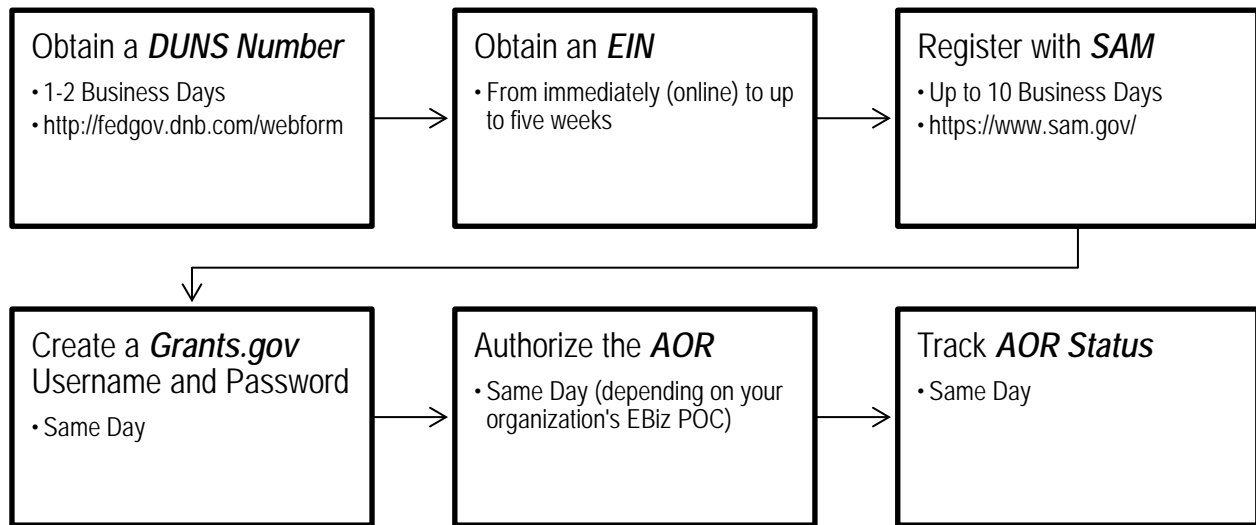
FULL APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV at the web address that EDA will provide with its response to on-time Concept Proposals. EDA will not accept paper, facsimile, or email transmissions of applications for this program except in cases of documented systems issues as described in Sections D.5 (p. 16) and H.9.v (p. 32) of this NOFO. Applications must be successfully validated and timestamped by Grants.gov no later than the Application Deadline set forth in Section D.5 (p. 16) of this NOFO. **An application that is not validated and timestamped by Grants.gov by the Application Deadline WILL NOT BE REVIEWED.** Note that the Grants.gov registration is a multi-stage process that involves a number of steps, including validation, verification, and registration through other websites such as sam.gov. See Sections D.1 (p. 8), D.5 (p. 16), and D.8.ii (p. 18) of this NOFO. Please visit <https://www.grants.gov/web/grants/applicants/apply-for-grants.html> and <http://www.grants.gov/web/grants/applicants/organization-registration.html> for resources and guides on the Grants.gov registration process.

Once an application is submitted, it undergoes a validation process through Grants.gov during which the application may be accepted or rejected by the system. **Please be advised that the validation process may take 24 TO 48 hours to complete. Applications that contain errors will be rejected by Grants.gov and will not be forwarded to EDA for review. The applicant must correct the error before Grants.gov will accept and validate the application. EDA WILL NOT ACCEPT LATE APPLICATIONS THAT WERE REJECTED BY GRANTS.GOV DUE TO APPLICANT ERRORS. Accordingly, EDA STRONGLY SUGGESTS THAT APPLICANTS SUBMIT THEIR APPLICATIONS AT LEAST FIVE (5) DAYS BEFORE THE DEADLINE to allow the application to be accepted and validated in the system and to allow time for any errors to be corrected. EDA will consider the timestamp on the validation from Grants.gov (or on a pre-approved alternate method) as the official submission time.**

See Section H.9 (p. 30) of this NOFO for more detailed instructions and information on the requirements for submitting applications electronically via Grants.gov.

ii. Pre-Submission Registration

Before submitting a Full Application under this NOFO, each applicant must both register its organization with Grants.gov and register its Authorized Organization Representative (AOR) with Grants.gov. **Applicants should note that this process can be lengthy, requires interaction with multiple organizations not affiliated with EDA, and requires confirmation at each step.**



Applicants may have already completed one or more of the above steps set forth in the above flowchart, which depicts an example of how the pre-submission registration process generally flows. E.g., organizations may have already registered with Grants.gov, in which case they do not need to re-register. However, note that **applicant organizations that have not previously completed any of the above steps may require three to four weeks to accomplish these tasks due to system processing requirements**. EDA **STRONGLY ENCOURAGES** prospective applicants to begin the pre-submission process as early as possible in the application period. Grants.gov is a centrally-managed Federal grants portal, and changes or updates to the process outlined above may occur after the publication of this NOFO. Prospective applicants should visit <https://www.grants.gov/web/grants/applicants/organization-registration.html> to ensure that they follow the most up-to-date instructions.

iii. Optional Pre-Submission Technical Review

Concept Proposals will not be offered optional pre-submission technical reviews.

Applicants may submit a copy of their Full Application via email and receive feedback on technical aspects of their application before the deadline. Based on this feedback, the applicant may revise or supplement its application or submit a substantially revised application by the deadline. Applicants who submit complete applications for pre-submission technical review will be informed whether their application is technically complete (i.e., if it includes all the documents required by Section D.2 (p. 8) of this NOFO) and whether the applicant is an eligible entity. No other review will be conducted and no additional feedback (including, e.g., feedback on the application's merits) will be provided. Additionally, during the application period of this NOFO, EDA cannot provide comments or any other feedback on applications that were submitted under any preceding RIS program NOFOs, including the i6 Challenge or the Seed Fund Support competition, whether or not they were selected for funding.

Pre-submission technical review is designed **ONLY** to provide feedback on the technical completeness of an application and the applicant's eligibility for funding and is **NOT** designed to provide any review or feedback of an application's merits or to provide assistance in the development of an application. EDA staff will attempt to provide pre-submission technical review within two (2) weeks of receipt of a request therefor; however, such review is not guaranteed, may not be comprehensive, and does not guarantee or suggest

that the final submitted application will proceed to the Merit Review evaluation stage or be selected for funding.

Applicants are strongly encouraged to seek this technical feedback from EDA no later than three (3) weeks prior to the application deadline set forth in Section D.5 (p. 16) of this NOFO in order to allow adequate time to address any technical issues before final submission. EDA, in its sole discretion, may stop performing pre-submission technical review at any time. Applicants must submit requests for pre-submission technical review and all related documents to their geography's respective contact set forth in Section G (p. 26) via email; pre-submission technical review via Grants.gov is not available. The review and feedback described in this subsection are optional. Applicants need not seek preliminary feedback on their application in order to submit an application for consideration. See Section G (p. 26) of this NOFO for contact information for EDA representatives.

E. APPLICATION REVIEW INFORMATION

Throughout the review and selection process, EDA, at its sole discretion, may seek clarification, including but not limited to written clarifications and corrected or missing documents, from applicants whose applications are being reviewed and considered and require that applicants provide such clarifications or corrections in order to continue to be considered for an award under this NOFO. EDA will provide applicants a reasonable amount of time to provide any additional documentation. An applicant's failure to provide complete and accurate supporting documentation in a timely manner *when requested by EDA* may result in the removal of that application from consideration. EDA may ask applicants to clarify application materials, objectives, and work plans, or modify budgets or other specifics as necessary to comply with Federal requirements.

1. Criteria

CONCEPT PROPOSAL

Concept Proposals will be reviewed against the following seven equally weighted criteria by awarding between 0 and 5 points, with 0 meaning "does not address" and 5 meaning "addresses with 100% success". These criteria will be used for all competitions in this NOFO. Concept Proposals from each competition will be scored competitively against other Concept Proposals received for that same competition using the following common criteria:

Summary of Criteria
Challenge and Opportunity
Proposed Solution
Target Participants
Partners
Budget and Team
Impacts
Sustainability

All organizations that submit a Concept Proposal will receive a letter from EDA notifying them of the review results. Based on the results of these reviews and EDA's option to encourage a project—based on discretion provided through the Selection Factors listed in Section E.2.iii—the letter from EDA will encourage or discourage the submission of a Full Application by the organization. Even though a Full Application may be discouraged, an organization is not precluded from submitting a Full Application. However, by discouraging the submission of a Full Application based on the Concept Proposal, EDA

intends to convey its lack of programmatic interest in the proposed project to save the organization the time and expense of preparing a Full Application that is unlikely to be selected for award.

If EDA encourages an organization to submit a Full Application, EDA is not obligated to select that project for award and cannot guarantee that the project will receive funding. Applicants must submit a Full Application through Grants.gov to be considered for funding.

Organizations can expect to receive a response to their Concept Proposal approximately 21 days after the Concept Proposal Deadline.

FULL APPLICATION

Full Applications will be reviewed against the following seven equally weighted criteria by awarding between 0 and 5 points, with 0 meaning "does not address" and 5 meaning "addresses with 100% success". These criteria will be used for all competitions in this NOFO. An additional 0.5 will be added to applications addressing workforce or trade enhancement as a portion of the proposed project, with total scores not to exceed 35 points. Full Applications from each competition will be scored competitively against Full Applications received for that same competition using the following common criteria:

Summary of Criteria
Challenge and Opportunity
Proposed Solution
Target Participants
Partners
Budget and Team
Impacts
Sustainability

[The remainder of this page is intentionally left blank.]

Challenge and Opportunity
Are the challenge and/or opportunity clearly stated, and are they aligned with the community or region's needs? Is the region of service clearly defined?
Proposed Solution
Is the solution aligned with the opportunity? Is the proposed solution achievable, and/or can substantial progress be made?
Target Participants
Does the proposal address a specific stakeholder group or groups? Are these stakeholders in need of the proposed solution? Does the proposal address the varied entities relevant to the community, region, or combination of regions served by the proposed project?
Partners
Are partners and their roles within the proposal clearly identified and realistic to the proposal? Are the resources of the community and/or region being leveraged effectively?
Budget and Team
Does the proposal clearly identify the financial, human, and programmatic resources that will support the successful execution of the proposal?
Impacts
Are there proposed outputs and outcomes measurable? Do they seem reasonable and achievable in the grant period and beyond?
Sustainability
Are you confident this project will continue post-award? Does the application demonstrate this effectively?

[The remainder of this page is intentionally left blank.]

2. Review and Selection Process

i. Review for Eligibility and Completeness (Technical Review)

EDA staff will conduct an eligibility and technical completeness review (the “Technical Review”) of all Concept Proposals and Full Applications received by the respective Deadlines. Concept Proposals or Full Applications received from ineligible entities will not be considered for funding. Concept Proposals that do not address all required elements in the slide-deck as described in Section 5.i (p. 8) of this NOFO may be deemed non-responsive, and the proposing organization may be discouraged from submitting a Full Application (see Section E.1 (p. 20)). Full Applications that do not contain all forms and required documentation listed in Section D.2 (p.8) of this NOFO may be deemed non-responsive and excluded from further consideration. EDA expects all applicants to complete and include all required forms and documentation. However, EDA, in its sole discretion, may determine that an omission is curable and therefore may continue its consideration of the application despite the deficiency. Technical Review will be conducted separately for each Concept Proposal and each Full Application for each competition.

ii. Merit Review

Merit Reviewers will evaluate the Concept Proposal and Full Application against the evaluation criteria for the relevant competition enumerated in Section E.1 (p. 20) of this NOFO. Each Concept Proposal and each Full Application will be reviewed by at least three Merit Reviewers. Merit reviewers may include, but are not limited to, DOC and EDA personnel, DOE and WPTO personnel, and other federal and non-federal subject matter experts. EDA, in its sole discretion, may use a statistical technique to normalize and aggregate Merit Reviewers’ quantitative evaluations (i.e., scores) and may consider qualitative Merit Reviewer evaluation information. For each competition, the most highly ranked Concept Proposals may be encouraged to submit a Full Application; however, it is EDA’s option to encourage a project based on discretion provided by the Selection Factors listed in Section E.2.iii (p. 23) For each competition, the most highly ranked Full Applications will be recommended to the Grants Officer as the Full Applications that merit consideration for EDA funding.

iii. Grants Officer Decision

The most highly ranked Full Applications will be forwarded to the Grants Officer under this NOFO, which will be EDA’s Deputy Assistant Secretary for Regional Affairs (DAS/RA) or the DAS/RA’s delegate. The Grants Officer has been delegated the authority to make the final decision on whether to fund an Application and may select a project for funding that differs from the most highly ranked Full Applications based on any of the following Selection Factors or use these Selection Factors to break a tie for applications that are otherwise considered substantially equal in merit:

1. the extent to which the application meets the overall objectives of Section 27;
2. the extent to which the selection of the application, alone or in the context of other applications, supports EDA’s compliance with appropriations law requirements and report language guidance;
3. the ability of a project to start quickly, realistically achieve project goals, and catalyze additional resources;
4. the comparative financial or management capability of the applicant;
5. the applicant’s performance under previous Federal financial assistance awards, including whether the grantee submitted required performance reports and data;
6. for previous grantees, the extent to which the application builds upon and creates synergies with previously funded work;

7. for applicants to multiple competitions under this NOFO, the extent to which the proposal leverages dollars across the multiple programs to make their overall approach stronger;
8. the extent to which the application leverages complementary public or private sector programs or policies, including but not limited to those operated or managed by the Federal government;
9. the availability of program funding;
10. the extent to which the project supports EDA's goals of geographic balance in distribution of program funds (including but not limited to diversity among urban and rural states), project types (including but not limited to diversity among Build and Scale awards under the Venture Challenge), sectoral focus (including but not limited to advanced wood products; advanced manufacturing; artificial intelligence; bioscience; commercial space; energy; marine energy; nanotechnology; telecommunications, including broadband; etc.), organizational type (including but not limited to organization size and stage of development) and the overall portfolio; and
11. the extent to which any technical deficiencies or any budgetary or legal issues in the application may impact an applicant's ability to execute the project or achieve the desired impacts.

The final decision of the Grants Officer must be consistent with this NOFO and applicable law. Should the Grants Officer make a selection that differs from the most highly ranked Applications, the Grants Officer will document the rationale for the decision in writing. **There is no appeal process for denied Full Applications.**

3. Awards in Excess of the Simplified Acquisition Threshold

EDA expects to make awards under this NOFO that will be in excess of the Simplified Acquisition Threshold¹⁷.

i. Federal Awardee Performance Integrity Information System (FAPIS) Review

EDA, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS). See 41 U.S.C. § 2313.

ii. Applicant Review of and Comment on Integrity and Performance Information

Each applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

iii. Agency Consideration of Applicant Comments

EDA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

4. Anticipated Announcement and Federal Award Dates

Subject to the availability of funding, successful applicants should expect to receive grant award notification approximately 60-90 days from the Full Application Deadline.

¹⁷ 2 C.F.R. § 200.88.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Under this NOFO, EDA expects to notify applicants of its decision in writing approximately 60-90 days after the Full Application Deadline. If a Full Application is selected for funding, the EDA Grants Officer will issue a signed grant award (Form CD-450), which is the authorizing financial assistance award document and includes the DOC Financial Assistance Standard Terms and Conditions and Special Award Conditions as described in Section F.2.ii (p. 25).

By signing Form CD-450, the applicant agrees to comply with all award provisions. EDA will provide Form CD-450 via email through Grants Online or its successor electronic grants management system. The email will provide the authorized representative with instructions on how to create an account with Grants Online to view and sign the award. The applicant must sign and return the Form CD-450 without modification within 30 days of the date of EDA's signature on the form. **Failure to sign and return the CD-450 during this timeframe may be considered grounds for appropriate enforcement action pursuant to 2 C.F.R. § 200.338 ("Remedies for noncompliance"), INCLUDING AWARD TERMINATION.**

If an applicant is awarded funding, neither DOC nor EDA is under any obligation to provide any additional future funding in connection with that award or to make any future award(s). Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion of DOC and EDA.

EDA will provide written notice to all applicants informing them whether their Application was selected for funding. EDA will retain unsuccessful Applications in accordance with EDA's record retention schedule.

2. Administrative and National Policy Requirements

i. Uniform Administrative Requirements, Cost Principles and Audit Requirements

Recipients of an EDA award will be bound by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200. See a copy of these regulations at <https://www.govinfo.gov/app/details/CFR-2019-title2-vol1/CFR-2019-title2-vol1-sec200-200>. Please note that the Uniform Guidance superseded DOC's Uniform Administrative Requirements, which were found at 15 C.F.R. parts 14 and 24.

ii. Department of Commerce Financial Assistance Standard Terms and Conditions

EDA will apply the Financial Assistance Standard Terms and Conditions (ST&Cs) applicable on the date of award. The ST&Cs may be accessed at the following website: http://www.osec.doc.gov/oam/grants_management/policy/default.htm.

iii. Department of Commerce Pre-Award Notification Requirements

EDA will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements dated December 30, 2014, 79 Fed. Reg. 78,390. The Pre-Award Notice may be accessed at the Government Printing Office (GPO) website at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

3. Reporting

i. Financial, Performance, and Impact Reports

All recipients are required to submit financial, performance, and impact reports in accordance with the terms and conditions of the grant award, generally no less than semi-annually. All project progress and financial reports must be submitted to the applicable EDA program officer in electronic format. Recipients

will be required to provide updates on their progress towards meeting any output and outcome measures identified in their application, as well as any other metrics requested by EDA and identified in the grant special award conditions. Furthermore, recipients will be required to provide economic development impact reports to EDA at the end of the grant performance period, two years after the end of the grant performance period, and five years after the end of the grant performance period. As part of its administration of the Build to Scale Program, EDA may conduct program evaluations. If so, recipients of grants under this program may need to furnish performance data to evaluators, including but not limited to EDA staff and outside parties contracted by EDA. EDA may also, for research purposes linked to improving economic outcomes, choose to share data with other Federal partners, including but not limited to statistical agencies.

ii. Federal Funding Accountability and Transparency Act of 2006

The Federal Funding Accountability and Transparency Act of 2006 includes a requirement for awardees of applicable Federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards issued in FY 2011 or later. All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.FSRS.gov on all sub-awards over \$25,000. Please see the OMB guidance published at 2 C.F.R. part 170, which can be accessed at <https://www.govinfo.gov/app/details/CFR-2018-title2-vol1/CFR-2018-title2-vol1-part170>.

iii. Government Performance and Results Act

EDA may require that awardees provide EDA additional data on actual impact of the funded investment, pursuant to the Government Performance and Results Act (GPRA), up to nine years after the grant award.

iv. Information Sharing

For the purposes of achieving rigorous program evaluations, all applications (including those that are not selected for funding) may be shared with EDA staff, outside parties contracted by EDA for the purposes of evaluation, and other Federal agencies.

v. Requirements For Recipients With More Than \$10 Million in Federal-wide Funding

As required by appendix XII to 2 C.F.R. part 200, a recipient with more than \$10 million in Federal-wide funding must maintain the currency of information reported to SAM that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings.

G. FEDERAL AWARDING AGENCY CONTACT(S)

For questions concerning this NOFO or for more information about EDA programs, you may contact your respective EDA Economic Development Representative (EDR). If you are unable to connect with your designated EDR, contact the Office of Innovation & Entrepreneurship using the contact information provided:

HEADQUARTER CONTACT			
Headquarters	Office of Innovation and Entrepreneurship	oiie@eda.gov	(202) 482-8001
ATLANTA REGION CONTACTS			
State(s)	Point of Contact	Email	Phone
Alabama	Michael Mills	mmills@eda.gov	(404) 730-3020
Florida	Greg Vaday	gvaday@eda.gov	(404) 730-3009

Section G

Georgia	Jonathan Corso	jcorso@eda.gov	(404) 730-3023
Kentucky	Bertha Partin	bpartin@eda.gov	(404) 730-3026
Mississippi	Gilbert (Gil) Patterson	gpatterson2@eda.gov	(404) 730-3032
North Carolina	Hillary Sherman	hsherman@eda.gov	(404) 730-3013
South Carolina	Robin Cooley	rcooley@eda.gov	(803) 253-3640
Tennessee	Lucas Z. Blankenship	lblankenship@eda.gov	(404) 730-3010
AUSTIN REGION CONTACTS			
State(s)	Point of Contact	Email	Phone
Arkansas, Louisiana	Jason Wilson	jwilson1@eda.gov	(512) 516-1878
New Mexico, Texas (West)	Trisha Korbass	tkorbass@eda.gov	(720) 626-1499
Oklahoma, Texas (North)	Jessica R. Falk	jfalk@eda.gov	(512) 516-1562
Texas (South)	Robert Peche	rpeche1@eda.gov	(512) 568-7732
CHICAGO REGION CONTACTS			
State(s)	Point of Contact	Email	Phone
Illinois, Minnesota	Darrin Fleener	dfleener@eda.gov	(312) 789-9753
Indiana, Ohio	Kyle Darton	kdarton@eda.gov	(312) 789-9752
Michigan, Wisconsin	Lee J. Shirey	lshirey@eda.gov	(312) 789-9751
DENVER REGION CONTACTS			
State(s)	Point of Contact	Email	Phone
Colorado, Utah	Trent Thompson	tthompson@eda.gov	(303) 844-5452
Iowa (Eastern), Missouri (Eastern and Central)	Steve Castaner	scastaner@eda.gov	(573) 590-1194
Iowa (Western), North Dakota, South Dakota	Alex Smith	asmith1@eda.gov	(720) 402-7686
Kansas, Nebraska, Missouri (Western)	Mark Werthmann	mwerthmann@eda.gov	(913) 894-1586
Montana, Wyoming	Kirk Keysor	kkeysor@eda.gov	(406) 599-9795
PHILADELPHIA REGION CONTACTS			
State(s)	Point of Contact	Email	Phone
Connecticut	Chivas Grannum	cgrannum@eda.gov	(215) 597-7538
Delaware	Kevin Quinn	kquinn@eda.gov	(267) 687-4317
Maine, New Hampshire, Rhode Island	Alan Brigham	abrigham@eda.gov	(215) 316-2965
Maryland, Washington DC	Alma R. Plummer	aplummer@eda.gov	(215) 597-7538
Massachusetts	Debra Beavin	dbeavin@eda.gov	(215) 597-8719
New Jersey, New York	Edward Hummel	ehummel@eda.gov	(215) 316-2124
Pennsylvania	Christopher Casper	ccasper1@eda.gov	(215) 597-1074
Puerto Rico, US Virgin Islands	Juan Bauza	jbauza@eda.gov	(215) 435-2212
Vermont	Matt Suchodolski	msuchodolski@eda.gov	(215) 597-1242

Virginia	Lauren Stuhldreher	lstuhldreher@eda.gov	(215) 764-0427
West Virginia	Tracey Rowan	trowan@eda.gov	(304) 533-4497
SEATTLE REGION CONTACTS			
State(s)	Point of Contact	Email	Phone
Alaska	Shirley Kelly	skelly2@eda.gov	(907) 271-2272
Arizona, Washington	Richard Berndt	rberndt@eda.gov	(206) 220-7682
Hawaii, Guam	Herbert Thweatt	hthweatt@eda.gov	(808) 541-3391
Idaho, Nevada (Rural)	Carleen Herring	cherring@eda.gov	(206) 798-7814
Oregon	Frances Sakaguchi	fsakaguchi@eda.gov	(503) 326-3078
California (Southern and Central), Nevada	Wilfred Marshall	wmarshall@eda.gov	(310) 348-5386
California (Northern and Coastal)	Malinda Matson	mmatson1@eda.gov	(916) 235-0088

H. OTHER INFORMATION

1. Right to Use Information

The applicant acknowledges and understands that information and data contained in applications for financial assistance, as well as information and data contained in financial, performance and other reports submitted by applicants, may be used by the Department of Commerce in conducting reviews and evaluations of its financial assistance programs. For this purpose, applicant information and data may be accessed, reviewed and evaluated by Department of Commerce employees, other Federal employees, and also by Federal agents and contractors, and/or by non-Federal personnel, all of whom enter into appropriate conflict of interest and confidentiality agreements covering the use of such information. As may be provided in the terms and conditions of a specific financial assistance award, applicants are expected to support program reviews and evaluations by submitting required financial and performance information and data in an accurate and timely manner, and by cooperating with Department of Commerce and external program evaluators. In accordance with 2 C.F.R. § 200.303(e), applicants are reminded that they must take reasonable measures to safeguard protected personally identifiable information and other confidential or sensitive personal or business information created or obtained in connection with a Department of Commerce financial assistance award.

2. Freedom of Information Act Disclosure

In addition, Department of Commerce regulations implementing the Freedom of Information Act (FOIA), 5 U.S.C. Sec. 552, are found at 15 C.F.R. Part 4, Public Information. These regulations set forth rules for the Department regarding making requested materials, information, and records publicly available under the FOIA. Applications submitted in response to this Notice of Funding Opportunity may be subject to requests for release under the Act. In the event that an application contains information or data that the applicant deems to be confidential commercial information that should be exempt from disclosure under FOIA, that information should be identified, bracketed, and marked as Privileged, Confidential, Commercial or Financial Information. In accordance with 15 CFR § 4.9, the Department of Commerce will protect from disclosure confidential business information contained in financial assistance applications and other documentation provided by applicants to the extent permitted by law.

3. Notice of Government-Wide Procurement Restriction

The general rule for Federal financial assistance is that contractors that develop draft specifications, requirements, statements of work, invitations for bids, or requests for proposals are prohibited from competing for the final procurement. Before the Uniform Guidance took effect, pursuant to the DOC grant regulations at 15 C.F.R. parts 14 and 24, the prohibition applied to institutions of higher education, hospitals, non-profits and commercial and international organizations but did not apply to States, local governments or Indian tribes. However, under 2 C.F.R. § 200.319 and 200.317, which are now controlling, only State recipients are expressly exempt from this prohibition. Despite this change, local governments and Indian tribes may also take advantage of the exemption in two narrow circumstances: (i) if they are required (by statute, for example) to follow the State's procurement rules in full and without exception; or (ii) if they are required to follow a specific State procurement rule that creates an explicit conflict with the prohibition in 2 C.F.R. § 200.319(a) (i.e., there is a statute that requires or permits the local government or Indian tribe to award the final procurement to the same contractor that developed the draft specifications). Absent one of these two scenarios, the local government or Indian tribe must comply with the prohibition. Applicants are encouraged to contact the applicable EDA representative listed in Section G (p. 26) of this NOFO with any questions regarding application of this regulation.

4. Past Performance and Non-Compliance with Award Provisions

Unsatisfactory performance under prior Federal awards may result in an application not being considered for funding. Failure to comply with any or all of the provisions of an award may have a negative impact on future funding by DOC (or any of its operating units) and may be considered grounds for any or all of the following actions: (1) establishing an account receivable; (2) withholding payments to the recipient under any DOC award(s); (3) changing the method of payment from advance to reimbursement only; (4) imposing other special award conditions; (5) suspending any active DOC award(s); and (6) terminating any active DOC award(s).

5. Restrictions Governing Making Grants to Corporations Convicted of Felony Criminal Violations and/or Unpaid Federal Tax Liabilities

In accordance with current Federal appropriations law, execution by an applicant of the Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law (see Appendix A (p. 33) of this NOFO) will be required in a format requested by EDA before any award will be made under this NOFO.

Specifically, if an applicant is a corporation as defined in the Certification, it is required to sign and return the Appendix A, Part I Certification. In addition, all applicants applying for financial assistance awards in excess of \$5 million are required to sign the Appendix A, Part II certification. The applicant will be required to submit these certifications, signed by its AOR, as part of a Full Application.

6. EDA's Non-Relocation Policy

Applicants are advised that, should an application be selected for award, the recipient will be required to adhere to a special award condition relating to EDA's non-relocation policy as follows:

In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs. In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award,

including suspension of disbursements and termination of the award for convenience or cause, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

For purposes of ensuring that EDA assistance will not be used merely to transfer jobs from one location in the United States to another, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project assisted by EDA. EDA will consider an employer to be a “primary beneficiary” if: (i) the employer is specifically named in the application as benefitting from the project, and the applicant estimates that the employer will create or save 100 or more permanent jobs as a result of the investment assistance (if the jobs in question were originally located in a smaller community, EDA may extend this policy to the relocation of 50 or more jobs); or (ii) the employer is or will be located in an EDA-assisted building, port, facility, or industrial, commercial, or business park constructed or improved in whole or in part with investment assistance prior to EDA’s final disbursement of funds.

7. Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in the OMB Uniform Guidance (see 2 C.F.R. part 200, Subpart F, “Audit Requirements”). The OMB Uniform Guidance requires any non-Federal entity (e.g., nonprofit organizations, including nonprofit institutions of higher education and hospitals; States; local governments; and Indian Tribes) that expends Federal awards of \$750,000 or more in the recipient’s fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the OMB Uniform Guidance. Applicants are reminded that EDA or the DOC’s Office of Inspector General also may conduct an audit of an award at any time.

8. Implementing the Americans with Disabilities Act (ADA)

The U.S. Department of Justice has issued revised regulations implementing Title II of the ADA (28 C.F.R. part 35; 75 Fed. Reg. 56,164 (Sep. 15, 2010), as amended by 76 Fed. Reg. 13,285 (Mar. 11, 2011)) and Title III of the ADA (28 C.F.R. part 36; 75 Fed. Reg. 56,236 (Sep. 15, 2010), as amended by 76 Fed. Reg. 13,286 (Mar. 11, 2011)).

9. Instructions for Application Submission via Grants.gov

The most up-to-date instructions for application submission via Grants.gov can be found at <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. To begin, complete, and submit your application,

1. navigate to <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>;
2. click “Search for Opportunity Package”;
3. in the “Funding Opportunity Number” field, enter “EDA-HDQ-OIE-2020”;
4. click “Search”;
5. click the “Apply” link that corresponds to the competition to which you wish to apply (i.e., the 2020 Venture Challenge, the 2020 Capital Challenge or the 2020 Industry Challenge);
6. enter your email address (if you would like to receive updates from Grants.gov regarding this grant opportunity) or check the box that indicates you do not wish to provide it, then click “Submit”;
7. choose to apply using Workspace by clicking “Login to Apply Now” or choose to download the legacy application package by clicking “Download Package”; and
8. follow the instructions provided on the Grants.gov website and on each webpage to complete and submit your application.

i. Register Early and Submit Early

To submit an application through <https://www.grants.gov/> (Grants.gov), an applicant must register for a Grants.gov user ID and password. Note that this process can take between **three to five business days** or **AS LONG AS FOUR WEEKS** if all steps are not completed correctly. To avoid delays, EDA strongly recommends that applicants start early and not wait until the approaching deadline date before logging in, registering, reviewing the application instructions, and applying. Information about the Grants.gov registration process for organizations can be found at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Please note that organizations already registered with Grants.gov do not need to re-register; however, all registered organizations must keep their SAM registration, which includes the CCR database registration, up-to-date through sam.gov or their applications will not be accepted by Grants.gov.

ii. AOR Requirement

Applicants must register as organizations, not as individuals. As part of the registration process, you will register at least one AOR for your organization. AORs registered at Grants.gov are the only officials with the authority to submit applications at Grants.gov; please **ensure that your organization's application is submitted by an AOR. IF THE APPLICATION IS SUBMITTED BY ANYONE OTHER THAN YOUR ORGANIZATION'S AOR, IT WILL BE REJECTED BY THE GRANTS.GOV SYSTEM AND CANNOT BE CONSIDERED BY EDA.** Note that a given organization may designate multiple individuals as AORs for Grants.gov purposes.

EDA will not accept late submissions caused by Grants.gov registration issues, including SAM, CCR, and AOR issues.

iii. Field Limitations and Special Characters

Please be advised that Grants.gov provides the following notice with respect to form field limitations and special characters: <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

iv. Verify That Your Submission Was Successful

Applicants should save and print written proof of an electronic submission made at Grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. Since email communication can be unreliable, applicants must proactively check on the status of their application if they do not receive email notifications within a day of submission.

EDA requests that applicants kindly refrain from submitting multiple copies of the same application package. Applicants should save and print both the confirmation screen provided on the Grants.gov website after the applicant has submitted an application and the confirmation email sent by Grants.gov when the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating that the application was received and subsequently validated but does not receive an email from Grants.gov indicating that EDA has retrieved the application package within 72 hours of that email, the applicant may contact the representative listed in Section G (p. 26) of this announcement to inquire if EDA is in receipt of the applicant's submission.

It is the applicant's responsibility to verify that its submission was timely received and validated successfully at Grants.gov. To see the date and time your application was received, navigate to <https://www.grants.gov> and click on the "Track My Application" link under the "Applicants" tab. For a successful submission, the application must be received and validated by Grants.gov, and an agency tracking number must be assigned. If the date and time your application is **validated and timestamped** by Grants.gov is later than 11:59pm Eastern Time on the Application Deadline set forth in Section D.5 (p. 16) of this NOFO,

your application is late. Once validation is complete, the status will change to “validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. For more detailed information about why an application may be rejected, please see “Encountering Error Messages” at <https://www.grants.gov/web/grants/applicants/encountering-error-messages.html> and “Frequently Asked Questions by Applicants” at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

v. Grants.gov Systems Issues

If you experience a Grants.gov systems issue (i.e., a technical problem or glitch with the Grants.gov website) that you believe threatens your ability to complete a submission in a timely manner, please (i) print any error message received; (ii) call the Grants.gov Contact Center at (800) 518-4726 for assistance; and (iii) contact EDA using the contact information in Section G (p. 26) of this NOFO. Ensure that you obtain a case number regarding your communications with Grants.gov. Please note that problems with an applicant’s computer system or equipment are **not** considered systems issues. Similarly, an applicant’s failure to, e.g., (i) complete the required registration, (ii) ensure that a registered AOR submits the application, or (iii) notice receipt of an email message from Grants.gov are **not** considered systems issues. A Grants.gov systems issue is an issue occurring in connection with the operations of Grants.gov itself, such as the temporary loss of service by Grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely. In the event of a confirmed systems issue, EDA reserves the right to accept an application in an alternate format.

Applicants should access the following link for assistance in navigating Grants.gov and for a list of useful resources: <https://www.grants.gov/web/grants/support.html>. The following link lists “Frequently Asked Questions by Applicants”: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>. If you do not find an answer to your question there, contact Grants.gov by email at support@grants.gov or telephone at (800) 518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week, except on Federal holidays

APPENDIX A REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW

In accordance with current Federal appropriations law, none of the appropriated funds made available by relevant appropriations Acts may be used to issue a financial assistance award to any corporation that:

- was convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless any agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interest of the Government; and/or,
- has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interest of the Government.

For purposes of the below certification, a corporation is defined as an entity that has filed articles of incorporation in one of the fifty states, the District of Columbia, or the various territories of the United States or associated independent republics including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, and the U.S. Virgin Islands. (Note that this includes both for-profit and non-profit organizations.)

The below certification is required for all new financial assistance awards, and for all amendments to existing financial assistance awards, that are made to corporations (as defined above) and that are funded with appropriated funds made available to the Department of Commerce pursuant to relevant appropriations Acts. This certification is further required to the extent that other appropriation Acts contain the same or substantively similar prohibitions against the issuance of financial assistance awards to certain corporations.

Instructions: All recipients that are corporations (as defined above) must complete paragraphs (1) and (2) below, which must be signed below by an authorized representative of the corporation. Recipients that are not corporations are not required to complete this representation.

(1) _____ [insert name of corporation] certifies that it is is not (check one) a corporation that was convicted of a felony criminal violation under a Federal law within the 24 months preceding the signature date of this Representation.

(2) _____ [insert name of corporation] certifies that it is is not (check one) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

By: _____

[Typed name and title of the signing individual]

[Typed phone number of the signing individual]

[Typed email address of the signing individual]

Date: _____

APPENDIX B BUDGET TEMPLATE FOR FULL APPLICATION

For Full Applications we suggest utilizing the below budget narrative template which includes a staffing plan.

The Budget Narrative should provide a summary of all proposed grant expenses and a description of the proposed roles and cost throughout the performance period of the proposed grant. The narrative totals should match the total project costs listed in SF-424 (Question 18, Line g) and SF-424A. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the budget narrative, the Department will consider the SF-424A the official funding amount requested. The budget narrative should include a description of leveraged resources (as applicable) to support the proposed grant activities. Applicants must include a breakdown of Federal and non-Federal funds (matching funds) grouped by categories and further subdivided into line items relevant to the category.

Each line item in the budget narrative should clearly indicate:

- a description of the intended use of funds for each line item;
- the budget category (from the SF-424A) to which the line item corresponds;
- the Federal share allocated to the line item;
- the matching share allocated to the line item; and
- for any matching shares allocated to a given line item, a citation to the corresponding commitment letter(s) should be provided, documenting each relevant matching organization’s commitment to provide the matching share of the given line item.

The matching share, whether in the form of cash or in-kind, is expected to be disbursed at the same general rate as the Federal share; however, if the applicant’s Budget Narrative proposes otherwise, applicants must also include information that clearly indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.

Use the following guidance for preparing the budget narrative:

SF-424A	Year 1		Year 2		Year 3		Total	
Budget Categories	Federal	Match	Federal	Match	Federal	Match	Federal	Match
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)								

6.a. Personnel

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[List all staffing positions by Name/Title proposed to support the activities in this grant application. If the position has not been filled, please insert the title only. Provide the percentage of each position's time devoted to the project or FTE (Full-time Equivalency) as it pertains to this grant application, total amount charged to the project, total Federal share and non-Federal share for the period of performance. Insert as many rows, as needed. Please include a brief narrative of the assigned roles, as it relates to the grant.]

Personnel Description Example

"The Project Manager will be responsible to work directly with companies to provide planning, compliance with program requirements, and manage performance metrics during the project performance period.

The Operations Manager will serve as the community outreach manager responsible for day-to-day operations, education, and networking requirements. He/she will be the primary point of contact for satisfying the operational needs of the incubator clients, coordinating events, and managing relationships with program mentors..."

Staffing Plan:

The Staffing Plan should identify and describe personnel and roles needed to implement the grant application. Applicants must submit a plan that lists all positions charged to Federal and matching portions of the budget for each year of the of proposed grant performance period.

The staffing plan should provide the percentage of each position's time devoted to the project or FTE (Full-time Equivalency), the total amount charged to the project, total Federal share and non-Federal share for the period of performance.

Name/Title	Annual Salary	Total Amount Charged to Project Year 1	Total Amount Charged to Project Year 2	Total Amount Charged to Project Year 3	Percentage of Dedicated Time	Total Federal Share	Total Non-Federal Share (Matching)

6.b. Fringe Benefits

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.]

Fringe Benefits Description Example

"Fringe benefits for this project include medical, dental and vision plan options, 403(b)/401(k), and life insurance options..."

6.c. Travel

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[Specify the purpose, estimated number of trips, average cost per trip (air fare, hotel, per diem conference, certification fees etc.) and description of travel.]

Travel Description Example

"Travel expenses cover four trips, for recruitment of early stage companies as well as relationship management and enlistment of incubator programs, investor groups, and industry partners..."

6.d. Equipment

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[Identify each item of equipment you expect to purchase which has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see [2 CFR 200.33](#) for the definition of Equipment). List the quantity and unit

cost per item. Items with a unit cost of less than \$5,000 are supplies, not "equipment". Equipment expenses may include limited Equipment installation costs, if approved by EDA.

Equipment Description Example

"Equipment expenditures - laboratory equipment and computer equipment. Wet lab equipment will be used for life sciences laboratory experiments and research, and includes ten microscopes, five centrifuges, and three refrigerators. Computer equipment includes audio-visual equipment and computers/devices for the purposes of providing education, remote mentorship, and business planning sessions for our client companies..."

6.e. Supplies

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[Identify categories of supplies (e.g., office supplies, to include laptops etc.) and list the quantity and unit cost per item. Supplies include all tangible personal property other than "equipment" (see [2 CFR 200.94](#) for the definition of Supplies).]

Supplies Description Example

"Supplies - standard office supplies such as paper, printing, binders..."

6.f. Contractual

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any subrecipient or co-applicant agreements, including procurement method and estimated costs.]

Please see [2 CFR § 200.320](#) - Methods of procurement to be followed.

Contractual Description Example

"Contractual expenses include educational and external programming that provide early stage companies access to pre-seed workshops, startup modules, business modeling..."

6.g. Construction

o Construction costs are **unallowable** under this competition; this line must be left as zero.

6.h. Other

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[If applicable, list any item not covered under the other categories including costs of programming events, speaker series, marketing, Information Technology and provide a description of the purpose and activities.]

Other Description Example

"Website marketing expenses - the development of marketing materials designed to generate awareness of, and interest in our Incubator program, to provide interactive education and event coordination to promote and attract early stage companies and innovation hub participants to our Incubator program..."

6.i. Total Direct Charges (sum of 6a-6h)

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

6.j. Indirect Charges

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]
 Matching Share: [Proposed Matching Share]

Description:

[If you include indirect costs in the budget, please provide the approved indirect cost rate with a copy of your Indirect Cost Rate Agreement (ICRA). The applicant should include a statement in its Budget Narrative that it does not have an ICR Agreement; it has never received an ICR; and it is electing to charge the de minimis rate. [\(2 C.F.R. Sec. 200.414\(f\)\)](#)]

6.k. Totals (sum of 6i and 6j)

- o Year 1: [Estimated dollar amount]
- o Year 2: [Estimated dollar amount; if applicable]
- o Year 3: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

APPENDIX C EXAMPLE OUTPUT AND OUTCOME MEASURES

Applications for all competitions under this NOFO will be evaluated on their approaches to measuring activities, outputs, and outcomes. See, e.g., Section E.1 (p. 20). Applicants are encouraged to consider a broad range of relevant output and outcome measures in developing their proposed scope of work. Examples of such output and outcome measures include the following:

Program Activities	Metrics
Output	# of business concepts reviewed # of entrepreneurs/startups participating in program # of outreach events (includes workshops, boot camps, training sessions, entrepreneurial education training, meet ups, networking, demo days etc.)
Outcome	Total amount of investment capital raised Total amount of capital raised through loans, and, grants (including SBIR/STTR) Total past fiscal year business sales Total business sales Total # of jobs created or retained Total # of technical assistance meetings Total # of mentoring & coaching sessions Total # of meetings with potential investors, high-revenue clients or SBIR/STTR grant program managers Total # of SBIR/STTR award applications supported Total # of new product launches

APPENDIX D OPTIONAL CHECKLIST-STYLE GUIDE FOR REQUIRED DOCUMENTS FOR FULL APPLICATION

1. For States, Indian Tribes, Cities, and Other Political Subdivisions of States

The following checklist table is meant to assist applicants that are States, Indian tribes, cities, and other political subdivisions of States (including consortia of one or more of these types of entities). As set forth in Section D.2(p. 8) of this NOFO, all documents are required for a complete application.

Note that this list **DOES NOT APPLY** to nonprofit organizations, institutions of higher education, public-private partnerships, science or research parks, Federal laboratories, venture development organizations, or economic development or similar organizations. For these organizations, see Appendix D2 (p. 41) of this NOFO.

Document Checklist for State, Indian Tribe, City, and Other Political State Subdivision Applicants/Co-Applicants				
Document	Title/Description/Reference	Checklist		
Project Narrative	See Section D.2.ii.a.1) (p. 11)	Application		
Budget Narrative and Staffing Plan	See Section D.2.ii.a.2) (p. 12)	Application		
Matching Share Commitment Letters	See Section D.2.ii.a.3) (p.13)	Source 1	Source 2	etc.
Form SF-424	Application for Federal Assistance	Applicant 1	Applicant 2	etc.
Form SF-424A	Budget Information-Non-Construction Programs	Application		
Form SF-424B	Assurances-Non-Construction Programs	Applicant 1	Applicant 2	etc.
Form CD-511	Certification Regarding Lobbying (if applicable)	Applicant 1	Applicant 2	etc.
Form SF-LLL	Disclosure of Lobbying Activities (if applicable)	Applicant 1	Applicant 2	etc.
SPOC/EO 12372 Compliance Documentation	See Section D.2.ii.b.2)i) (p. 14) and https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf (if applicable)	State 1	State 2	etc.
ICR Agreement	See Section D.2.ii.b.2)iii) (p. 15)	Applicant 1	Applicant 2	etc.

2. For Nonprofit Organizations, Institutions of Higher Education, Public-Private Partnerships, Science or Research Parks, Federal Laboratories, Venture Development Organizations, Economic Development or Similar Organizations

The following checklist table is meant to assist applicants that are nonprofit organizations, institutions of higher education, public-private partnerships, science or research parks, Federal laboratories, venture development organizations, or economic development or similar organizations (as well as consortia that include one or more of these types of entities). As set forth in Section D.2 (p. 8) of this NOFO, all documents are required for a complete application.

Document Checklist for Nonprofit Organization, Institution of Higher Education, Public-Private Partnership, Science or Research Park, Federal Laboratory, Venture Development Organization, and Economic Development or Similar Organization Applicants/Co-Applicants,				
Document	Title/Description/Requirements	Checklist		
Project Narrative	See Section D.2.ii.a.1) (p. 11)	Application		
Budget Narrative and Staffing Plan	See Section D.2.ii.a.2) (p. 12)	Application		
Matching Share Commitment Letters	See Section D.2.ii.a.3) (p. 13)	Source 1	Source 2	etc.
State/Local Government Support	See Section D.2.ii.a.4) (p. 13)	Application		
Form SF-424	Application for Federal Assistance	Applicant 1	Applicant 2	etc.
Form SF-424A	Budget Information-Non-Construction Programs	Application		
Form SF-424B	Assurances-Non-Construction Programs	Applicant 1	Applicant 2	etc.
Form CD-511	Certification Regarding Lobbying (if applicable)	Applicant 1	Applicant 2	etc.
Form SF-LLL	Disclosure of Lobbying Activities (if applicable)	Applicant 1	Applicant 2	etc.
SPOC/EO 12372 Compliance Documentation	See Section D.2.ii.b.2)i) (p. 14) and https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf (if applicable)	State 1	State 2	etc.
Organizational Documentation	E.g., certificates of good standing, articles of incorporation, bylaws, establishing authorities; see Section D.2.ii.b.2)ii) (p. 14)	Applicant 1	Applicant 2	etc.
Indirect Cost Rate (ICR) Agreement	See Section D.2.ii.b.2)iii) (p. 15)	Applicant 1	Applicant 2	etc.