

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), Department of Commerce
- **Federal Funding Opportunity Title:** National Technical Assistance, Training, Research and Evaluation: Economic Development Research Projects
- **Announcement Type:** Notice of Federal Funding Opportunity (FFO)
- **Catalog of Federal Domestic Assistance (CFDA) Numbers:** 11.303, Economic Development—Technical Assistance; 11.312, Economic Development—Research and Evaluation
- **Dates:** To be considered timely, a completed application, regardless of the format in which it is submitted, must be either: (a) received by the EDA representative listed in section VII. of this announcement no later than May 9, 2008 at 5:00 pm EDT; or (b) transmitted and time-stamped at www.grants.gov no later than May 9, 2008 at 5:00 pm EST. Any application received or transmitted, as the case may be, after May 9, 2008 at 5:00 pm EDT will be considered non-responsive and will not be considered for funding. *See* section IV.B. for information regarding format options for submitted completed applications. By June 9, 2008, EDA expects to notify the applicants selected for investment assistance under this announcement.
- **Application Submission:** Full or partial paper applications may be submitted to EDA Headquarters in Washington, D.C. by e-mail, hand-delivery or postal mail, as provided in section VII.B. of this announcement. Applications also may be submitted electronically in whole or in part via www.grants.gov. *See* section IV.B. of this announcement.
- **Federal Funding Opportunity Description:** Pursuant to the National Technical Assistance, Research, and Evaluation program, EDA is soliciting applications for three economic development research projects addressing the areas of: (1) regional innovation systems; (2) urban economic development policy; and (3) global economic development strategy.

FULL ANNOUNCEMENT TEXT

I. Federal Funding Opportunity Description

A. Program Objective

The Economic Development Administration's (EDA) mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. Through its National Technical Assistance, Training, Research and Evaluation program (NTA Program), EDA works towards fulfilling its mission by funding research and technical assistance projects to promote competitiveness and innovation in distressed rural and urban regions throughout the United States and its territories. By working in conjunction with its research partners, EDA will help States, local governments, and community-based organizations to achieve their highest economic potential.

B. Project Description

In today's worldwide marketplace, competition no longer comes from just the company or county next door. Increasing competition comes from any person on the globe with a good education, a good idea, and a good Internet connection. In order to succeed, U.S. communities will require a comprehensive, holistic approach to economic development; an appreciation and understanding of the challenges of thriving in the 21st century economy; and an international economic development perspective.

Pursuant to its NTA Program, EDA is soliciting applications for three individual economic development research projects addressing the areas of:

- (i) Regional innovation systems;
- (ii) Urban economic development policy; and
- (iii) Global economic development strategy.

An applicant may apply for one or more research projects under this announcement. However, applicants may submit only one application per individual research project under this FFO and must submit a separate application for each project. If an applicant submits more than one application for an individual research project, EDA will evaluate only the first application received and will consider subsequent applications non-responsive. Applicants for funding under this FFO that are not focused on economic development activities that foster higher-skill, higher-wage job creation and private sector investment are encouraged to seek financial support from other sources. All submissions under this competitive solicitation should propose peer-review quality research based on a rigorous methodology and practitioner-accessible interpretations, digests, and tools.

1. Project Title: Regional Innovation Systems

Background Statement:

The globalization of trade and economic activity is proving to be an increasing challenge to regional economies as they adapt to the 21st century economy and attempt to exploit or maintain their competitive edge. There is a tendency for performance gaps to widen between regions, and the cost of maintaining cohesion within regions is increasing. On the other hand, rapid technological change, extended markets, and greater use of knowledge are offering new opportunities for local and regional development. However, there are costs associated with accessing these opportunities, including further investment from enterprises, the reorganization of labor and production, upgrading the skills of management and workers, and improving the local environment.

Amid this change and turbulence, regions continue to follow very different paths. Some regions are doing well in the current phase of the growth cycle and are finding and implementing innovative techniques to drive growth. Others are less successful at capturing trade and capitalizing upon additional economic activities. Many regions that have poor links to the sources of prosperity are afflicted by outmigration, notably of young people, and are lagging with respect to infrastructure and private investment. As a result, these regions find it difficult to keep up with general 21st century trends. At the same time, State and local governments are not the sole providers of economic development policy. These trends are leading public authorities to re-examine their policies and strategies. The vertical distribution of power between the various tiers of government and the decentralization of fiscal resources need to be better understood in order to respond to the expectations of the public and to improve policy efficiency.

In this context, EDA is seeking identify the role of key demographic, socioeconomic, environmental, technological, and institutional factors in explaining the performance of the city and its associated region.

Deliverables:

- Creation of an analysis comparing regions of the same type using a recognized typology.
- Creation of a practitioner-accessible report summarizing the findings of the analysis.
- Production of an asset mapping guide that regional leaders can use to develop an understanding of how to leverage community resources and support economic development within their own communities and regions.
- Publication of a practitioner-accessible report or equivalent document that presents project findings in a visually appealing format, and, if appropriate, includes interactive media or its equivalent. The recipient should publish a minimum of 500 copies of the report or equivalent document.

In addition, the successful applicant must be prepared to present the results of the regional comparison analysis and demonstrate the asset mapping guide at seminars organized as part of various EDA regional colloquia. The schedule of these seminars has not been determined, but they will take place during the project period.

2. Project Title: Urban Economic Development Policy

Background Statement:

It has been informally recognized for some time that distressed communities, which are the focus of EDA investments, suffer from weak ties to the rest of the economic region in which they are located. This disconnection seems to exist in addition to the typical economic and demographic causes of economic distress. While strong anecdotal evidence exists for this assertion, such evidence is not sufficient to develop public policy to address the plight of distressed communities more effectively.

Therefore, EDA is soliciting applications to undertake research that will rigorously analyze the current situation surrounding communities experiencing economic distress and be useful to practitioners. Specifically, EDA is interested in research proposals to explore the impact of the regional economic perspective on distressed urban areas that have been unable to leverage growing metropolitan economies.

Deliverables:

- Production of a robust classification and analytical method that gives economically relevant descriptions of distressed urban areas and demonstrates the strength of their linkages to prosperous areas in their region. This method should provide insights into the importance of these linkages and explain the mechanics behind the operation of the linkages.
- The implementation of the classification and analytical method developed using a statistically valid representative sample of economic regions that is acceptable to EDA. The quality of any sampling and data collection methods should withstand peer review.
- Publication of a practitioner-accessible report or equivalent document that presents project findings in a visually-appealing format, and, if appropriate, includes interactive media or its equivalent. The recipient should publish a minimum of 500 copies of the report or equivalent document.

In addition, the successful applicant must be prepared to present the results of the project at seminars organized as part of various EDA regional colloquia. The schedule of these seminars has not been determined, but they will take place during the project period.

3. Project Title: Global Economic Development Strategy

Background Statement:

U.S. businesses face global competition. Competitors are no longer in the next state or across town; anyone with a good idea and a high-speed Internet connection can compete in the global market. Meanwhile, the economic development activities of local governments have not kept pace with this reality. Few local governments are aware of the international competition or international opportunities relevant to their city.

Therefore, EDA is soliciting applications to undertake research to analyze the current situation facing U.S. businesses and the communities in which they are located and be useful to practitioners. EDA seeks research that would ultimately assist in crafting improved versions of the primary planning tool used by EDA recipients, the Comprehensive Economic Development Strategy (CEDS), to include the worldwide marketplace.

Deliverables:

- Development of a sufficiently rigorous analytical method that will provide information concerning an individual metropolitan area's current international trade activity and, to the extent possible, identify the firms generating this activity.
- Application of this analytical method to a representative sample of U.S. metropolitan areas that is statistically valid as acceptable to EDA. The result of this application will be a report that lists each metropolitan area's current global trade activities and classifies them along a scale that represents their global trade activity.
- Using the resulting global trade activity scale, identify and report the characteristics of globally competitive metropolitan areas to extract best practice lessons.
- While theoretically grounded and methodologically rigorous, encapsulate the results of the application of the analytical method in a report that will be immediately useful to the economic development strategies of metropolitan areas.
- Publication of a practitioner-accessible report or equivalent document that presents project findings in a visually-appealing format, and, if appropriate, includes interactive media or its equivalent. The recipient should publish a minimum of 500 copies of the report or equivalent document.

In addition, the successful applicant must be prepared to present project results at seminars organized as part of various EDA regional colloquia. The schedule of these seminars has not been determined, but they will take place during the project period.

Any information disseminated to the public under this announcement is subject to the Information Quality Act (Pub. L. No. 106-554). Applicants are required to comply with the Information Quality Guidelines issued by EDA pursuant to the Information Quality Act, which are designed to ensure and maximize the quality, objectivity, utility and integrity of information disseminated by EDA. These guidelines can be found at EDA's website at www.eda.gov.

Completion Deadlines:

Typically, EDA gives a recipient one year from the award date to complete the scope of work, which consists of research and associated research activities, composing the resulting report, and presenting the report to EDA senior management. A typical research project period begins with an initial meeting between the recipient and EDA staff to ensure that all parties are in agreement as to project terms. After the initial meeting, the recipient generally submits a final work plan to EDA staff for review and approval. Throughout the project period there will be regular contact between EDA staff and the recipient for updates on project progress. Also, interim progress reports are required throughout the project period. The schedule of interim progress reports will be determined subsequent to award.

Typically, the recipient submits a draft research report to EDA at least 90 days before the end of the project period for EDA's review. If the draft research report is approved, EDA will approve publication of a final research report, and the recipient will brief EDA senior management on research methods and report results.

C. Program Authority

The authority for the NTA Program is section 207 of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3147), as amended (PWEDA), and 13 C.F.R. part 306, subpart A. EDA's regulations, which will govern an award made under this announcement, are codified at 13 C.F.R. chapter III. The regulations and PWEDA are accessible on EDA's Internet website at www.eda.gov/InvestmentsGrants/Lawsreg.xml.

II. Award Information

A. Funding Availability

EDA may use funds appropriated under the FY 2008 Consolidated Appropriations Act (Pub. L. No. 110-161, 121 Stat. 1844 (2007)) to make awards under the NTA Program authorized by PWEDA. Approximately \$1,500,000 is available, and shall remain available until expended, for funding awards under the NTA Program in FY 2008, including \$470,000 in FY 2008 appropriations for economic development research. This FFO announcement is the second of two FFO announcements under the NTA Program. Based on recent past awards for projects similar to the projects solicited under this announcement, the range of funding awards has been from \$100,000 to \$350,000 for each project. EDA anticipates that the regional innovation systems project described above will be closer to the upper range (\$350,000), and the urban economic development policy and global economic development strategy projects will be closer to the lower range (\$100,000 - \$175,000).

B. Type of Funding Instrument

Subject to the availability of funds, EDA anticipates that an award made under this competitive solicitation will be in the form of a grant for a one-year project period.

III. Eligibility Information

A. Eligible Applicants and Eligible Recipients

Pursuant to PWEDA, eligible applicants for and recipients of EDA investment assistance include a District Organization; an Indian Tribe or a consortium of Indian Tribes; a state; a city or other political subdivision of a state, including a special purpose unit of a state or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; an institution of higher education or a consortium of institutions of higher education; and a public or private non-profit organization or association.

Although for-profit, private-sector entities generally do not qualify for investment assistance under PWEDA, under its NTA Program, EDA may make an award to a for-profit organization to carry out specific research or for other purposes set forth in 13 C.F.R. § 306.1. *See also* 42 U.S.C. § 3147.

B. Cost Sharing or Matching Share Requirement

Generally, the amount of the EDA grant may not exceed 50 percent of the total cost of the project. However, a project may receive an additional amount that shall not exceed 30 percent, based on the relative needs of the region in which the project will be located, as determined by EDA. *See* section 204(a) of PWEDA (42 U.S.C. § 3144(a)) and 13 C.F.R. § 301.4(b)(1). Under this announcement, the Assistant Secretary of Commerce for Economic Development (Assistant Secretary) also has the discretion to establish a maximum EDA investment rate of up to 100 percent where the project: (a) merits and is not otherwise feasible without an increase to the EDA investment rate; or (b) will be of no or only incidental benefit to the recipient. *See* section 204(c)(3) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(4).

EDA will consider the nature of the contribution (cash or in-kind), the amount of any matching share funds, and fairly assess any in-kind contributions in evaluating the cost to the Government and the feasibility of the project budget (*see* section V. below). While cash contributions are preferred, in-kind contributions, fairly evaluated by EDA, may provide the non-federal share of the total project cost. *See* section 204(b) of PWEDA (42 U.S.C. 3144). In-kind contributions, which may include assumptions of debt and contributions of space, equipment, and services, are eligible to be included as part of the non-federal share of eligible project costs if they meet applicable federal cost principles and uniform administrative requirements. Funds from other federal financial assistance awards are considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute. *See* 13 C.F.R. § 300.3. The applicant must show that the matching share is committed to the project for the entire project period, will be available as needed, and is not conditioned or

encumbered in any way that precludes its use consistent with the requirements of EDA investment assistance. *See* 13 C.F.R. § 301.5.

IV. Application and Submission Information

A. Application Packages

Applications may be submitted electronically as discussed in sections IV.B.1 and IV.C.1 of this announcement. Paper application packages may be obtained by contacting the EDA representative identified in section VII.A.

The application package consists of the following three forms:

1. Form ED-900A, *Application for Investment Assistance* (OMB Control No. 0610-0094);
2. Form ED-900A's program-specific component, *National Technical Assistance, Training, and Research and Evaluation Program Requirements* (OMB Control No. 0610-0094); and
3. Form SF-424, *Application for Federal Assistance* (OMB Control No. 4040-0004).

Applicants should note that, despite references to Form ED-900P (*Pre-Application for Investment Assistance*) in the instructions for completing Form ED-900A, a pre-application is not required under this announcement.

B. Options for Submitting Application Packages

Applications completed in accordance with the instructions set forth in this announcement, regardless of the option chosen for submission, will be considered for EDA funding under this announcement. Non-compliant or incomplete applications will not be considered. EDA will evaluate applications consistent with the information set forth in section V. of this FFO.

Applicants have the following three options for submitting a completed application package:

1. *Full electronic submissions.* This option is feasible only for applicants with access to a scanner. Applicants choosing this option first should complete and electronically submit Forms SF-424, SF-424A (*Budget Information—Non-Construction Programs*) and SF-424B (*Assurances—Non-Construction Programs*), which are included in the www.grants.gov application package. You may access this grant opportunity synopsis (and the applicable forms) by following the instructions provided at www.grants.gov/search/basic.do, whereby you can perform a basic search for this grant opportunity by completing the “*Keyword Search*,” the “*Search by Funding Opportunity Number*,” or the “*Search by CFDA Number*” field, and clicking the “*Search*” button.

Since applicants are unable to electronically save completed versions of Form ED-900A and Form ED-900A's program-specific component (*National Technical Assistance, Training, and Research and Evaluation Program Requirements*), applicants must print copies of these two forms from EDA's website at www.eda.gov/InvestmentsGrants/Application.xml, complete all pertinent sections (excluding pages 1-8 of Form ED-900A's program-specific component, since pages 1-8 consist of Forms SF-424A and SF-424B), and then scan, electronically save and attach these two forms and all required additional narratives (per the information set out in section IV.C. of this FFO) to the www.grants.gov application package. Applicants may then submit the entire application package through www.grants.gov. Contrary to the instructions provided in the Form ED-900A, it is not necessary to submit hardcopies of the completed application to EDA.

Applicants also may submit complete applications by e-mail to William P. Kittredge, Ph.D., Program Officer, at wkittredge@eda.doc.gov.

2. *Electronic submission of Forms SF-424, SF-424A and SF-424B, followed by paper (hardcopy) submission of Form ED-900A and Form ED-900A's program-specific component via mail.* Applicants choosing this option first should complete and electronically submit Forms SF-424, SF-424A and SF-424B, which are included in the www.grants.gov application package. You may access this grant opportunity synopsis (and the applicable forms) by following the instructions provided on www.grants.gov/search/basic.do, whereby you can perform a basic search for this grant opportunity by completing the "Keyword Search," the "Search by Funding Opportunity Number," or the "Search by CFDA Number" field, and clicking the "Search" button. Applicants should then print blank copies of Form ED-900A and Form ED-900A's program-specific component (*National Technical Assistance, Training, and Research and Evaluation Program Requirements*), both of which can be found on EDA's website at www.eda.gov/InvestmentsGrants/Application.xml, complete all pertinent sections (excluding pages 1-8 of Form ED-900A's program-specific component, since pages 1-8 consist of Forms SF-424A and SF-424B), attach all required additional narratives (per the information set out in section IV.C. of this FFO), and print or type their DUNS number at the top of Form ED-900A to allow EDA to match each paper (hardcopy) application received with the corresponding electronically-submitted forms. Applicants should then mail or otherwise deliver the completed Form ED-900A and ED-900A's program-specific component to EDA Headquarters as provided in section VII.B. of this announcement.
3. *Full paper (hardcopy) submissions.* Applicants choosing this option should first download and print Form SF-424. Applicants should then save blank copies of Form ED-900A and Form ED-900A's program-specific component (*National Technical Assistance, Training, and Research and Evaluation Program Requirements*), complete these forms and attach all required additional narratives (per the information set out in section IV.C. of this FFO); and mail or otherwise

deliver the completed Form SF-424, Form ED-900A and Form ED-900A's program-specific component to EDA Headquarters as provided in section VII.B. of this announcement. All forms may be downloaded and printed from EDA's website at www.eda.gov/InvestmentsGrants/Application.xml.

C. Content and Form of Application Submissions

To apply for an award under this announcement, an eligible applicant must submit a completed application package in accordance with the information set forth below.

1. Application Format

As provided in section IV.B. of this FFO, applications may be submitted in any one of three formats: (a) full electronic format; (b) partially in paper (hardcopy) format and partially in electronic format; or (c) full paper (hardcopy) format. EDA will not accept facsimile transmissions of applications.

For applicants submitting full or partial electronic applications through www.grants.gov, the preferred file format for electronic attachments (e.g., the project narrative and additional exhibits to Form ED-900A and its program-specific component) is portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, Lotus or Excel formats.

2. Application Checklist

The content of a completed application package is the same for full or partial electronic submissions and full or partial paper (hardcopy) submissions. Each application package must include the:

- a. Form ED-900A, *Application for Investment Assistance*;
- b. Form ED-900A's program-specific component, *National Technical Assistance, Training, and Research and Evaluation Program Requirements*;
- c. Form SF-424, *Application for Federal Assistance*;
- d. Form SF-424A, *Budget Information—Non-Construction Programs*;
- e. Form SF-424B, *Assurances—Non-Construction Programs*;
- f. Description of how the applicant intends to carry out the scope of work (included in the project narrative requested in Part I of Form ED-900A's program-specific component, which should not exceed ten pages, inclusive of all diagrams, tables and any ancillary materials);
- g. Proposed budget and accompanying explanation, including a detailed explanation of the matching share (i.e., non-federal share) to be contributed by the applicant or the applicant's regional/local partners (as requested as Exhibit II.A. in Part II of Form ED-900A's program-specific component);
- h. Resumes/qualifications of key staff (which should not exceed two pages per individual, with an additional two pages allowed for a single summary description of all organizations or consultants named in the application); and

i. Proposed schedule for completion of the project.

Applications should be presented in a common typeface having a font size not smaller than 11 point. Paragraphs included within additional documentation required for a complete application, such as project narratives and additional exhibits to Form ED-900A and its program-specific component, should be formatted with at least 1.5 line spacing.

Applicants applying electronically through www.grants.gov should access the following link for assistance in navigating www.grants.gov and for a list of useful resources: www.grants.gov/applicants/applicant_help.jsp. If you do not find an answer to your question under Frequently Asked Questions, try consulting the Applicant's User Guide. If you still cannot find an answer to your question, contact www.grants.gov via e-mail at support@grants.gov or telephone at 1-800-518-4726. The hours of operation for www.grants.gov are Monday-Friday, 7:00 a.m. to 9:00 p.m. (EDT) (except for federal holidays).

3. Submission Deadline

To be considered timely, a completed application, regardless of the format in which it is submitted, must be either: (a) received by the EDA representative listed in section VII. of this announcement no later than May 9, 2008 at 5:00 p.m. EDT; or (b) transmitted and time-stamped at www.grants.gov no later than May 9, 2008 at 5:00 p.m. EDT. Any application received or transmitted, as the case may be, after May 9, 2008 at 5:00 p.m. EDT will be considered non-responsive and will not be considered for funding. The closing date and time are the same for paper submissions as for electronic submissions. By June 9, 2008, EDA expects to notify the applicants selected for investment assistance under this announcement.

EDA will not accept any changes, additions, revisions, or deletions to applications after the closing date and time have passed. EDA may contact an applicant for additional clarifications regarding its application after final evaluations by the review panel.

Applicants are strongly encouraged to start early and not to wait until the approaching due date before logging on and reviewing the instructions for submitting an application, either fully or partially, through www.grants.gov. Applicants should save and print written proof of an electronic submission made at www.grants.gov. If problems occur while using www.grants.gov, the applicant is advised to: (a) print any error message received; and (b) call www.grants.gov at 1-800-518-4726 for immediate assistance. EDA may allow more time for application submission due to system problems at www.grants.gov that are beyond the control of the applicant.

D. Intergovernmental Review

Applications for funding under this announcement are not subject to the requirements of Executive Order 12372, "*Intergovernmental Review of Federal Programs.*"

V. Application Review Information

A. Evaluation Criteria and Selection Procedures

To apply for an award under this announcement, an eligible applicant must submit a completed application package to EDA by the deadline specified and in the manner provided in sections IV.C. and VII.B. of this FFO. Applications that do not meet all items required or that exceed application page limitations regarding the project narrative and the resumes/qualifications of key staff set forth in section IV.C. of this announcement will be considered non-responsive and will not be considered by the review panel. A panel comprised of at least three EDA staff members, all of whom will be full-time federal employees, will be formed to review applications for each project. Applications that meet all the requirements will be evaluated by the appropriate review panel. The appropriate review panel will evaluate applications received and rate and rank them using the following criteria of approximate equal weight:

1. Conformance with EDA's statutory and regulatory requirements, including the extent to which the proposed project satisfies the award requirements set out below and as provided in 13 C.F.R. § 306.2:
 - a. Strengthens the capacity of local, State, or national organizations and institutions to undertake and promote effective economic development programs targeted at distressed regions;
 - b. Benefits distressed regions; and
 - c. Demonstrates innovative approaches to stimulate economic development in distressed regions.
2. The degree to which an EDA investment will have strong organizational leadership, relevant project management experience, and a significant commitment of human resources talent to ensure the project's successful execution (*see* 13 C.F.R. § 301.8(b)).
3. The ability of the applicant to implement the proposed project successfully (*see* 13 C.F.R. § 301.8).
4. The feasibility of the budget presented.
5. The cost to the Federal government.

For purposes of this FFO, EDA will generally only consider applications submitted by applicants with the current capacity to undertake research that advances innovation in economic development practice or theory and that has the potential for impact on a regional and/or national scale. *See* section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. §§ 300.3 and 306.2. Also, the addition of research and project data to an existing website or the design of a companion website to disseminate the results of each research study and provide links to data encapsulated in reports free of charge is preferred.

B. Selection Factors

The Assistant Secretary, as the Selecting Official, expects to fund the highest ranking applications for each research project, as recommended by the review panel, submitted under this announcement. However, if EDA does not receive satisfactory applications, the Assistant

Secretary may not make any selection. Depending on the quality of the applications received, the Assistant Secretary may select more than one application for one research project and make no selection for another research project. Also, the Assistant Secretary may select an application out of rank order for the following reasons:

1. A determination that the selected application better meets the overall objectives of sections 2 and 207 of PWEDA (42 U.S.C. §§ 3121 and 3147);
2. The applicant's performance under previous awards; or
3. The availability of funding.

VI. Award Administration Information

A. Award Notices

EDA expects to notify applicants selected for investment assistance under this announcement by June 9, 2008. The selected applicants should expect to receive funding for their projects within thirty days of EDA's notice of selection. Unsuccessful applicants will be notified by postal mail that their applications were not selected for funding.

The Selecting Official will issue the grant award (Form CD-450, *Financial Assistance Award*), which is the authorizing financial assistance award document. By signing the Form CD-450, the recipient agrees to comply with all award provisions. EDA will send the grant award by postal mail to the appropriate business office of the recipient's organization and it must be signed and returned without modification by the recipient within 30 days of receipt.

B. Administrative and National Policy Requirements

Administrative and national policy requirements for all Department of Commerce awards are contained in the *Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements*, published in the *Federal Register* on February 11, 2008 (73 FR 7696). This notice may be accessed by entering the *Federal Register* volume and page number provided in the previous sentence at the following Internet website:
www.gpoaccess.gov/fr/index.html.

C. Other Information and Requirements

Certain EDA, Department of Commerce, and other award requirements are as follows:

1. All recipients of EDA investment assistance are required to submit financial and performance (technical) reports in accordance with the terms and conditions of the grant award. All financial reports must be submitted in triplicate (one original and two copies) to the EDA Program Officer. See 13 C.F.R. § 302.16.
2. Projects are expected to be completed in a timely manner consistent with the nature of the project. The completion deadline for the project is specified under section I. of this announcement.

3. If an application is selected for funding, EDA has no obligation to provide any additional future funding in connection with an award. Renewal of an award to increase funding or extend the period of performance is at EDA's sole discretion.
4. EDA is committed to a policy of non-discrimination in the administration of all its programs.

VII. Agency Contacts

A. Additional Information

EDA's Internet website at www.eda.gov contains additional information on EDA and its programs. For additional information on the NTA Program or to obtain a paper application package for this competitive solicitation, please contact William P. Kittredge, Ph.D., via e-mail at wkittredge@eda.doc.gov (preferred) or by telephone at (202) 482-5442.

B. Addresses for Application Submissions

Applications submitted pursuant to this announcement may be:

1. Submitted via www.grants.gov or e-mailed to William P. Kittredge, Ph.D., Program Officer, at wkittredge@eda.doc.gov; or
2. Hand-delivered or mailed to William P. Kittredge, Ph.D., Senior Program Analyst, Economic Development Administration, Room 7009, U.S. Department of Commerce, 1401 Constitution Avenue, N.W., Washington, D.C. 20230.

Applicants submitting full or partial paper submissions are encouraged to do so by e-mail. Due to Department of Commerce mail security measures, EDA's receipt of mail sent via the United States Postal Service may be substantially delayed or suspended in delivery. Therefore, applicants who submit paper applications are advised to use a guaranteed overnight delivery service.

Applicants choosing to submit applications in whole or in part electronically through www.grants.gov should follow the instructions set out in section IV.B. of this announcement.