TECH HUBS

U.S. Economic Development Administration

EDGE Training

Questions about EDGE?

Email
grantHDsupport@eda.gov
and TechHubs@eda.gov

Read through our EDGE Reference Guides:
https://sfgrants.eda.gov/s/resources/documents

Step 0) Register Lead Applicant in SAM.GOV (TODAY!)

Lead Applicants are required to: (i) be registered in SAM; (ii) provide a valid unique entity identifier (UEI) in the application (The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov); (iii) make certain certifications (see section H.5 of the NOFO); and (iv) 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.

If your organization has not previously registered, please do this as soon as possible on https://sam.gov/content/home

Resources:
- Prepare to register in SAM.GOV by going through the Entity Registration checklist
- Need help? Head to the Federal Service help desk. If your question isn't answered there, create an incident or use the live chat function.

Step 1) Sign up for EDGE

Click "Log In" on the Tech Hubs EDGE homepage - https://doc-eda.my.site.com/EDAGrants/s/funding-program/a2j3d00000013MxAAI/fy-2023-regional-technology-and-innovation-hub-program-phase-1

Step 1) Sign up for EDGE

Click "Not a member?"

Username

Password

Log in

Forgot Username or Password?   Not a member?

Step 1) Sign up for EDGE

Fill in Contact information

Note: Once you register, others in your organization will be able to join your organization as users.

Step 1) Sign up for EDGE

Fill in Organization information

If you are the Lead Applicant: You need a UEI to sign up for EDGE. You will need a CAGE code if selected for an award, but do not need it to sign up for EDGE.

If you are NOT the Lead Applicant: You do not need a UEI or CAGE code to sign up for EDGE. You do need your TIN (also known as EIN)

Organization

* Are you registering only as a Member (not as a Lead) of a Consortium for Tech Hubs or of a Coalition for Recompete?

○ Yes ● No

* Organization Name

[   ]

* Street Name

[   ]

* City	* State	* Zip Code	* Country
[ ]	Select an Option ▾	[ ]	United States ▾

| * Organization Phone	* UEI	CAGE Code
[ ]	[ ]	[ ]

* TIN

[   ]

UEI = Unique Entity ID (need to register in SAM.gov for this)

CAGE Code = a five-character ID number used by the Federal Government to identify vendors. CAGE stands for "Commercial And Government Entity." (need to register in SAM.gov for this)

TIN = Your organization's Tax ID number (also known as EIN - Employer Identification Number)

Step 1) Sign up for EDGE

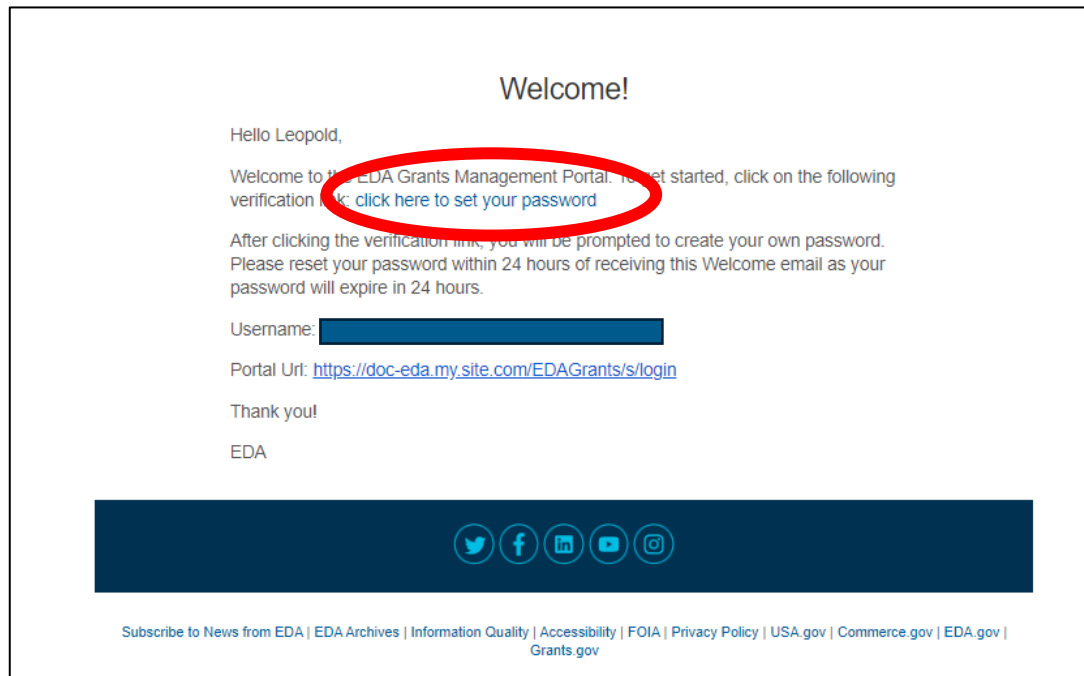*You should see this screen after you fill in your information.*
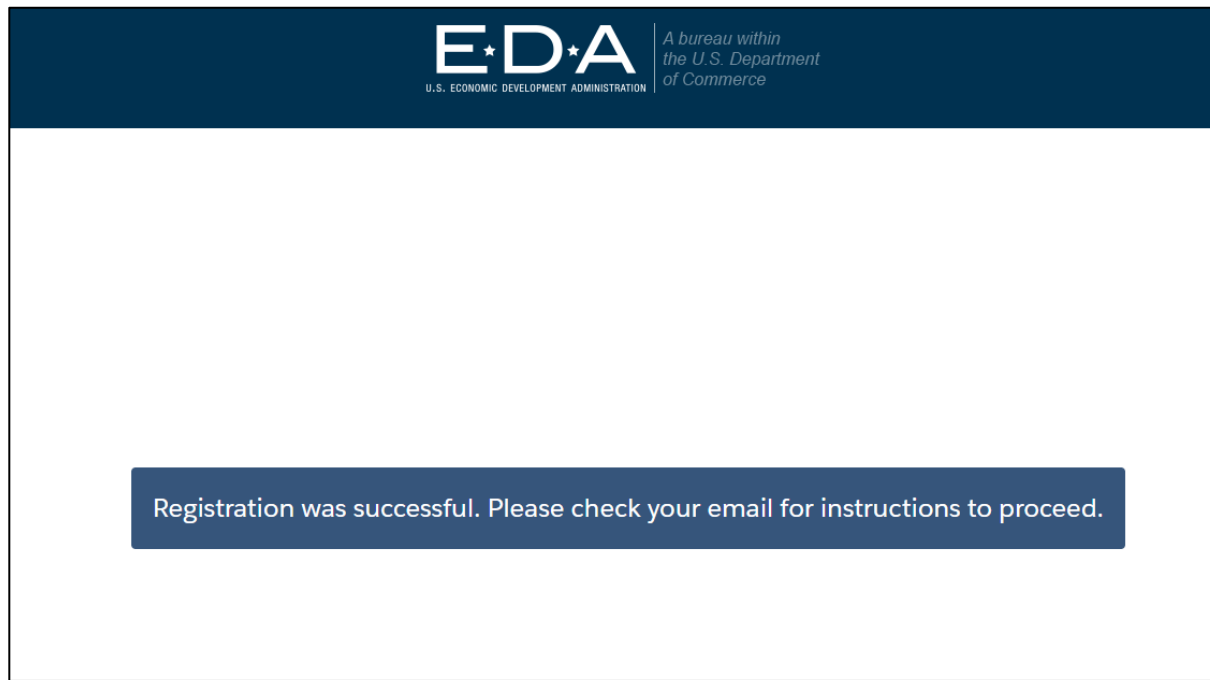
Step 1) Sign up for EDGE

Go to your email. Click "click here to set your password"

Note: Your username will be your email address + .eda

Example:
<u>My email address:</u>
techhubs@eda.gov

<u>My EDGE username:</u>
techhubs@eda.gov.eda

Welcome!

Hello Leopold,

Welcome to the EDA Grants Management Portal. To get started, click on the following verification link: click here to set your password

After clicking the verification link, you will be prompted to create your own password. Please reset your password within 24 hours of receiving this Welcome email as your password will expire in 24 hours.

Username:

Portal Url: https://doc-eda.my.site.com/EDAGrants/s/login

Thank you!

EDA

Subscribe to News from EDA | EDA Archives | Information Quality | Accessibility | FOIA | Privacy Policy | USA.gov | Commerce.gov | EDA.gov | Grants.gov

EDA
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 2) Create a Consortium in "My Associations"

In the upper right corner of EDGE, click the person icon. Then, click "My Associations".
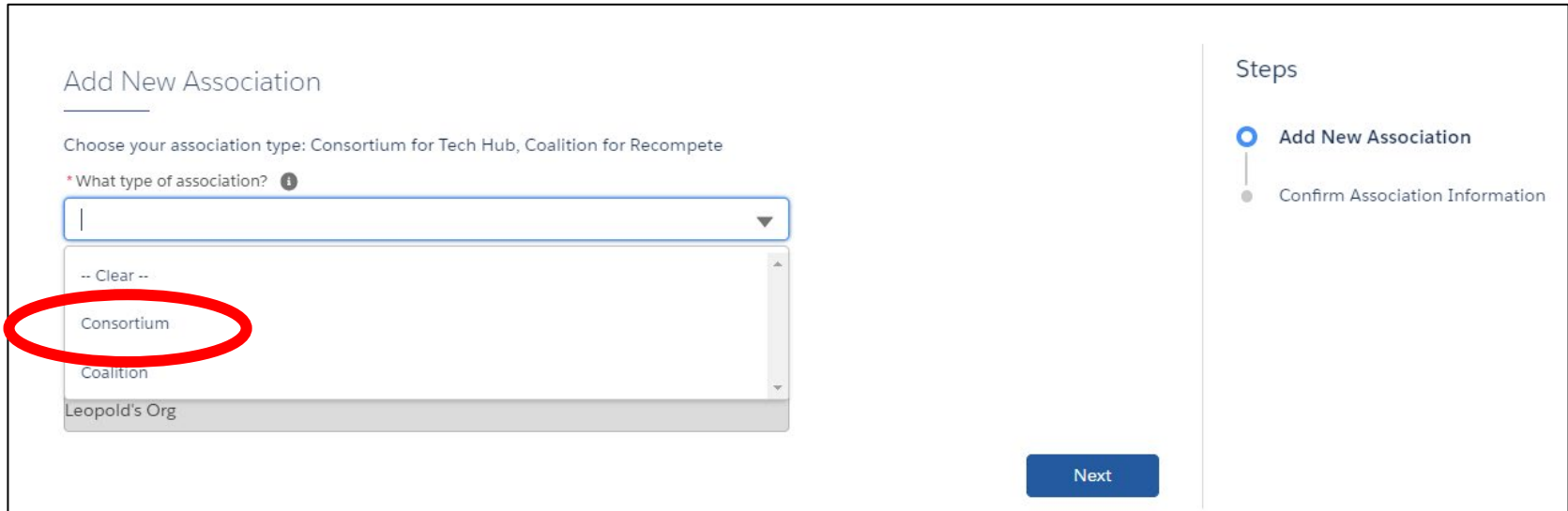
Step 2) Create a Consortium in "My Associations"

Click "Add New Association"
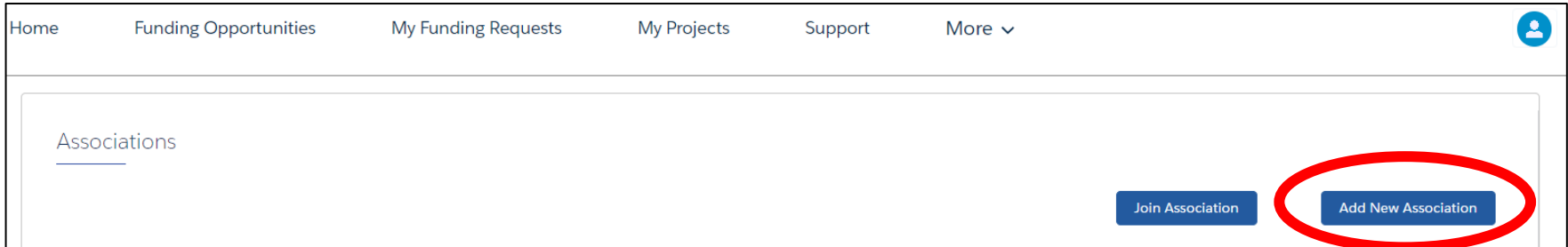
Step 2) Create a Consortium in "My Associations"

*You **MUST select "Consortium"** for Tech Hubs. DO NOT select Coalition.*

Step 2) Create a Consortium in "My Associations"

Name your coalition.

Step 2) Create a Consortium in "My Associations"

Click "Finish"

Confirm Association Information

The following association will be created:

* Association Name

MY TEST TECH HUBS CONSORTIUM

* Association Type

Consortium

* Lead Organization

Leopold's Org

Previous   Finish

Steps

✓ Add New Association

○ Confirm Association Information

Step 2) Create a Consortium in "My Associations"

Edit your organization to add your entity type

Association Information

Association Id
A-000065

Name
MY TEST TECH HUBS CONSORTIUM

Type
Consortium

Lead Organization
Leopold's Org

Add Contact Role   Add Member Organization

Organization Name	En...	Role	Status	
Leopold's Org		Lead Organization	Current	✏️

U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 2) Create a Consortium in "My Associations"

Select your entity type

Step 2) Create a Consortium in "My Associations"

Click "Add Member Organization"

Association Information

Association Id
A-000247

Add Contact Role   Add Member Organization

Name
TEST TECH HUBS CONSORTIUM LEOPOLD

Lead Organization
Leopold TEST ORG

Type
Consortium

Organization Name	∨	E... ∨	Role	∨	Status	∨	
Leopold TEST ORG			Lead Organization		Current		✏️

Step 2) Create a Consortium in "My Associations"

Use the email they used to sign up for EDGE.

EDA U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 2) Create a Consortium in "My Associations"

This screen will come up if they don't have an account in EDGE. Send them an invitation to apply for EDGE. Then add them to your consortium.

Step 2) Create a Consortium in "My Associations"

This screen should come up if they already signed up for EDGE.

Organization Details

The following organization was found:

Organization Name

My TEST ORG 2.0

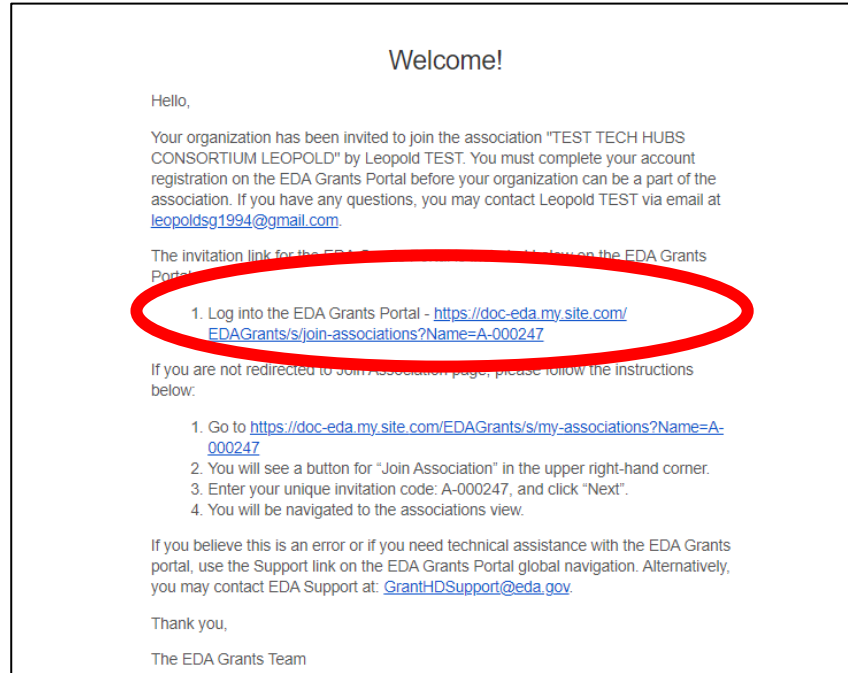* **Is this the correct organization?**
● Yes ○ No

Previous   Next

Steps

✓ Add Organization to Association

○ **Organization Details**

● Confirmation

Step 2) Create a Consortium in "My Associations"

Your consortium members should click the link provided to join the consortium.

Step 2) Create a Consortium in "My Associations"

Your consortium members will need to select their primary entity type.

Join An Association

Enter the Association ID to add your organization as a member of the Association.

*Association ID

A-000247

Ch___ the entity type that best describes your organization __ this Association (Coalition or Consortium).

Entity Type

--None--

Association Type

Consortium

Please select an Entity Type.

Submit

EDA U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 2) Create a Consortium in "My Associations"

Once this is complete your association should show the member organization. Continue adding all your consortium members.

Association Information

Association Id
A-000247

Add Contact Role   Add Member Organization
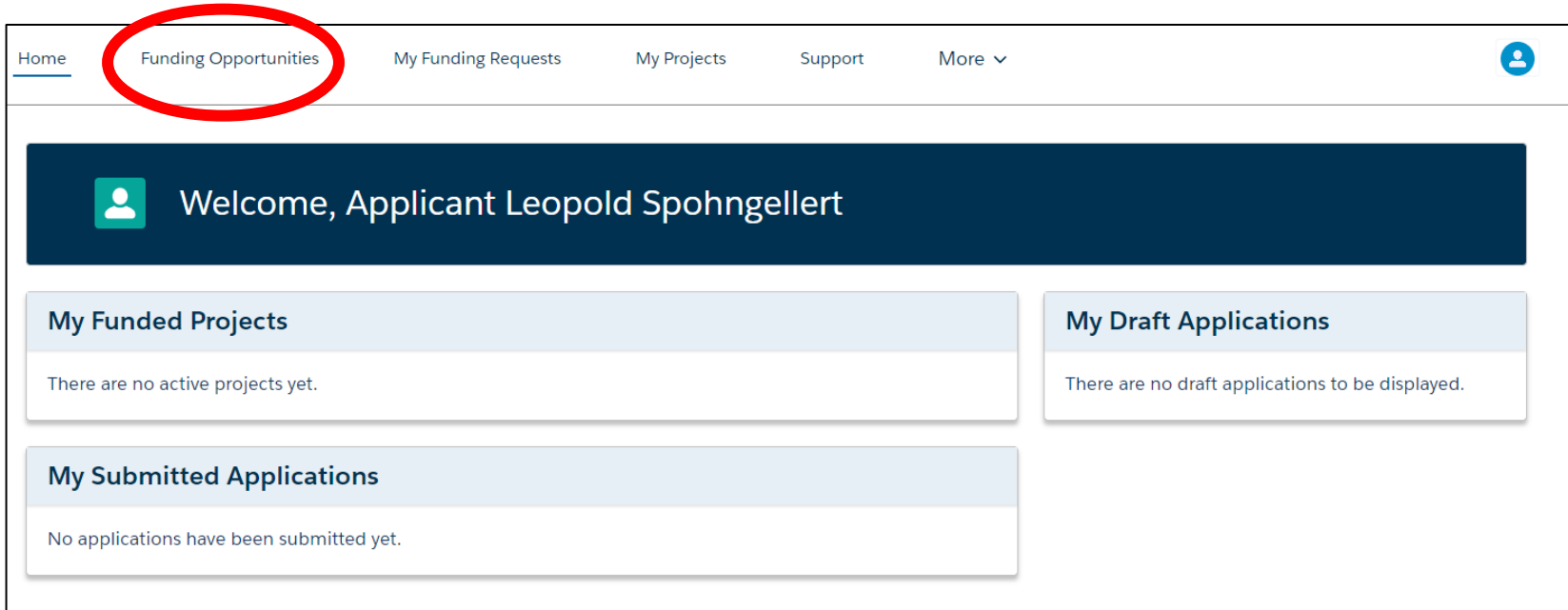
Name
TEST TECH HUBS CONSORTIUM LEOPOLD

Lead Organization
Leopold TEST ORG

Type
Consortium

Organization Name	Entity Type	Role	Status	
Leopold TEST ORG	State, Territorial, local, Tribal gov't or other political subdiv, or consortium thereof	Lead Organization	Current	✏️
My TEST ORG 2.0	Institutions of Higher Ed (may incl HBCUs, Tribal Colleges/Unis, & MSIs)	Member Organization	Current	✏️

E·D·A
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 3) Select Funding Opportunities

Now that you've created a consortium you can start an application.

EDA
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 4) Select Tech Hubs

Accepting Applications

EDA-DISASTER-2023

FY 2023 Disaster Supplemental

Applicants will seek to help communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects to address economic challenges in areas affected by a disaster.

View

Accepting Applications

PWEAA2023

FY 2023 EDA Public Works and Economic Adjustment Assistance Programs

Funds projects that support construction, non-construction, planning, technical assistance, and RLF projects which leverage existing regional assets and support the implementation of strategies that advance economic prosperity in distressed communities.

View

Accepting Applications

EDA-RECOMPETEPHASE1-2023

FY 2023 Recompete Pilot Program - Phase 1

Applicants will seek to alleviate persistent economic distress and support long-term comprehensive economic development and job creation, in places with a high prime-age (25 to 54 years) employment gap.

View

Accepting Applications

EDA-TECHHUBSPHASE1-2023

FY 2023 Regional Technology and Innovation Hub Program - Phase 1

Applicants will seek to strengthen U.S. economic and national security through place-based investments in regions with the assets, capacity, and potential to become globally competitive Tech Hubs, within approximately ten years.

View

Application Review

EDA-UC-2023

FY2023 EDA University Center Economic Development Program

The FY23 UC NOFO covers EDA's Austin and Denver Regional Offices

View

Accepting Applications

PLLTA2021

Planning and Local Technical Assistance

Funds projects that help fill the knowledge and information gaps that may prevent leaders in the public and nonprofit sectors in distressed areas from making optimal decisions on local economic development issues.

View

EDA
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 5) Select the correct application

Note – If you are applying to BOTH, you must create two applications.

Step 6) Give your application a "Project Title"
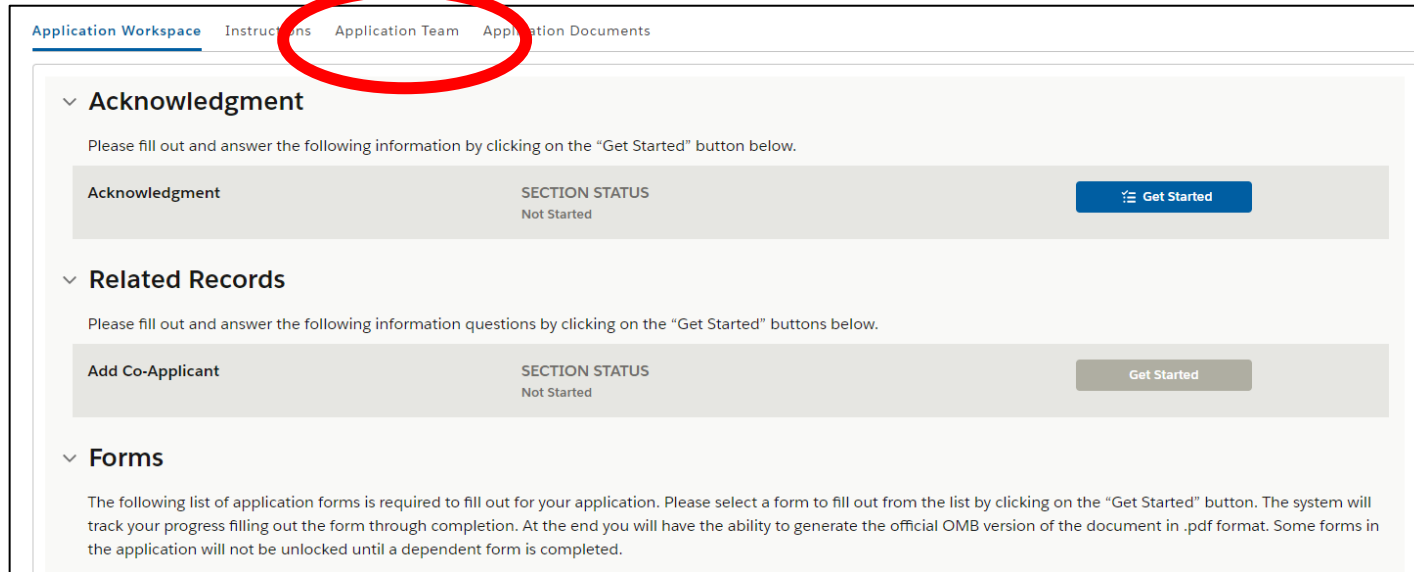
Step 7) Add your application team

Your application team is the individuals who will need to log into EDGE and work directly on the application materials. You do not need to add your consortium to your application team. Please add your consortium members in "My Associations"

Step 7) Add your application team

Application Workspace   Instructions   **Application Team**   Application Documents
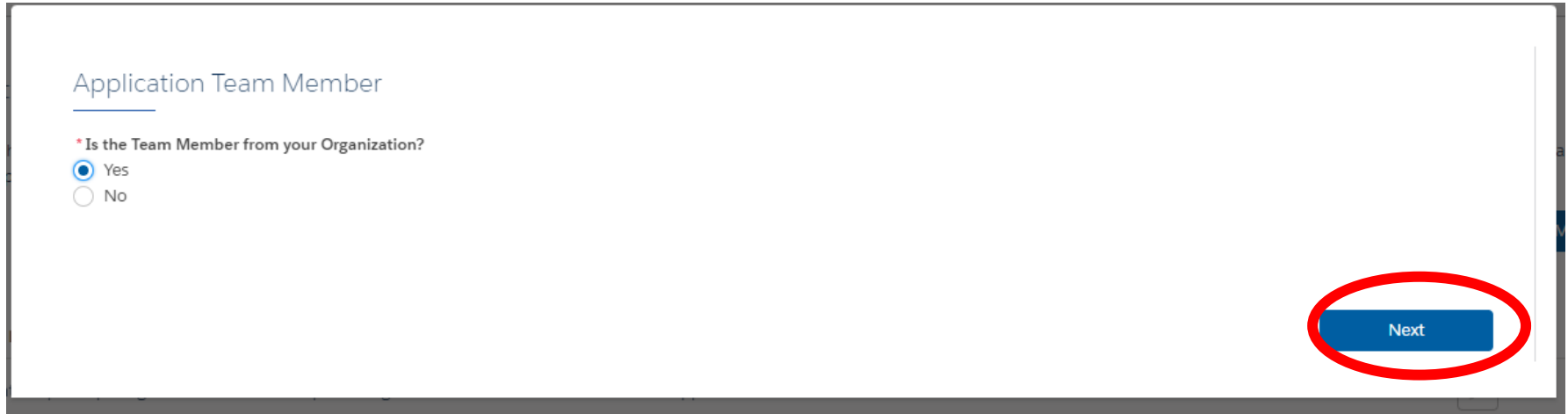
Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

Add Team Member

Contact Name ⌄	Organization ⌄	Role ⌄	Status ⌄	
Leopold TEST	Leopold TEST ORG	Lead Applicant	Current	✏️

E·D·A
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 7) Add your application team

Note: We suggest you start by adding users from your Lead Organization. Then add users from your coalition organizations and/or from 3rd parties.

Application Team Member
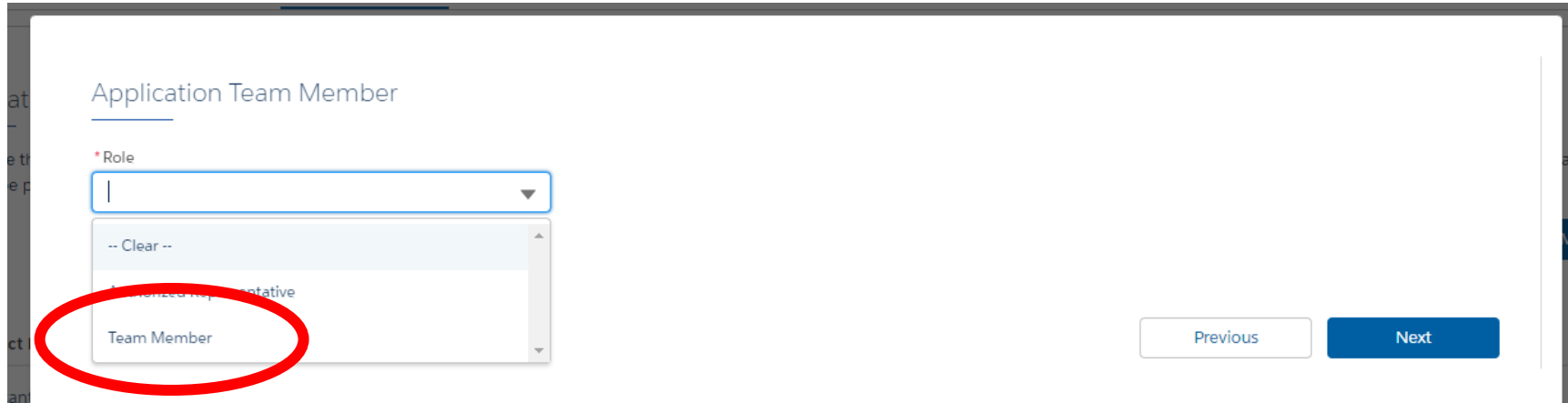
* Is the Team Member from your Organization?

◉ Yes
○ No

Next

Step 7) Add your application team

Select "Team Member".

Step 7) Add your application team

If they haven't registered for EDGE yet: Enter the email address, they will use to set up their EDGE account. This will send them an invite to join.

If they have registered for EDGE: Enter the email address, they used to register.
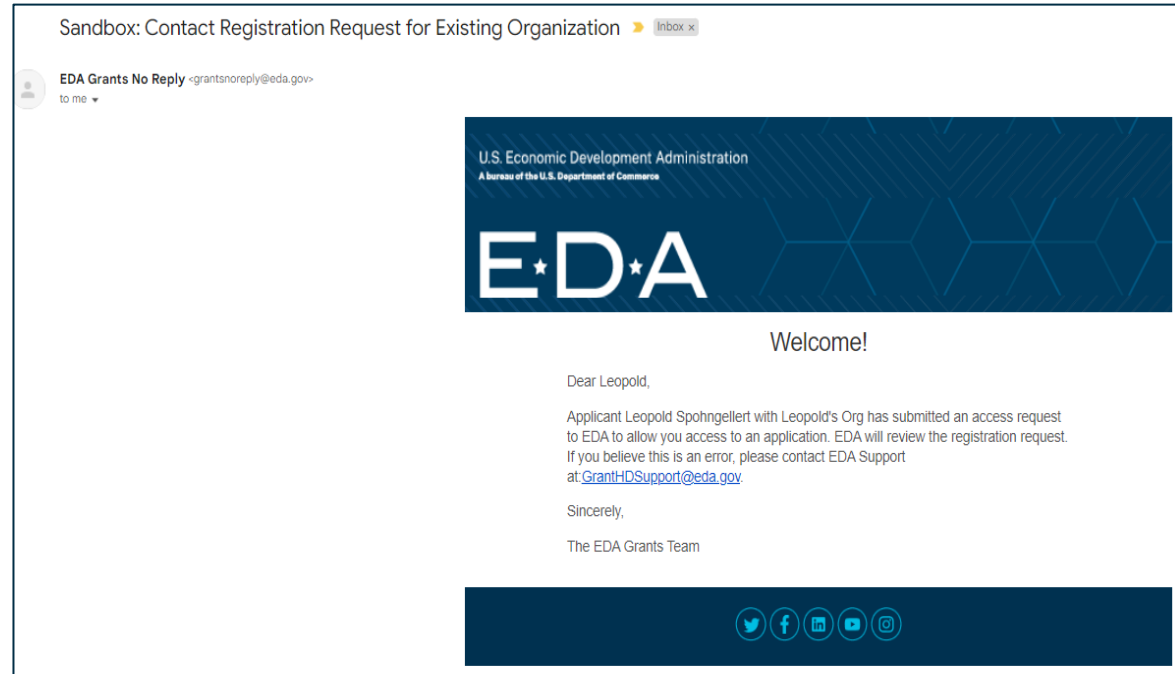
Team Member Email

Please enter the team member email.

* Email

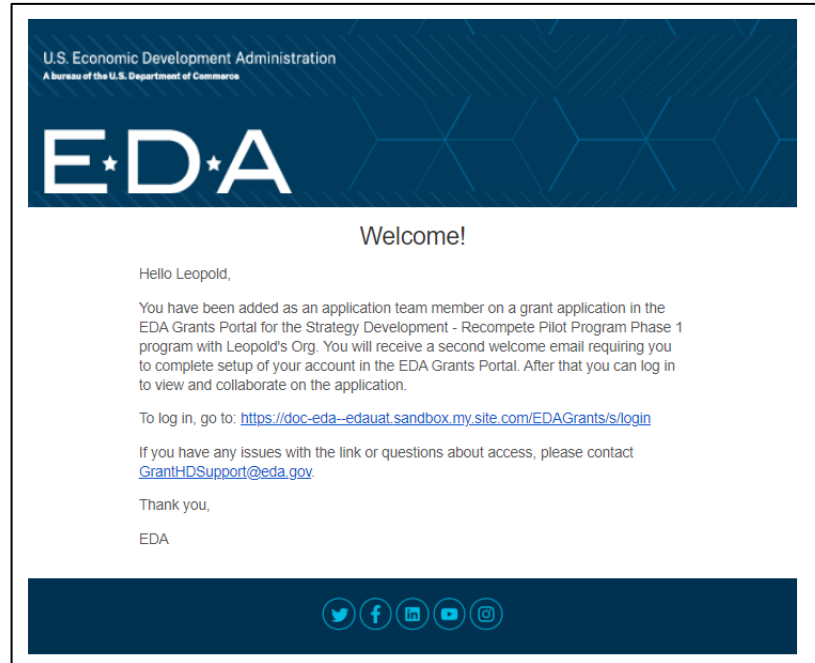[   ]

Previous   Next

Step 7) Add your application team

EDA's team will quickly approve the request, then you will be able to access your organization's application.

Step 7) Add your application team

The team member should receive an email that looks like this.

Step 8) Add your application team (outside lead org)

Once you are done adding team members from your organization, add any team members who are from outside organizations.

Remember: You only need to add consortium members in "My Associations". Team Members are only those who will work on the application in EDGE.

Step 8) Add your application team (outside lead org)

Note: Do NOT add team members as "Co-Applicant" under any circumstance.

Step 8) Add your application team (outside lead org)

Enter your outside team member's Tax ID (also known as EIN – Employer Identification Number). Note – They must have an EDGE account for their organization before you complete this step.

Application Team Member Lookup

* Tax ID

[   ]

[Previous]   [Next]

Step 8) Add your application team (outside lead org)

Make sure you have identified the correct organization.

Organization Details

The following Organization was found:
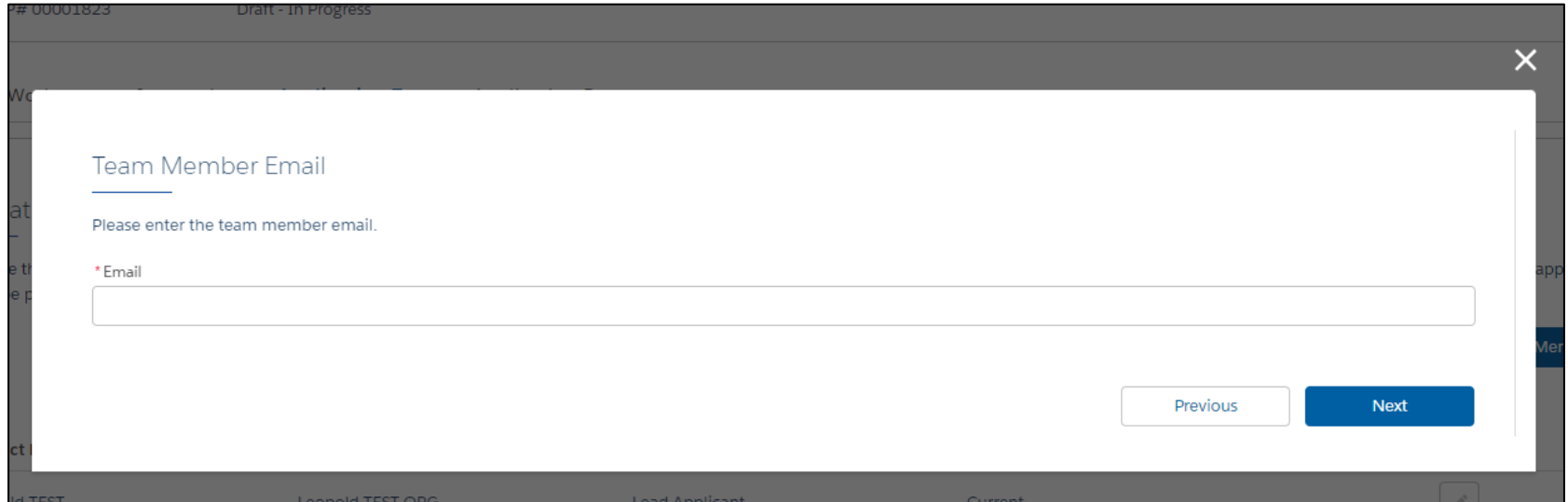
Organization Name

My TEST ORG 2.0

Tax ID: 23-9234823

*Is this the correct organization?
● Yes ○ No

Previous | Next

EDA
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 8) Add your application team (outside lead org)

Make sure you have entered the email this user used to sign up for EDGE.

Step 8) Add your application team (outside lead org)

Once you add them, they will show up on your application team.

Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

Add Team Member

Contact Name	Organization	Role	Status	
Leopold TEST	Leopold TEST ORG	Lead Applicant	Current	
Leopold TEST 2	My TEST ORG 2.0	3rd Party Consultant	Current	

Step 9) Add your "Authorized Representative"

Only one user can be the "Authorized Representative".

Only the Authorized Representative can submit the application once complete.

Step 9) Add your "Authorized Representative"

Click "Add Team Member"

Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

Add Team Member

Contact Name	Organization	Role	Status	
Leopold TEST	Leopold TEST ORG	Lead Applicant	Current	
Leopold TEST 2	My TEST ORG 2.0	3rd Party Consultant	Current	

E·D·A
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 9) Add your "Authorized Representative"

The Authorized Representative should be from the Lead Organization.

Application Team Member

* Is the Team Member from your Organization?
- ◉ Yes
- ○ No

Next

Step 9) Add your "Authorized Representative"

Only one user can be the "Authorized Representative".

Only the Authorized Representative can submit the application once complete.

Step 9) Add your "Authorized Representative"

If adding yourself as Authorized Representative, enter the <u>same email</u> you used for your EDGE account.

Team Member Email

Please enter the team member email.

*Email

[   ]

Previous   Next

Step 9) Add your "Authorized Representative"

Once complete you should see an "Authorized Representative" on your Application Team Members tab.

Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

Add Team Member

Contact Name	˅	Organization	˅	Role	˅	Status	˅	
Applicant Leopold Spohngellert		Leopold's Org		Authorized Representative		Current		✏
Applicant Leopold Spohngellert		Leopold's Org		Lead Applicant		Current		✏

E·D·A
U.S. Economic Development Administration
A bureau of the U.S. Department of Commerce

Step 10) Start your application!

Note – DO NOT add co-applicants. Consortium members should be added in the "My Associations" tab. Team members working on the application in EDGE should be added in the "Application Team" tab.