

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), Department of Commerce
- **Funding Opportunity Title:** FY 2013 University Center Economic Development Program Competition
- **Announcement Type and Date:** Initial announcement of Federal funding opportunity (FFO) dated **April 18, 2013**
- **Funding Opportunity Number:** **EDAFY2013UC**
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.303, Economic Development – Technical Assistance
- **Dates:** The deadline for receipt of applications is **June 17, 2013**.

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 2013 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 Austin and Denver Regional Offices:

Austin Regional Office	Serves: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.
Denver Regional Office	Serves: Colorado, Iowa, Kansas, Missouri, Montana, North Dakota, Nebraska, South Dakota, Utah, and Wyoming.

- **Informational Teleconferences:** For prospective applicants, the Austin Regional Office will hold an informational teleconference on **May 3, 2013** at 2:00 p.m. CT. The Denver Regional Office will hold an informational teleconference on **May 16, 2013** at 1:30 p.m. MT. Please refer to section IV.C. of this FFO for the teleconference registration requirements and protocols.

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

1. Austin Regional Office

FY 2013 University Center Program Competition
Economic Development Administration
Austin Regional Office
504 Lavaca Street, Suite 1100
Austin, TX 78701-2858

Designated Contact:

Jessica Falk
Senior Program Specialist
512-381-8168
512-381-8177 (fax)

2. Denver Regional Office

FY 2013 University Center Program Competition
Economic Development Administration
Denver Regional Office
410 17th Street, Suite 250
Denver, CO 80202

Designated Contact:

Forlesia Willis
University Center Program Coordinator
303-844-5452
303-844-3968 (fax)

- **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 August 1, 2013. See section VI.A. of this FFO for award notification information.

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I. Funding Opportunity Description

A. Overview

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 2013, EDA is holding the competition in its Austin and Denver Regional Offices.

FY 2013 (this competition)	Austin Regional Office	Serves: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.
	Denver Regional Office	Serves: Colorado, Iowa (excluding Muscatine and Scott counties), Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming.
FY 2016 ² (next competition)	Philadelphia 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.
	Chicago Regional Office	Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, and Muscatine and Scott counties in Iowa.
FY 2017	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.

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 innovation 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 Indian Tribes;
- Encompass regional, Statewide and multi-State programs; and create synergies within EDA's Public Works, Economic Adjustment Assistance, and Partnership Planning programs;
- Offer services within a well-defined geographic region within the States and territories covered by the Austin and Denver Regional Offices, and offer a full range

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. See also 13 C.F.R. 301.3

of economic development research and technical assistance services to EDA regional partners; and

- 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. EDA Investment Priorities

Through the competitive grant process outlined in this funding opportunity, all proposed projects are evaluated to determine the extent to which they align with EDA's investment priorities, create or retain jobs, leverage public and private resources, demonstrate the ability to start the proposed project promptly and use funds quickly and effectively, and provide a clear scope of work and specific, measureable outcomes.

EDA's investment priorities are designed to provide an overarching framework to guide the agency's investment portfolio to ensure its investments have the greatest impact. All applications for EDA assistance should align with at least one of the following investment priorities:

1. Collaborative Regional Innovation

Projects that support the expansion and growth of innovation clusters based on a region's existing competitive strengths. Initiatives must engage relevant stakeholders; facilitate collaboration among urban, suburban, and rural (including tribal) areas; provide capacity for economic development through long-term intergovernmental and public/private collaboration; and support the growth of existing and emerging industries.

2. Public/Private Partnerships

Projects that use both public- and private-sector resources and leverage complementary investments by other government/public entities and/or nonprofits.

3. National Strategic Priorities

Projects that encourage job growth and business expansion related to advanced and innovative manufacturing; information technology (for example, broadband or smart grid) infrastructure; communities severely impacted by automotive industry restructuring; restoring or improving urban waters; natural disaster mitigation and resiliency; access to capital for small, medium-sized, and ethnically diverse enterprises; innovations in science and health care; or projects that advance science and research parks or other technology transfer or commercialization centers.

4. Global Competitiveness

Projects that support high-growth businesses and innovation-based entrepreneurs to expand and compete in global markets, especially investments that expand U.S.

exports, encourage foreign direct investment, and promote the repatriation of jobs back to the U.S.

5. Environmentally-Sustainable Development

Projects that promote job creation and economic prosperity through enhancing environmental quality and developing and implementing green products, processes, places, and buildings as part of the green economy. This includes support for energy-efficient green technologies. Additional information is available on EDA’s website at <http://www.eda.gov/pdf/GreenGrowthOverview.pdf>.

6. Economically Distressed and Underserved Communities

Projects that strengthen communities that have suffered disproportionate economic distress and job losses and/or are rebuilding to become more competitive in the global economy.

C. 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. What funding is available under this announcement?

In FY 2013, EDA anticipates allocating approximately \$8.4 million to the University Center program under funding appropriated through the Consolidated and Further Continuing Appropriations Act, 2013 (Pub. L. No. 113-6, (March 26, 2013)). At this funding level, the amount of University Center program funding available for FY 2013 is expected to be approximately \$1.1 million for the Austin Regional Office and approximately \$1.4 million for the Denver Regional Office. The remaining FY 2013 University Center program funds will be used to continue to support current University Centers selected during the FY 2011 and FY 2012 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 Austin Regional Office and the Denver 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 type of funding instrument will be used to make awards and how long will project periods be?

Under this competitive solicitation, EDA may, subject to the availability of funds, award grants to selected University Centers. The Austin and Denver 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.**

Beginning in FY 2011, EDA has converted the University Center program from a three-year project period to a five-year project period for its Atlanta, Chicago, Philadelphia, and Seattle Regional Offices. As a continuation of this process, in FY 2013, EDA is converting the project period for University Center participants to five years for the Austin and Denver Regional Offices' competition. Accordingly, current University Center grantees in the service areas of EDA's Atlanta, Chicago, Philadelphia, and Seattle Regional Offices will not have to compete for continuation funding in FY 2013, 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 Atlanta, Chicago, Philadelphia, and Seattle Regional Offices will contact current University Center grantees regarding the procedures for securing FY 2013 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. Eligible Applicants

An accredited institution of higher education, including a community college, junior 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 of higher education must be identified as the lead applicant 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 Austin and Denver Regional Offices:

Austin Regional Office	Serves: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.
Denver Regional Office	Serves: Colorado, Iowa (excluding Muscatine and Scott counties), Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming.

B. Cost Sharing or Matching

Generally, the amount of an EDA award may not exceed 50 percent of the total cost of the project. Projects may receive an additional amount that may not exceed up to 30 percent of the total project cost, based on the relative needs of the Region in which the project will be located, as determined by EDA.⁴ The Assistant Secretary of Commerce for Economic Development has the discretion to establish a maximum EDA investment rate of up to 100

⁴ See section 204(a) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(1).

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.⁵

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 may provide the required non-Federal share of the total project cost and can consist of contributions directly related to the proposed project, such as space, equipment, services, or forgiveness or assumptions of debt.⁶ Funds from other Federal financial assistance awards are considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute.⁷

EDA will fairly evaluate all in-kind contributions, which must be eligible project costs and meet applicable Federal cost principles and uniform administrative requirements. The applicant must show that the matching share will: (i) be committed to the project for the project period, (ii) be available as needed, and (iii) not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.⁸

Applicants are *strongly* encouraged to work with the appropriate EDA representative listed in section VIII. of this FFO to determine how in-kind contributions can be utilized to satisfy the matching share requirement for their respective project concept and application.

IV. Application Requirements

A. Content and form of application submissions

Applicants must complete and submit the following components of an application package. An application that does not have all of the required components may be considered incomplete and not receive further consideration. *See* section V. of this FFO for information regarding application review.

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 for the applicable program-

⁵ See section 204(c)(3) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(4).

⁶ See section 204(b) of PWEDA (42 U.S.C. § 3144).

⁷ See the definition of “Local Share or Matching Share” at 13 C.F.R. § 300.3.

⁸ See 13 C.F.R. § 301.5.

- b. To apply under this FFO, the applicant 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 Project Narrative in a separate attachment that references and responds to 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 timeline must include benchmarks to gauge program progress. 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 proposed EDA-supported University Center. 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. Applicants that are current or former EDA funded University Centers must demonstrate how the proposed project is different from or builds upon the previously funded University Center project.
 - 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. Provide specific examples of the partnerships and the specific activity(ies) to be carried out by this partnership during the award period.
- v. Identify the targeted beneficiaries of the proposed University Center and desired outcomes throughout the proposed geographic service region. Describe, using specific examples, how the proposed work program will positively impact the targeted beneficiaries in 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 innovation 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 innovation clusters.

g. Section 6. Project Timeline.

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

h. Section 7- Project Sustainability:

Applicants must describe the sustainability of the proposed project beyond the project performance period by describing:

- i. Sources of funding or a revenue model which will support the project beyond the award period, without future EDA funding; and,
- ii. Additional resources and partnerships that will continue to support the project beyond the award period.

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 allowable 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, percentage of time dedicated to the project, and the total amount of annual salaries that would be charged to the project. The total amount of annual salaries that would be charged to the project must be consistent with the amount reflected on the “Personnel” budget line-item on 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 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* Section B. Paragraph 5 (Indirect Costs and Facilities and Administrative Costs) of the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (77 FR 74634, December 17, 2012). 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. Accordingly, the facilities and administrative costs chargeable to the award (if any) for each project year shall not exceed twenty (20) percent of the total project costs. 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, and should not be included in the

initial proposed budget. 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 2013 University Center Economic Development Program competition is **June 17, 2013**. The closing time for paper applications is 5:00 p.m. CT for applications submitted to the Austin Regional Office, and 5:00 p.m. MT for applications submitted to the Denver Regional Office. Applicants must ensure that complete paper applications are physically received in the Austin Regional Office

by 5:00 p.m. CT or Denver Regional Office by 5:00 p.m. MT, as applicable, on **June 17, 2013**. The closing time for applications submitted electronically via www.grants.gov (Grants.gov), for the Austin Regional Office and the Denver Regional Office, is 11:59 p.m. ET on **June 17, 2013**. 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* sections IV.E.1. and IX. of this FFO for 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 Austin or Denver 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 application deadline 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 a “systems issue” at Grants.gov that are beyond the control of the applicant. *See* section IV.E.1 and section IX. of this FFO for more information on electronic submissions.

C. Informational teleconferences

The Austin Regional Office will hold an informational teleconference on **May 3, 2013** at 2:00 p.m. CT. The Denver Regional Office will hold an informational teleconference on **May 16, 2013**, at 1:30 p.m. MT. 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 Austin Regional Office requires interested parties planning to participate on the teleconference to register no later than 12:00 pm CT on **May 2, 2013**; the Denver Regional Office requires interested

parties planning to participate on the teleconference to register no later than 12:00 pm MT on **May 15, 2013**. To register, please send an email with “FY 2013 UC Teleconference Registration” in the subject line to the designated contact listed in section VIII. 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. Registration is not required for an applicant to access, view, or download the application packages; however the applicant must register to submit applications through Grants.gov. 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 VIII. of this FFO.

E. How to submit an application

1. Electronic Submissions

EDA strongly encourages electronic submissions of applications through Grants.gov. **EDA will not accept facsimile or email transmissions of applications. An application that is not validated and time-stamped by Grants.gov by the application deadline listed in section IV.B. of this FFO will not be processed for consideration by EDA.**

Once an application is submitted, it undergoes a validation process through Grants.gov during which the application may be accepted or rejected by the system. Please be advised that the validation process may take 24 to 48 hours to complete. Applications that contain errors will be rejected by Grants.gov, and will not be forwarded to EDA for review. The applicant must correct the error before Grants.gov will accept and validate the application. **EDA will not accept late applications that were rejected by Grants.gov due to applicant errors.** Accordingly, **EDA strongly suggests that applicants submit their applications at least five days before the application deadline** to allow the application to be accepted and validated in the system and to allow time for any errors to be corrected. EDA will consider the time-stamp on the validation from Grants.gov as the official submission time.

Please see section IX. of this FFO for more detailed instructions and information on the requirements for submitting an application electronically via Grants.gov.

2. Paper Submissions

An applicant has the option of submitting a completed paper application via postal mail or courier service, using the selected courier's delivery confirmation service, to the applicable regional office listed in section VIII. of this FFO. The applicant may download the application package, in a screen-fillable format from http://www.grants.gov/applicants/apply_for_grants.jsp, save it electronically, and print it for paper submission.

An original of the complete application must be mailed with delivery confirmation that indicates the application has been received at or before 5:00 p.m. local time in the applicable regional office by the application deadline. If your application is received after the deadline, it will be considered late and will not be reviewed by EDA.

DOC 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.

V. Application Review and Award Selection Information

A. Application review and project analysis

1. Application review

EDA staff in the Austin and Denver 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.

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., b., and c., below) weighted as indicated:

- a. **25%** - The proposed project's alignment with one or more of EDA's current investment priorities as outlined in section I.B of this FFO;
- b. **35%** - The capacity of the applicant to successfully execute the required tasks, as assessed by the extent to which the applicant:
 - i. Demonstrates the ability to foster job creation and promote private investment in the regional economy;
 - ii. Indicates feasibility of the proposed project;
 - iii. Describes how the project will be sustainable and durable; and
 - iv. Demonstrates its organizational capacity; and
- c. **40%** - The responsiveness to the specific objectives of this FFO, specifically the extent to which the application:
 - i. Proposes to provide service to a well-defined geographic area. Competitive applications will demonstrate that the proposed project will offer coverage to a defined area within the Austin Regional Office's or Denver Regional Office's respective geographic service areas.
 - ii. 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.
 - iii. 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.
 - iv. 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.

- v. 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.
- vi. Proposes to sustain success beyond the period of Federal funding, including:
 - (1) Demonstrated sustainable funding sources or likelihood for the project to succeed and be sufficient for ongoing activities;
 - (2) Adequacy of plan to continuously identify needs and opportunities; and,
 - (3) Strength of partnerships, level of commitment, and potential to take advantage of new opportunities to maintain the region's competitiveness.

B. Investment Review Committee and Selection Factors

The Austin and Denver 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 to the Regional Director, in order of priority, all applications that it reviewed and recommend 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.

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

If an application is selected for funding-the EDA Grants Officer will issue the grant award (Form CD-450), which is the authorizing financial assistance award document. By signing Form CD-450, the recipient agrees to comply with all award provisions. EDA will provide Form CD-450 by mail or two-day delivery to the appropriate business office of the recipient's organization. The recipient must sign and return the Form CD-450 without modification within 30 days of the date of EDA's signature on the form.

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

EDA will notify unsuccessful applicants in writing. The regional office will retain unsuccessful applications in accordance with EDA's record retention schedule.

B. Unsuccessful Competition

On occasion, competitive funding opportunities or competitive panels produce less than optimum results, such as a competition resulting in the receipt of no applications, a competition resulting in the receipt of only unresponsive or unqualified applications, or too few highly-rated applications. In the event that these conditions arise, EDA shall take the most time- and cost-effective approach available that is in the best interest of the Federal government. This includes (1) re-competition, (2) re-paneling, or (3) formal negotiation.

C. Administrative and national policy requirements

Administrative and national policy requirements for all DOC awards apply to this competition. 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 December 17, 2012 (77 FR 74634). This notice may be accessed at the Government Printing Office (GPO) website at

<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR>.

D. Reporting requirements

1. All recipients are required to submit financial, performance, and impact reports in accordance with the terms and conditions of the grant award, generally no less than semi-annually. All project progress and financial reports must be submitted to the applicable EDA program officer in electronic format.
2. The Federal Funding Accountability and Transparency Act of 2006 includes a requirement for awardees of applicable Federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards issued in FY 2011 or later. All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.FSRS.gov on all subawards over \$25,000. Please see the OMB guidance published at 2 C.F.R. part 170 (2010), which can be accessed at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl.
3. EDA may require additional data on actual impact of the funded investment, pursuant to the Government Performance and Results Act (GPRA), to be submitted to EDA up to nine years after the grant award.

E. Regulations, administrative requirements, and cost principles

Specific regulations, administrative requirements, and cost principles govern the use of EDA funds. The general and administrative 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. EDA funds may not be used directly or indirectly to reimburse any attorneys' or consultants'

fees incurred in connection with obtaining investment assistance pursuant to this competitive solicitation. See 13 C.F.R. § 302.10.

The uniform administrative requirements for DOC grants and cooperative agreements are codified at 15 C.F.R. parts 14 and 24, as applicable. Allowable costs under an EDA investment are determined in accordance with the following regulations (incorporated by reference at 15 C.F.R. parts 14 and 24): (i) 2 C.F.R. part 220, *Cost Principles for Educational Institutions (OMB Circular A-21)*; (ii) 2 C.F.R. part 225, *Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)*; (iii) 2 C.F.R. part 230, *Cost Principles for Nonprofit Organizations (OMB Circular A-122)*; and (iv) 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. Generally, costs that are allowable include salaries, supplies, and other expenses that are reasonable and necessary for the completion of the scope of work.

F. EDA's Non-relocation Policy

Applicants are advised that should an application be selected for award, the recipient will be required to adhere to a special award condition relating to EDA's nonrelocation policy as follows:

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

For purposes of ensuring that EDA assistance will not be used to merely transfer jobs from one location in the United States to another, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project assisted by EDA. EDA will consider an employer to be a "primary beneficiary" if the applicant estimates that such employer will create or save 100 or more permanent jobs as a result of the investment assistance, provided that such employer also is specifically named in the application as benefiting from the project, or is or will be located in an EDA-assisted building, port, facility, or industrial, commercial, or business park constructed or improved in whole or in part with investment assistance prior to EDA's final disbursement of funds. In smaller communities, EDA may extend this policy to the relocation of 50 or more jobs.

G. 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. Other Information

A. Freedom of Information Act Disclosure

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

B. Past Performance and Non-Compliance with Award Provisions

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

C. Dun and Bradstreet Data Universal Numbering System, and Central Contractor Registration

To enable the use of a universal identifier and to enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act of 2006, to the extent applicable, any proposal awarded in response to this announcement will be required to use the Central Contractor Registration (CCR), now a part of the System for Award Management (SAM) and is located at www.sam.gov, and Dun and Bradstreet Universal Numbering System (DUNS), and will be subject to reporting requirements, as identified in OMB guidance published at 2 C.F.R. parts 25 and 170 (2010). The guidance set out at 2 C.F.R. part 25 may be located at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl, and the guidance set out at 2 C.F.R. part 170 may be located at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl.

D. Restrictions Governing Making Grants to Corporations Convicted of Felony Criminal Violations and/or Unpaid Federal Tax Liabilities

Pursuant to sections 543 and 544 of Public Law 112-55, Commerce, Justice, Science and Related Agencies Appropriations Act, 2012, execution by an applicant of the Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law (see Appendix A) will be required in a format requested by EDA before any award will be made under this FFO.

E. Intergovernmental review

Applications submitted under this FFO are subject to the requirements of Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs,” if a State has adopted a process under EO 12372 to review and coordinate proposed Federal financial assistance and direct Federal development (commonly referred to as the “single point of contact review process”). All applicants must give State and local governments a reasonable opportunity to review and comment on the proposed Project, including review and comment from area-wide planning organizations in metropolitan areas.⁹ To find out more about a State’s process under EO 12372, applicants may contact their State’s Single Point of Contact (SPOC). Names and addresses of some States’ SPOCs are listed on the Office of Management and Budget’s home page at http://www.whitehouse.gov/omb/grants_spoc. Section A.11. of Form ED-900 provides more information and allows applicants to demonstrate compliance with EO 12372.

⁹ As provided for in 15 C.F.R. part 13.

IX. EDA Contact Information

For questions concerning this solicitation, or more information about EDA programs, you may contact the appropriate EDA representative listed below. Updated contact information can be found on EDA's website at <http://www.eda.gov/contacts.htm>.

1. Austin Regional Office

FY 2013 University Center Program Competition
Economic Development Administration
Austin Regional Office
504 Lavaca Street, Suite 1100
Austin, TX 78701-2858

Designated Contact:

Jessica Falk
Senior Program Specialist
512-381-8168
512-381-8177 (fax)

2. Denver Regional Office

FY 2013 University Center Program Competition
Economic Development Administration
Denver Regional Office
410 17th Street, Suite 250
Denver, CO 80202

Designated Contact:

Forlesia Willis
University Center Program Coordinator
303-844-5452
303-844-3968 (fax)

XI. Instructions for Application Submission via Grants.gov

Register early and submit early. In order to submit an application through Grants.gov an applicant must register for a Grants.gov user ID and password. Note that this process can take between three to five business days or as long as four weeks if all steps are not completed correctly. To avoid delays, EDA strongly recommends that applicants start early and not wait until the approaching application deadline before registering, logging in, reviewing the application instructions, and applying. Information about the Grants.gov registration process for organizations can be found at http://grants.gov/applicants/organization_registration.jsp. Please note that organizations already registered with Grants.gov do not need to re-register; however, all registered organizations must keep their Grants.gov password and CCR database registration up-to-date or their applications will not be accepted by Grants.gov. Note that your CCR username will not work in SAM; you must create a new SAM user account to renew or update your registration: to obtain additional information and to verify that all required registrations are current, please visit www.sam.gov/portal/public/SAM.

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

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

Once an applicant is registered, the following list provides step-by-step instructions for accessing, completing and submitting an application via Grants.gov. Please also read the instructions posted at Grants.gov.

- a. Ensure that you have installed a compatible version of Adobe Acrobat Reader on your computer, as incompatible versions of Adobe Acrobat Reader may cause errors. *See* <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
- b. Navigate to Grants.gov and select "Apply for Grants" from the left-hand menu.
- c. Select the link for "Download a Grant Application" package.
- d. Enter Funding Opportunity Number **EDAFY2013UC** and click on "Download Package."
- e. Click on the "download" link under "Instructions and Application" for the instructions and application specific to the type of project and EDA program under which you are applying.
- f. A new window should pop up. In the new window, click on "Download Application Instructions" to review the instructions posted on Grants.gov and

- “Download Application Package” when you are ready to begin the application.
- g. Save the applicable application package to your computer or network drive. Note that the package file can be shared among multiple users; however, each user must have a compatible version of Adobe Acrobat Reader installed in order to save changes to the application package.
 - h. 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.
 - i. 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 this competitive solicitation and then move this to the “Optional Documents for Submission” box. If you will be submitting your application via Grants.gov, also click on “Attachments” and move this to the “Optional Documents for Submission” box. The Attachments form allows applicants to attach any documents required as attachments under this competitive solicitation, such as a CEDS or letters of support.
 - j. 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.
 - k. Attach any required attachments. The preferred file format for attachments is Adobe PDF; however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Excel formats.
 - l. When all mandatory fields have been completed, scroll to the top and click on “Check Package for Errors.”
 - m. Click “Save.”
 - n. Click “Save and Submit.” At this point the applicant’s AOR must be connected to the Internet and will be asked to enter their Grants.gov user ID and password in order to submit via Grants.gov. As noted above, if the application is submitted by anyone other than an AOR for your organization, the application will be rejected by the Grants.gov system and EDA will not receive the application.

Field limitations and special characters. Please be advised that Grants.gov provides the following notice with respect to form field limitations and special characters:

Are there restrictions on file names for any attachment I include with my application package?

Please limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) in attachment names and application form fields (including periods (.), blank spaces and accent marks) or attaching documents with the same name. An underscore (example: my_Attached_File.pdf) may be used to separate a file name. Please note that if these guidelines are not followed, your application may be rejected.

What kind of information can be entered into form fields within my application?

Grants.gov application packages offer fields to enter a set amount of data. When the limit is reached for a certain field, you will no longer be able to enter data into that field. For every form, there are different limitations to the data that you are allowed to enter (this varies between agency and form). Refer to the agency instructions available for download with the application package for more detail.

Do not use special characters (example: &,-,*,%,/,#) within the application form fields including periods (.), blank spaces and accent marks; an underscore may be used. Please note that if these guidelines are not followed, your application may be rejected.

In EDA's experience, use of apostrophes (') in file names and fillable fields of required forms has resulted in application submission issues. Accordingly, please periodically check the status of your application to make sure it has been validated, and use file naming conventions that do not negatively affect your application submission.

If a response exceeds the field limit requirements of any form, including Form ED-900, the applicant is advised to include the response as an attachment to the application. The applicant should move 'Attachments' to the 'Optional Documents for Submission' box in the application package, and clearly indicate in the form field that the information is included as an electronic file.

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.

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

EDA requests that applicants kindly refrain from submitting multiple copies of the same application package. Applicants should save and print both the confirmation screen provided on Grants.gov after submitting an application, and the confirmation email sent by Grants.gov when the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating 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 applicable regional office representative listed in section VIII. of this announcement to inquire if EDA is in receipt of the applicant's submission.

It is the applicant's responsibility to verify that its submission was timely received and validated successfully at Grants.gov. To see the date and time your application was received, log on to Grants.gov and click on the "Track My Application" link from the left-hand menu. For a successful submission, the application must be received and validated by Grants.gov, and an agency tracking number assigned. If your application has a status of "Received" it is awaiting validation by Grants.gov. 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. For more detailed information on why an application may be rejected, please see "Troubleshooting Tips" at http://www.grants.gov/help/trouble_tips.jsp.

Grants.gov 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 before the application deadline, please (i) print any error message received; and (ii) 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: (i) complete the required registration, (ii) ensure that a registered AOR submits the application, or (iii) notice receipt of an email message from Grants.gov are not considered systems issues. A Grants.gov "systems issue" is an issue occurring in connection with the operations of Grants.gov itself, such as the temporary loss of service by Grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely.

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>. The following link lists frequently asked questions (FAQs):

http://www.grants.gov/applicants/app_help_reso.jsp#faqs. If you do not find an answer to your question under the "Applicant FAQs," try consulting the "Applicant User Guide" or contacting Grants.gov by 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.

Appendix A. Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law

Sections 543 and 544 of Public Law 112-55 Commerce, Justice, Science, and Related Agencies Appropriations Act 2012, Title V (General Provisions) (the Act) prohibit funds made available by the Act from being used to enter into a cooperative agreement with or make a grant to any corporation that-

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

The Applicant represents that-

It is [] or it is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

It is [] or it is not [] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that not being paid in a timely manner pursuant to an agreements with the authority responsible for collecting the tax liability.

[Signature of person who has authority to certify on behalf of the corporation]

[Typed name of the signing individual]

[Typed title of the signing individual]

[Typed name of corporation]

[Typed phone number of the signing individual]

[Typed email address of the signing individual]