

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), Department of Commerce
- **Funding Opportunity Title:** *FY 2012 University Center Economic Development Program Competition*
- **Announcement Type and Date:** Initial announcement of Federal funding opportunity (FFO) dated February 8, 2012
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.303, Economic Development – Technical Assistance
- **Dates:** The deadline for receipt of applications is March 30, 2012.

Please see section IV.B. for more information on deadlines under this announcement.

- **Funding Opportunity Description:** This FFO announces the availability of funding for EDA's FY 2012 University Center Economic Development Program Competition. This program supports initiatives that are focused on advancing: regional commercialization efforts; entrepreneurship; and a high-skilled regional workforce. EDA solicits competitive applications from accredited institutions of higher education and from consortia of accredited institutions of higher education that are located in, and have programs targeting, only the following geographic areas served by EDA's Atlanta and Seattle Regional Offices:

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

- **Informational Teleconferences:** For prospective applicants, the Atlanta Regional Office will hold an informational teleconference on February 23, 2012 at 2:00 p.m. ET. The Seattle Regional Office will hold an informational teleconference on March 1, 2012 at 1:30 p.m. PT. Please refer to section IV.C. of this FFO for the teleconference registration requirements and protocols.

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

1. Atlanta Regional Office

FY 2012 University Center Program Competition
Economic Development Administration
Atlanta Regional Office
401 West Peachtree Street NW, Suite 1820
Atlanta, GA 30308-3510

Designated Contact:

Gloria Huang
Program Analyst
404.730.2827
404.730.3025 (fax)

2. Seattle Regional Office

FY 2012 University Center Program Competition
Economic Development Administration
Seattle Regional Office
915 Second Avenue
Room 1890
Seattle, WA 98174

Designated Contact:

Frances Sakaguchi
Economic Development Specialist
206.220.7693
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- **Award Notification:** Subject to the availability of funding, successful applicants should expect to receive grant awards within approximately 75 days from the application closing date and times set out in this FFO. The anticipated award will have an initial funding period of twelve months (as part of a five-year project period) with an estimated start date on or about July 1, 2012. See section VI.A. of this FFO for award notification information.

FULL ANNOUNCEMENT TEXT

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I. Funding Opportunity Description

A. What is the purpose and objective of the University Center Economic Development Program Competition?

EDA’s mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, preparing American regions for economic growth and success in the worldwide economy. EDA fulfills this mission through strategic investments and partnerships that create the regional economic ecosystems required to foster globally competitive regions throughout the United States. The economic ecosystem is a multifaceted concept which links together a highly networked regional talent pool; innovation infrastructure (including tangible and non-tangible infrastructure); and research and science support systems to cultivate innovation and regional collaboration. Innovation is the key to global competitiveness, the creation of new and better jobs, a resilient economy, and the attainment of national economic goals. Regional collaboration is essential for economic recovery and advancement because regions encompass the centers of growth and competition in the new global economy. Quite simply, regions that work together will fare better than those that do not. Infusing both innovation and collaboration into America’s regions has the potential to help communities create and retain higher-wage and sustainable jobs, leverage the flow of private capital, and strengthen America’s ability to compete in the global marketplace.

EDA recognizes that institutions of higher education are critical players in the development of vibrant economic ecosystems. Universities contain significant economic development assets—such as faculty, staff, students, research and proof of concept centers, laboratories, and high speed broadband networks—to support regional economic growth. Potential university-based support for economic growth includes the commercialization of research, the conversion of intellectual property and ideas into products and services, and the support of regionally-owned strategies that support business expansion and job creation. Additionally, universities facilitate environments conducive to trade and global exports by providing services for businesses to connect to international markets.

The purpose of EDA’s University Center Economic Development Program (also referred to in this announcement as the University Center program) is to assist institutions of higher education and consortia of institutions of higher education in establishing and operating University Centers specifically focused on leveraging university assets to build regional economic ecosystems that support high-growth entrepreneurship. University Centers collaborate with other EDA partners by providing resources to develop, implement and support regional strategies that promote job creation, the development of high-skilled regional talent pools, and business expansion in a region’s innovation clusters¹. These resources may include technology commercialization, feasibility studies, market research, economic impact analyses, training, and other technical assistance to help communities foster vibrant economic ecosystems.

Since FY 2004, EDA has administered the University Center program as a competitive multi-year program. As presented in the table below, EDA holds University Center program competitions in two of its six regional offices each of the following fiscal years. In FY 2012, EDA is holding the competition in its Atlanta and Seattle Regional Offices.

FY 2012 (this competition)	Atlanta Regional Office Seattle Regional Office	Serves: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. Serves: Alaska, Arizona, American Samoa, California, Guam, Hawaii, Idaho, Republic of Marshall Islands, Federated States of Micronesia, Nevada, Northern Mariana Islands, Oregon, Republic of Palau, and Washington.
FY 2013 (next competition)	Austin Regional Office Denver Regional Office	Serves: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. Serves: Colorado, Iowa (excluding Muscatine and Scott counties), Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming.
FY 2016 ²	Philadelphia Regional Office Chicago Regional Office	Serves: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, U.S. Virgin Islands, and West Virginia. Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, and Muscatine and Scott counties in Iowa.

¹ Regional innovation clusters are geographically-bounded, active networks of similar, synergistic, or complementary organizations which leverage a region’s unique competitive strengths to create jobs.

² The Philadelphia and Chicago Regional Offices will hold their next University Center competitions in FY 2016. EDA transitioned from three-year to five-year grant cycles for its University Center investments in FY 2011; and as a result, there will not be University Center competitions in FY 2014 or FY 2015.

EDA does not anticipate creating or funding any additional University Centers outside of this competitive solicitation, unless a University Center grantee withdraws from the program or does not perform to EDA's satisfaction. In such cases, the appropriate EDA regional office may choose to hold an intervening competition.

EDA encourages the submission of applications that will create and nurture regional economic ecosystems through applied research and development, technology commercialization, and targeted activities that cultivate entrepreneurship. A regional economic ecosystem supports industry clusters through three main components:

1. A highly networked regional talent pool, with specialized expertise relevant to the region's innovation clusters (with connections along the supply chain and across disciplines, so that researchers, academics, investors, suppliers, and entrepreneurs can efficiently share ideas and best practices);
2. A support system for researchers and scientists seeking to turn their discoveries into marketable goods and services, including business counseling, incubation programs, and proof-of-concept centers; and
3. Innovation infrastructure (which includes both tangible and non-tangible types of infrastructure) necessary to support innovation such as education, workforce development, and financial infrastructure.

In addition, EDA seeks University Center program applications that:

- Benefit distressed communities³ by linking these communities to larger, more vibrant regional economies;
- Present a clear plan for collaborating with and assisting other EDA investment partners, recipients, and stakeholders, including EDA-funded Economic Development Districts (EDDs) and tribes;
- Encompass regional, Statewide and multi-State programs; and create synergies within EDA's Public Works, Economic Adjustment Assistance, and Partnership Planning programs;
- Offer the widest possible geographic coverage in the States and territories covered by the Atlanta and Seattle Regional Offices, and offer a full range of economic development research and technical assistance services to EDA regional partners; and

³ Distress, as delineated in the Public Works and Economic Development Act of 1965, as amended, (42 U.S.C. § 3121 *et seq.*) may exist in a variety of forms, including high levels of unemployment, low income levels, large concentrations of low-income families, and significant declines in per capita income because of large numbers (or high rates) of business failures, sudden major layoffs or plant closures, military base closures, natural or other major disasters, depletion of natural resources or reduced tax bases, or substantial loss of population because of the lack of employment opportunities.

- Tailor services to the region’s needs and each sponsoring institution’s (or consortium’s) strengths.

EDA will strive to avoid funding duplicative services among selected University Centers.

University Center applicants should integrate their programs across their institutions in order to leverage multiple programs that support economic development. Applicants should also demonstrate a record of success in fostering higher-skill, higher-wage job creation, as well as the ability to engage the private sector and leverage other sources of financial support.

B. Program authority

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

EDA’s regulations are codified at 13 C.F.R. chapter III. The regulations and PWEDA are accessible on the U.S. Government Printing Office’s website at <http://www.gpo.gov/fdsys/pkg/CFR-2011-title13-vol1/pdf/CFR-2011-title13-vol1-chapIII.pdf>.

II. Award Information

A. How much funding is available?

In FY 2012, funding appropriated under the Consolidated and Further Continuing Appropriations Act, 2012 (Pub. L. No. 112-55, 125 Stat. 552 (November 18, 2011)) made \$220,000,000 available for the following economic development assistance programs authorized under PWEDA and the Trade Act of 1974, as amended (19 U.S.C. § 2341 *et seq.*): (1) Public Works and Economic Development Facilities Program; (2) Economic Adjustment Assistance; (3) Planning; (4) Local Technical Assistance; (5) University Center Economic Development Program; (6) Research and Evaluation; (7) National Technical Assistance; and (8) Trade Adjustment Assistance for Firms.

The funding periods and funding amounts referenced in this FFO are subject to the availability of funds at the time of award, as well as to Department of Commerce and EDA priorities at the time of award. The Department of Commerce and EDA will not be held responsible for application preparation costs. Publication of this FFO does not obligate the Department of Commerce or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

For FY 2012, EDA expects to allocate approximately \$8.4 million to the University Center program. The amount of University Center program funding available for FY 2012 is expected to be approximately \$1.3 million for the Atlanta Regional Office and approximately \$1.1 million for the Seattle Regional Office. The remaining FY 2012 University Center program funds will be used to continue to support current University Centers selected during the FY 2010 and FY 2011 competitions in EDA's other four regional offices.

Annual awards for the University Centers selected in past years generally have been in the range of \$80,000 to \$200,000 each, and 8 to 10 awards generally have been made per participating region. The Atlanta Regional Office and the Seattle Regional Office may choose to fund awards under this competition outside of these ranges. Subject to the availability of funding at the time of award, the funds allocated to the University Center program are anticipated to be available until expended.

B. What is the project period and the type of funding instrument used to make awards?

Under this competitive solicitation, EDA may, subject to the availability of funds, award grants to selected University Centers. The Atlanta and Seattle Regional Offices will provide a five-year project period for each applicant selected for funding, with an initial funding period of one year. The selected University Centers will not have to compete for the second, third, fourth, and fifth years of funding. Funding beyond the initial year will be dependent upon the availability of funds, and upon the satisfactory performance and satisfactory progress in achieving annual milestones and program goals as determined by EDA and expressed in written notice.

In FY 2011, EDA converted the University Center program from a three-year project period to a five-year project period for the Chicago and Philadelphia Regional Offices. Similarly, in FY 2012, EDA is converting the project period for University Center participants to five years for the Atlanta and Seattle Regional Offices' competition. The Denver and Austin Regional Offices' competition to be held in FY 2013 also will include five-year project periods. Current grantees in the Denver and Austin Regional Offices remain subject to the three-year project period established in their current awards. Accordingly, current University Center grantees in the service areas of EDA's Austin, Chicago, Denver, and Philadelphia Regional Offices will not have to compete for continuation funding in FY 2012, subject to the availability of funds, satisfactory performance, and satisfactory progress in achieving milestones and program goals set forth in their respective scopes of work, as determined by EDA and expressed in a written notice. The Austin, Chicago, Denver, and Philadelphia Regional Offices will contact current University Center grantees regarding the procedures for securing FY 2012 continuation funding.

C. Upon acceptance of an EDA award, what are the post-approval requirements?

Recipients under this announcement shall make themselves available for up to two presentations per year, at a time and place designated by EDA, and shall be required to provide EDA with an electronic copy of their presentations suitable for posting on EDA's website. Recipients also shall be required to participate in periodic University Center conference calls or webinars to share best practices and discuss the program's challenges and opportunities.

In addition to the annual performance evaluation by EDA, recipients' performance will be subject to a peer review at the end of years two and four of the project period. Two weeks before the recipient's scheduled peer review, the University Center must provide EDA with an abstract of its original proposal, a copy of its presentation on the University Center's performance, and any relevant papers or work product for dissemination to the peer review panelists. The recipient should be prepared to participate in a moderated discussion with these reviewers at the conclusion of its presentation.

As part of the required progress reports (see section VI.D. of this FFO), grantees will be required to provide an overview of how activities of the University Centers are fulfilling the needs of their target regions. For example, University Centers could identify how their activities result in a change in per capita income, help assist businesses, or supply a summary of their technology commercialization activities. Grantees are required to comply with all terms and conditions of the award, including special award conditions agreed to between EDA and the University Center.

III. Eligibility Information

A. Who is eligible to apply under this announcement?

An accredited institution of higher education, including a community college, or a consortium of accredited institutions of higher education is eligible to apply for and to receive funding under the University Center Economic Development Program. *See* section 3(12) of PWEDA (42 U.S.C. § 3122(12)) and 13 C.F.R. § 300.3. A university-affiliated research foundation also is eligible to apply for and to receive funding under this FFO, provided it demonstrates (e.g., a letter or other documentation from a university President or Chancellor) that it maintains the full and integral support of the university with respect to its economic development activities. For applicants applying as a consortium, one accredited institution must be identified as the lead agent that would have primary responsibility to EDA and to the other members of the consortium for implementing an award. A non-profit organization, in good standing and participating in the institution's proposed project in connection with an application under this FFO, may partner with a consortium; provided that, the organization itself is affiliated with and directed by an accredited institution of higher education.

Pursuant to this FFO, EDA is soliciting applications from accredited institutions of higher education and from consortia of accredited institutions of higher education to operate University Centers in (and have programs targeting) only the following geographic areas served by the Atlanta and Seattle Regional Offices:

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

B. What is the cost sharing or matching share requirement?

Generally, the amount of the EDA award may not exceed 50 percent of the total cost of the project. Projects may receive an additional amount that shall not exceed 30 percent, based on the relative needs⁴ of the region in which the project will be located, as determined by EDA. *See* section 204(a) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(1). The Assistant Secretary of Commerce for Economic Development has the discretion to establish a maximum EDA investment rate of up to 100 percent where the project (i) merits and is not otherwise feasible without an increase to the EDA investment rate; or (ii) will be of no or only incidental benefit to the recipient. *See* section 204(c)(3) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(4).

In the application review process, EDA will consider the nature of the contribution (cash or in-kind) and the amount of the matching share funds. In-kind contributions with proper documentation, fairly evaluated by EDA, may provide the non-Federal share of the total project cost. *See* section 204(b) of PWEDA (42 U.S.C. § 3144) and section IV.A.8. of this FFO. In-kind contributions, which may include contributions of space, equipment, and services, are eligible to be included as part of the non-Federal share of eligible project costs if they meet applicable Federal cost principles and uniform administrative requirements. Funds from other Federal agencies may be used as matching share funds only if authorized by statute that allows such use, which may be determined by EDA’s reasonable interpretation of the statute. *See* the definition of “Local Share” in 13 C.F.R. § 300.3. The applicant must show that the matching share is committed to the project for the entire project period, will be available as needed, and is not conditioned or encumbered in any way that precludes its use consistent with the requirements of EDA assistance. *See* 13 C.F.R. § 301.5.

⁴ In making this determination, EDA will take into consideration the severity of the unemployment rate and the duration of the unemployment in the Region, the per capita income levels and the extent of underemployment in the Region, the outmigration of population and the extent to which such outmigration is causing economic injury in the Region, and such other factors as the EDA and the Assistant Secretary deem relevant.

IV. Application Requirements

A. Content and form of application submissions

Applicants must complete and submit the following components of an application package:

1. Form SF-424 - Application for Federal Assistance.
2. Form SF-424A - Budget Information—Non-Construction Programs.
3. Form SF-424B - Assurances—Non-Construction Programs.
4. Form CD-511 - Certification Regarding Lobbying.
5. Form SF-LLL - Disclosure of Lobbying Activities, if applicable.
6. Form ED-900 - Application for Investment Assistance.
 - a. The first page of section A of Form ED-900 contains a list of all EDA programs along with the relevant sections that must be completed to apply under each.
 - b. To apply under this competitive solicitation, the applicant first must select the box next to “University Center,” which will automatically populate the Form ED-900 with the required sections.
 - c. The next step is to indicate whether the applicant is governmental or non-governmental. This determination will depend on the organizational form of the applicant.
 - (i) Please note that despite the instructions on Form ED-900, an applicant that is an accredited university, whether public or private, must select the box next to “Governmental.”
 - (ii) Applicants that are non-profit organizations (including university-affiliated research foundations) must select the box next to “Non-governmental.”
 - (iii) Notwithstanding the applicant’s self-designation, EDA may determine that public universities in certain states should be treated as “Governmental” even if the universities utilize non-profit organizations to structure their relationship with Federal grant agencies.

- (iv) Non-governmental applicants must complete section D of Form ED-900 and include all documentation required in that section except as provided below.
 - d. Once the accurate determination is made, the applicant must complete sections A, C, E, and J and Exhibit C, as directed, and, if required, section D.
 - e. In addition, the following modifications to the general application instructions for Form ED-900 apply and should be observed. Applicants are advised to read carefully as the following elements have been waived.
 - (i) *In general.* Certain sections of Form ED-900 require general project information that may be included in the applicant's Project Narrative (described below). To avoid redundancy, the applicant may make the following notation "See Project Narrative" (a cross-reference to the corresponding Project Narrative section is strongly encouraged) in the response boxes corresponding to these sections.
 - (ii) *Section A.3 of Form ED-900.* Applicants under this FFO are not required to submit a Comprehensive Economic Development Strategy (CEDs) referenced in section A.3 of Form ED-900. Applicants should type "Not required for a UC" in the box following the "If No" statement.
 - (iii) *Section D.4 of Form ED-900.* If the applicant is a non-governmental entity, and therefore required to complete section D, the applicant is not required to submit a resolution (or letter signed by) an authorized representative of a general purpose political subdivision of a State acknowledging that it is acting in cooperation with officials of such political division. If the applicant is required to complete section D, the applicant should select "No" for question 4 of section D and type or print "EDA waiver of this requirement per FFO" in the "explain below" box.
7. Project Narrative. As outlined in section IV.A.6. of this FFO, all applicants must complete the Application for Investment Assistance (Form ED-900) as part of the application package to be considered for funding. Section A of Form ED-900 provides structured questions designed to assess the need and impact of a proposed project. While Form ED-900 provides space within the form for responses, the applicant may substitute an expanded narrative in a separate attachment that references the questions in the ED-900, to ensure that its application includes a clear and compelling justification for the project. It must be no more than 15 pages of double-spaced text (approximately 200 to 300 words per page), including any attachments but not including the cover page. The Project Narrative must provide for a five-year scope of work and

for a timeline for implementation during the five-year project period. The Project Narrative must include the following items, which should be presented in the following format:

- a. Cover Page.
- b. Section 1. Program Focus. Identify the program focus of the University Center grantee. Applicants should indicate whether the University Center will focus on supporting regional commercialization efforts, advancing high-growth entrepreneurship, cultivating innovation, business expansion in a region's innovation cluster, or developing a high-skilled regional workforce. If the University Center will have more than one program focus, applicants should clearly indicate the anticipated percentage of time devoted to each focus.
- c. Section 2. Service Region, Needs of Service Region, and Target Audience.
 - (i) Define the geographic service region of the University Center. For purposes of this competition, a region is defined as "an economic unit of human, natural, technological, capital or other resources, defined geographically." Geographic areas comprising a region need not be contiguous or defined by political boundaries, but should constitute a cohesive area capable of undertaking successful economic development. See the definition of "region" in 13 C.F.R. § 300.3.
 - (ii) Describe the service region's industries and existing regional economic development strategy(ies). Applicants should identify linkages between the regional strategies and the proposed University Center's activities. Applicants are strongly encouraged to support any claims with independent, third-party data, regional strategy plans, and existing impact studies.
 - (iii) Describe the current state of the geographic service region's economic ecosystem, including the regional talent pool, innovation infrastructure, and support systems to facilitate commercialization of research and technology transfer, as well as the connections between economic ecosystem components and regional economic development strategies. Identify the proposed University Center's measurable activities that will assist the proposed service area in filling economic ecosystem gaps and achieving regional economic development goals that are part of the regional strategy(ies).
 - (iv) List existing and potential partnerships with regional economic development stakeholders (e.g., regional planning organizations) and trade/export related entities (e.g., U.S. export assistance centers); and describe ongoing activities.

- (v) Identify the targeted beneficiaries of the proposed University Center and desired outcomes throughout the proposed geographic service region.

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

- (i) Present an overview of the scope of work, explaining how the proposed scope of work will address the specific economic ecosystem gaps identified in paragraph (c)(iii) above.
- (ii) Describe the specific activities to be undertaken by the University Center grantee during the project period, including but not limited to providing technical assistance, conducting applied research, and disseminating information about and the results of University Center's economic development activities. For purposes of the University Center program, providing "technical assistance" includes all economic development activities whether undertaken at the request of an entity outside of the sponsoring institution (or consortium) or directly by the applicant or co-applicants. Conducting applied research means the direct use of research to address a specific challenge, meet a specific need, or solve a specific problem experienced by innovators, entrepreneurs, economic planners, and cluster-based industries. Disseminating information about the activities of the University Center includes: (1) efforts taken to inform the University Center's target audience of available assistance; (2) publicizing research findings and best practices; and (3) demonstrating to EDA how measurable economic development outcomes will be realized during the project period.

EDA-sponsored University Centers engage in various activities to support the economic ecosystem of a region, including targeted commercialization of research, workforce development, and business counseling services. Examples of such activities include, but are not limited to:

- Assisting communities in identifying and defining their workforce talent pool and entrepreneurial capacity related to growing industrial clusters and growth strategies through strategic and sustainable economic development planning efforts;
- Supporting or accelerating technology commercialization and entrepreneurship by assisting in licensing and patenting activities;
- Supporting new product development by using student and faculty expertise and university laboratories and equipment to develop prototypes;

- Assisting entrepreneurs in the establishment of companies to commercialize technology or innovative products and services;
- Assisting existing businesses in increasing productivity and quality, streamlining operations, and cutting costs through the introduction or extension of advanced manufacturing, quality management, and other processes and techniques;
- Assisting entrepreneurs, tribal entities, local governments, District Organizations, and other private and public sector organizations with cutting energy costs, reducing their carbon footprint, and incorporating green building techniques or green manufacturing processes, as appropriate;
- Supporting business development strategies and enhancing profitability through marketing and sales techniques, new product development analysis, and identifying new markets (including international markets);
- Supporting the regional talent pool through workforce development, professional and leadership development, and core business training; and
- Assisting communities in addressing financial challenges through innovative financing techniques.

(iii) Identify the anticipated economic impacts and benefits to the University Center's service region, and in particular the previously identified economically distressed regions and the target audience. Anticipated benefits may include, but are not limited to:

- Economic impacts of projects assisted as measured by at least direct, indirect and induced output, jobs and income;
- Longitudinal economic impacts over a defined period at least three years after the University Center assistance is provided to the service region, including identified economically distressed regions;
- Investments of private sector capital;
- The percentage of University Center clients initiating action as a result of the technical assistance provided by the University Center;
- The percentage of University Center clients that achieve the anticipated results;
- Any activities that result in measureable outcomes leading to increased innovation, entrepreneurship, emerging and growing clusters, and sustainable economic development practices; and
- Activities that create or enhance networks supporting innovation, transfer of knowledge, and entrepreneurship.

e. Section 4. Supporting Information.

- (i) Discuss the sponsoring institution's (or consortium's) capacity and experience in successfully operating economic development technical assistance programs, especially those focused on regional commercialization, entrepreneurship, and regional innovation cluster and infrastructure development. Applicants are encouraged to document specific results of past economic development activities and programs.
- (ii) Identify other organizations in the proposed service area that provide potentially complementary or duplicative services.
- (iii) Outline the process(es) or strategy(ies) the proposed University Center will follow to maximize coordination and interaction with relevant entities, such as District Organizations, Indian Tribes, Councils of Governments, Regional Planning Commissions, and other University Centers, to minimize duplication of services and provide services not currently available.
- (iv) Outline the process(es) or strategy(ies) for coordinating economic development efforts among private and public institutions in the proposed service area.
- (v) Outline the process(es) or strategy(ies) for coordinating and accessing key resources of the sponsoring institution (or consortium) to support economic development efforts.
- (vi) For existing University Center grantees, discuss past performance in administering economic development technical assistance projects

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

Applicants must address the: (i) expected benefits of the proposed scope of work in light of EDA's support for the development and growth of regional innovation clusters and technology commercialization based on existing regional competitive strengths; (ii) expected impacts and benefits of efforts in distressed communities; (iii) use of both public and private sector resources and leveraging of complementary investments by other governmental or public entities or non-profit organizations; and (iv) extent to which the proposed project will engage EDA stakeholders, facilitate collaboration among urban, suburban, and rural (including Tribal) areas, provide stability for economic development through long-term intergovernmental and public/private collaboration, and support the growth of existing and emerging industry clusters.

g. Section 6. Project Timeline.

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

8. Budget, Budget Narrative, and Staffing Plan.

Applicants must submit Form SF-424A for the entire five-year award period. In addition, applicants must attach five separate itemized budgets—including columns reflecting the Federal, non-Federal cash, non-Federal in-kind, and total amounts allocated to each budget line-item—for each of the five years in the project period. Applicants should use the budget categories identified in “Section B – Budget Categories” of Form SF-424A, with sub-categories and explanations as necessary. The allowability of costs under a Federal award is determined in accordance with the provisions of 2 C.F.R. part 220, “Cost Principles for Educational Institutions (OMB Circular A–21)” or 2 C.F.R. part 230, “Cost Principles for Non-Profit Organizations (OMB Circular A–122),” as applicable. Generally, allowable costs include salaries, supplies and other expenses that are reasonable, allocable, and necessary for successful completion of the scope of work.

- a. Budget Narrative. The budget narrative must describe and discuss each budget line-item over the entire five-year project period explaining any variations across the five years.
- b. Staffing Plan. In addition to the budget and budget narrative, applicants also must submit a staffing plan listing all positions that will be charged to the Federal and non-Federal portion of the budget for each year of the five-year project period. The staffing plan must include position titles, maximum annual salaries, and the total amount of annual salaries that would be charged to the project. The total amount of annual salaries that would be charged to the project must be consistent with the amount reflected on the “Personnel” budget line-item on the SF424A for each project year.
- c. Facilities and Administrative Costs. If facilities and administrative costs (sometimes referred to as indirect costs) are included in the budget, the applicant must include a copy of its current Facilities and Administrative Cost Rate Agreement or documentation establishing that it has a pending application. An applicant that does not have a current Facilities and Administrative Cost Rate Agreement negotiated and approved by the Department of Commerce (or by the applicable cognizant Federal agency) may propose facilities and administrative costs in its budget. However, the applicant must prepare and submit a facilities and administrative cost allocation plan and rate proposal or a negotiated indirect cost rate as

required by 2 C.F.R. part 220, “Cost Principles for Educational Institutions (OMB Circular A–21)” or 2 C.F.R. part 230, “Cost Principles for Non-Profit Organizations (OMB Circular A–122),” as applicable. The allocation plan and the rate proposal must be submitted to the Department of Commerce’s Office of Acquisition Management (or applicable cognizant Federal agency) within ninety days from the award start date.

Subject to the limitation on facilities and administrative costs (sometimes referred to as indirect costs) set out in the paragraph below, the maximum dollar amount of allocable facilities and administrative costs for which EDA will reimburse a recipient shall be the lesser of the: (i) line-item amount for the Federal share of facilities and administrative costs contained in the EDA-approved budget for the award, or (ii) Federal share of the total allocable facilities and administrative costs of the award based on the cost rate approved by the Department of Commerce (or applicable cognizant Federal agency); provided that the cost rate is current at the time the costs were incurred and provided that the rate is approved on or before the award end date. *See* Paragraph 5 (Indirect Costs) of the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (73 FR 7696, February 11, 2008). The applicant should include a statement in its budget narrative if the applicant does not have, or has not applied for, a Facilities and Administrative Cost Rate Agreement.

- (i) Funding Restrictions. As required under 13 C.F.R. § 306.6(d), at least 80 percent of EDA funding under a University Center program award must be allocated to direct costs of program delivery. Pursuant to 15 C.F.R. § 14.23(b), unrecovered indirect costs may be included as part of cost sharing or matching only with the prior approval of the Grants Officer. . Applicants should be aware that EDA will consider the cost to the Federal government in its project feasibility analysis by examining the amounts allocated in the proposed budget used to deliver direct program activities (as opposed to the total budget which includes indirect costs). *See* section V. of this FFO for application review and selection information.
- (ii) Program Income. If the operation of the University Center is expected to generate “program income,” such amounts must be accounted for in the project budget and must be added to those budget line-items pertaining to direct program delivery. Program income must be added to funds committed to the project, and must be used to further eligible program activities before expiration of the five-year project period or otherwise used as permitted under 15 C.F.R. § 14.24.

9. Organizational Summary and Résumés of Key Project Staff.

Applicants must attach the résumés of key project staff, which generally should not exceed two pages in length (per résumé). Applicants also should provide a two-page summary description of all personnel (performing for the applicant) and contractors named in the application. Subject to the availability of funding, successful applicants under this FFO must follow the applicable Federal procurement rules prior to selecting or entering into vendor contracts.

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

- a. Three Forms SF-424 (one for each consortium member);
- b. One Form SF-424A;
- c. Three Forms SF-424B (one for each consortium member);
- d. Three Forms CD-511 (one for each consortium member);
- e. Three Forms SF-LLL, if applicable (one for each consortium member that has or plans to use non-Federal funds for lobbying in connection with this competitive solicitation);
- f. One Form ED-900; and
- g. One Project Narrative and other required attachments.

B. Deadline for submissions

The closing date for receipt of applications for funding under the FY 2012 University Center Economic Development Program competition is March 30, 2012. The closing time for paper applications is 5:00 p.m. ET for applications submitted to the Atlanta Regional Office, and 5:00 p.m. PT for applications submitted to the Seattle Regional Office. Applicants must ensure that complete paper applications are physically received in the Atlanta Regional Office by 5:00 p.m. ET or Seattle Regional Office by 5:00 p.m. PT, as applicable, on March 30, 2012. The closing time for applications submitted electronically via www.grants.gov (Grants.gov), for the Atlanta Regional Office and the Seattle Regional Office, is 11:59 p.m. ET on March 30, 2012. 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 for this FFO. *See* section IV.E.1. of this FFO for detailed information regarding electronic submissions. **Applications received after the applicable closing date and time 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 in writing 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 necessary to comply with Federal requirements and provide supplemental information required by the agency before award. The Atlanta or Seattle Regional Office may contact an applicant after technical review of all applications for the purpose of determining whether a proposed project can be completed with a modified scope of work acceptable to EDA or for a smaller budget than that proposed if EDA is unable to fund the full amount requested.
- See section V. of this FFO for application review and selection information.

Applicants are strongly encouraged to start early and not to wait until the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov. Applicants should save and print written proof of an electronic submission made at Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (i) print any error message received; and (ii) call Grants.gov at 1-800-518-4726 for immediate assistance. EDA may allow more time for application submission due to system problems at Grants.gov that are beyond the control of the applicant. See section IV.E.1. of this FFO for more information on electronic submissions.

C. Informational teleconferences

The Atlanta Regional Office will hold an informational teleconference on February 23, 2012 at 2:00 p.m. ET. The Seattle Regional Office will hold an informational teleconference on March 1, 2012, at 1:30 p.m. PT. These teleconferences will provide general program information and information regarding the preparation of applications for funding under this competitive solicitation. To ensure the integrity of this competition, EDA will not provide substantive information regarding the competition to prospective applicants outside of these scheduled teleconferences.

To ensure that enough incoming lines are available for each caller, the Atlanta Regional Office requires interested parties planning to participate on the teleconference to register no later than 12:00 pm ET on February 21, 2012; the Seattle Regional Office requires interested parties planning to participate on the teleconference to register no later than 12:00 pm PT on February 28, 2012. To register, please send a fax with “FY 2012 UC Teleconference Registration” in the subject line to the designated contact listed in section IV.E.2. of this FFO. The telephone number and pass code for each teleconference will be provided upon registration.

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

D. Obtaining an application package

An applicant may obtain the appropriate application package electronically at Grants.gov. All components of the appropriate application package may be accessed and downloaded (in a screen-fillable format) at http://www.grants.gov/applicants/apply_for_grants.jsp. The preferred electronic file format for attachments is portable document format (PDF), however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Microsoft Excel. The applicant must complete the Grants.gov registration process to submit applications through Grants.gov, however, please note that registration is not required for an applicant to access, view, or download the application packages. Alternatively, an applicant eligible for assistance under this announcement may request a paper (hard copy) application package by contacting the applicable EDA regional office listed under section IV.E.2. of this FFO.

E. How to submit an application

Applications may be submitted electronically in accordance with the procedures provided at Grants.gov, or in paper format through the procedures provided in section IV.E.2 of this FFO. The content of the application is the same for paper submissions as it is for electronic submissions. EDA will not accept transmissions of applications sent by facsimile or e-mail.

1. Electronic Submissions

EDA strongly encourages electronic submissions of applications through Grants.gov. Applicants should not wait until the application closing date to begin the registration and submission process. In order to submit an application through Grants.gov, applicants first must register for a Grants.gov user id and password. Note that this registration process can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner (*see* http://www.grants.gov/applicants/get_registered.jsp). Applicants should register as organizations, not as individuals. Please note that organizations already registered with Grants.gov do not need to re-register; however, all registered organizations must keep their Central Contractor Registration (CCR) database registration up-to-date and must designate the person submitting the application on behalf of the organization as an Authorized Organizational Representative (AOR). *See* section IV.E.1. below and section VII.E.1. of this FFO.

An application that is not validated and time-stamped by Grants.gov by the applicable deadline will not be processed.

Applicants need to be aware that once an application is submitted, it undergoes a validation process through Grants.gov in which the application may be accepted or rejected by the system. 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

errors. Accordingly, EDA strongly suggests that applicants submit their applications at least four to five days before the application deadline to allow the application to be accepted and validated by Grants.gov and to allow time for errors to be corrected. EDA will consider the time-stamp on the validation from Grants.gov as the official submission time.

AOR requirement. Applicants must register as organizations, not as individuals, and must register at least one Authorized Organizational Representative (AOR) for your organization. AORs registered at Grants.gov are the only officials with the authority to submit applications at Grants.gov. If the application is submitted to Grants.gov by anyone other than your organization's AOR, it will be rejected by Grants.gov and cannot be considered by EDA.

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

The following instructions provide step-by-step instructions for accessing, completing, and submitting an application via Grants.gov.

- a. Navigate to the URL www.grants.gov.
- b. Select "Apply for Grants" from the left-hand menu at Grants.gov.
- c. Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
- d. Select the link "Download a Grant Application" package.
- e. Enter "EDAFY2012UC" as the Funding Opportunity Number and click on "Download Package."
- f. Click on the "Download" link.
- g. Click on "Download Application Package."
- h. Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, each user must have Adobe Acrobat Reader 8.1.3 installed in order to save changes to the application package.
- i. Click on each of the documents in the "Mandatory Documents" box and, after selecting each one, click on the arrow to move these into the "Mandatory Documents for Submission" box.
- j. In the "Optional Documents" box, click on Form SF-LLL if non-Federal funds have been or are planned to be used for lobbying in connection with a covered federal transaction, including this competitive solicitation and then move this to the "Optional Documents for Submission" box. If you will submit your application via Grants.gov, also click on "Attachments" and move this to the "Optional Documents for Submission" box. The Attachments Form also allows applicants to attach the Project Narrative and other documents required as attachments under this competition. Note that if the applicant is not submitting electronically, the Project Narrative and other required attachments all must be printed and submitted to the applicable regional office contact in hard copy.

- k. The application package should pre-populate with all selected forms embedded. Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type “not awarded yet” in the “project number” field. Save the application package at regular intervals to avoid losing work.
- l. Attach the Project Narrative and other required attachments. The preferred electronic file format (for the Project Narrative and any other required attachments) is PDF; however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Excel formats.
- m. When all mandatory fields have been completed, scroll to the top and click on “Check Package for Errors.”
- n. Click “Save.”
- o. Click “Save and Submit.” At this point, the applicant’s AOR must be connected to the Internet and will be prompted to enter the appropriate Grants.gov user id and password in order to electronically submit the application.

Verify 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. The first email should confirm receipt of the application, and the second should indicate that the application has either been successfully validated by the system before transmission to EDA or has been rejected due to errors. ***Please note that it can take up to two business days after Grants.gov receives an application for applicants to receive email notification of an error.*** An applicant will receive a third email once EDA has retrieved an application from Grants.gov.

Applicants should refrain from submitting multiple copies of the same application package. Applicants should save and print both the submitted application confirmation screen provided on Grants.gov, and the confirmation email sent by Grants.gov when the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating that the application was received and subsequently validated, but does not receive an email from Grants.gov indicating that EDA has retrieved the application package within 72 hours of that email, the applicant may contact the appropriate person listed in section IV.E.2. of this FFO to inquire if EDA is in receipt of the submission.

It is the applicant’s responsibility to verify that its submission was 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. Once validation is complete, the status will change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your

application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found at http://www.grants.gov/applicants/submit_application_faqs.jsp.

Systems issues. If you experience a Grants.gov “systems issue” (technical problems or glitches with the Grants.gov website) that you believe threatens your ability to complete a submission, please (a) print any error message received and (b) call the Grants.gov Contact Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain a case number regarding your communications with Grants.gov. *Please note:* problems with an applicant organization’s computer system or equipment are not considered “systems issues.” Similarly, an applicant’s failure to (a) complete the registration, (b) ensure that a registered AOR submits the application, or (c) 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 an unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely.

Applicants should access the following link for assistance in navigating Grants.gov and for a list of useful resources: <http://www.grants.gov/help/help.jsp>. Also, the following link lists frequently asked questions (FAQs): www.grants.gov/applicants/submit_application_faqs.jsp. If you do not find an answer to your question under the “Applicant FAQs,” try consulting the “Applicant User Guide” or contacting Grants.gov via email at support@grants.gov or telephone at 1-800-518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week.

2. Paper Submissions

An applicant has the option of submitting a completed paper (hard copy) application with delivery confirmation via postal mail or courier service to the applicable regional office listed below. The applicant may download the appropriate application package in a screen-fillable format from http://www.grants.gov/applicants/apply_for_grants.jsp, save it electronically, and print it for hard copy submission.

One original and two copies of the complete application must be mailed with delivery confirmation that indicates the application has been received by the applicable regional office before the application deadline (see section IV.B. of this FFO). If your item is received after the deadline, it will not be reviewed by EDA. Department of Commerce mail security measures may delay receipt of United States Postal Service mail for up to two weeks. Therefore, applicants that submit paper submissions are advised to use guaranteed overnight delivery services.

<p><i>If your proposed project is located in:</i> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.</p>	<p><i>Send your application to:</i> FY 2012 University Center Program Competition Economic Development Administration Atlanta Regional Office 401 West Peachtree Street, NW Suite 1820 Atlanta, Georgia 30308-3510</p> <p><i>Designated Contact:</i> Gloria Huang Program Analyst 404.730.2827 404.730.3025 (fax)</p>
<p><i>If your proposed project is located in:</i> Alaska, Arizona, American Samoa, California, Guam, Hawaii, Idaho, Republic of Marshall Islands, Federated States of Micronesia, Nevada, Northern Mariana Islands, Oregon, Republic of Palau, and Washington.</p>	<p><i>Send your application to:</i> FY 2012 University Center Program Competition Economic Development Administration Seattle Regional Office 915 Second Avenue Room 1890 Seattle, WA 98174</p> <p><i>Designated Contact:</i> Frances Sakaguchi Economic Development Specialist 206.220.7693 206.220.7669 (fax)</p>

V. Application Review and Award Selection Information

A. Application review and project analysis

1. Application review

EDA staff in the Atlanta and Seattle Regional Offices will conduct an eligibility and technical completeness review of all applications received by the above stated deadline (*see* section IV.B. of this FFO). EDA expects applicants to complete and include all required forms and documentation. Applications that do not contain all forms and required documentation listed in section IV.A. of this announcement may be deemed non-responsive and excluded from further consideration. However, EDA in its sole discretion reserves the right to consider timely and otherwise complete applications that may contain non-substantive technical deficiencies. Applicants that are ineligible for EDA funding will be informed that they are ineligible.

2. Initial project analysis

EDA staff will evaluate applications using a standardized evaluation worksheet utilizing the criteria outlined in section V.A.3. below. These evaluation criteria are to be considered together in their totality for the purpose of determining whether the application should be forwarded to the Investment Review Committee (IRC) for further consideration. Those applications that are responsive to the listed evaluation criteria for initial project analysis will be forwarded to the IRC for further consideration. Those applications that are not responsive will be denied.

In addition to the recommendation to forward the application to the IRC, EDA staff will furnish any commentary or notes recorded during the Application Review and Initial Project Analysis for the purposes of better assessing the strength of each application. This information will be considered when evaluating the relative competitiveness of each application during the IRC.

EDA staff will notify applicants of the results of the initial project analysis. Please note that an application forwarded to the IRC is not guaranteed funding: EDA receives far more applications than it can fund.

3. Evaluation criteria for initial project analysis

EDA will evaluate applications based on the following core evaluation criteria, with each criterion (a. to c., below) receiving equal weight:

- a. The proposed project's alignment with one of EDA's current investment priorities as published on EDA's website, <http://www.eda.gov/investmentPriorities.htm>;
- b. The capacity of the applicant to successfully execute the required tasks, as assessed by the extent to which the applicant:
 - Demonstrates the ability to foster job creation and promote private investment in the regional economy;
 - Indicates feasibility of the proposed project;
 - Describes how the project will be sustainable and durable; and
 - Demonstrates its organizational capacity; and
- c. The responsiveness to the specific objectives of this FFO, specifically the extent to which the application:
 - Proposes to provide service to a wide geographic area. Competitive applications will demonstrate that the proposed project will offer coverage to as large a physical area as possible within the Atlanta Regional Office's or Seattle Regional Office's respective geographic service areas.
 - Describes the proposed technical assistance, applied research and disseminating information activities, and explains how they will foster regional economic ecosystems. Competitive applications will articulate how the proposed activities will advance entrepreneurship, enhance the commercialization of research, foster a high-skilled workforce and

contribute to an innovation environment and infrastructure, and develop a highly networked regional talent pool of researchers, academics, entrepreneurs, suppliers, and investors with expertise across disciplines and along the supply chain relevant to the region's innovation clusters. Applicants are strongly encouraged to ensure that the proposed activities are described as specifically as possible, particularly with regard to how they will help to advance regional economic development goals.

- Describes how proposed activities will drive regional economic development strategies and priorities. Priority will be given to applicants that clearly explain how their proposed activities will advance existing regional economic development strategies and priorities by leveraging the array of local, tribal, State, regional, Federal, and private sector economic development efforts occurring in the region.
- Extent to which the proposed University Center leverages other university assets that support regional economic ecosystems. Priority will be given to applicants that clearly explain how they will leverage other university assets (such as economic analysis divisions, GIS capabilities, planning specialists, research centers, commercialization or technology transfer offices) that collaborate with other partners to support high growth entrepreneurship, job creation, and business expansion in the region's innovation clusters.
- Degree to which the proposed University Center will engage EDA stakeholders and partners. Priority will be given to applicants that identify activities that will benefit other EDA investment partners and stakeholders. These projects may include technical assistance to EDA stakeholders, training, technology commercialization, feasibility studies, data, specialized business counseling, incubation programs, and proof-of-concept centers, market, and economic impact analysis to strengthen the implementation and realization of regional strategic plans, and short- and long-term inter-governmental and public/private sector planning efforts that help communities foster vibrant economic ecosystems.

B. Investment Review Committee and Selection Factors

The Atlanta and Seattle Regional Office each will convene an IRC that consists of at least four Federal employees. Each IRC will discuss and evaluate each application that was forwarded from the Application Review and Initial Project Analysis, as well as any feedback provided by EDA staff compiled during the Application Review and Initial Project Analysis, to assess the degree to which each application meets the program-specific award and application requirements set forth in both this FFO and in 13 C.F.R. § 306. The IRC will also evaluate the relative strength of each application according to the totality of the Selection Factors listed below:

1. Comments and feedback provided by EDA staff during the Application Review and Initial Project Analysis;
2. A determination that the application meets the overall objectives of section 2 of PWEDA;
3. Economic distress of the region;
4. Financial and management capability of the applicant;
5. Availability of program funding;
6. Geographic balance in distribution of program funds and EDA's portfolio;
7. The capability of the applicant to achieve the outcomes identified in the application, including the feasibility of the proposed project budget and the ability to meet the local share requirements;
8. Balance of diverse project types in the distribution of program funds;
9. Balanced funding for a diverse group of organizations, to include smaller and rural organizations, which may form part of a broader consortium to serve diverse populations and areas within the regional office's territory;
10. The applicant's performance under previous Federal financial assistance awards (if applicable), including whether the grantee submitted required performance reports;
11. The likelihood that the proposed project will achieve its stated results and catalyze additional resources;
12. A determination that a project is more likely to start quickly and create jobs faster; and
13. Whether the project will enable communities to become more diversified and more economically prosperous.

The IRC will forward all applications that it reviewed to the Regional Director recommending those that it determined merit consideration for funding.

C. Grants Officer's selection

Each Regional Office's IRC makes its recommendations to the respective Regional Director. The Regional Director is the Grants Officer under this announcement, and the Regional Director makes the final decision on whether to fund an applicant's proposed project. The Regional Director might select a project that was not recommended by the IRC or not to fund a project that was recommended by the IRC, based on any of the Selection Factors described above. The Regional Director's final decision must be consistent with EDA's and the Department of Commerce's published policies. Anytime the Regional Director makes a selection that differs from the IRC's recommendation, the Regional Director will document the rationale for the decision in writing.

EDA reserves the right to seek written clarification, at any time in the selection process, from applicants whose applications are deemed to merit further consideration in order to facilitate the selection process.

D. Intergovernmental review

Applications for funding under the University Center Economic Development Program are subject to the State review requirements imposed by Executive Order 12372, “*Intergovernmental Review of Federal Programs*” where this requirement is applicable. For additional information, please see http://www.whitehouse.gov/omb/grants_spoc.

VI. Award Administration Information

A. Award notification

The Grants Officer will issue the grant award (Form CD-450), which is the authorizing financial assistance award document. By signing the Form CD-450, the recipient agrees to comply with all award provisions. The grant award is submitted by postal mail or overnight delivery service to the appropriate business office of the recipient organization and must be signed and returned without modification by an authorized representative of the recipient within 30 days of receipt. Award funds will not be available to the grantee until after the signed Form CD-450 is received by EDA. Subject to the availability of funding, successful applicants should expect to receive grant award packages within approximately 75 days from the application closing date and time(s) set out in this FFO. The anticipated award will be for a period of five years with an initial funding period of twelve months and an estimated start date on or about July 1, 2011.

Unsuccessful applicants will be notified that their applications were not selected for funding, and their applications will be retained by the applicable EDA regional office for one year, after which time they will be destroyed.

B. Unsuccessful competition

On occasion, competitive solicitations or competitive panels produce less than optimum results, such as a competition resulting in no applications, too few meritorious applications, or only unresponsive or unqualified applications. In the event that these or similar conditions arise, EDA shall take the most time and cost-effective approach available that is in the best interest of the Federal government. This may include, but is not limited to (1) re-competition, (2) re-paneling, or (3) formal negotiation.

C. Administrative and national policy requirements

Administrative and national policy requirements for all Department of Commerce awards are applicable to this competitive solicitation. These requirements may be found in the *Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements*, published in the *Federal Register* on February 11, 2008 (73 FR 7696). This notice may be accessed on the Government Printing Office’s Federal Digital System site, which is located at <http://www.gpo.gov/fdsys/>.

D. Reporting requirements

All recipients are required to submit financial and performance (technical) reports in accordance with the terms and conditions of the grant award. All financial reports must be submitted to the appropriate EDA regional office, preferably in electronic format.

E. Uniform administrative requirements and Federal cost principles

The administrative and general requirements for EDA awards are set forth in 13 C.F.R. parts 300–302. Specific application and award requirements for the University Center Economic Development Program are provided in subpart B of 13 C.F.R. part 306. The uniform administrative requirements for Department of Commerce grants and cooperative agreements are codified at 15 C.F.R. parts 14 and 24. EDA allowable costs are determined in accordance with the following regulations (incorporated by reference at 15 C.F.R. parts 14 and 24):

1. 2 C.F.R. part 220, *Cost Principles for Educational Institutions (OMB Circular A-21)*;
2. 2 C.F.R. part 225, *Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)*;
3. 2 C.F.R. part 230, *Cost Principles for Nonprofit Organizations (OMB Circular A-122)*; and
4. Federal Acquisition Regulation Subpart 31.2, *Contracts with Commercial Organizations*, codified at 48 C.F.R. § 31.2.

Applicable administrative requirements and Federal cost principles are incorporated by reference into the terms and conditions of each EDA award.

F. OMB Circular A-133 audit requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in OMB Circular A-133, *“Audits of States, Local Governments, and Non-Profit Organizations,”* and the related *Compliance Supplement*. OMB Circular A-133 requires any non-Federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments, and Indian Tribes) that expends Federal awards of \$500,000 or more in the recipient’s fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the Circular.

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

VII. Additional Information and Requirements

A. Agency contacts

For more information regarding this competitive solicitation, prospective applicants may contact the applicable designated contact listed in section IV.E.2. of this FFO. EDA's website, www.eda.gov, also has information on EDA and its programs.

B. No obligation for future funding

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

C. Freedom of Information Act disclosure

The Freedom of Information Act (5 U.S.C. § 552) (FOIA) and the Department of Commerce's implementing regulations at 15 C.F.R. part 4 set forth the rules and procedures to make requested material, information and records publicly available. Unless prohibited by law and to the extent permitted under FOIA, the contents of applications submitted by applicants may be released in response to FOIA requests. Applicants should be aware that EDA may proactively make certain application information publically available. Applicants should notify EDA if it believes any application information is confidential.

D. Past performance and non-compliance with award provisions

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

E. Universal Identifier, and Central Contractor Registration Requirements, and Reporting under the Transparency Act

1. DUNS Numbers and CCR Registration

All applicants for Federal assistance are required to obtain a universal identifier in the form of Dun and Bradstreet Data Universal Numbering System (DUNS) numbers and

maintain a current registration in the CCR database. Per the requirements of 2 C.F.R. part 25, each applicant must:

- a. Be registered in the CCR before submitting an application;
- b. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application under consideration by an agency; and
- c. Provide its DUNS number in each application or plan it submits to the agency.

Please see also the *Federal Register* notice published on September 14, 2010, at 75 FR 55671.

2. Reporting under the Transparency Act

All recipients of Federal awards made on or after October 1, 2010, are required to comply with reporting requirements under the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) per the requirements of 2 C.F.R. part 170. Generally, all recipients are responsible for reporting sub-awards of \$25,000 or more. In addition, recipients that meet certain criteria are responsible for reporting executive compensation. Applicants must ensure they have the necessary processes and systems in place to comply with the reporting requirements should they receive funding. Please see also the *Federal Register* notice published on September 14, 2010 at 75 FR 55663.

**FY 2012 University Center Economic Development Program Competition
Atlanta and Seattle Regional Offices**

EXHIBIT - CHECKLIST OF APPLICATION MATERIALS

This checklist identifies the forms and materials required for a complete application under this competitive solicitation. Applicants should carefully read the application and submission information provided in section IV. of this FFO.	
Project Narrative (maximum length of 15 pages of double-spaced text)	
	Cover Page
	<i>Section 1. Program Focus</i>
	<i>Section 2. Service Region, Needs of Service Region, and Target Audience</i>
	<i>Section 3. Scope of Work and Anticipated Impacts and Results</i>
	<i>Section 4. Supporting Information</i>
	<i>Section 5. Project Fit with EDA's Priorities</i>
	<i>Section 6. Project Timeline</i>
Budget and Budget Narrative	
	Budget
	Budget Narrative
	Staffing Plan
	Facilities and Administrative Cost Rate Agreement, Negotiated Indirect Cost Rate, or Statement of No Existing Agreement (applicable only if facilities and administrative costs are included in the project budget)
Organizational Summary and Résumés of Key Project Staff	
	Summary Description of All Personnel and Contractors Named in the Application
	Résumés of Key Project Staff
Form ED-900--Application for Investment Assistance (including attachments and supporting documentation)	
Standard Forms (SF) and Department of Commerce (CD) Forms	
	Form SF-424 - <i>Application for Federal Assistance*</i> , **
	Form SF-424A - <i>Budget – Non-Construction Programs</i>
	Form SF-424B - <i>Assurances – Non-Construction Programs**</i>
	Form CD-346 - <i>Applicant for Funding Assistance</i> (if applicable)
	Form SF-LLL - <i>Disclosure of Lobbying Activities</i> (if applicable)**
	Form CD-511 - <i>Certification Regarding Lobbying**</i>
* The list of certifications and assurances referenced in Item 21 of Form SF-424 is contained in Form SF-424B.	
** If the applicant is a consortium, each member institution of the consortium must submit the following: Form SF-424, Form SF-424B, Form CD-511, and (if applicable) Form SF-LLL.	