

**ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY**

**EXECUTIVE SUMMARY**

- **Federal Agency Name:** Economic Development Administration (EDA), Department of Commerce
- **Funding Opportunity Title:** FY 2009 University Center Economic Development Program Competition
- **Announcement Type and Date:** Initial announcement of federal funding opportunity (“FFO”) dated February 20, 2009.
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.303, Economic Development – Technical Assistance
- **Dates:** Applicants in the Atlanta Regional Office’s service area must submit their applications no later than April 21, 2009 at 5:00 p.m. Eastern Time. Applicants in the Seattle Regional Office’s service area must submit their applications no later than April 21, 2009 at 5:00 p.m. Pacific Time. EDA has adopted new application forms and submission procedures, including electronic submission and elimination of the pre-application, for this competition. Applicants are advised to carefully read the application and submission information provided in section IV. of this 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 are able to establish and operate University Centers in partnership with EDA. These EDA-sponsored University Centers conduct research; provide technical assistance to tribal entities, local governments, and public and private sector organizations; and undertake 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 Atlanta and Seattle Regional Offices:

Atlanta Regional Office	Serves: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
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Seattle Regional Office	Serves: Alaska, Arizona, American Samoa, California, Guam, Hawaii, Idaho, Republic of Marshall Islands, Federated States of Micronesia, Nevada, Northern Mariana Islands, Oregon, Republic of Palau and Washington
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- **Informational Teleconferences:** For prospective applicants, the Atlanta Regional Office will hold an informational teleconference on March 4, 2009, at 10:30 a.m. Eastern Time. The Seattle Regional Office will hold its informational teleconference call on March 5, 2009, at 10:00 a.m. Pacific Time. Please refer to section IV.D. of this FFO for the teleconference registration requirements and protocols.

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

1. Atlanta Regional Office

FY 2009 University Center Program Competition  
Economic Development Administration  
Atlanta Regional Office  
401 West Peachtree Street, NW  
Suite 1820  
Atlanta, GA 30308-3510

*Designated Contact Person:* Mr. Lee Mertins, 404-730-3015, lmertins@eda.doc.gov

2. Seattle Regional Office

FY 2009 University Center Program Competition  
Economic Development Administration  
Seattle Regional Office  
Jackson Federal Building, Room 1890  
915 Second Avenue  
Seattle, WA 98174-1001

*Designated Contact Person:* Ms. Bettye Atkinson, 206-220-7665, batkinson@eda.doc.gov

**Award Notification:** Subject to the availability of funding, successful applicants should expect to receive grant awards within sixty (60) to ninety (90) 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, 2009, and August 1, 2009. See section VI.A. of this FFO for award notification information.

## FULL ANNOUNCEMENT TEXT

### **I. Funding Opportunity Description**

#### **A. Program Objectives and Requirements**

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 capacity-building, planning, infrastructure, research grants and strategic initiatives. Institutions of higher education have many assets that can help address regional economic problems and opportunities, such as faculty, staff, students, libraries, laboratories, facilities, and computer systems. 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](http://www.eda.gov/Research/ResearchReports.xml).

EDA began administering the University Center Economic Development Program as a competitive multi-year program in FY 2004. As presented in the table below, EDA holds University Center Economic Development Program competitions annually in two of its six regional offices each fiscal year. In FY 2009, EDA will hold a competition in its Atlanta and Seattle regional offices.

FY 2006 and 2009 (this competition)	Atlanta Regional Office	Serves: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee
	Seattle Regional Office	Serves: Alaska, Arizona, American Samoa, California, Guam, Hawaii, Idaho, Republic of Marshall Islands, Federated States of Micronesia, Nevada, Northern Mariana Islands, Oregon, Republic of Palau and Washington
FY 2004 and 2007 (next competition in FY 2010)	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 2004 and 2008 (next competition in FY 2011)	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

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.

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. Under the University Center Economic Development Program, EDA seeks to support university-based programs that provide for regional, Statewide or multi-State programs to help foster the creation and retention of higher-skill, higher-wage jobs; attract private capital investment to the region served by the proposed University Center; address regional economic development challenges and opportunities; and enhance long-term regional and national competitiveness in the worldwide marketplace. EDA encourages projects that will collaborate with, interact with, and benefit other EDA investment partners, recipients, and stakeholders, and create synergies with EDA’s Public Works, Economic Adjustment, and Planning programs.

To obtain the maximum effect of available program funds, EDA will strive to fund a portfolio of University Centers that, as a group, offer the widest possible coverage in the Atlanta and Seattle regional offices’ geographic areas and offer a full range of services tailored appropriately to the region’s needs and each sponsoring institution’s (or consortium’s) strengths. EDA will strive to avoid funding duplicative services wherever practicable.

EDA will not fund University Centers that operate in isolation from other resources at the institution of higher education (or consortium) 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.

Recipients under this announcement shall make themselves available for up to two presentations per year, at a time and place designated by EDA, and shall be required to

provide EDA with an electronic copy of these presentations suitable for posting on EDA's website. Recipients also shall be required to participate in periodic University Center conference calls or webinars to share best practices and discuss the program's challenges and opportunities.

Additionally, recipients' performance will be subject to a peer review at least once every three years. Two weeks before the recipient's scheduled peer review, the University Center must provide EDA with an abstract of the original proposal, a copy of its presentation on the University Center's performance, and any relevant papers for dissemination to the peer review panelists. The recipient should be prepared to participate in a moderated discussion with these reviewers at the conclusion of its presentation.

In addition to periodic progress reports, recipients may be required to generate one or more reports analyzing the nature of the economy of the University Center's target region.

## **B. 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, as amended. The regulations and PWEDA are accessible on EDA's Internet website at [www.eda.gov/InvestmentsGrants/Lawsreg.xml](http://www.eda.gov/InvestmentsGrants/Lawsreg.xml).

## **II. Award Information**

### **A. Funding Availability**

EDA is operating with appropriations made available under the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009, Pub. L. No. 110-329 (September 30, 2008). This Act makes available appropriations 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 – 2355, 2391) in an amount based on FY 2008 funding levels that are pro-rated through March 6, 2009.

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 and EDA priorities 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.

If EDA final appropriations for FY 2009 are similar to those received in FY 2008, EDA expects to allocate approximately \$7,202,620 to the University Center Economic Development Program. The amount of University Center funding available for competition in FY 2009 is expected to be approximately \$1,285,920 for the Atlanta regional office and approximately \$1,127,847 for the Seattle regional office. The remaining FY 2009 University Center Economic Development Program funds will be used to continue to support current University Centers selected during the FY 2007 and 2008 competitions in EDA's other four regional offices.

Annual awards for the University Centers selected in past years generally have been in the range of \$80,000 to \$200,000, although regional offices may choose to fund awards under this competition outside of these ranges. 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 Atlanta and Seattle Regional Offices will provide a three-year project period for each University Center selected for funding under the FY 2009 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, satisfactory performance, and satisfactory progress in achieving milestones and program goals set forth in the three-year scope of work, as determined by EDA and expressed in written notice.

Current University Center operators in the service areas of EDA's Austin, Chicago, Denver, and Philadelphia Regional Offices will not have to compete for continuation funding in FY 2009, subject to the availability of funds, satisfactory continuing performance, and satisfactory progress in achieving milestones and program goals set forth in the three-year scope of work, 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 securing FY 2009 continuation funding.

#### **C. Type of Funding Instrument**

Under this competitive solicitation, EDA may fund selected University Centers with grants, subject to the availability of funds.

### **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 this FFO, 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, one accredited institution must be identified as the lead agent that would have lead responsibility to EDA and to the other members of the consortium for implementing an 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 Atlanta and Seattle Regional Offices:

Atlanta Regional Office	Serves: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
Seattle Regional Office	Serves: Alaska, Arizona, American Samoa, California, Guam, Hawaii, Idaho, Republic of Marshall Islands, Federated States of Micronesia, Nevada, Northern Mariana Islands, Oregon, Republic of Palau and Washington

#### **B. Cost Sharing or Matching Share Requirement**

Generally, the amount of the EDA award 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. 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 V.A.1 of this FFO. In-kind contributions,

which may include 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 may be used as 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. Obtaining Application Packages**

Applicants may access the application package for this competitive solicitation electronically on [www.grants.gov](http://www.grants.gov) or obtain paper application packages by contacting the designated point of contact listed in section IV.E.1. of this FFO for the Atlanta or Seattle Regional Office, respectively. EDA strongly encourages electronic access and application.

##### **B. Content and Form of Application Submissions**

On October 1, 2008, EDA introduced its new, streamlined *Application for Investment Assistance* (Form ED-900), which consolidates all EDA-specific requirements into a single application form. EDA will continue to require additional government-wide federal grant assistance forms from the Standard Form (SF) 424 family and certain Department of Commerce (CD) forms as part of the application package.

Applicants seeking assistance under this announcement must complete and submit the following application package:

1. Form SF-424 - Application for Federal Assistance
2. Form SF-424A - Budget Information—Non-Construction Programs
3. Form SF-424B - Assurances—Non-Construction Programs
4. Form CD-511 - Certification Regarding Lobbying
5. Form SF-LLL - Disclosure of Lobbying Activities, if applicable.
6. Form ED-900 - Application for Investment Assistance. The first page of section A of Form ED-900 contains a list of all EDA programs along with the application sections that must be completed to apply under each. To apply under this competitive solicitation, the applicant first must select the box next to "University Center," which will automatically populate the Form ED-900 with the required sections. The next step is to indicate whether the applicant is governmental or non-governmental. This determination will depend on the organizational form of

the applicant. **Please note:** despite the instructions in Form ED-900, an applicant that is an accredited university, whether public or private, must select the box next to “Governmental.” Applicants that are non-profit organizations (including university-affiliated research foundations) must select the box next to “Non-governmental.” As it deems appropriate, EDA may determine that public universities in certain states should be treated as “Governmental” even if the universities utilize non-profit organizations to structure their relationship with federal grant agencies. Non-governmental applicants must complete section D of Form ED-900 and include all documentation required in that section except as provided below. If these selections are made incorrectly in an application, the application may be returned to the applicant for corrections. Once the accurate determination is made, the applicant must complete sections A, C, E, and J and Exhibit C, as directed, and, if required, section D.

In addition, the following modifications to the general application instructions for Form ED-900 apply and should be observed. Applicants are advised to read carefully as certain items have been waived.

- a. *In General.* Certain sections of Form ED-900 require general project information that may be included in the applicant’s Project Narrative, the requirements of which are detailed below. The applicant need not provide redundant information. When the applicant has provided sufficient detail in the Project Narrative, please note this by typing or writing “See Project Narrative” (a section reference to help pinpoint the corresponding Project Narrative section would be helpful and is encouraged) in the response boxes corresponding to these sections.
  - b. *Section A.3 of Form ED-900.* Applicants under this funding opportunity are not required to submit a Comprehensive Economic Development Strategy (CEDS) referenced in Section A.3 of Form ED-900. Applicants should type “Not required for a UC” in the box following the “If No” statement.
  - c. *Section D.4 of Form ED-900.* If the applicant is required to complete Section D as a Non-Governmental applicant in accordance with the guidance provided above, the applicant is not required to submit 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. If the applicant is required to complete Section D, the applicant should select “No” for question 4 of Section D and type or print “EDA waiver of this requirement per FFO” in the “explain below” box.
7. *Project Narrative.* The Project Narrative should be submitted as an attachment in accordance with the instructions provided at [www.grants.gov](http://www.grants.gov) or submitted in hardcopy. It 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:

a. Cover Page

b. Section 1. Program Focus

Identify the program focus of the University Center operator. If the University Center will have more than one program focus, indicate the anticipated percentage of each focus.

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

- (i) Define the geographic service region of the University Center. For purposes of this application, a region is defined as “an economic unit of human, natural, technological, capital or other resources, defined geographically. Geographic areas comprising a region need not be contiguous or defined by political boundaries, but should constitute a cohesive area capable of undertaking self-sustained economic development.”
- (ii) Present a brief overview of the geographic service region’s economic strengths, weaknesses, opportunities, and threats.
- (iii) Present a detailed analysis of the region’s economic weaknesses and threats that the proposed scope of work seeks to address and/or the economic strengths and opportunities upon which the proposed scope of work seeks to capitalize.
- (iv) Identify the target audience of the University Center, especially the economically distressed parts of the service region.

d. Section 3. Scope of Work and Anticipated Impacts and Results

- (i) Outline the specific activities to be undertaken by the University Center operator during the three-year project period, including but not limited to providing technical assistance, conducting research, and disseminating information about and the 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 consortium), 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 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 information about and the result of the activities of the University Center includes: (i) efforts undertaken to

inform the University Center's target audience of available assistance; and  
(ii) the preparation of semi-annual and annual reports for submission to EDA.

- (ii) Identify the anticipated economic impacts and benefits to the University Center's service region, in particular the economically distressed regions previously identified and the target audience. Benefits may include but are not limited to:
- Support for emerging and growing economic clusters;
  - Support services for and technical assistance to entrepreneurs, tribal entities, local governments, and the public and private sector for the commercialization of innovative products and services;
  - Activities to assist existing businesses in increasing productivity, streamlining operations, increasing quality, and cutting costs through the introduction or extension of advanced manufacturing, quality management, and other processes and techniques;
  - Activities to assist businesses, tribes, local governments, and other private and public sector organizations with cutting energy costs, reducing their carbon footprint, and incorporating green building techniques and/or green manufacturing processes, as appropriate;
  - Activities to assist EDA's Revolving Loan Fund (RLF) recipients improve the efficacy and efficiency of operations;
  - Activities to assist communities grappling with economic dislocations, mass layoffs, military base closures and realignments, workforce restructuring, critical infrastructure needs, disaster recovery, and other economic challenges;
  - Activities to assist communities addressing financial challenges through innovative financing techniques; and
  - Activities to support linkages between rural and urban economic regions and workforces.

University Center recipients specialize in a diverse spectrum of services, ranging from a legal clinic for entrepreneurs to a horticultural institute focusing on linking organic producers to the worldwide marketplace to a center focused on commercializing research in the field of alternative energy. Others focus on technology transfer programs or services for manufacturers.

Also provide estimates and the methodology employed to arrive at such estimates of: (i) private sector jobs to 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; (iv) the percentage of University Center clients that achieve the anticipated results; and (v) any measures of results related to innovation, entrepreneurship, emerging and growing clusters, and climate change mitigation. 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.

e. Section 4. Supporting Information

- (i) Discuss the sponsoring institution's (or consortium's) capacity and experience in successfully operating technical assistance programs, especially those focused on economic development. Applicants are encouraged to document specific results of past economic development activities and programs.
- (ii) Identify other organizations in the proposed service area that provide potentially complementary or duplicative services.
- (iii) Outline the process or strategy the proposed University Center will follow to maximize coordination and interaction with relevant entities, such as District Organizations, Indian Tribes, Councils of Governments, Regional Planning Commissions, Trade Adjustment Assistance Centers, and other University Centers, to minimize duplication of services and provide services not currently available.
- (iv) Outline the process or strategy for coordinating and accessing key resources of the sponsoring institution (or consortium) to support economic development efforts.

f. Section 5. Project Fit with EDA's Mission and Priorities

Applicants must address: (i) the expected benefits of the proposed scope of work in light of EDA's emphasis on market-based, results-driven, long-term regional economic development approaches that facilitate innovation and entrepreneurship and enhance regional and national competitiveness in the global economy, and considering the target region's unique strengths, weaknesses, opportunities, and threats; (ii) the expected depth and breadth of these benefits in distressed communities and those facing economic dislocations and other economic challenges; and (iii) the extent to which the proposed project will collaborate with, interact with, and benefit other EDA investment partners, recipients, and stakeholders, and create synergies with EDA's Public Works, Economic Adjustment, and Planning programs.

g. Section 6. Project Timeline

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

8. Budget, Budget Narrative, and Staffing Plan

Applicants must submit Form SF-424A, which reflects the total proposed budget for the three-year project period. In addition, applicants must attach three

separate itemized budgets-- including columns reflecting the federal, non-federal cash, non-federal in-kind and total amounts allocated to each budget line-item-- for each of the three years covered by the project period. 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 under a federal award is determined in accordance with the provisions of 2 C.F.R. part 220, “*Cost Principles for Educational Institutions (OMB Circular A–21)*” or 2 C.F.R. part 230, “*Cost Principles for Non-Profit Organizations (OMB Circular A–122)*,” as applicable. Generally, allowable costs include salaries, supplies and other expenses that are reasonable and necessary for successful completion of the scope of work.

- a. *Budget Narrative*. The budget narrative must describe and discuss each budget line-item over the entire three-year project period.
- b. *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.
- c. *Facilities and Administrative Costs*. If facilities and administrative costs (sometimes referred to as indirect costs) 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 or a negotiated indirect cost rate as required by 2 C.F.R. part 220, “*Cost Principles for Educational Institutions (OMB Circular A–21)*” or 2 C.F.R. part 230, “*Cost Principles for Non-Profit Organizations (OMB Circular A–122)*,” as applicable” 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 (sometimes referred to as 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 (73 FR 7696).* 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.

- (i) 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. Pursuant to 15 C.F.R. § 14.23(b), unrecovered indirect costs are not chargeable to the award without EDA's express approval. Applicants should be aware that EDA will consider the cost to the Federal government under section V.A. of this FFO by examining the amounts allocated in the proposed budget used to deliver direct program activities (as opposed to the total budget which includes indirect costs).
- (ii) Program Income. If the operation of the University Center is expected to generate "program income" (as defined at 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. Program income must be added to funds committed to the project and must be used to further eligible project objectives.

#### 9. Organizational Summary and Resumes of Key Project Staff

Applicants must attach 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.

Please note that if the applicant is a consortium, each member institution of the consortium must submit the following: Forms SF-424, SF-424B, CD-511, and SF-LLL, if applicable. For example, if a consortium of three institutions of higher education submitted an application package, a complete application package would consist of:

- (i) Three Forms SF-424 (one for each consortium member)
- (ii) One Form SF-424A;
- (iii) Three Forms SF-424B (one for each consortium member);
- (iv) Three Forms CD-511 (one for each consortium member);

- (v) Three Forms SF-LLL, if applicable (one for each consortium member that has or plans to use non-federal funds for lobbying in connection with this competitive solicitation);
- (vi) One Form ED-900; and
- (vii) One Project Narrative and other required attachments.

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.

### **C. Deadline for Submissions**

The closing date for receipt of applications for funding under the FY 2009 University Center Economic Development Program competition is April 21, 2009. The closing time is 5:00 p.m. Eastern Time for applications in the Atlanta regional office's service area and 5:00 p.m. Pacific Time for applications in the Seattle regional office's service area. Completed paper applications must be physically received by the Atlanta or Seattle regional office, as appropriate, at the address listed in section IV.E.1. of this FFO. The closing date and time are the same for paper submissions 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](http://www.grants.gov). Applications received after the applicable 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 Atlanta or Seattle regional office may contact an applicant after technical review of all applications for the purpose of determining whether a proposed project can be completed with a modified scope of work acceptable to EDA or for a smaller budget than that proposed if EDA is unable to fund the full amount requested. *See also* section V. 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](http://www.grants.gov). Applicants should save and print written proof of an electronic submission made at [www.grants.gov](http://www.grants.gov). If problems occur while using [www.grants.gov](http://www.grants.gov), the applicant is advised to (i) print any error message received; and (ii) call [www.grants.gov](http://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](http://www.grants.gov) that are beyond the control of the applicant. For more information, *see* section IV.E.2. of this FFO for more information on electronic submissions.

### **D. Informational Teleconferences**

The Atlanta regional office will hold an informational teleconference on March 4, 2009, at 10:30 a.m. Eastern Time. The Seattle regional office will hold an informational teleconference call on March 5, 2009, at 10:00 a.m. Pacific Time. 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 Atlanta regional office requires interested parties planning to participate on the teleconference to register no later than 5:00 p.m. Eastern Time on February 27, 2009; the Seattle Regional Office requires interested parties planning to participate on the teleconference to register no later than 5:00 p.m. Pacific Time on February 27, 2009. To register, please send an email with “FY 2009 UC 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 informational teleconferences may be audio-taped and the actual recordings or a transcript of the actual recording may be made available online or otherwise 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 Format 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](http://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> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, or Tennessee</p>	<p><i>Send your application to:</i> FY 2009 University Center Program Competition Economic Development Administration Atlanta Regional Office 401 West Peachtree Street, NW, Suite 1820 Atlanta, GA 30308-3510</p>
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	<p><i>Designated Contact Person:</i>  Lee Mertins, 404-730-3015,  <a href="mailto:lmertins@eda.doc.gov">lmertins@eda.doc.gov</a></p>
<p><i>If your proposed project is located in:</i>  Alaska, Arizona, American Samoa, California, Guam, Hawaii, Idaho, Republic of Marshall Islands, Federated States of Micronesia, Nevada, Northern Mariana Islands, Oregon, Republic of Palau or Washington</p>	<p><i>Sent your application to:</i>  FY 2009 University Center Program  Competition  Economic Development Administration  Seattle Regional Office  Jackson Federal Building, Room 1890  915 Second Avenue  Seattle, WA 98174-1001</p> <p><i>Designated Contact Person:</i>  Bettye Atkinson, 206-220-7665,  <b>batkinson@eda.doc.gov</b></p>

## 2. Electronic Submissions

Applicants may submit applications electronically at [www.grants.gov](http://www.grants.gov). EDA strongly encourages that applicants not wait until the application closing date to begin the application process through [www.grants.gov](http://www.grants.gov). Please note that to be able to submit an application through [www.grants.gov](http://www.grants.gov), applicants must register for a [www.grants.gov](http://www.grants.gov) user id and password. Note that this process can take several days, so applicants should not wait until they have completed the application package to initiate this process. Information about the [www.grants.gov](http://www.grants.gov) registration process can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Applicants should register as organizations, not as individuals. Also, applicants should note that organizations already registered with [www.grants.gov](http://www.grants.gov) do not need to re-register; however, all registered organizations must keep their CCR registration up to date and must designate the person submitting the application on behalf of the organization as an Authorized Organizational Representative (AOR).

Once the application package has been accessed and completed, the applicant may either: (i) electronically submit it via [www.grants.gov](http://www.grants.gov) (assuming the applicant has completed the [www.grants.gov](http://www.grants.gov) registration process); or (ii) print the application out for hardcopy submission to the designated point of contact listed in section IV.E.1. of this FFO for the Atlanta or Seattle Regional Office, respectively. EDA's encourages electronic submission through [www.grants.gov](http://www.grants.gov). The following instructions provide applicants with step-by-step instructions for accessing, completing, and submitting applications via [www.grants.gov](http://www.grants.gov).

- a. Navigate to [www.grants.gov](http://www.grants.gov).
- b. Select "Apply for Grants" from the left-hand menu on [www.grants.gov](http://www.grants.gov).
- c. Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.

- d. Select the link “Download a Grant Application” package.
- e. Enter ‘EDAFY2009UC’ as the Funding Opportunity Number and click on [Download Package].
- f. Click on the “Download” link.
- g. Click on “Download Application Package.”
- h. Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, each user must have Adobe Acrobat Reader 8.1.3 installed in order to save changes to the application package.
- i. Click on each of the documents in the “Mandatory Documents” box and, after selecting each one, click on the arrow to move these into the “Mandatory Documents for Submission” box.
- j. In the “Optional Documents” box, click on Form SF-LLL if non-federal funds have been or are planned to be used for lobbying in connection with this competitive solicitation and then move this to the “Optional Documents for Submission” box. If you will be submitting your application via [www.grants.gov](http://www.grants.gov), also click on ‘Attachments’ and move this to the “Optional Documents for Submission” box. The Attachments Form allows applicants to attach the Project Narrative and other documents required as attachments under this competitive solicitation. Note that if the applicant is not submitting electronically, the Project Narrative and other required attachments must be printed separately and submitted to the applicable regional office contact in hardcopy.
- k. The application package should pre-populate with all selected forms embedded. Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type “not awarded yet” in the “project number” field. **Save the application package at regular intervals to avoid losing work.**
- l. Attach the project narrative and other required attachments. The preferred file format for electronic attachments (e.g., the Project Narrative and any other required attachments) is portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Excel formats.
- m. When all mandatory fields have been completed, scroll to the top and click on [Check Package for Errors].
- n. Click [Save].
- o. Click [Save and Submit]. At this point, applicants must be connected to the Internet and will be asked to enter their [www.grants.gov](http://www.grants.gov) user id and password in order to submit via [www.grants.gov](http://www.grants.gov).

EDA requests that applicants kindly refrain from submitting multiple copies of the same application package. If an applicant receives an email from [www.grants.gov](http://www.grants.gov) indicating that the application was received and subsequently validated by [www.grants.gov](http://www.grants.gov), but does not receive an email from [www.grants.gov](http://www.grants.gov) indicating that EDA has retrieved the application package within seventy-two (72) hours of that email, EDA encourages the applicant to

contact the designated contact person (*see* section IV.E.1 above) to inquire if EDA is in receipt of the application.

Applicants should access the following link for assistance in navigating [www.grants.gov](http://www.grants.gov) and for a list of useful resources: [http://www.grants.gov/applicants/applicant\\_help.jsp](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](http://www.grants.gov) via email at [support@grants.gov](mailto:support@grants.gov) or telephone at 1-800-518-4726. The hours of operation for [www.grants.gov](http://www.grants.gov) are Monday-Friday, 7:00 a.m. to 9:00 p.m. Eastern Time (except for federal holidays).

## **V. Application Review Information**

### **A. Evaluation Criteria**

Following a technical review, a review panel will evaluate applications on the following criteria, listed in descending order of importance: (i) value of the project to EDA, its investment partners, and its stakeholders; (ii) applicant's ability to successfully implement the project; and (iii) feasibility of the project budget. Each criterion is detailed below. *See* section V.B. below for more information on the review and selection process.

#### **1. Value of the Project to EDA, its Investment Partners, and its Stakeholders**

The review panel will evaluate: (i) the expected benefits of the proposed scope of work, in light of EDA's emphasis on market-based, results-driven, long-term regional economic development approaches that facilitate innovation and entrepreneurship and enhance regional and national competitiveness in the global economy and considering the region's unique strengths, weaknesses, opportunities, and threats; (ii) the expected depth and breadth of these benefits in distressed communities facing economic dislocations and other economic challenges; (iii) the extent to which the proposed project will benefit and collaborate and interact with other EDA investment partners, recipients, and stakeholders, and create synergies with EDA's Public Works, Economic Adjustment, and Planning programs; and (iv) the cost to the Federal Government, evaluated in light of these benefits. When evaluating cost, EDA will examine the amounts allocated in the proposed budget used to deliver direct program activities (as opposed to the total budget which includes indirect costs). EDA also will consider the amount and type of match committed.

#### **2. The Applicant's Ability to Successfully Implement the Project**

The review panel will evaluate the applicant's ability to successfully implement the proposed 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 will evaluate the applicant's subject matter expertise and project management skills of project staff as demonstrated in the application, along with the sponsoring institution's (or consortium's) academic programs and/or other university resources directly tied to the proposed scope of

work on the basis of demonstrated subject matter leadership, research dissemination and results, experience working with the target geographic region and target audience, and working relationships with and strong support from the private sector, tribal entities, and State and local elected officials. *See* 13 C.F.R. § 306.5.

The review panel also will evaluate the extent to which a proposed project demonstrates strong organizational leadership by examining the extent to which: (i) the University Center will maximize coordination with other relevant organizations and avoid duplication of services offered by other organizations; (ii) the University Center will access, take advantage of, and be supported by other resources present at the sponsoring institution's (or consortium's), especially economic development resources; and (iii) evidence presented in the application demonstrates the support and commitment of the highest management levels of the University Center's sponsoring institution (or consortium), through both financial and non-financial means.

### 3. Feasibility of Project Budget

The feasibility of the project budget will be evaluated, including but not limited to the reasonableness and the allowability of project costs and the feasibility of accomplishing the three-year scope of work in the target geographic region within the budget provided.

## **B. Review and Selection Process**

### 1. Technical Review

Staff in the Atlanta or Seattle regional offices, as applicable, 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 a panel to review the merits of each application based on the criteria set forth in this FFO. The review panel will consist of federal employees and others recommended by the Regional Director of the applicable regional office. At least three (3) members of the review panel will be EDA staff members from the Atlanta or Seattle regional offices, as applicable. The review panel will evaluate independently and rate and rank competitively all technically sufficient applications based on the evaluation criteria listed in section V.A. of this FFO.

The review panel's rating and ranking of the applications will be presented to the regional office's Investment Review Committee (IRC). After reviewing the panel's process and recommendations, the IRC may either: (i) forward the panel's ranked list, unaltered and in its entirety, to the Selecting Official (defined below), or (ii) identify any deficiencies in the review process and direct the review panel to begin the process anew. If the IRC directs the

panel to re-evaluate the applications, the review panel will undertake the process again and submit a revised rating and ranking of the applications to the IRC.

### **C. Selecting Official and Selecting Factors**

The Regional Director of the applicable 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. Balanced funding for a diverse group of institutions, to include smaller and rural institutions, which may form part of a broader consortium to serve diverse populations and areas within the regional office's territory;
5. The program objectives as provided in section I.A. of this FFO;
6. The applicant's performance under previous federal financial assistance awards; or
7. The overall mix of services, services areas, and target audiences in the regional office's University Center portfolio.

If the Selecting Official(s) makes a selection out of rank order, he or she will document the rationale for the decision in writing.

### **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*" where this requirement is applicable.

## **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, 2009 and August 1, 2009.

Unsuccessful applicants will be notified that their application was not selected for funding. 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 applicable to this competitive solicitation. These requirements may be found 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: <http://www.gpoaccess.gov/fr/index.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, or as specified in the grant award documents. 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](http://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 2009 UNIVERSITY CENTER ECONOMIC DEVELOPMENT PROGRAM**

<p>This checklist identifies the required forms and other materials for submitting an application under the FY 2009 University Center Economic Development Program competition. Prospective applicants should carefully read the application and submission information provided in section IV. of this FFO.</p>	
<b>Project Narrative (maximum length: 15 pages of double-spaced text)</b>	
	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 Results</i>
	<i>Section 4. Supporting Information</i>
	<i>Section 5. Project Fit with EDA's Mission and Priorities</i>
	<i>Section 6. Project Timeline</i>
<b>Budget and Budget Narrative</b>	
	Budget
	Budget Narrative
	Staffing Plan
	Facilities and Administrative Cost Rate Agreement, Negotiated Indirect Cost Rate, or Statement of No Existing Agreement (applicable only if facilities and administrative costs are included in the project budget)
<b>Organizational Summary and Resumes of Key Project Staff</b>	
	Summary Description of All Personnel and Contractors Named in the Application
	Resumes of Key Project Staff
<b>Form ED-900 - <i>Application for Investment Assistance</i> (Including applicable attachments and supporting documentation)</b>	

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 CD-346 - <i>Applicant for Funding Assistance</i> (if applicable)
	Form SF-LLL - <i>Disclosure of Lobbying Activities</i> (if applicable)**
	Form CD-511 - <i>Certification Regarding Lobbying</i> **
<p>* The list of certifications and assurances referenced in Item 21 of Form SF-424 is contained in Form SF-424B.</p> <p>** <u>If the applicant is a consortium, each member institution of the consortium must submit the following documents: Form SF-424, Form SF-424B, Form CD-511, and (if applicable) Form SF-LLL.</u></p>	