

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), Department of Commerce
- **Funding Opportunity Title:** FY 2008 University Center Economic Development Program Competition
- **Announcement Type:** Initial Announcement
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.303, Economic Development – Technical Assistance
- **Dates:** The closing date and time for receipt of applications for funding under the FY 2008 University Center Economic Development Program competition is April 15, 2008 at 4:00 p.m. local time. EDA has adopted new application forms and submission procedures, including electronic submission and elimination of the pre-application requirement, for this University Center Economic Development Program competition. Applicants are advised to carefully read the application and submission information provided in section IV. of this Federal Funding Opportunity (FFO) announcement.
- **Funding Opportunity Description:** EDA’s 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. Institutions of higher education have many assets and in partnership with EDA establish and operate University Centers. These EDA-sponsored University Centers conduct applied research, provide technical assistance to public and private sector organizations, and conduct other activities with the goal of enhancing regional economic development by promoting a favorable business environment to attract private capital investment and higher-skill, higher-wage jobs.

EDA is soliciting competitive applications from accredited institutions of higher education and from consortia of accredited institutions of higher education (*see* section III. of this FFO for eligibility information) to operate University Centers from applicants in (and programs targeting) only the following geographic areas served by EDA’s Chicago and Philadelphia regional offices:

Chicago regional office	Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin and Muscatine and Scott counties in Iowa
Philadelphia regional office	Serves: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto

	Rico, Rhode Island, Vermont, Virginia, Virgin Islands and West Virginia
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- **Pre-Application Teleconferences:** For prospective applicants, the Chicago regional office will hold a pre-application teleconference on March 5, 2008 at 10:00 a.m. (CST). The Philadelphia regional office will hold its pre-application teleconference call on March 12, 2008 at 2:00 p.m. (EST). Please refer to section IV.D. of this FFO for the teleconference registration requirements and protocols.

- **Addresses and Designated Points of Contact:**

1. Chicago Regional Office

FY 2008 University Center Program Competition
Economic Development Administration
Chicago Regional Office
111 North Canal Street, Suite 855
Chicago, IL 60606-7208

Designated Contact Person: Jack Price
Email: jprice@eda.doc.gov
Telephone: 312-353-8143, ext. 159

2. Philadelphia Regional Office

FY 2008 University Center Program Competition
Economic Development Administration
Philadelphia Regional Office
Curtis Center, Suite 140 South
601 Walnut Street
Philadelphia, PA 19106-3323

Designated Contact Person: William Good
Email: wgood@eda.doc.gov
Telephone: 215-597-0405

Award Notification: Subject to the availability of funding, successful applicants should expect to receive grant awards within sixty (60) days from the closing date of this FFO. The anticipated initial award will have a twelve-month (12) duration with an estimated start date between July 1, 2008 and August 15, 2008. See section VI.A. of this FFO for award notification information.

FULL ANNOUNCEMENT TEXT

I. Funding Opportunity Description

A. Background and Program Objective

EDA's 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. EDA fulfills its mission by helping our partners across the Nation create wealth and minimize poverty by promoting a favorable business environment to attract private capital investment and higher-skill, higher-wage jobs through world-class capacity-building, planning, infrastructure, research grants and strategic initiatives. Institutions of higher education have many assets, such as faculty, staff, students, libraries, laboratories, facilities, and computer systems, which can help to address regional economic problems and opportunities. With funding from EDA, institutions of higher education and consortia of institutions of higher education establish and operate University Centers. These EDA-sponsored University Centers conduct applied research, provide technical assistance to public and private sector organizations, and conduct other activities with the goal of enhancing regional economic development. For additional information, prospective applicants may access research reports regarding the University Center Economic Development Program via EDA's Internet website at www.eda.gov/Research/ResearchReports.xml.

EDA began administering the University Center Economic Development Program as a competitive multi-year program as part of its FY 2004 FFO announcement. Under this multi-year program, EDA held competitions annually in two of its six regional offices in FY 2004 through FY 2007, and will hold competitions in FY 2008 and FY 2009 as follows:

FY 2004/ FY 2007	Austin regional office	Serves: Arkansas, Louisiana, New Mexico, Oklahoma and Texas
	Denver regional office	Serves: Colorado, Iowa (excluding Muscatine and Scott counties), Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah and Wyoming
FY 2005/ FY 2008	Philadelphia regional office	Serves: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, U.S. Virgin Islands and West Virginia
	Chicago regional office	Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin and Muscatine and Scott counties, Iowa
FY 2006/ FY 2009	Atlanta regional office	Serves: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee

	Seattle regional office	Serves: Alaska, American Samoa, California, Guam, Hawaii, Idaho, Marshall Islands, Micronesia, Nevada, Northern Mariana Islands, Oregon, Republic of Palau and Washington
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EDA does not anticipate creating or funding any additional University Centers outside of this competitive solicitation, unless a University Center operator withdraws from the program or does not perform to EDA’s satisfaction. In such cases, the appropriate EDA regional office may choose to hold an intervening competition.

B. Program Priorities

EDA encourages the submission of applications that will significantly benefit regions with distressed economies. Distress may exist in a variety of forms, including high levels of unemployment, low income levels, large concentrations of low-income families, and significant declines in per capita income because of large numbers (or high rates) of business failures, sudden major layoffs or plant closures, military base closures, natural or other major disasters, depletion of natural resources or reduced tax bases, and substantial loss of population because of the lack of employment opportunities. EDA believes that regional economic development to alleviate these conditions is effected primarily through investments and decisions made by the private sector. EDA will give preference to applications that provide for a regional, statewide or multi-state program for fostering the creation and retention of higher-skill, higher-wage jobs, and attracting private capital investment to the region served by the proposed University Center. EDA also will give preference to applications that include cash contributions (over in-kind contributions) as the matching share.

EDA also encourages the submission of applications providing for scopes of work that focus on research which fulfills a unique niche that is highly valued by regional, State or national public or private economic development entities (e.g., EDA-designated Economic Development Districts).

To obtain the maximum effect of available program funds, EDA will strive to avoid the concentration of University Center Economic Development Program funding in a single or in a very limited number of geographic areas.

EDA will not fund University Centers that operate in isolation from other resources at the institution of higher education receiving the award. University Center programs not focused on economic development activities that foster higher-skill, higher-wage job creation and private sector investments are encouraged to seek financial support from other sources.

C. Program Authority

EDA's authorizing statute is the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (PWEDA). The specific authority for the University Center Economic Development Program is section 207 of PWEDA (42 U.S.C. § 3147), which authorizes EDA to make grants for the establishment of University Centers. EDA's regulations at 13 C.F.R. parts 300–302 and subpart B of 13 C.F.R. part 306 set forth the general and specific regulatory requirements applicable to the University Center Economic Development Program.

EDA's regulations 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

Funding appropriated under the FY 2008 Consolidated Appropriations Act (Pub. L. No. 110-161, 121 Stat. 1844 (2007)) is available for the economic development assistance programs authorized by PWEDA and for the Trade Adjustment Assistance for Firms Program authorized under the Trade Act of 1974, as amended (19 U.S.C. §§ 2341-2391). Funds in the amount of \$249,100,000 have been appropriated for FY 2008 and shall remain available until expended.

The funding periods and funding amounts referenced in this competitive solicitation are subject to the availability of funds at the time of award, as well as to Department of Commerce's and EDA priorities's at the time of award. The Department of Commerce and EDA will not be held responsible for application preparation costs if the University Center Economic Development Program fails to receive funding or is cancelled because of agency priorities. Publication of this FFO does not obligate the Department of Commerce or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

EDA expects to allocate approximately \$7,202,620 to the University Center Economic Development Program and the remaining appropriated funds to EDA's Local and National Technical Assistance Programs. The amount of University Center funding available for competition in FY 2008 is expected to be approximately \$1,118,370 for the Chicago regional office and approximately \$1,396,760 for the Philadelphia regional office. Annual awards for the University Centers selected under the FY 2005 competition were in the \$120,000 to \$175,000 range for the Chicago regional office and in the \$80,000 to \$150,000 range for the Philadelphia regional office. These regional offices may, however, choose to fund awards under this competition outside of these ranges. The remaining FY 2008 University Center Economic Development Program funds will be used to continue support for current University Centers selected during the FY 2006 and FY 2007 competitions in EDA's other four regional offices. Subject to the availability of funding at the time of award,

the funds allocated to the University Center Economic Development Program are anticipated to be available until expended.

B. Project Period

The Chicago and Philadelphia regional offices will provide a three-year project period for each University Center selected for funding under the FY 2008 University Center Economic Development Program competition, with the initial award being made for the first year of the project period. The selected University Centers will not have to compete for the second and third years of funding. Funding beyond the initial year is dependent upon the availability of funds and satisfactory performance, as determined by EDA and expressed in written notice. Matching share commitment percentages must remain the same for all three years of funding. *See also* section III.B. of this FFO.

Current University Center operators in the service areas of EDA's Atlanta, Austin, Denver and Seattle regional offices will not have to compete for continuation funding in FY 2008, subject to the availability of funds and satisfactory continuing performance, as determined by EDA and expressed in a written notice. The servicing EDA regional office will contact current University Center operators regarding the procedures for applying for FY 2008 continuation funding.

C. Type of Funding Instrument

Under this competitive solicitation, EDA may fund selected University Centers with grants for a three-year project period, subject to the availability of funds, satisfactory performance and receipt of an acceptable application in the second and third years.

III. Eligibility Information

A. Eligible Applicants and Eligible Recipients

An accredited institution of higher education or a consortium of accredited institutions of higher education is eligible to apply for and to receive funding under the University Center Economic Development Program. *See* section 3(12) of PWEDA (42 U.S.C. § 3122(12)) and 13 C.F.R. § 300.3. A University-affiliated research foundation also is eligible to apply for and to receive funding under the University Center Economic Development Program, provided it demonstrates (e.g., a letter or other documentation from a University President or Chancellor) that it maintains the full and integral support of the University with respect to its economic development activities. For applicants applying as a consortium, a lead agent must be identified who would have lead responsibility to EDA and to the other members of the consortium for implementing the University Center Economic Development Program award.

Pursuant to this FFO, EDA is soliciting competitive applications from accredited institutions of higher education and from consortia of accredited institutions of higher

education to operate University Centers from applicants in (and programs targeting) only the following geographic areas served by EDA’s Chicago and Philadelphia regional offices:

Chicago regional office	Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin and Muscatine and Scott counties, Iowa
Philadelphia regional office	Serves: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, Virgin Islands and West Virginia

B. Cost Sharing or Matching Share Requirement

Generally, the amount of the EDA grant may not exceed fifty (50) percent of the total cost of the project. Projects may receive an additional amount that shall not exceed thirty (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) and 13 C.F.R. § 301.4(b)(1). The Assistant Secretary of Commerce for Economic Development has the discretion to establish a maximum EDA investment rate of up to one-hundred (100) percent where the project (i) merits and is not otherwise feasible without an increase to the EDA investment rate; or (ii) 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).

In the application review process, EDA will consider the nature of the contribution (cash or in-kind) and the amount of the matching share funds. 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) and section I.B. of this FFO. 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. Addresses to Request Application Package

You may obtain paper application packages by contacting the designated point of contact listed in section IV.E.1. of this FFO for the EDA regional office servicing your geographic area. Applicants applying electronically through www.grants.gov may access the application package

by following the instructions provided on www.grants.gov. Additionally, the following application forms may be accessed and downloaded as follows: (i) Form ED-900A, *Application for Investment Assistance*, at www.eda.gov/InvestmentsGrants/Application.xml; (ii) Standard Forms (SF) at www.grants.gov or at www.eda.gov/InvestmentsGrants/Application.xml; and (iii) Department of Commerce (CD) forms at www.doc.gov/forms.

B. Content and Form of Application Submissions

In an effort to streamline the University Center competition and award processes, EDA has adopted new application forms and submission procedures. Prospective applicants are advised to carefully read the instructions contained in this FFO and on the application forms. Responsibility for ensuring that applications are complete and timely received by EDA is the sole responsibility of the applicant. As provided in detail in section IV.E. of this FFO, applications may be submitted either in paper format or electronically.

EDA will evaluate applications consistent with the application review information set forth in section V. of this FFO. A complete application must contain all the items listed in the Checklist of Application Materials attached as an Exhibit to this FFO.

1. Project Narrative

The Project Narrative must be no more than fifteen (15) pages of double-spaced text (approximately 200 to 300 words per page), including any attachments but not including the cover page. The Project Narrative must provide for a three-year scope of work and for a timeline for project implementation during the three-year project period. The Project Narrative must include the following items, which should be presented to EDA in the following format:

- Cover Page
- Section 1. Program Focus

Identify the program focus of the University Center operator (e.g., providing technical assistance or conducting applied research). If the University Center will have more than one program focus, indicate the anticipated percentage of each focus.

- Section 2. Service Region, Needs of Service Region and Target Audience

- a. Define the geographic service region of the University Center.
- b. Present the economic development needs, issues and opportunities of the service region.
- c. Identify the target audience of the University Center, especially the economically distressed parts of the service region.

- Section 3. Scope of Work and Anticipated Impacts and Benefits
 - a. Outline the scope of work to be undertaken by the University Center operator during the three-year project period. This section must be organized in three elements: (i) providing technical assistance; (ii) conducting applied research; and (iii) disseminating results of University Center economic development activities. For purposes of this program, providing “technical assistance” includes all economic development activities undertaken at the request of an entity outside of the sponsoring institution, or other activities to be directly pursued by the applicant or co-applicants to carry out the purposes of section 207 of PWEDA (42 U.S.C. § 3147). Conducting “applied research” means the direct use of research to assist in client-based decision-making and demonstrating to EDA how measurable economic development results are anticipated to be realized during the project period. Disseminating results of the activities of the University Center includes (i) efforts undertaken to inform the University Center’s target audience of its assistance and (ii) the preparation of semi-annual and annual reports for submission to EDA. Only a small percentage of the project scope of work should be devoted to disseminating results of the University Center.
 - b. Identify the anticipated economic impacts and benefits to the University Center’s service region. EDA is particularly interested in estimates (including the methodology employed to arrive at such estimates) of: (i) private sector jobs that would be created or retained; (ii) investments of private sector capital; (iii) the percentage of University Center clients initiating action as a result of the technical assistance provided by the University Center; and (iv) the percentage of University Center clients that achieve the anticipated results. Current University Center operators should discuss past performance in administering economic development technical assistance projects when addressing the anticipated economic impacts and benefits under the requested EDA award.
- Section 4. Supporting Information
 - a. Discuss the institution’s capacity and experience in operating technical assistance programs, especially those focused on economic development.
 - b. Identify other organizations in the proposed service area that provide potentially complementary or duplicative services.
 - c. Outline the process or strategy the proposed University Center will follow to maximize coordination with relevant entities to minimize duplication of services.
 - d. Outline the process or strategy for coordinating and accessing key resources of the sponsoring institution to support economic development efforts.
- Section 5. University Center-Specific Investment Policy Guidelines

- a. Applicants must submit responses to the five (5) University Center-specific investment policy guidelines listed in section V.A.1. of this FFO.
 - b. Applicants should identify and discuss how the University Center project will address the program priorities provided in section I.B. of this FFO.
- Section 6. Project Timeline

Applicants must submit a detailed three-year timeline for project implementation that includes significant project milestones and accomplishments.

2. Budget, Budget Narrative and Staffing Plan

Applicants must submit a separate budget for each year of the three-year project period. The budget must include columns reflecting the federal, non-federal cash, non-federal in-kind and total amounts allocated to each budget line-item for each project year. Applicants should use the budget categories identified in “*Section B – Budget Categories*” of Form SF-424A, with sub-categories and explanations as necessary. The allowability of costs incurred by institutions of higher education is determined in accordance with the provisions of 2 C.F.R. part 220, “*Cost Principles for Educational Institutions (OMB Circular A-21)*.” Generally, allowable costs include salaries, supplies and other expenses that are reasonable and necessary for successful completion of the scope of work.

Budget Narrative: The budget narrative must describe and discuss each budget line-item over the entire three-year project period.

Staffing Plan: In addition to the budget and budget narrative, applicants also must submit a staffing plan listing all positions that will be charged to the federal and non-federal portion of the budget for each year of the three-year project period. The staffing plan must include position titles, maximum annual salaries 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 for each project year.

Facilities and Administrative Costs: If facilities and administrative costs (replacing the term “indirect costs” for institutions of higher education) are included in the budget, the applicant must include a copy of its current Facilities and Administrative Cost Rate Agreement or documentation applying for a Facilities and Administrative Cost Rate Agreement. Applicants that do not have a current Facilities and Administrative Cost Rate agreement negotiated and approved by the Department of Commerce (or by the applicable cognizant federal agency) may propose facilities and administrative costs in their budget. However, the applicant must prepare and submit a facilities and administrative cost allocation plan and rate proposal as required by 2 C.F.R. part 220, “*Cost Principles for Educational Institutions (OMB Circular A-21)*.” The allocation plan and the rate proposal must be submitted to the Department of Commerce’s Office of Acquisition Management (or applicable cognizant federal agency) within ninety (90) days from the award start date.

Subject to the limitation on facilities and administrative costs (indirect costs) set out in the paragraph below, the maximum dollar amount of allocable facilities and administrative costs for which EDA will reimburse a recipient shall be the lesser of the: (i) line-item amount for the federal share of facilities and administrative costs contained in the EDA-approved budget for the award, or (ii) federal share of the total allocable facilities and administrative costs of the award based on the cost rate approved by the Department of Commerce (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. See Paragraph 5 (Indirect Costs) of the *Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements* (69 FR 78389). The applicant should include a statement in its budget narrative if the applicant does not have, or has not applied for, a Facilities and Administrative Cost Rate Agreement.

Funding Restrictions: As required under 13 C.F.R. § 306.6(d), at least eighty (80) percent of EDA funding under a University Center Economic Development award must be allocated to direct costs of program delivery. Accordingly, the facilities and administrative costs chargeable to the award (if any) for each project year shall not exceed twenty (20) percent of the total project cost for that project year. Pursuant to 15 C.F.R. § 14.23(b), unrecovered indirect costs are not chargeable to the award without EDA's express approval.

Program Income: If the operation of the University Center is expected to generate "program income" (as defined in 15 C.F.R. § 14.24), such amounts must be accounted for in the project budget and must be added to those budget line-items pertaining to direct program delivery.

3. Organizational Summary and Resumes of Key Project Staff

Applicants must provide the resumes of key project staff, which generally should not exceed two pages in length (per resume). Applicants also should provide a two (2) page summary description of all personnel (performing for the applicant) and contractors named in the application.

4. Form ED-900A (Application for Investment Assistance)

Applicants must submit a fully completed Form ED-900A, the *Application for Investment Assistance*. Applicants should carefully review and follow the instructions for the Form ED-900A, subject to the following superseding instructions:

- Applicants are only required to submit one (1) copy of Form ED-900A to the applicable EDA regional office listed in section IV.E.1. of this FFO.
- The Project Narrative described in section IV.B.1. of this FFO replaces references to the updated project narrative in Form ED-900A. Applicants should disregard Part II.A. of Form ED-900A.

- As construction is not an authorized activity under the University Center Economic Development Program, applicants should disregard Part II.I. of Form ED-900A, as it applies only to construction projects.
- Name check reviews (Form CD-346) are not required from applicants seeking funding under this University Center Economic Development Program competition. Applicants should disregard Part II.J.1. of Form ED-900A. However, if the application is made by or includes as a co-applicant a university-affiliated research foundation, the university-affiliated research foundation must submit a completed Form CD-346 for its key individuals.
- In connection with this competitive solicitation, EDA is not requiring applicants to submit a Certificate of Good Standing and copies of their Articles of Incorporation and Bylaws. Applicants should disregard Part II.J.2. of Form ED-900A.
- EDA is waiving the requirement that a non-profit applicant include as part of its application a resolution (or letter signed by) an authorized representative of a general purpose political subdivision of a State acknowledging that it is acting in cooperation with officials of such political division. *See* 13 C.F.R. § 306.6(b). Applicants should disregard Part II.J.3. of Form ED-900A.
- Applicants should not submit the separate Form ED-900A program supplement called *Capacity Building Investments—Program Requirements*, since EDA is not requiring that program supplement for this competitive solicitation.

5. Forms SF-424, SF-424A, SF-424B, SF-LLL and CD-511

Applicants must submit one completed original of the following forms: (i) SF-424; (ii) SF-424A; (iii) SF-424B; (iv) SF-LLL (if applicable); (v) CD-511; and (vi) CD-346 (if applicable). Forms SF-LLL and CD-511 are incorporated into the Form ED-900A, *Application for Investment Assistance*.

For applications from a consortium of institutions of higher education, each member of the consortium must submit an original of Forms SF-424B, SF-LLL (if applicable) and CD-511.

C. Deadline for Submissions

The closing date and time for receipt of applications for funding under the FY 2008 University Center Economic Development Program competition is April 15, 2008 at 4:00 p.m. local time. Completed paper applications must be physically received by the appropriate EDA regional office at the address listed in section IV.E.1. of this FFO. The closing date and time are the same for paper submission as for electronic submissions. The date and time that an application will be deemed to be submitted electronically will be determined in accordance with the electronic filing instructions provided for this FFO on

www.grants.gov. Applications received after the closing date and time will not be considered for funding.

EDA will not accept any changes, additions, revisions or deletions to applications after the closing date and time have passed. The Chicago or Philadelphia regional office may contact an applicant for additional clarification regarding its application after all applications have undergone the technical review. *See also* section V.B. of this FFO for application review and selection information.

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 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 (i) print any error message received, and (ii) 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. For more information, see section IV.E.2. of this FFO.

D. Pre-Application Teleconferences

The Chicago regional office will hold a pre-application teleconference on March 5, 2008 at 10:00 a.m. (CST). The Philadelphia regional office will hold its pre-application teleconference call on March 12, 2008 at 2:00 p.m. (EST). These teleconferences will provide general program information and information regarding the preparation of applications for funding under this competitive solicitation. To ensure the integrity of this competition, EDA will not provide substantive information regarding the competition to prospective applicants outside of these scheduled teleconferences.

To ensure that enough incoming lines are available for each caller, the Chicago regional office requires interested parties planning to participate on the teleconference to register no later than 5:00 p.m. (CST) on February 27, 2008; the Philadelphia regional office requires interested parties planning to participate on the teleconference to register no later than 4:00 p.m. (EST) on March 7, 2008. To register, please send an email with “Teleconference Registration” in the subject line to the designated contact person listed in section IV.E.1. of this FFO. The telephone number and pass code for each teleconference will be provided upon registration.

Please be advised that the pre-application teleconferences may be audio-taped and the actual recordings or a transcript of the actual recording may be made available online for the benefit of prospective applicants unable to participate. Prospective applicants who choose to participate on the teleconferences are deemed to consent to the taping.

E. Application Submission Requirements

Applications may be submitted in two formats: (i) in paper format through the procedures provided in this FFO; or (ii) electronically in accordance with the procedures

provided on www.grants.gov. The content of the application is the same for paper submissions as it is for electronic submissions. EDA will not accept facsimile transmissions of applications.

1. Paper Submissions (via Postal Mail, Overnight Delivery or Hand-Delivery)

A complete, signed original application may be sent via postal mail, shipped overnight or hand-delivered to the appropriate EDA regional office. Department of Commerce mail security measures may delay receipt of United States Postal Service mail for up to two weeks. Therefore, applicants who submit paper submissions are advised to use a guaranteed overnight delivery service.

<p><i>If your proposed project is located in:</i> Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin or Muscatine or Scott counties, Iowa</p>	<p><i>Send your application to:</i> FY 2008 University Center Program Competition Economic Development Administration Chicago Regional Office 111 North Canal Street, Suite 855 Chicago, IL 60606-7208</p> <p><i>Designated Contact Person:</i> Jack Price Email: jprice@eda.doc.gov Telephone: 312-353-8143, ext. 159</p>
<p><i>If your proposed project is located in:</i> Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, U.S. Virgin Islands or West Virginia</p>	<p><i>Send your application to:</i> FY 2008 University Center Program Competition Economic Development Administration Philadelphia Regional Office Curtis Center, Suite 140 South 601 Walnut Street Philadelphia, PA 19106-3323</p> <p><i>Designated Contact Person:</i> William Good Email: wgood@eda.doc.gov Telephone: 215-597-0405</p>

2. Electronic Submissions

Applicants may submit applications electronically in accordance with the instructions provided at www.grants.gov. EDA strongly encourages that applicants not wait until the application closing date to begin the application process through www.grants.gov. The preferred file format for electronic attachments (e.g., the Project Narrative and exhibits to Form ED-900A) is portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, Lotus or Excel formats.

Applicants should access the following link for assistance in navigating www.grants.gov and for a list of useful resources: http://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 email 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. (EST) (except for federal holidays).

V. Application Review Information

A. Evaluation Criteria

The evaluation of applications will be accomplished through a review using the following criteria, listed in descending order of importance: (i) ability to satisfy one or more of the University Center-specific investment policy guidelines; (ii) applicant's ability to successfully implement the project; (iii) feasibility of the project budget; and (iv) cost of the project to the Federal government. Each criterion is described below.

1. Ability to Satisfy One or More of the University Center-specific Investment Policy Guidelines

Applications received in response to this FFO will be competitively rated and ranked based on the project's ability to satisfy one or more of the following University Center-specific investment policy guidelines adapted from (i) EDA's general investment policy guidelines set forth in 13 C.F.R. § 301.8 and (ii) the specific award requirements for University Center projects listed in 13 C.F.R. § 306.5 (each sub-criterion listed below will be given equivalent weight). You must provide responses to these University Center-specific investment policy guidelines as part of the Project Narrative discussed in section IV.B.1. of this FFO.

- ***Be market-based and results driven.*** An investment in a University Center will capitalize on the university's competitive strengths and will bolster economic competitiveness, resulting in tangible, quantifiable improvements in regional economic health, such as increased numbers of higher-skill, higher-wage jobs, increased tax revenue or increased private sector investment.
- ***Have strong organizational leadership.*** An investment will have strong leadership, relevant project management experience, and a significant commitment of human resources talent to ensure a high-performing University Center. Specifically for University Center investments, this includes: (a) the extent to which the University Center will maximize coordination with other relevant organizations and avoid duplication of services offered by other organizations; (b) the extent to which the University Center will access, take advantage of, and be supported by other resources present at the sponsoring institution, especially the institution's economic development activities; and (c) the degree of evidence demonstrating the support and commitment (both financial

and non-financial) of the highest management levels of the University Center's sponsoring institution.

- ***Advance productivity, innovation and entrepreneurship.*** An investment in a University Center will embrace the principles of entrepreneurship, enhance regional industry clusters, and leverage and link technology innovators (university research) with the private sector to create the conditions for greater productivity, innovation and higher-skill, higher-wage job creation.
- ***Look beyond the immediate economic horizon, anticipate economic changes, and diversify the local and regional economy.*** A University Center's activities will be part of an overarching, long-term comprehensive economic development strategy that enhances a region's success in achieving a rising standard of living.
- ***Demonstrate a high degree of local commitment by exhibiting:***
 - High levels of local government or non-profit matching funds and private sector leverage;
 - Clear and unified leadership and support by local elected officials; and
 - Strong cooperation among the business sector, relevant regional partners and local, State and Federal governments.

2. Applicant's Ability to Successfully Implement the Project

The review panel will evaluate the applicant's ability to successfully implement the project. This evaluation will include the extent to which the applicant (including its sponsoring organization) has successfully implemented past technical assistance projects, especially those involving economic development. The review panel also will evaluate the expertise of project staff, as well as the academic programs and other resources available within the sponsoring institution. *See* 13 C.F.R. § 306.5.

3. Feasibility of Project Budget

The review panel will evaluate the feasibility of the project budget, including but not limited to the reasonableness and the allowability of project costs.

4. Cost of the Project to the Federal Government

The review panel will evaluate the cost of the project to the Federal government, taking into account the technical assistance services to be performed by the University Center and how those services are anticipated to spur regional economic development. As provided in section I.B. of this FFO, EDA will give a preference to those applications that include a cash contribution for the matching share requirement.

B. Review and Selection Process

1. Technical Review

Prior to the review paneling process, each regional office will undertake a technical review of each application to ensure that all required forms, signatures and documentation

are present and that the application is in compliance with the technical requirements set out in this FFO. Applications failing to meet the technical requirements set out in this FFO will not be referred to the review panel.

2. Review Panel

Each regional office will convene an Investment Review Committee to conduct an independent and objective review to evaluate the merits of each application meeting the technical requirements of this FFO.

The review panel will consist of federal employees, at least three (3) of whom will be members of EDA staff from the Chicago and Philadelphia regional offices, who will evaluate and competitively rate and rank all technically-sufficient applications using the evaluation criteria listed in section V.A. of this FFO. The review panel will submit to the Selecting Official (defined below) a list of applicants recommended for funding.

C. Selecting Official and Selecting Factors

The Regional Director of each regional office is the Selecting Official for the applications received from applicants located within that regional office's geographic service area.

EDA expects to fund the highest ranking applications. The Selecting Official will normally follow the recommendations of the review panel; however, the Selecting Official may decide not to make a selection, or he may select an application out of rank order for several reasons, including:

1. A determination that the application better meets the overall objectives of sections 2 and 207 of PWEDA (42 U.S.C. §§ 3121 and 3147);
2. Availability of program funding;
3. Geographic balance in distribution of program funds;
4. The program priorities as provided in section I.B. of this FFO; or
5. The applicant's performance under previous federal financial assistance awards.

D. Intergovernmental Review

Applications for funding under the University Center Economic Development Program are subject to the State review requirements imposed by Executive Order 12372, "*Intergovernmental Review of Federal Programs.*"

VI. Award Administration Information

A. Award Notification

The Selecting Official (who also serves as the Grants Officer) will issue the grant award (Form CD-450), which is the authorizing financial assistance award document. By

signing the Form CD-450, the recipient agrees to comply with all award provisions. The grant award is provided by postal mail to the appropriate business office of the recipient organization and must be signed and returned without modification by an authorized representative of the recipient within thirty (30) days of receipt. Subject to the availability of funding, successful applicants should expect to receive grant award packages within sixty (60) days from the closing date of this FFO. The anticipated initial award will have a twelve-month (12) duration with an estimated start date between July 1., 2008 and August 1, 2008.

Unsuccessful applicants will be notified by postal mail that their application was not selected for funding after all FY 2008 University Center Economic Development Program awards are made by the applicable EDA regional office. Unsuccessful applications will be retained by the applicable EDA regional office for one (1) year, after which they will be destroyed.

B. Unsuccessful Competition

On occasion, competitive solicitations or competitive panels produce less than optimum results, such as a competition resulting in the receipt of no applications or a competition resulting in the receipt of only unresponsive applications. In the event that these conditions arise, EDA shall take the most time and cost-effective approach available that is in the best interest of the Federal government. This includes but is not limited to: (i) re-competition; (ii) re-paneling; or (iii) formal negotiation.

C. 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 December 30, 2004 (69 FR 78389). This notice may be accessed by entering the *Federal Register* volume and page number provided in the previous sentence at the following Internet website: <http://gpoaccess.gov/fr/retrieve.html>.

D. Reporting Requirements

All recipients are required to submit financial and performance (technical) reports. All financial reports must be submitted to the EDA Program Officer. Reports are due on a semi-annual schedule and must be submitted no later than thirty (30) days following the end of the six-month period from award start date. Final reports are due ninety (90) days after the award expiration. *See* 13 C.F.R. § 302.16.

VII. Agency Contacts

Prospective applicants may contact the designated point of contact for the applicable EDA regional office listed in section IV.E.1. of this FFO. E-mail is the preferred method of communication. EDA's Internet website at www.eda.gov also contains additional

information on EDA and its programs, including the University Center Economic Development Program.

VIII. Additional Information and Requirements

A. Uniform Administrative Requirements and Federal Cost Principles

The administrative and general requirements for EDA awards are set forth in 13 C.F.R. parts 300–302. Specific application and award requirements for the University Center Economic Development Program are provided in subpart B of 13 C.F.R. part 306. The uniform administrative requirements for Department of Commerce grants and cooperative agreements are codified at 15 C.F.R. parts 14 and 24. EDA allowable costs are determined in accordance with the following regulations (incorporated by reference at 15 C.F.R. parts 14 and 24): (i) 2 C.F.R. part 220, *Cost Principles for Educational Institutions (OMB Circular A-21)*; (ii) 2 C.F.R. part 225, *Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)*; (iii) 2 C.F.R. part 230, *Cost Principles for Nonprofit Organizations (OMB Circular A-122)*; and (iv) Federal Acquisition Regulation Subpart 31.2, *Contracts with Commercial Organizations*, codified at 48 C.F.R. § 31.2. Applicable administrative requirements and federal cost principles are incorporated by reference into the terms and conditions of each EDA award.

B. OMB Circular A-133 Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in OMB Circular A-133, “*Audits of States, Local Governments, and Non-Profit Organizations*,” and the related *Compliance Supplement*. OMB Circular A-133 requires any non-federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments and Indian tribes) that expends federal awards of \$500,000 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 Circular.

Applicants are reminded that EDA or the Department of Commerce’s Office of Inspector General also may conduct an audit of an award at any time.

C. No Obligation for Future Funding

If an applicant is awarded funding, neither the Department of Commerce 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 the Department of Commerce and of EDA.

D. Freedom of Information Act Disclosure

The Freedom of Information Act (5 U.S.C. § 552) (FOIA) and the Department of Commerce’s implementing regulations at 15 C.F.R. part 4 set forth the rules and procedures to make requested material, information and records publicly available. Unless prohibited by

law and to the extent permitted under FOIA, contents of applications submitted by applicants may be released in response to FOIA requests.

E. 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 the Department of Commerce (or any of its operating units) and may be considered grounds for any or all of the following actions: establishment of an account receivable, withholding payments under any Department of Commerce awards to the recipient, changing the method of payment from advance to reimbursement only, imposition of other special award conditions, suspension of any active Department of Commerce awards and termination of any active Department of Commerce awards.

EXHIBIT - CHECKLIST OF APPLICATION MATERIALS

FY 2008 UNIVERSITY CENTER ECONOMIC DEVELOPMENT PROGRAM

This checklist identifies the required forms and other materials for submitting an application under the FY 2008 University Center Economic Development Program competition. Prospective applicants should carefully read the application and submission information provided in section IV. of this FFO.	
Project Narrative (maximum length: 15 pages of double-spaced text)	
	Cover Page
	<i>Section 1. Program Focus</i>
	<i>Section 2. Service Region, Needs of Service Region and Target Audience</i>
	<i>Section 3. Scope of Work and Anticipated Impacts and Benefits</i>
	<i>Section 4. Supporting Information</i>
	<i>Section 5. University Center-Specific Investment Policy Guidelines</i>
	<i>Section 6. Project Timeline</i>
Budget and Budget Narrative	
	Budget
	Budget Narrative
	Staffing Plan
	Facilities and Administrative Cost Rate Agreement or Statement of No Existing Agreement (applicable only if facilities and administrative costs are included in the project budget)
Organizational Summary and Resumes of Key Project Staff	
	Summary Description of All Applicants and Contractors Named in the Application
	Resumes of Key Project Staff
Form ED-900A, <i>Application for Investment Assistance</i> (General Requirements) (Including applicable attachments and supporting documentation)	
	Part I. – Application Instructions (no action required)

	Part II. – General Requirements (Applicants should disregard Parts II.A, II.I. and II.J. of Form ED-900A.)
	Form SF-424, <i>Application for Federal Assistance</i> (access this document at www.grants.gov or at www.eda.gov/InvestmentsGrants/Application.xml)
	<ul style="list-style-type: none"> • Part II.B. – Statement of Potential Issues
	<ul style="list-style-type: none"> • Part II.C.1. – <i>Certification Regarding Lobbying</i> (Form CD-511)**
	<ul style="list-style-type: none"> • Part II.C.2. – <i>Disclosure of Lobbying Activities</i> (Form SF-LLL)**
	<ul style="list-style-type: none"> • Part II.D. – State Single Point of Contact (E.O. 12372)
	<ul style="list-style-type: none"> • Part II.E.1. – Source and Nature of Non-Federal Share of Project Costs
	<ul style="list-style-type: none"> • Part II.E.2. – In-Kind Contributions
	<ul style="list-style-type: none"> • Part II.E.3. – Availability of Non-Federal Share of Project Costs
	<ul style="list-style-type: none"> • Part II.E.4. – Other Federal Financial Assistance
	<ul style="list-style-type: none"> • Part II.H. – Justification for Sole Source Procurement
Standard Forms (SF) and Department of Commerce (CD) Forms	
	Form SF-424, <i>Application for Federal Assistance</i> *
	Form SF-424A, <i>Budget – Non-Construction Programs</i>
	Form SF-424B, <i>Assurances – Non-Construction Programs</i>
	Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (if applicable)**
	Form CD-511, <i>Certification Regarding Lobbying</i> **
	Form CD-346, <i>Applicant for Funding Assistance</i> ***
<p>* The list of certifications and assurances referenced in Item 21 of Form SF-424 is contained in Form SF-424B.</p> <p>** Forms SF-LLL and CD-511 are incorporated into the Form ED-900A, <i>Application for Investment Assistance</i>. Applicants should submit only one copy of each form.</p> <p>*** If the application is made by or includes as a co-applicant a university-affiliated research foundation, the university-affiliated research foundation must submit a completed Form CD-346 for its key individuals.</p>	