

## PHASE 2 SUBMISSION GUIDANCE FOR COMMITMENTS

As part of the Phase 2 Notice of Funding Opportunity (NOFO) for the Tech Hubs competition, applicants are required to submit Letters of Commitment to substantiate investment, policy, or other concrete commitments. As a reminder, commitments should be **new, timely, targeted, measurable, and meaningful**. See the [Phase 2 NOFO](#) (e.g., section A.1.b.iv. at p. 8, A.1.c.i(1) at pp. 11-14, A.1.c.i(5)-(6) at pp.18-19, E.1.a.3. at pp. 34-35) and the [Phase 2 Tech Hubs Supplemental Guidance on Investment and Policy Commitments](#) for more information and guidance.

Applicants are encouraged to submit as part of their Overarching Narrative a single **Commitments Index** summarizing all commitments. A Commitments Index is useful to effectively organize all commitments akin to an executive summary for the commitments detailed in letters.

Regardless of whether an applicant submits the encouraged Commitments Index, all commitments (whether policy, investment, or match) **must be detailed in signed commitment letters** and attached to the relevant component project application or to the overarching application. The encouraged Commitments Index is intended to serve as a directory that organizes and summarizes these commitment letters.

### A. Commitments Index (Recommended)

As part of your Overarching Application, applicants are encouraged to submit a Commitments Index (see Section D of this document for an example), which lists and summarizes all the commitments made to your Tech Hub and includes the following information:

1. Type of commitment: Cash Match, In-Kind Match, Policy, or Investment.
  - a. Note: If one letter covers multiple types of commitment (e.g., one organization is making both Match and Policy commitments), please list each commitment separately while referencing the same letter.
2. Entity type—see Section C (“Entity Types”) of this document or the Phase 2 NOFO, section A.1.b.iii. at pp. 6-7.
3. Entity name and whether the entity making the commitment is:
  - a. the Consortium Lead;
  - b. a Component Project Lead or Co-applicant;
  - c. a non-lead Consortium Member; or
  - d. a non-member.
4. Whether the commitment applies to all component projects or to specific component projects (if specific, list the applicable projects).
5. The actual or estimated value of the commitment (if applicable).
6. The actual or expected date of delivering the commitment.
7. A summary 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]”.
  - a. 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, if any, immediate steps were taken during the Phase 2 application period on 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?

## B. Commitment Letters (Required)

Applicants must submit commitment letters, each signed by the organization making the commitment, that detail each commitment or set of commitments. Those commitment letters should include answers to the following questions:

- 8. What are the specific actions or activities that will be taken as part of this specific commitment?
- 1. Who is responsible for ensuring the commitment is met? Please include their name (if staffed) and job title.
- 2. 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.
- 3. When will the commitment be completed? What, if any, immediate steps were taken during the Phase 2 application period to begin to make progress towards this timeline?
- 4. 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?

With respect to the Tech Hubs consortium itself, **the consortium lead and members must also confirm their roles within the consortium 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; see below), and its commitment to executing its roles, responsibilities, or commitments related to the Tech Hubs 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, a letter evidencing that each consortium member has read the application and is committed to executing its roles, responsibilities, or commitments related to the Tech Hubs effort.

## C. Entity Types

Below is a list of eligible entity types for EDA's Tech Hubs Program, as listed in the [Phase 2 NOFO](#) (section C.1. at p. 21).

- 1. Institutions of higher education, which may include Historically Black Colleges and Universities, Tribal Colleges or Universities, and Minority-Serving Institutions;
- 2. State, territorial, local, or Tribal governments or other political subdivisions of a State;
- 3. Industry groups or firms in relevant technology, innovation, or manufacturing sectors;
- 4. Economic development organizations or similar entities that are focused primarily on improving science, technology, innovation, entrepreneurship, or access to capital;
- 5. Labor organizations or workforce training organizations, which may include State and local workforce development boards;

6. Economic development entities with relevant expertise, including a district organization;
7. Organizations that contribute to increasing the participation of underserved populations in science, technology, innovation, and entrepreneurship;
8. Venture development organizations;
9. Organizations that promote local economic stability, high-wage domestic jobs, and broad-based economic opportunities, such as employee ownership membership associations and State or local employee ownerships and cooperative development centers, financial institutions and investment funds, including community development financial institutions and minority depository institutions;
10. Elementary schools and secondary schools, including area career and technical education schools;
11. National Laboratories;
12. Federal laboratories;
13. Manufacturing extension centers;
14. Manufacturing USA Institutes;
15. Transportation planning organizations;
16. A cooperative extension services;
17. Organizations that represent the perspectives of underserved communities in economic development initiatives;
18. Institutions receiving an award under the National Science Foundation's (NSF) Regional Innovation Engines program; or
19. Other (only applicable if the entity is a non-member).

*[Remainder of this page intentionally blank; Section D, Example Commitments Index, is on the next page]*

## D. Example Commitments Index

The below table provides an example Commitments Index format.

Commitment Type	Entity Type	Entity Name	Entity Consortium Relationship	Associated Component Project(s)	Commitment Value	Commitment Delivery Date	Commitment Summary
In-Kind Match	Workforce training organization	Metropolis Workforce Institute	Consortium Lead	Component Project: "Workforce Training"	\$200,000	09/30/2026	ABC University commits to providing \$200,000 of in-kind support for operational oversight, training, and SME consultations that will result in 300 teleportation technician job placements by September 2026.
Investment	Industry group	Teleportation Technology Association	Non-Lead Consortium Member	Component Projects: "Wet Lab"; "Commercialization Accelerator"	\$1,000,000	11/30/2025	Teleportation Technology Association commits to provide \$1 million in cash to purchase equipment and fund construction to retrofit an existing demonstration facility in which Hub innovators and entrepreneurs will conduct 50 teleportation demonstrations by November 2025.
Policy, Investment	Institute of higher education	Metropolis University	Component Project Lead	Component Project: "Commercialization Accelerator"	\$5,000,000	12/31/2027	Metropolis University (in partnership with Clark Startup Labs) will (1) create a Global Entrepreneur-in-Residency program to retain three foreign graduates per year to build their startups (\$2 million for the first five years), (2) standardize tech transfer agreements among entities (difficult to estimate value), (3) establish a new Economic Development Director role that reports to MU's Chancellor (\$1 million for the first four years), (4) build two new off-campus "micro-labs" at Clark Startup Labs (\$2 million in construction and startup operational costs), and (5) begin the University-wide process of including economic development and innovation as features of staff and faculty promotions (difficult to estimate value) that will result in 75 new biotech startups in the region and increase the survival rate of researcher-based ventures by 15% by the end of 2027.
Policy	Local Government	Metropolis City	Non-Lead Consortium Member	All Component Projects	Difficult to estimate value	12/31/2024	The Metropolis City Department of Planning and Development commits to conducting and publishing a study on Metropolis zoning reform by the end of 2024 with a stated goal of 1) identifying regulatory barriers to the development of affordable multifamily housing and 2) proposing solutions which would enable increased development of affordable multifamily housing (difficult to estimate value).