

**FY 2020 SCALING PANDEMIC RESILIENCE
THROUGH INNOVATION AND TECHNOLOGY
(SPRINT) CHALLENGE**

Notice of Funding Opportunity



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

*Office of INNOVATION and
ENTREPRENEURSHIP*

NOTICE OF FUNDING OPPORTUNITY
FY 2020 Scaling Pandemic Resilience through Innovation and Technology (SPRINT)
Challenge Under EDA's Economic Adjustment Assistance Program

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA or the Agency), U.S. Department of Commerce (DOC).
- **Federal Funding Opportunity Title:** FY 2020 SPRINT Challenge (the Challenge) Notice of Funding Opportunity (NOFO).
- **Announcement Type and Date:** FY 2020 NOFO publishing EDA's application submission requirements and review procedures for applications received under the Challenge. For this NOFO, applications will be awarded under EDA's Economic Adjustment Assistance (EAA) program, which is authorized under Section 209 of the Public Works and Economic Development Act of 1965, as amended (PWEDA) (42 U.S.C. § 3149). **Effective date: October 14, 2020.**
- **Funding Opportunity Number:** EDA-HDQ-OIE-2020-SPRINTCHALLENGE
- **Catalog of Federal Domestic Assistance (CFDA) Numbers:** 11.307, Economic Adjustment Assistance.
- **Dates:** The deadline for receipt of applications is **11:59 P.M. EASTERN TIME ON THURSDAY, DECEMBER 3, 2020.** Applications received after this deadline will not be reviewed or considered. Applications will only be accepted electronically through www.grants.gov (Grants.gov). Applicants are advised to carefully read the application and submission information provided in Section D (p. 12) of this NOFO.
- **Funding Opportunity Description:** EDA provides strategic investments on a competitive merit basis to support economic development, foster job creation, and attract private investment in economically distressed areas of the United States. Under this NOFO, EDA solicits applications for investments that support regional innovation economies to address the economic, health, and safety risks caused by the coronavirus pandemic through entrepreneurship and innovation.
- **Eligible applicants:** Under the FY 2020 SPRINT Challenge, EDA is not authorized to provide grants or cooperative agreements to individuals or for-profit entities. Requests from such entities will not be considered for funding. Eligible applicants for EDA financial assistance include a(n): (i) District Organization of an EDA-designated Economic Development District; (ii) Indian Tribe or a consortium of Indian Tribes; (iii) State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; (iv) institution of higher education or a consortium of institutions of higher education; or (v) public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

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A. Program Description

1. Overview

EDA's Office of Innovation & Entrepreneurship (OIE) is committed to furthering technology-based economic development initiatives that accelerate high quality job growth, create economic opportunities, and support the next generation of industry-leading companies.

As the nation faces an unprecedented pandemic, these regional innovation initiatives are critical to develop the technologies and supply chains needed to prevent, prepare for, and respond to coronavirus, bolster the support networks and resources entrepreneurs need to pivot and excel in this new operating environment, and help build more resilient regional economies for the future. America's entrepreneurs are creative and resilient but need community and regional support to accelerate technological innovation and effectively respond to the crisis at hand.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides EDA with \$1.5 billion to remain available until September 30, 2022 to help communities prevent, prepare for, and respond to coronavirus through the EAA program authorized under Section 209 of the Public Works and Economic Development Act of 1965 (PWEDA) (42 U.S.C. § 3149).¹ To help meet the critical innovation needs of communities and regions and as part of the CARES Act Recovery Assistance, EDA is launching the FY 2020 SPRINT Challenge to focus exclusively on the entrepreneurship support communities and regions need to grow innovative, technology-driven businesses that will help respond to the economic, health, or safety risks created by the coronavirus pandemic.

2. EDA Investment Priorities

All Project Narratives² must explain how the proposed project meets EDA's Recovery and Resilience investment priority, which provides:

Recovery and Resilience: Projects that assist with economic resilience (including business continuity and preparedness) and long-term recovery from natural disasters and economic shocks to ensure U.S. communities are globally competitive.

The Project Narrative should focus on Recovery and Resilience in the context of the project location and region's innovation and entrepreneurship challenges and needs. Applicants may also demonstrate in the Project Narrative how the proposed project is consistent with one or more of EDA's other Investment Priorities. EDA's Investment Priorities can be found at <https://www.eda.gov/about/investment-priorities.htm>. EDA's website will be updated on January 15, April 15, June 15, or September 15 of each year if there are any revisions to these Investment Priorities.

¹ Pub. L. No. 116-136, March 27, 2020.

² See Section D.2.a.i (p. 14) of this NOFO for more information on Project Narratives.

3. Program Information

FY 2020 SPRINT Challenge

The FY 2020 SPRINT Challenge *aims to enable regional innovation economies to rapidly address the economic, health, and safety risks caused by the coronavirus pandemic through entrepreneurship and innovation.* This competition invites eligible applicant organizations to submit applications that support entrepreneurship and accelerate innovation in their community, region, or combination of regions – please note that individual entrepreneurs or businesses are not eligible applicants³ under this NOFO. Applicant organizations should leverage and convene innovation and entrepreneurship assets across their communities and regions to create or amplify new technologies, businesses, resources, capital investment strategies, and more to help our communities respond to and thrive in this new business environment.

To be competitive, applications should focus on activities that will increase regional competitiveness through new product innovation or new technology adoption, improve the commercialization of research, enhance the overall innovation capacity and resilience of a region, and/or leverage regional competitive strengths to overcome challenges inhibiting innovation and job creation due to the coronavirus pandemic. The companies served by applicant organizations should be commercializing scalable technologies and furthering high quality, high-wage job creation within their businesses. **Applicant organizations should articulate a clearly defined strategy to leverage grant funds to support one or more of the following activities to help address the needs of and unique operating environment necessitated by the coronavirus pandemic:**

- *scaling innovative biotechnology, health security, and supply chain technologies and solutions to market;*
- *increasing regional, national, and government connectivity across innovation clusters to support commercialization and entrepreneurship;*
- *developing new and unique investment capital models to address the financial needs of entrepreneurs; and*
- *developing and scaling innovative entrepreneurship support models to address the virtual and remote work environment of the pandemic.*

The FY 2020 SPRINT Challenge is a single competition, welcoming applications of all types that address some or all of the example activities described below to meet the desired economic, health, and/or safety goals of this Challenge. A total of \$25 million has been allocated for this Challenge. Applicants may request up to \$500,000 in Federal funds over a 12-month period of performance, or up to \$750,000 over an 18-month period of performance.

Please see the FY 2020 SPRINT Challenge website at <https://www.eda.gov/oie/sprint> for additional information on the Challenge, as well as a list of frequently asked questions (FAQs) and an informational webinar.

³ See Section C.1 (p. 10) of this NOFO for more information on Eligible Entities.

Example Project Focus Areas and Desired Outputs and Outcomes

The FY 2020 SPRINT Challenge will provide funding to invest in the development, creation, or expansion of programs that accelerate technology-based economic development in pursuit of vibrant, innovative economies and economic growth by addressing the economic, health, and safety risks caused by the coronavirus pandemic. The following provides an outline of four broad focus areas that EDA seeks to support through this Challenge, along with desired outputs and outcomes aligned to those areas of focus. The outputs and outcomes described below are not a list of requirements that applications must meet to be considered; rather, they are intended to help applicants think about how their projects may meet the goals of this Challenge. Proposed projects may aim for one or more of the following focus areas and include outputs and outcomes from any focus area, considering each proposed project's regional, sectoral, and economic contexts. Applicants are also encouraged to thoroughly review the evaluation criteria defined in Section E.1 (p. 21) of this NOFO to assess their alignment with this funding opportunity.

Biotechnology, Health Security, and Supply Chain Innovation

This focus area seeks to promote innovation and commercialization of technologies and supply chain resources that are particularly important in the response to the coronavirus pandemic. Projects and activities that align with this focus area should generally aim to convert ideas, research, or prototypes into viable products and services that can be brought to market in a rapid manner to respond to the urgent community health and safety needs created by the pandemic. Outputs and outcomes may include:

- Providing access to mentors, industry catalysts, and entrepreneurs-in-residence that provide advisory services and that link technology and researchers to external networks;
- Connecting scientific, research, and governmental assets with entrepreneurs and technologists to provide insight and expedite regulatory approval and bring products to market quickly, particularly in bioscience development (e.g., vaccines, therapeutic drugs, discovery programs, etc.) and/or medical devices, diagnostics, and ancillary supplies;
- Developing strategies and providing technical assistance for the repurposing of existing small to medium manufacturing facilities, maker spaces, and equipment to expedite the production of essential coronavirus-related shortages, such as medical devices, ancillary supplies (needles and syringes), personal protective equipment including respiratory protective devices (N95 masks), and more;
- Assisting with market evaluation, business planning, business opportunity articulation, and intellectual property (IP) protection; and
- Developing processes that integrate scientific review with market potential to accelerate the best ideas from lab to market.

Entrepreneurship Support

This focus area seeks to promote technology-enabled entrepreneurialism to help diversify regional economies, so they are more resilient to economic shocks like the one caused by the coronavirus pandemic. Projects and activities that align with this focus area should generally aim to drive innovations from the initial idea phase to research and development and on towards commercialization, including supporting the development of IP; developing entrepreneurs within their regions; and/or creating ecosystems in which innovators and entrepreneurs can experiment with and create businesses and jobs from their innovations to diversify regional economies during the coronavirus pandemic. Outputs and outcomes may

include:

- Pivoting business models to virtual and remote programming using collaborative, digital platforms to continue convening and supporting entrepreneurs through mentorship, partnership development, and matching of technical talent and/or businesses with resources and opportunities;
- Equipping entrepreneurs and researchers with the knowledge and resources to strongly protect their IP, pivot their business models to address anticipated conditions, build teams, enter markets, and scale businesses;
- Exposing industry professionals, investors, and successful entrepreneurs to innovations at their earliest stages to create the best climates, teams, and opportunities for emerging, high-growth startups or for the acceleration of existing startups that create high-quality jobs; and
- Growing innovation and entrepreneurial ecosystems to ensure a steady stream of high-growth startups that drive job and value creation in the primary service area, community, and region.

Regional, National, and Government Connectivity

This focus area seeks to promote general regional, national, and government connectivity to address the shortages of entrepreneurship and innovation resources and support that resulted from or were exposed by the coronavirus pandemic. Projects and activities that align with this focus area should generally aim to connect economic development and technology commercialization resources across communities, regions, or clusters across multiple regions, to address these critical shortages created or exacerbated by the pandemic. Outputs and outcomes may include:

- Hosting events to showcase inventions, research, technologies, and/or entrepreneurs to promote the exchange of ideas that leads to the formation of new collaborations and, ultimately, to the commercialization of innovations;
- Forging new and reinforcing existing relationships among an inclusive group of regional and national stakeholders, to include partnerships with manufacturing groups and product development experts to catalyze technology infrastructure; and
- Engaging local business associations and governments to ensure that high growth entrepreneurs and companies are more fully integrated into the local business community and that their growing needs are addressed by a robust support network that includes specialized and readily-accessed technical assistance and access to capital, business associations, and government officials.

Access to Capital

This focus area seeks to support organizations that are addressing the urgent capital needs of entrepreneurs and startups due to the economic crisis caused by the coronavirus pandemic. Projects and activities that align with this focus area should generally aim to address these urgent capital needs. Outputs and outcomes may include:

- Implementing and supporting innovative investment models to increase access to capital for businesses across the capital spectrum, to include debt, equity, hybrid, and philanthropic funding in response to the coronavirus pandemic;

- Launching or scaling investment groups and associations such as angel investor networks, venture capital mentorship programs, and other initiatives that will help connect entrepreneurs with investors;
- Addressing critical gaps and shortcomings in the financing landscape, to include launching hybrid financing mechanisms that remove barriers for startups and businesses, including socioeconomic and geographic barriers;
- Developing and disseminating platforms or tools to allow for virtual due diligence to expedite fundraising or other open source capital resources and tools for entrepreneurs and investors to access philanthropic or government funds in response to the coronavirus pandemic; and
- Identifying access to seed funding to support the commercialization of promising research.

Please note that neither Federal nor matching non-Federal Share funds can include funds to be invested in startups or other companies, whether through equity, debt, or hybrid mechanisms under this program. Applicants are strongly encouraged to contact the Office of Innovation and Entrepreneurship at oiie@eda.gov or (202) 482-8001 for specific guidance pertaining to the eligible use of program funds.

4. Statutory Authority for the FY 2020 SPRINT Challenge; Relevant Regulations

The statutory authority for the FY 2020 SPRINT Challenge is the EAA Program (Section 209 of PWEDA (42 U.S.C. § 3149)).

Applicant eligibility and program requirements are set forth in EDA's regulations (codified at 13 CFR chapter III), and all applicants must address these requirements. Specific requirements for the EAA program are set out at 13 CFR part 307.

B. Federal Award Information

1. What Funding Is Available Under This Announcement and How Long Will a Project's Period of Performance Be?

EDA is allocating \$25 million of CARES Act Recovery Assistance for the FY 2020 SPRINT Challenge.

The funding periods and amounts referenced in this NOFO are subject to the availability of funds at the time of award as well as DOC and EDA priorities at the time of award. Neither DOC nor EDA will be held responsible for application preparation costs. Publication of this announcement does not obligate DOC or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

Applicants may request up to \$500,000 in Federal funds over a 12-month period of performance, or up to \$750,000 over an 18-month period of performance. For any specific project, EDA may approve an award amount that is higher or lower than requested and may

approve a period of performance that is longer or shorter than originally requested depending on the nature of the proposed project and the availability of funds. EDA will work closely with recipients to accommodate their projected timelines within reason and allowances of regulations and grant policies. EDA expects that all projects will proceed efficiently and expeditiously, and EDA encourages applicants to clearly document how quickly they will be able to start and complete the proposed project scope of work.

2. What Type of Funding Instrument Will Be Used to Make Awards?

Subject to the availability of funds, EDA may award grants or cooperative agreements to eligible applicants to help support projects as described in Section A.3 (p. 6) of this NOFO. EDA will award a cooperative agreement on a case-by-case basis if substantial agency involvement is required. For a cooperative agreement, the nature of EDA’s “substantial involvement” (to be included in the terms and conditions of the award) will generally be collaboration between EDA and the recipient on the scope of work. Other possible examples of EDA’s “substantial involvement” pursuant to a cooperative agreement may include, but are not limited to: (i) authority to halt immediately an activity if detailed performance specifications are not met; (ii) stipulation that the recipient must meet or adhere to specific procedural requirements before subsequent stages of a project may continue; (iii) involvement in the recipient’s selection of key personnel; and (iv) operational involvement during the project to ensure compliance with statutory requirements.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants for investment assistance under the FY 2020 SPRINT Challenge include a(n):

- a. District Organization of an EDA-designated Economic Development District;
- b. Indian Tribe or a consortium of Indian Tribes;
- c. State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
- d. Institution of higher education or a consortium of institutions of higher education; or
- e. Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.⁴

Under the FY 2020 SPRINT Challenge, EDA is **not** authorized to provide grants or cooperative agreements to individuals or to for-profit entities, and such requests will not be considered for funding. Please see the FY 2020 SPRINT Challenge website at <https://www.eda.gov/oie/sprint> for a list of FAQs on the Challenge, including on eligibility and application submission questions.

⁴ See Section 3 of PWEDA (42 U.S.C. § 3122) and 13 CFR § 300.3.

2. Economic Distress Criteria and Special Need

In accordance with EDA CARES Act Recovery Assistance, EDA has determined that economic injury from the coronavirus pandemic constitutes a “Special Need,” and eligibility may be established on that basis without reference to the other economic distress criteria under PWEDA.

To be eligible for funding under the FY 2020 SPRINT Challenge, an applicant must propose a project that invests in the development, creation, or expansion of programs that accelerate technology-based economic development in pursuit of vibrant, innovative economies and economic growth consistent with Section A (p. 5) of this NOFO. The applicant must clearly demonstrate how the proposed project will help communities, regions, or clusters across multiple regions “prevent, prepare for, and respond to coronavirus” or respond to “economic injury as a result of coronavirus.”

3. Cost Sharing or Matching

For the FY 2020 SPRINT Challenge, consistent with the requirements of EDA’s CARES Act Recovery Assistance and in accordance with the agency’s statutory authority under Section 703 of PWEDA (42 U.S.C. § 3233), EDA generally expects to fund up to 80% of eligible project costs. EDA may establish a maximum investment rate of up to 100% for projects of Indian Tribes and for projects where the Assistant Secretary determines the applicant has exhausted its effective taxing or borrowing capacity.

Any portion of the costs for the EDA scope of work funded below 100% must be borne by the recipient or provided to the recipient by a third party as a contribution for the purposes of and subject to the terms of the award. The applicant must submit from each organization providing matching share, including the applicant organization, if applicable, a commitment letter signed by an authorized representative of that organization demonstrating that matching share will, at the time of award:

- be committed to the project for the period of performance,
- be available as needed, and
- not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.⁵

Additional documentation may be requested by EDA to substantiate the availability of the matching funds.

In-kind contributions may be used for the required matching share and must consist of contributions directly related to the proposed project, such as services, equipment, or space. The in-kind matching share may include the purchase of equipment and equipment-related modifications or renovations of a facility but only to the extent that such equipment and any related modifications or renovations are used to support another eligible activity. EDA will fairly evaluate all in-kind contributions, which must be eligible project costs and meet applicable Federal cost principles and uniform administrative requirements. Applicants are strongly encouraged to contact the Office of Innovation and Entrepreneurship at oi@eda.gov or

⁵ See 13 CFR § 301.5.

(202) 482-8001 to determine how in-kind contributions may be utilized to satisfy the matching share requirement based upon the project concept and application and how those in-kind contributions may be valued.

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

4. Comprehensive Economic Development Strategy (CEDs) Requirements

Each project funded under EAA must be consistent with the region’s current CEDs or equivalent EDA-accepted regional economic development strategy that meets EDA’s CEDs or strategy requirements. In accordance with 13 CFR § 303.7(c)(1), in certain circumstances EDA may accept a non-EDA-funded CEDs that does not contain all the elements EDA requires of a CEDs.⁶ The EDA Economic Development District (EDD) webpage at <https://www.eda.gov/edd/> can help applicants identify the EDD of the relevant project region, which generally is responsible for developing and maintaining the region’s CEDs. Some regions may not be covered by an EDD and, in these cases, EDA can help identify the relevant economic development strategy. Please contact the EDA Office of Innovation and Entrepreneurship as specified in Section G (p. 26) of this NOFO for more information on CEDs and this requirement.

D. Application Submission Information

An applicant **must submit a complete application**, as detailed in Section D.2 (p. 13) of this NOFO, to be considered for funding. EDA may seek additional information or documentation from the applicant to clarify information presented in the application. Please see Section E (p. 21) of this NOFO for more information on EDA’s review and selection process.

EDA strongly encourages applicants to consult with the Office of Innovation and Entrepreneurship at oiie@eda.gov or (202) 482-8001 to discuss whether their project is in alignment with the requirements outlined in this NOFO. This consultation is limited to clarification of technical matters involving their proposed project, project alignment with EDA’s mission and Investment Priorities, and all other relevant and publicly available information relating to general technical matters.

1. Address to Request an Application

An applicant may obtain the appropriate application electronically at <https://www.grants.gov> (Grants.gov). Applicants may search for this funding opportunity on Grants.gov using Funding Opportunity Number “EDA-HDQ-OIE-2020-SPRINTCHALLENGE”. All components of the

⁶ In doing so, EDA shall consider the circumstances surrounding the application, including emergencies or natural disasters and the fulfillment of the requirements of Section 302 of PWEDA.

appropriate application may be accessed and downloaded (in a screen-fillable format) at <https://www.grants.gov/web/grants/search-grants.html>.

Applicants are advised that they **must complete the registration process prior to submitting an application through Grants.gov**; please note, however, registration is not required for an applicant to access, view, or download the application. Even though an applicant may be able to view and download an application, if the applicant has not correctly completed the Grants.gov registration process, the applicant will not be able to submit the application electronically for EDA’s review.

2. Content and Form of the Application

A complete application includes all required documents outlined below in Table 1. All relevant forms must be signed electronically by the applicant’s Authorized Organizational Representative (AOR); please see Section I.2 (p. 29) of this NOFO for information on AOR requirements. The preferred electronic file format for attachments is Adobe PDF and, when appropriate, Microsoft Excel; however, EDA will accept electronic files in Microsoft Word. EDA will not accept paper, facsimile, or email transmissions of applications. Please refer to important information on submitting your application provided in Section I (p. 28) of this NOFO.

All documentation and data submitted should be current and applicable as of the date submitted. Applicants are encouraged to contact the Office of Innovation and Entrepreneurship at oi@eda.gov or (202) 482-8001 for technical assistance regarding application requirements. Additionally, EDA may reach out to the applicant to clarify application materials received.

Table 1: Required Application Documentation	
Project Design and Substance Information	
Project Narrative	
Budget Narrative and Staffing Plan	
Matching Share Commitment Letters	
State/Local Government Support (if applicable)	
Forms and Supporting Documentation	
Form SF-424 (Application for Federal Assistance)	
Form SF-424A (Budget Information-Non-Construction Programs)	
Form CD-511 (Certification Regarding Lobbying)	
Form SF-LLL (Disclosure Regarding Lobbying) (if applicable)	
State Single Point-of-Contract (SPOC)/Executive Order 12372 Compliance Documentation (if applicable)	
Organizational Documentation (if applicable)	
Indirect Cost Rate Documentation (if applicable)	

a. Project Design and Substance

This section provides additional details on project design and subject documentation.

Table 2: Project Design and Substance Documentation	
Document	Number
Project Narrative	One per application
Budget Narrative and Staffing Plan	One per application
Matching Share Commitment Letters	One per matching share source
Local Government Support (if applicable)	One per application

i. Project Narrative

All applicants must provide a Project Narrative of no more than ten (10) total pages with margins no less than one-half inch (0.5”) using Arial, Calibri, Times New Roman, or a similar font of size no less than eleven (11) points in order to be considered for funding. **Material beyond the tenth page will not be read or considered.** Applicants are strongly encouraged to provide a clear and concise narrative that includes a compelling justification for the project and the expected outcome(s) that will result from the proposed project. Lengthy applications will not receive greater consideration. A competitive application will contain the following elements in the Project Narrative:

- An **executive summary** that includes a *project title* and a *summary* of no more than 250 words (**note:** this may be published on EDA’s website if your application is selected for funding).
- A description of the project’s **location and region**, identifying the *primary service area*, along with a description of the *communities or regions* to be served (e.g., assets, financial and business resources, workforce, and infrastructure), and the communities’ or region’s *needs and opportunities*. **The location and region should directly correspond to Questions 14 (Areas Affected by Project (Cities, Counties, States, etc.) and 16 (Congressional Districts) of Form SF-424.** Additionally, applicants must identify their proposed primary service area(s) by county or counties. **Counties should be identified by both name and 5-digit FIPS codes. See <https://www.census.gov/geo/reference/codes/cou.html>.** This description should not exceed two pages.
- A **description of the proposed project**, including a statement of the *project’s purpose* that clearly demonstrates how it will enable regional innovation economies to address the economic, health, and safety risks caused by the coronavirus pandemic through entrepreneurship and innovation consistent with the Program Information set out in Section A.3 (p. 6) of this NOFO. This description should specify the roles of all *key personnel*, the project’s *essential partners*, and an *outreach and engagement plan*.
- A **scope of work** of no more than one page linked to the project’s purpose and key milestones, including *deliverables* **that clearly indicate the specific activities that are part of the scope of work.**
- A **project timeline** including an estimated *project start date*, *key milestones* with expected completion dates, and an estimated *project completion date*.

- Evidence- and data-based **anticipated impacts**, including *outputs and outcomes, metrics, and tracking mechanisms*. **Please note:** an applicant that is selected for funding is highly encouraged to employ a data and client management system to track project metrics in a machine-readable format. Each applicant should include a description of its tracking system and, if no such system exists, should describe how it will meet this requirement in the Project Narrative and Budget.
- A short description of how the project will address **Recovery and Resilience in the context of innovation and entrepreneurship challenges and needs specific to the project’s location and region**, including *anticipated challenges, potential barriers to long-term recovery from economic shock, and/or a transition plan to post-pandemic operations*. In addition, the applicant must detail how the project will support the economic needs and objectives outlined in the applicable region’s CEDS or equivalent EDA-accepted regional economic development strategy. The applicant should identify the CEDS or equivalent EDA-accepted regional economic development strategy and provide a copy of this planning document, either by attaching the document to the application or including a web link for the document.
- If the application proposes supporting the operations of an eligible organization that raises or operates a fund, the application must provide **fund information, whether existing or planned**, including *total assets under management, proportions of assets invested and on hand, historical performance* (both direct—e.g., returns, and indirect—e.g., jobs created), *proportions of assets invested to date inside and outside the primary service area, and fund age*.

ii. Budget Narrative and Staffing Plan

Attachment 2 (p. 35) to this NOFO contains an optional budget and staffing plan template that may be used for the application.

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

- A description of the intended use of funds for each line item;
- The budget category (from Form SF-424A) to which the line item corresponds;
- The Federal Share allocated to the line item; and
- The matching non-Federal Share allocated to the line item.

The matching non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant’s Budget Narrative proposes

otherwise, applicants must also include information that clearly indicates what project elements matching non-Federal Share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.

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

iii. Matching Share Commitment Letters

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

iv. Local Government Support

A non-profit applicant must submit a resolution or letter that demonstrates that the applicant is acting in cooperation with officials of a political subdivision of a State (e.g., a county or municipality) that encompasses all or a substantial portion of the communities served by the proposed project. **Support from Federal officials, including but not limited to members of the United States Congress, does not meet this requirement.** Examples of authorities who may indicate such support include local executive or legislative branch officials (e.g., mayor or other appropriate municipal executive; town council). **If, however, the applicant or co-applicant is an Economic Development District, a State, an Indian tribe, a city or other political subdivision of a State, or an institution of higher education, this requirement does not apply.**

b. Forms and Supporting Documentation

i. Forms

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

Table 3: Forms		
Form	Description	Number
SF-424	Application for Federal Assistance	One per applicant
SF-424A	Budget Information-Non-Construction Programs	One per application
CD-511	Certification Regarding Lobbying	One per applicant
SF-LLL	Disclosure of Lobbying Activities (if required)	One per applicant

ii. Supporting Documentation

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

Table 4: Supporting Documentation	
Documentation	Number
SPOC Compliance (if applicable)	For each participating State in primary service area
Organizational Documentation (if applicable)	For each non-profit applicant
ICR Documentation (if applicable)	For each applicant

a. SPOC Compliance/Intergovernmental Review

For projects with primary service areas located within one or more States that participate in the intergovernmental review process established by Executive Order 12372, “Intergovernmental Review of Federal Programs,” applicants must submit documentation demonstrating compliance with that State’s or those States’ processes. The current list of participating States and their Single Points of Contact (SPOC) can be found at https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf. Each State may participate for all or a subset of Federal grant programs. If applicable, EDA strongly encourages each applicant to contact their SPOC early in the application period to determine the relevant State’s or States’ processes. If an application’s primary service area encompasses one or more participating States, **the applicant is highly encouraged to begin the process to receive documentation of compliance before submitting an application. While not required at the time of application, full documentation of compliance with each State’s process will be a requirement before an award can be made.** Based on the applicant’s State, EDA requires the following documentation:

Table 5: SPOC Documentation	
State does not participate	No documentation required.
State participates; this grant program not subject to review	Documentation (e.g., a State executive order, a signed letter from the SPOC) showing that this grant program is not subject to review.
State participates; this grant program subject to review	Documentation (e.g., a signed letter from the SPOC) with comments or indicating that this project was not selected for review, or, if the comment period has expired, or comments

	were not received, a copy of the applicant's request for comments.
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b. Organizational Documentation for Non-Profit Applicants

Each non-profit applicant must provide documentation that demonstrates its status as a non-profit organization (*see* 2 CFR § 200.70 - e.g., articles of incorporation, certificates of good standing, and bylaws).

c. Indirect Cost Rate (ICR) Documentation

If indirect costs are included in the budget, the applicant must include documentation to support the indirect cost rate they are using. The applicant must submit a copy of its current, approved, and negotiated indirect cost rate agreement (NICRA). The maximum dollar amount of allocable indirect costs for which EDA will reimburse a recipient shall be the lesser of the (1) line-item amount for the Federal Share of indirect costs contained in the EDA approved budget for the award, or (2) Federal Share of the total allocable indirect costs of the award based on either (a) the indirect cost rate approved by EDA (or applicable cognizant Federal agency), provided that the cost rate is current at the time the costs were incurred and provided that the rate is approved on or before the award end date, or (b) other acceptable documentation as indicated below.

If the applicant does not have a current or pending NICRA, it may propose indirect costs in its budget; however, the applicant must prepare and submit an allocation plan and rate proposal for approval within 90 days from the award start date. See 2 CFR part 200 Apps. III, IV, V, VI, VII for guidance. The allocation plan and the rate proposal must be submitted to EDA's Office of Regional Affairs (or applicable cognizant Federal agency). If the applicant chooses to pursue this option, it should include a statement in its Budget Narrative that it does not have a current or pending NICRA and will submit an allocation plan and rate proposal to EDA or the applicant's cognizant Federal agency for approval.

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

Note if the applicant is a State or local unit of government (or a Tribe) that receives less than \$35,000,000 in direct Federal funding per year it may submit any of the following:

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

c. Environmental and Historic Preservation Requirements

Applications will be reviewed by EDA under the National Environmental Policy Act of 1969, as amended (NEPA). The extent of review will depend on the nature and specific elements of each given application. During the NEPA review process, applicants may be instructed to contact the designated State and/or Tribal Historic Preservation Officer (SHPO/THPO), provide approvals from other governmental agencies, or provide more detailed environmental information. EDA, after compliance with requirements for consultation with Federally-recognized Indian tribes, may require applicants to participate in Tribal consultation, as necessary. The implementing regulations for NEPA require EDA to provide public notice of the availability of project-specific environmental documents, such as environmental impact statements, environmental assessments, findings of no significant impact, and records of decision, to the affected public. For further guidance and information, please contact the EDA Office of Innovation and Entrepreneurship as specified in Section G (p. 26) of this NOFO.

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

To enable the use of a universal identifier and to enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act of 2006, applicants are required to: (i) be registered in the SAM before submitting their application; (ii) provide a valid unique entity identifier in their application; and (iii) continue to maintain an active SAM registration with current information at all times during which they have an active Federal award or an application or plan under consideration by a Federal awarding agency. EDA may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements, and if an applicant has not fully complied with the requirements by the time EDA is ready to make an award, EDA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Recipients will be subject to reporting requirements, as identified in OMB guidance published at 2 CFR parts 25 and 170.

3. Submission Dates and Times

The deadline for the receipt of applications is **11:59 P.M. EASTERN TIME ON THURSDAY, DECEMBER 3, 2020 (Application Deadline)**. Applications received after this deadline will not be reviewed or considered. Applications will only be accepted electronically through www.grants.gov (Grants.gov). Applicants are advised to carefully read the submission information provided in Section D (p. 12) of this NOFO. Applications submitted electronically Grants.gov must be received by the Application Deadline. The date and time that an application will be deemed to be electronically received will be determined in accordance with the electronic submission instructions provided at Grants.gov. *See* Section I (p. 28) of this NOFO for information regarding electronic submissions. **APPLICATIONS RECEIVED AFTER THE APPLICATION DEADLINE WILL NOT BE CONSIDERED FOR FUNDING.**

In addition, please note the following:

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

Applicants are strongly encouraged to start early and not to wait until near the application deadline before logging on and reviewing the instructions for submitting an application through Grants.gov. There are several steps that must be completed correctly before an applicant can register with and submit an application through Grants.gov. Applicants should SAVE AND PRINT WRITTEN PROOF of an electronic submission made at Grants.gov.

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

If problems occur while using Grants.gov, the applicant is advised to print any error message received and call Grants.gov at (800) 518-4726 for immediate assistance. EDA, in its sole discretion, may pre-approve in writing submission via an alternate method (e.g., email) due to a systems issue at Grants.gov only insofar as any such systems issue is beyond the control of the applicant. However, any submission via this alternate method must be received before the deadline. See Section I.5 (p. 31) regarding what does and does not constitute a Grants.gov systems issue. LATE APPLICATIONS WILL NOT BE ACCEPTED for any reason, including but not limited to late submissions caused by issues with Grants.gov, SAM, or AOR registrations. See Section I (p. 28) of this NOFO for more information on electronic submissions. If an alternate method of submission is approved, applications must have email receipt timestamps no later than the Application Deadline. An application that is not timestamped or postmarked, as applicable, by the Application Deadline WILL NOT BE REVIEWED.

4. Funding Restrictions

Funds available under the FY 2020 SPRINT Challenge may not be used for construction purposes or revolving loan funds, and such use of funds may not be charged to the EDA funds of

the project or provided as matching share. Additionally, the use of project funds to invest in startups or other companies, whether through equity debt, or hybrid mechanisms, is not an allowable cost; neither EDA funds nor matching non-Federal Share may be used for such purposes.

E. Application Review Information

Throughout the review and selection process, EDA reserves the right to seek clarification in writing from applicants whose applications are being reviewed. This may include reaching out to applicants and proposing they seek funding under a different EDA program or other Federal financial assistance program under which they may be more competitively assessed. EDA may additionally ask applicants to clarify application materials, objectives, and work plans, or modify budgets or other specifics necessary to comply with Federal requirements. Before applications are reviewed as described below, EDA will conduct an initial screening to verify that all required forms are complete, and all required documentation is included. Applications that do not contain all required documents set forth in Section D.2 (p. 13) of this NOFO will not be reviewed.

1. Evaluation Criteria

Applications will be evaluated against the following six equally weighted criteria by awarding between 0 and 10 points under each criterion.

Project Support and Connectivity: The extent to which the project is supported by and connected to local and regional partners, to provide a holistic and strategic approach to the region's entrepreneurship and innovation-related challenges and needs resulting from the coronavirus.

Engagement and Diversity: The extent to which the project will encourage and solicit participation from an inclusive group of regional stakeholders that might benefit from participation including newly formed entities, rival existing participants, and underrepresented or unconnected populations and organizations, including those in Opportunity Zones and across socioeconomic or geographic categories.

Economic and Innovation Impacts: The extent to which the project stimulates innovation, increases regional innovation capacity, bolsters support for entrepreneurs, and aims to rapidly address the economic, health, and safety risks caused by the pandemic.

Assets and Infrastructure: Whether the project has access to, will leverage, and/or will contribute to a regional economy's competitive strengths, assets and infrastructure (such as technology infrastructure, innovation pipelines, and sources of early-stage capital).

Resilience and Recovery: The extent to which the project is likely to assist with economic resilience (including business continuity and preparedness) and long-term recovery from economic shocks due to the pandemic to ensure U.S. communities remain globally competitive.

Project Feasibility: The extent to which the application organization(s) demonstrates the ability to execute the proposed project successfully, including if the proposed project's budget and narrative reasonably and realistically correspond to the costs and activities necessary for its successful execution.

2. Review and Selection Process

a. Review for Eligibility and Completeness (Technical Review)

EDA staff will conduct an eligibility and technical completeness review (the “Technical Review”) of all applications received by the Application Deadline. Applications received from ineligible entities will not be considered for funding. Applications that do not contain all forms and required documentation listed in Section D.2 (p.13) of this NOFO may be deemed non-responsive and excluded from further consideration. EDA expects all applicants to complete and include all required forms and documentation. However, EDA, in its sole discretion, may determine that an omission is curable and therefore may continue its consideration of the application despite the deficiency. Technical Review will be conducted separately for each application.

b. Merit Review

Merit Reviewers will evaluate application against the evaluation criteria enumerated in Section E.1 (p. 21) of this NOFO. Each application will be reviewed by at least three Merit Reviewers. Merit Reviewers may include, but are not limited to, DOC and EDA personnel, and other federal and non-federal subject matter experts. EDA, in its sole discretion, may use a statistical technique to normalize and aggregate Merit Reviewers’ quantitative evaluations (i.e., scores) and may consider qualitative Merit Reviewer evaluation information. The most highly ranked applications will be recommended to the Grants Officer for consideration for EDA funding.

c. Grants Officer’s Decision

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

1. The relative economic distress of the region;
2. The likelihood a given project will start quickly, realistically achieve project goals, and catalyze additional resources;
3. The extent to which the application meets the overall objectives of Section 2 of PWEDA (42 U.S.C. § 3121) and of the CARES Act;
4. The comparative financial or management capability of the applicant;
5. The applicant’s performance under previous Federal financial assistance awards, including whether the grantee submitted required performance reports and data;
6. The availability of program funding;
7. The extent to which the application leverages complementary public or private sector programs or policies, including but not limited to those operated or

- managed by the Federal Government;
8. The extent to which any technical deficiencies or any budgetary or legal issues in the application may impact an applicant's ability to execute the project or achieve the desired impacts; and
 9. The extent to which the project supports EDA's goals of geographic balance in distribution of program funds, project types, organizational type (to include smaller and rural organizations) and the overall portfolio.

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

3. Federal Awardee Performance and Integrity System (FAPIS) Review

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

Each applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. EDA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205.

F. Federal Award Administration Information

1. Federal Award Notification

Under this NOFO, EDA expects to notify applicants of its decision in writing approximately 60-90 days after the Full Application Deadline. If an application is selected for funding and the applicant successfully and timely completes all due diligence requirements, the expectation is that the EDA Grants Officer will issue the grant award (Form CD-450), which is the authorizing financial assistance award document and includes Specific Award Conditions and the DOC Financial Assistance Standard Terms and Conditions (DOC ST&Cs).

EDA will provide Form CD-450 via the award package to the applicant's authorized representative. The applicant's authorized representative must sign and return the Form CD-450 without modification within 30 calendar days of the date of EDA's signature on the form. By signing Form CD-450, the applicant agrees to comply with all award provisions. **Failure to sign and return Form CD-450 during this timeframe may be**

considered grounds for appropriate enforcement action pursuant to 2 CFR § 200.338 (“Remedies for noncompliance”), INCLUDING AWARD TERMINATION.

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

EDA will notify unsuccessful applicants in writing to the applicant’s authorized representative. EDA will retain unsuccessful applications in accordance with EDA’s record retention schedule.

2. Administrative and National Policy Requirements

a. Uniform Administrative Requirements, Cost Principles and Audit Requirements

Recipients of an EDA award will be bound by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 CFR part 200.

b. DOC Financial Assistance Standard Terms and Conditions

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

c. DOC Pre-Award Notification Requirements

EDA will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements effective December 26, 2014, 79 Fed. Reg. 78,390. The Pre-Award Notice may be accessed at the Government Printing Office (GPO) website at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

d. Reporting

i. Financial, Performance, and Impact Reports

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

Recipients will be required to track and submit performance data on EDA-sponsored outputs and resulting outcomes, semi-annually and annually, respectively, as described in paragraph F.2.d.iii (p. 25). As part of its administration of this program, EDA may conduct program

evaluations. If so, recipients of grants under this program may need to furnish performance data to evaluators, including but not limited to EDA staff and outside parties contracted by EDA. EDA may also, for research purposes linked to improving economic outcomes, choose to share data with other Federal partners, including but not limited to statistical agencies.

ii. Federal Funding Accountability and Transparency Act of 2006

The Federal Funding Accountability and Transparency Act of 2006 includes a requirement for awardees of applicable Federal grants to report information about first-tier subawards⁷ and executive compensation under Federal assistance awards issued in FY 2011 or later. All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.FSRS.gov on all sub-awards over \$25,000. Please see the OMB guidance published at 2 CFR part 170 (2015), which can be accessed at <https://gov.ecfr.io/cgi-bin/text-idx?SID=9645bf9e3857f8fa48a42f0fe6e74dec&mc=true&node=pt2.1.170&rgn=div5>.

iii. Government Performance and Results Act

EDA may require data on activities, outputs, and actual impacts of the funded investment, pursuant to the Government Performance and Results Act (GPRA), as well as those specified under the specific terms and conditions of the EDA grant award. For example, recipients may be expected to continuously track their engagement activities within the scope of work, other beneficiaries, and project-related stakeholders. They may also be expected to collect data on the outputs, outcomes, and impacts of their activities, such as, for example, the number of beneficiary strategic plans developed, the number of new business partnerships formed, or new capabilities acquired using surveys of beneficiaries or clients if necessary. EDA will specify the data collection techniques and reporting mechanisms to be used.

iv. Information Sharing

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

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

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

⁷ A first-tier subaward means an award provided by the recipient to a subrecipient for the subrecipient to carry out as part of a Federal award.

G. Federal Awarding Agency Contacts

For questions concerning this NOFO, you may contact the EDA Office of Innovation and Entrepreneurship:

- Email: ois@eda.gov
- Phone: (202) 482-8001

H. Other Information

1. Right to Use Information

EDA reserves the right to use information contained in applications submitted under this opportunity, as well as all reports and performance data submitted by recipients to undertake an evaluation of its programs, either through its staff or by hiring a third party. The applicant acknowledges and understands information and data contained in applications for financial assistance, as well as information and data contained in financial, performance, and other reports submitted by applicants, may be used by the DOC in conducting reviews and evaluations of its financial assistance programs. For this purpose, applicant information and data may be accessed, reviewed, and evaluated by DOC employees, other Federal employees, Federal agents and contractors, and/or by non-Federal personnel, all of whom enter into appropriate confidentiality and nondisclosure agreements covering the use of such information. As may be provided in the terms and conditions of a specific financial assistance award, applicants are expected to support program reviews and evaluations by submitting required financial and performance information and data in an accurate and timely manner and by cooperating with DOC and external program evaluators. In accordance with 2 CFR § 200.303(e), applicants must take reasonable measures to safeguard protected personally identifiable information and other confidential or sensitive personal or business information created or obtained in connection with a DOC Federal financial assistance award.

2. Freedom of Information Act Disclosure

The Freedom of Information Act (5 U.S.C. § 552) (FOIA) and DOC's implementing regulations at 15 CFR 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. In the event that an application contains information or data that the applicant deems to be confidential commercial information, that information should be identified, bracketed, and marked as "Privileged, Confidential, Commercial or Financial Information." Based on these markings, the confidentiality of the contents of those pages will be protected to the extent permitted by law.

3. Notice of Government-Wide Procurement Restriction

The general rule for Federal financial assistance is that contractors that develop draft specifications, requirements, statements of work, invitations for bids or requests for proposals are prohibited from competing for the final procurement. For instance, a professional engineer

or architect who prepared the Preliminary Engineering Report for an EDA application would be excluded from bidding on the same work under the award. Under 2 CFR § 200.319 and 200.317, only State recipients are expressly exempt from this prohibition. Local governments and Indian Tribes may also take advantage of the exemption in two narrow circumstances: (i) if they are required (by statute, for example) to follow the State's procurement rules in full and without exception; or (ii) if they are required to follow a specific State procurement rule that creates an explicit conflict with the prohibition in 2 CFR § 200.319(a) (i.e., there is a statute that requires or permits the local government or Indian Tribe to award the final procurement to the same contractor that developed the draft specifications). Absent one of these two scenarios, the local government or Indian Tribe must comply with the prohibition. Applicants are encouraged to contact the EDA Office of Innovation and Entrepreneurship as specified in Section G (p. 26) of this NOFO with any questions regarding application of this regulation.

4. Past Performance and Non-Compliance with Award Provisions

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

5. Restrictions Governing Making Grants to Corporations Convicted of Federal Felony and Federal Criminal Tax Violations, Unpaid Federal Tax Assessments, and Delinquent Federal Tax Returns

In accordance with current Federal appropriations law, execution by an applicant of the Certification Regarding Federal Felony and Federal Criminal Tax Convictions, Unpaid Federal Tax Assessments and Delinquent Federal Tax Returns (see Attachment 1) will be required in a format requested by EDA before any award will be made under the SPRINT Challenge NOFO.

Specifically, if an applicant is a corporation as defined in the Certification, it is required to sign and return the Attachment 1, Part I Certification. In addition, all applicants applying for financial assistance awards in excess of \$5 million are required to sign the Attachment 1, Part II certification. The applicant will be required to submit these certifications, signed by its AOR, after being contacted by EDA that its application has been recommended to the Grants Officer as described in Section E (p. 21) of this NOFO.

6. EDA's Non-Relocation Policy

Should an application be selected for award, the recipient will be required to adhere to a specific award condition relating to EDA's non-relocation policy as follows:

In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs. In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or material noncompliance, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

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

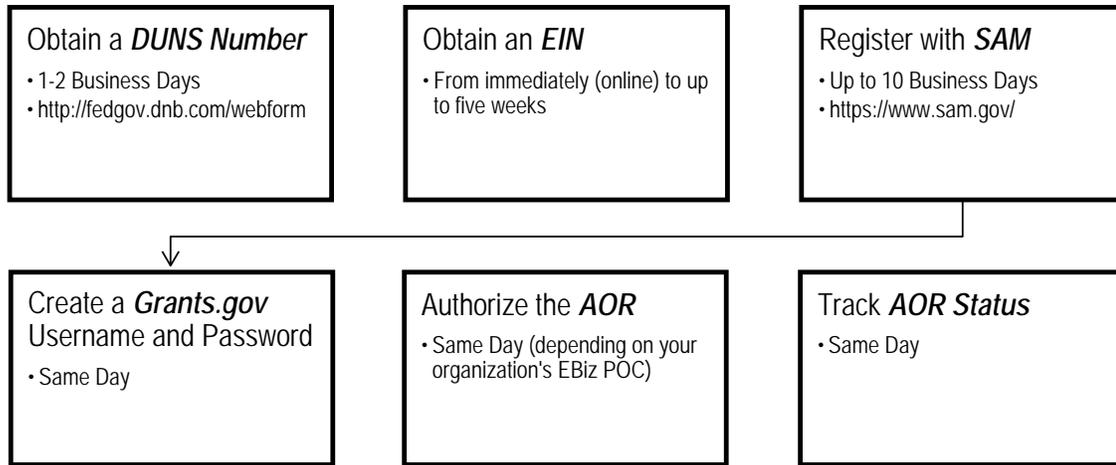
7. Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in the Uniform Guidance (see 2 CFR part 200, Subpart F, “Audit Requirements”). The Uniform Guidance 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 \$750,000 or more in the recipient’s fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the OMB Uniform Guidance. Applicants are reminded that EDA or the DOC’s Office of Inspector General also may conduct an audit of an award at any time.

I. Instructions for Application Submission via Grants.gov

1. Register Early and Submit Early

In order to submit an application through Grants.gov, an applicant must register its organization with Grants.gov and register its Authorized Organization Representative (AOR) with Grants.gov. **Applicants should note that this process can be lengthy, requires interaction with multiple organizations outside of EDA, and requires confirmation at each step.** The below diagram provides an overview of the Grants.gov registration process, including potential timeframes for each step:



Applicants may have already completed one or more of the above steps set forth in the above flowchart, which depicts a typical example of the pre-submission registration process. Organizations may have already registered with Grants.gov, in which case they do not need to re-register; however, all registered organizations must keep their registration for SAM, which includes the CCR database, up-to-date through SAM.gov or their applications will not be accepted by Grants.gov.

Note that **applicant organizations that have not previously completed any of the above steps may require three to four weeks to accomplish these tasks due to system processing requirements**. EDA **STRONGLY ENCOURAGES** prospective applicants to begin the pre-submission process as early as possible in the application period. Grants.gov is a centrally-managed Federal grants portal, and changes or updates to the process outlined above may occur after the publication of this NOFO. Prospective applicants should visit <https://www.grants.gov/web/grants/applicants/organization-registration.html> to ensure that they follow the most up-to-date instructions.

2. Authorized Organizational Representative (AOR) requirement

Applicants must register as organizations, not as individuals. As part of the registration process, you will register at least one AOR for your organization. AORs registered at Grants.gov are the only officials with the authority to submit applications at Grants.gov, so please ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected by the Grants.gov system and cannot be considered by EDA. Note that a given organization may designate multiple individuals as AORs for Grants.gov purposes.

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

- Navigate to <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>;
- Click "Search for Opportunity Package";

- In “Funding Opportunity Number” field, enter “EDA-HDQ-OIE-2020-SPRINTCHALLENGE”;
- Click “Search”;
- Under the “Actions” column, click the “Apply” link that corresponds with this opportunity;
- Enter your email address (if you would like to receive updates from Grants.gov regarding this grant opportunity) or check the box that indicates you do not wish to provide it, then click “Submit”;
- Choose to apply using Workspace by clicking “Login to Apply Now”;
- Follow the instructions provided on the Grants.gov website and on each webpage to complete and submit your application;
- For detailed step-by-step guidance on how to create a workspace, an application, and submit a workspace package, see the Grants.gov Online User Guide. Navigate to www.grants.gov and select “Apply for a Grant with Workspace” located in the banner or see <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Applicants%2FGrantApplications.htm>.

3. Field Limitations and Special Characters

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

4. Verify That Your Submission Was Successful

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

An applicant should expect to receive two initial emails from Grants.gov: the first will confirm receipt of the application, and the second will indicate that the application has either been successfully validated by the system before transmission to EDA or has been rejected due to errors. Applicants should be aware that it may take up to two business days after Grants.gov receives an application for applicants to receive email notification of an error. Applicants will receive a third email once EDA has retrieved their application.

EDA requests applicants refrain from submitting multiple copies of the same application.

Applicants should save and print both the confirmation screen provided on the Grants.gov website after the applicant has submitted an application and the confirmation email sent by Grants.gov when the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating the application was received and subsequently validated but does not receive an email from Grants.gov indicating that EDA has retrieved the application within 72 hours of that email, the applicant may contact the EDA

Office of Innovation and Entrepreneurship as specified in Section G (p. 26) of this announcement to inquire if EDA is in receipt of the applicant's submission.

It is the applicant's responsibility to verify that its submission was timely received and validated successfully at Grants.gov. To see the date and time your application was received, log on to Grants.gov and click on the "Track My Application" link from the left-hand menu. For a successful submission, the application must be received and validated by Grants.gov, and an agency tracking number assigned. If your application has a status of "Received," it is awaiting validation by Grants.gov and has not yet been received by EDA. Once validation is complete, the status will change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," an application has not been received successfully. For more detailed information on why an application may be rejected, please see "Encountering Error Messages" at <https://www.grants.gov/applicants/encountering-error-messages.html> and "Frequently Asked Questions by Applicants" at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

5. Grants.gov Systems Issues

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

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

Attachment 1. Certifications Regarding Federal Felony and Federal Criminal Tax Convictions, Unpaid Federal Tax Assessments and Delinquent Federal Tax Returns

As discussed in Part I and Part II below, current Federal appropriations law contains certain funding prohibitions and certification requirements applicable to financial assistance awards issued with appropriated funds. Based on these requirements, DOC requires the following certifications from prospective financial assistance award recipients (also referred to below as applicants):

PART I-Certifications from Corporations

None of the appropriated funds made available by relevant appropriations Acts may be used to issue a financial assistance to any corporation that:

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

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

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

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

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

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

By: _____
[Typed name and title of the signing individual]
[Typed phone number of the signing individual]
[Typed email address of the signing individual]

Date: _____

PART II-Certifications for Awards Over \$5 Million

For financial assistance awards in excess of \$5 million, the Department of Commerce is required to obtain written certification from all recipients that:

- (a) To the best of its knowledge and belief, the recipient has filed all Federal tax returns required during the three years preceding the certification;
- (b) The recipient has not been convicted of a criminal offense under the Internal Revenue Code of 1986; and/or
- (c) The recipient has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

The below certification is required from all recipients receiving financial assistance awards in excess of \$5 million and funded with applicable appropriations. This certification is further required to the extent that other appropriation acts contain the same or substantively similar prohibitions against the issuance of financial assistance to certain recipients of financial assistance awards in excess of \$5 million.

Instructions: All applicants receiving financial assistance awards in excess of \$5 million and funded with applicable appropriations must complete paragraphs (1), (2) and (3) below, which must be signed below by an authorized representative of the applicant.

(1) _____ [insert name of applicant] certifies that it has has not (check one) filed all Federal tax returns required during the three years preceding this certification;

(2) _____ [insert name of applicant] certifies that it has has not (check one) been convicted of a criminal offense under the Internal Revenue Code of 1986, as amended; and/or

(3) _____ [insert name of applicant] certifies that it has has not (check one) been notified, more than 90 days prior to this certification, of any Federal tax assessment for which liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

By: _____
[Typed name and title of the signing individual] [Typed phone number of the signing individual] [Typed email address of the signing individual]

Date: _____

Attachment 2: Application Budget Template

EDA suggests utilizing the below budget narrative template, which includes a staffing plan.

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

Each line item in the budget narrative should clearly indicate:

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

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

Use the following guidance for preparing the budget narrative:

Form SF-424A	Year 1		Year 2		Total	
Budget Categories	Federal	Match	Federal	Match	Federal	Match
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. Totals (sum of 6i and 6j)						

a. Personnel

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

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

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

Personnel Description Example

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

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

Staffing Plan:

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

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

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

b. Fringe Benefits

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

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

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

Fringe Benefits Description Example

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

c. Travel

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

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

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

Travel Description Example

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

d. Equipment

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

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

[Identify each item of equipment you expect to purchase which has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (*see* 2 CFR § 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies, not “equipment”. Equipment expenses may include limited Equipment installation costs, if approved by EDA.

Equipment Description Example

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

e. Supplies

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

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

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

Supplies Description Example

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

f. Contractual

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

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

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

Please see 2 CFR § 200.320 - Methods of procurement to be followed.

Contractual Description Example

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

g. Construction

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

h. Other

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

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

Description:

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

Other Description Example

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

i. Total Direct Charges (sum of a – h)

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

j. Indirect Charges

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

Description:

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

k. Totals (I and j)