

TECH HUBS AND RECOMPETE COMMITMENTS FORM

As part of the Phase 2 Notice of Funding Opportunity (NOFO) for both the Tech Hubs and Recompete competitions, applicants are required to submit Letters of Commitment to substantiate investment, policy, or other concrete commitments. As a reminder, strong commitments are **new, timely, targeted, measurable, and meaningful**. Partners who submit additional information in Phase 2 letters of commitment (e.g., identifying any new commitments they are making) may make a complete application more compelling.

Applicants are welcomed to submit both (1) a single Commitments Index listing summarizing all commitments and (2) for each commitment, a signed Commitment Summary. A Commitments Index is useful to facilitate effective organization of all commitments, and a Commitment Summary will help strengthen commitments by forcing conciseness, ownership, and other important considerations.

While all applicants should think about the support local, state, and national partners can bring, some places have greater resources than others. When reviewing letters of commitment, EDA will take into consideration the assets and resources of a region.

To substantiate and document your application's commitments, EDA is providing the following guidance for the Commitments Index and Commitment Summary.

1. With each Overarching Application, a Commitment Index, which lists all of the organizations providing letters of commitment, including the following information:
 - a. entity type
 - i. For Tech Hubs: institutions of higher education, which may include Historically Black Colleges and Universities, Tribal Colleges or Universities, and Minority-Serving Institutions; State, territorial, local, or Tribal governments or other political subdivisions of a State; industry groups or firms in relevant technology, innovation, or manufacturing sectors; economic development organizations or similar entities that are focused primarily on improving science, technology, innovation, entrepreneurship, or access to capital; and labor organizations or workforce training organizations, which may include State and local workforce development boards.
 - ii. For Recompete: institute of higher education, workforce training provider (other than IHE), public sector - city, county government, etc., private sector, labor (e.g., unions, workers organizations, etc.), Tribal governments, other Tribal organizations, economic development districts, other economic development organizations, community-based organizations, others.
 - b. whether the entity making the commitment is:
 - i. For Tech Hubs: the consortium lead, a project lead, a non-lead consortium member, or a non-member;
 - ii. For Recompete: the lead applicant, a project lead, or a supporting partner of the Recompete effort (i.e., neither lead applicant or a project lead)
 - c. a one-sentence description of the commitment;
 - d. the actual or estimated value of the commitment;
 - e. the actual or expected date of delivering the commitment;
2. for each commitment, a signed Commitment Summary, which includes the following:

- a. a **summary** (3 sentences max) of the commitment with the following format: “[X organization] commits to [Y co-investment/policy changes/activities/etc.] that will achieve [Z outcomes] by [Q time]”;
- b. answers to these 5 questions:
 - i. What are the specific actions or activities that will be taken as part of this specific commitment?
 - ii. Who is responsible for ensuring the commitment is met? Please include their name (if staffed) and job title.
 - iii. What are the specific metrics of success for this commitment? Note not all commitments will have a quantifiable number, but all should have a clearly articulated goal.
 - iv. When will the commitment be completed? What immediate steps were taken during the Phase 2 application period to begin to make progress towards this timeline?
 - v. Is this commitment a new activity or a continuation of a previous effort? If a continuation, how does this work differ from the status quo?
- c. the signature and contact information of an individual authorized to make the commitment or an accompanying letter signed by such an individual that substantiates the information set forth in the Commitment Summary.

With respect to the Tech Hubs consortium / Recompete coalition (if applicable) itself, **the consortium / coalition lead and members must also confirm their roles within the consortium / coalition in writing.**

Complete applications must include:

1. a letter identifying the lead applicant, its entity type (consistent with types of entities eligible for program funding), and its commitment to executing its roles, responsibilities, or commitments related to the Tech Hubs or Recompete effort. In the event the lead applicant has changed, a new letter is required from the new lead member describing their commitment to leading the effort and administrating the functions described in Section A.1.b.iv.; and
2. for all Tech Hubs consortium members, and for all Recompete coalition members (if applying as a coalition, i.e., multiple different entities requesting EDA funding), a letter evidencing that each consortium/coalition member has read the application and is committed to executing its roles, responsibilities, or commitments related to the Tech Hubs or Recompete effort.

EDA prefers specific letters of commitment from each consortium or coalition member over form letters of support. However, applicants **may** include form letters, in which case EDA encourages one general letter signed by and demonstrating general support from all relevant supporting entities that are not otherwise making a commitment.

Over the course of the Phase 2 application period, EDA will provide additional coaching and other Technical Assistance to help Tech Hubs Designees / Recompete Finalists with their approach to securing commitments.