ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), Department of Commerce

- **Funding Opportunity Title:** FY 2016 EDA University Center Economic Development Program Competition

- **Announcement Type and Date:** Initial announcement of Federal funding opportunity (FFO) dated 3/31/2016.

- **Funding Opportunity Numbers:**

- **Chicago Regional Office:** EDA-CHI-TA-CRO-2016-2004817

- **Philadelphia Regional Office:** EDA-PHI-TA-PRO-2016-2004818

- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.303, Economic Development – Technical Assistance

- **Dates:** The deadline for receipt of applications is 5/31/2016.

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

- **Funding Opportunity Description:** This FFO announces the availability of funding for EDA's FY 2016 University Center Economic Development Program Competition. This program funds initiatives that are focused on advancing regional commercialization efforts, entrepreneurship, innovation, business expansion in a region's innovation cluster, 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 <u>only</u> geographic areas served by EDA's Chicago and Philadelphia Regional Offices:

Chicago Regional Office	Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, and Muscatine and Scott counties in Iowa
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

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

  1. Chicago Regional Office

  FY 2016 University Center Program Competition
  Economic Development Administration
  Chicago Regional Office
  230 South Dearborn Street
  Suite 3280
  Chicago, Il 60604-1512

  Designated Contacts:
  Dug Salley, 312-789-9764, *dsalley@eda.gov*
  Pat Overall, 312-789-9759, *poverall@eda.gov*

  2. Philadelphia Regional Office

  FY 2016 University Center Program Competition
  Economic Development Administration
  Philadelphia Regional Office
  The Curtis Center, Suite 140 South
  601 Walnut Street
  Philadelphia, PA 19106-3323

  Designated Contacts:
  Chivas Grannum, 215-597-8723 or 215-316-2759, *cgrannum@eda.gov*
  Paul Matyskiela, 215-597-8733, *pmatyskiela@eda.gov*

- **Award Notification:** Subject to the availability of funding, successful applicants should expect to receive grant awards within approximately calendar 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 period of performance) with an estimated start date on or about August 1, 2016. *See* section VI.A. of this FFO for award notification information.

FULL ANNOUNCEMENT TEXT

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I. Program 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 conditions for economic growth and improved quality of life by expanding the capacity of individuals, firms, and communities to maximize the use of their talents and skills to support innovation, lower transaction costs, and responsibly produce and trade valuable goods and services. The achievement of our economic development potential results in regional economic ecosystems that foster globally competitive regions throughout the United States. The economic ecosystem is a multifaceted concept that links together a highly networked regional talent pool; innovation infrastructure (including both tangible and non-tangible types); research and science support systems; and a culture based on network of effective, collaborative institutions focused on advancing mutual gain for the public and the private sector that 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 that achieve greater results using diverse economic agents and mutually sustaining clusters of services and industry.

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. In addition, universities create significant knowledge spillovers and possess broader and deeper networks of expertise that can assist innovators and entrepreneurs. 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 enable institutions of higher education and consortia of institutions of higher education to establish and operate University Centers specifically focused on using university assets to build regional economic ecosystems that support high-growth entrepreneurship. University Centers collaborate with other EDA partners by providing expertise and technical assistance to develop, implement, and support regional strategies which result in job creation, high-skilled regional talent pools, and business expansion in a region's innovation clusters[1]. Expertise and technical assistance may address, for example, applied research centers, 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 2016, EDA is holding the competition in its Chicago and Philadelphia Regional Offices.

FY 2016 (this 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 (next competition)	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.
FY 2018	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.

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.

[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.

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 (including 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 turning 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) necessary to support innovation such as education, workforce development, and financial infrastructure.

In addition, EDA encourages University Center program applications that:

- Benefit distressed communities[2] 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 in the States and territories covered by the Chicago and Philadelphia Regional Offices, and provide a full range 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.

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[2] 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 significantly adversely affecting a region's economic base, 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 CFR 301.3

University Center applicants should demonstrate how they will integrate their programs across their respective institutions and regional stakeholders in order to increase the impact of programs that support economic development. Applicants should also demonstrate a record of success in fostering higher-skill, higher-wage private sector 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 high-quality 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. Competitive applications will be responsive to the evaluation criteria listed in section V.A. of this FFO, and will align with at least one of the following investment priorities:

1. **Collaborative Regional Innovation**
   Projects that support the development and growth of innovation clusters[3] based on existing regional competitive strengths. Such initiatives must engage relevant 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 industries.

2. **Public/Private Partnerships**
   Projects that use both public and private sector resources and complementary investments by other government/public entities and/or nonprofits.

3. **National Strategic Priorities**
   Projects that:
   a. encourage job growth and business expansion in manufacturing, including advanced manufacturing, sustainable manufacturing, and manufacturing supply chains;
   b. assist communities severely impacted by the declining use of coal;
   c. increase economic resiliency, including resilience to the effects of natural disasters and climate change;
   d. assist with natural disaster mitigation and recovery;

[3] EDA defines clusters as geographic concentrations of firms, workers and industries that do business with each other and have common needs for talent, technology, and infrastructure. Clusters are essentially networks of similar, synergistic, or complementary entities that are engaged in or with a particular industry sector; have active channels for business transactions and communication; share specialized infrastructure, labor markets, and services; and leverage the region's unique competitive strengths to stimulate innovation and create jobs. Clusters may cross municipal, county, and other jurisdictional boundaries.

e. are aimed at restoring or improving urban waters and the communities that surround them; and
f. assist and/or support:
   i. information technology infrastructure (for example, broadband or smart grid);
   ii. communities severely impacted by automotive industry restructuring;
   iii. job-driven skills development;
   iv. access to capital for small- and medium-sized and ethnically diverse enterprises;
   v. innovations in science and health care; and
   vi. advancement of science and research parks, other technology transfer, or technology commercialization efforts.

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 projects that encourage job growth, business expansion, and innovations in energy-efficient technologies and clean energy, including alternative fuel technologies. Additional information is available on EDA's website at http://www.eda.gov/pdf/GreenGrowthOverview.pdf.

6. **Underserved Communities**
   Projects that strengthen diverse 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 CFR parts 300–302 and subpart B of 13 CFR part 306 set forth the general and specific regulatory requirements applicable to the University Center program.

EDA's regulations are codified at 13 CFR chapter III and are accessible on the U.S. Government Printing Office's (GPO's) website at https://www.gpo.gov/fdsys/pkg/CFR-2015-title13-vol1/pdf/CFR-2015-title13-vol1-chapIII.pdf. Likewise, PWEDA is available on the GPO's website at https://www.gpo.gov/fdsys/pkg/USCODE-2014-title42/pdf/USCODE-2014-title42-chap38.pdf.

II. Federal Award Information

A. Funding Availability

In FY 2016, EDA anticipates allocating approximately $8.4 million to the University Center program under funding appropriated through the Consolidated Appropriations Act, 2016 (Pub. L. No. 113-114, Dec. 18, 2015). At this funding level, the amount of University Center program funding available for FY 2016 is expected to be approximately $1.1 million for the Chicago Regional Office and approximately $1.4 million for the Philadelphia Regional Office. The remaining FY 2016 University Center program funds will be used to continue to support current University Centers selected during the FY 2012 and FY 2013 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 Chicago Regional Office and the Philadelphia 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. Funding Instruments and Period of Performance

Under this competitive solicitation, EDA may, subject to the availability of funds, award grants to selected University Centers. The Chicago and Philadelphia Regional Offices will provide a five-year period performance 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 recipient's satisfactory performance and progress in achieving annual milestones and program goals as determined by EDA and expressed in writing.**

C. 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 period of performance. 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.B.1 of this FFO), recipients 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. Recipients 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 CFR § 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., through a letter or other documentation from the 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 Chicago and Philadelphia Regional Offices:

Chicago Regional Office	Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, and Muscatine and Scott counties in Iowa
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

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 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 VII. 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 and Submission Information

A. Address to Request Application Package

An applicant may obtain the appropriate application package electronically at www.grants.gov (Grants.gov). Applicants in areas served by the Chicago Regional Office may search for this funding opportunity on Grants.gov using Funding Opportunity Number "EDA-CHI-TA-CRO-2016-2004817"; while applicants in areas served by the Philadelphia Regional Office may search for this funding opportunity on Grants.gov using Funding Opportunity Number "EDA-PHI-TA-PRO-2016-2004818". 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 Adobe portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Microsoft Excel. Applicants are advised that they must complete the registration process prior to submitting an application through Grants.gov. Please note, however, that registration is not required for an applicant to access, view, or download the application package. Even though an applicant may be able to

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[4] See section 204(a) of PWEDA (42 U.S.C. § 3144) and 13 CFR § 301.4(b)(1).
[5] See section 204(c)(3) of PWEDA (42 U.S.C. § 3144) and 13 CFR § 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 CFR § 300.3.
[8] See 13 CFR § 301.5.

view and download an application, if the applicant has not correctly completed the Grants.gov registration process, the applicant will not be able to submit the application electronically for EDA's review. Alternatively, an applicant eligible for assistance under this announcement may request a paper application package by contacting the appropriate EDA regional office listed under section VII. of this FFO.

B. Content and form of application submission

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. Required Forms

- Form SF-424 - Application for Federal Assistance.
- Form SF-424A - Budget Information—Non-Construction Programs.
- Form SF-424B - Assurances—Non-Construction Programs.
- Form CD-511 - Certification Regarding Lobbying.
- Form SF-LLL - Disclosure of Lobbying Activities, if applicable.
- Form ED-900 – General Application for EDA Programs.
- Form ED-900A – Additional EDA Assurances for Construction Or Non-Construction Investments.

2. Special Instructions for Completing Form ED-900

The following modifications to the general application instructions for Form ED-900 apply to this competition and should be observed. Applicants are advised to read carefully as the following elements have been waived.

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.

Section B.3 of Form ED-900. Applicants under this FFO are not required to submit a Comprehensive Economic Development Strategy (CEDS) referenced in section B.3 of Form ED-900. Applicants should type "Not required for a UC" in the box following the "If Yes" statement.

Non-governmental applicants must complete section F of Form ED-900 and include all documentation required in that section except that applicants are 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 (section F.3).

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.

3. Project Narrative.

As outlined in section IV.B. of this FFO, all applicants must complete the General Application for EDA Programs (Form ED-900) as part of the application package to be considered for funding. Section B 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. The Project Narrative must be no more than 10 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 period of performance. 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, developing a high-skilled regional workforce, or any combination of the above. 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.

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 CFR § 300.3.

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.

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).

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 period of performance.

As noted above, EDA strongly encourages University Centers that benefit distressed communities by linking these communities to larger, more vibrant regional economies. The applicant should 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.

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 IV.B.3.(c) above.

Describe the specific activities to be undertaken by the University Center recipient during the period of performance, 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 period of performance.

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 analyses, 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.

Identify the anticipated economic impacts and benefits to the University Center's service region, 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 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.

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.

Identify other organizations in the proposed service area that provide potentially complementary or duplicative services.

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.

Outline the process(es) or strategy(ies) for coordinating economic development efforts among private and public institutions in the proposed service area.

Outline the process(es) or strategy(ies) for coordinating and accessing key resources of the sponsoring institution (or consortium) to support economic development efforts.

For existing University Center recipients, 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 period of performance by describing:

i. Sources of funding or a revenue model which that support the project beyond the period of performance, without future EDA funding; and,

ii. Additional resources and partnerships that will continue to support the project beyond the period of performance.

4. Budget, Budget Narrative, and Staffing Plan.

Applicants must submit Form SF-424A for the entire five-year period of performance. 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 period of performance. 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 subpart E of 2 CFR part 200 "Cost Principles". 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 period of performance 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 period of performance. 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 Form SF424A for each project year.

c. Facilities and Administrative (F&A) Costs. If F&A costs (sometimes referred to as indirect costs) are included in the budget, the applicant must include a copy of its current F&A Cost Rate Agreement or documentation establishing that it has a pending application. An applicant that does not have a current F&A Cost Rate Agreement negotiated and approved by EDA (or by the applicable cognizant Federal agency) may propose facilities and administrative costs in its budget. However, the applicant must prepare and submit an F&A cost allocation plan and rate proposal or a negotiated indirect cost rate as required by 2 CFR § 200.414 ("Indirect (F&A) costs"). The allocation plan and the rate proposal must be submitted to EDA (or applicable cognizant Federal agency) within ninety days from the award start date. In accordance with 2 CFR § 200.414(g), an applicant that has a negotiated indirect cost rate may apply to the entity's cognizant agency for indirect costs for a one-time extension of a currently negotiated rate for a period of up to four years, In addition, in accordance with 2 CFR § 200.414(f), an applicant that has never received a negotiated indirect cost rate, except for applicants described in Paragraph D.1.b of Appendix VII to 2 CFR part 200 (specifically, a governmental department or agency that receives more than $35 million in direct Federal funding), may elect to charge a de minimis rate of 10 percent of modified total direct costs.

Subject to the limitation on F&A 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 F&A costs contained in the EDA-approved budget for the award, or (ii) Federal share of the total allocable F&A costs of the award based on the cost rate approved by EDA (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. The applicant should include a statement in its budget narrative if the applicant does not have a current F&A Cost Rate Agreement, has not applied for, a F&A Cost Rate Agreement, or elects the 10 percent de minimis rate.

i. Funding Restrictions. As required under 13 CFR § 306.6(d), at least 80 percent of funding under a University Center program award must be allocated to direct costs of program delivery. Accordingly, the F&A costs chargeable to the award (if any) for each project year shall not exceed 20 percent of total project costs. Pursuant to 2 CFR § 200.306(c), 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 as defined at 2 CFR § 200.80, such amounts must be accounted for in the project budget and must be added to those budget line-items pertaining to direct program delivery. Unless otherwise specified in the terms and conditions applicable to a specific award, 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 period of performance. *See also* 2 CFR § 200.307.

5. 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 under the proposed project 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.

6. Requirements for a Consortium of Applicants

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;

g. Three Forms ED-900A (one for each consortium member); and

h. One Project Narrative and other required attachments.

C. Unique Entity Identifier and System for Award Management (SAM)

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, applicants are required to: (i) Be registered in the System for Award Management (SAM) before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. EDA may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the EDA is ready to make an award, EDA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Recipients will be subject to reporting requirements, as identified in OMB guidance published at 2 CFR parts 25 and 170 (2015). The guidance set out at 2 CFR part 25 may be located at https://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part25.pdf, and the guidance set out at 2 CFR part 170 may be located at https://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part170.pdf. Note that SAM now encompasses the Central Contractor Registration

(CCR), and that the unique entity identifier is commonly the Data Universal Numbering System (DUNS) Number.

In addition, before making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, EDA must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance Integrity and Information System or FAPIIS). See 41 U.S.C. § 2313. Each applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. EDA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205.

D. Deadline for submissions

The closing date for receipt of applications for funding under the FY 2016 University Center Economic Development Program competition is 5/31/2016. The closing time for paper applications is 5:00 p.m. CT for applications submitted to the Chicago Regional Office, and 5:00 p.m. ET for applications submitted to the Philadelphia Regional Office. Applicants must ensure that complete paper applications are physically received in the Chicago Regional Office by 5:00 p.m. CT or Philadelphia Regional Office by 5:00 p.m. ET, as applicable, on 5/31/2016. The closing time for applications submitted electronically via www.grants.gov (Grants.gov), for both the Chicago Regional Office and the Philadelphia Regional Office, is 11:59 p.m. ET on 5/31/2016. 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.F.1.a and VIII.F 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 Chicago or Philadelphia 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 is beyond the control of the applicant. *See* section IV.F.1.a and section VIII.F of this FFO for more information on electronic submissions.

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 E.3. of Form ED-900 provides more information and allows applicants to demonstrate compliance with EO 12372.

F. Other Submission Requirements

1. Directions for Submission

a. 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.D. 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**

[9] As provided for in 15 CFR part 13.

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 VIII.F of this FFO for more detailed instructions and information on the requirements for submitting an application electronically via Grants.gov.

b. 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 VII. 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 physically received at or before 5:00 p.m. CT in the Chicago Regional Office 5:00 pm ET in the Philadelphia Regional Office, as applicable, on 5/31/2016. 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.

2. Additional Information

For additional information on this FFO to help answer applicant questions, please reference EDA's website: https://www.eda.gov/funding-opportunities/.

V. Application Review Information

A. Evaluation Criteria

EDA will evaluate applications based on the following core evaluation criteria, with each criterion (a., b., and c., below) weighted as indicated:

1. **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;

2. **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 the feasibility of the proposed project;

iii. Describes how the results of the proposed project will be sustainable and durable; and

iv. Demonstrates its organizational capacity.

3. **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 Chicago Regional Office's or Philadelphia Regional Office's respective geographic service areas.

   ii. Describes the proposed technical assistance, applied research, and dissemination of 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, and commercialization or technology transfer offices) and 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 intergovernmental and public/private sector planning efforts that help communities foster vibrant economic ecosystems.

vi. Proposes to sustain success beyond the period of performance, including:

(1) Demonstrated sustainable funding sources or likelihood for the project to succeed and be sufficient for ongoing activities;

(2) Adequacy of the 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. Review and Selection Process

1. Technical review

EDA staff in the Chicago and Philadelphia Regional Offices will conduct an eligibility and technical completeness review of all applications received by the above stated deadline (*see* section IV.D. 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.B. of this FFO 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. Investment Review Committee

The Chicago and Philadelphia Regional Office each will convene an IRC that consists of at least three Federal employees to discuss and evaluate each application forwarded from the eligibility and technical completeness review to determine if it meets the program-specific award and application requirements provided in subpart B to 13 CFR part 306 for University Center investments as well as the evaluation criteria set out in section V.A of this FFO. 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.

3. Grants Officer's Decision

Each Regional Office's IRC makes its recommendations to the respective Regional Director, who is the Grants Officer under this announcement and 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 following Selection Factors:

1. A determination that the application meets the overall objectives of section 2 of PWEDA (42 U.S.C. § 3121);
2. Economic distress of the region;

3. Financial and management capability of the applicant;
4. Availability of program funding;
5. Geographic balance in distribution of program funds and EDA's portfolio;
6. Balance of diverse project types in the distribution of program funds;
7. 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;
8. The applicant's performance under previous Federal financial assistance awards (if applicable), including whether the grantee submitted required performance reports;
9. The likelihood that the proposed project will achieve its stated results and catalyze additional resources;
10. A determination that a project is more likely to start quickly and create jobs faster; and
11. Whether the project will enable communities to become more diversified and more economically prosperous.

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.

VI. Federal Award Administration Information

A. Federal Award Notices

1. Applicant notifications

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, or electronically via email to the Authorized Organizational Representative listed on the applicant's Form SF-424. 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.

2. 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.

B. Administrative and National Policy Requirements

1. Reporting requirements

a. 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.

b. 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 CFR part 170 (2015), which can be accessed at http://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part170.pdf.

c. 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 at periodic intervals after the grant award.

EDA reserves the right to use information contained in applications submitted under this opportunity, as well as all reports and performance data submitted by recipients to undertake an evaluation of its programs, either through its staff or by hiring a third party. Recipients of EDA grant awards are expected to cooperate with such evaluations, including by sharing performance information that they are already collecting as part of their grant activities.

2. 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 CFR parts 300–302. Specific application and award requirements for the University Center program are set out at subpart B to 13 CFR 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 CFR § 302.10.

In addition, administrative and national policy requirements for all DOC awards apply to this competition. These requirements may be found in the "Department of Commerce Financial Assistance Standard Terms and Conditions" (ST&Cs) and are summarized in the "Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements," published in the *Federal Register* on December 30, 2014 (79 FR 78390). The Pre-Award notice may be accessed at the Government Printing Office (GPO) website at www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf. The ST&Cs may be accessed at the following website: http://www.osec.doc.gov/oam/grants_management/policy/default%20p2.htm.

Recipients of an EDA award will be bound by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are codified at 2 CFR part 200 (Uniform Guidance). The Uniform Guidance streamlines the language from eight existing Office of Management and Budget (OMB) circulars, including Cost Principles (OMB Circulars A-21, A-87, A 122), administrative requirements (OMB Circulars A-102 and A 110), and audit requirements (OMB Circular A-133) into one consolidated set of guidance applicable to Federal assistance awards. Note that the Uniform Guidance supersedes DOC's Uniform Administrative Requirements set out at 15 CFR parts 14 and 24. Applicants are advised to familiarize themselves with 2 CFR part 200, which may be found at http://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-subtitleA-chapII.pdf. Additional information on the substance of and transition to the OMB Uniform Guidance may be found at https://cfo.gov/cofar/.

VII. Federal Awarding Agency Contact(s)

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://eda.gov/contacts.htm.

A. Chicago Regional Office

FY 2016 University Center Program Competition
Economic Development Administration
Chicago Regional Office
230 South Dearborn Street
Suite 3280
Chicago, Il 60604-1512

Designated Contacts:
Dug Salley, 312-789-9764, dsalley@eda.gov
Pat Overall, 312-789-9759, poverall@eda.gov

B. Philadelphia Regional Office

FY 2016 University Center Program Competition
Economic Development Administration
Philadelphia Regional Office
The Curtis Center, Suite 140 South
601 Walnut Street
Philadelphia, PA 19106-3821

Designated Contacts:
Chivas Grannum, 215-597-8723 or 215-316-2759, cgrannum@eda.gov
Paul Matyskiela, 215-597-8733, pmatyskiela@eda.gov

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

In accordance with current Federal appropriations law, 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.

D. 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 non-relocation 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.

E. Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in the Uniform Guidance (see 2 CFR part 200, subpart F, "Audit Requirements"). The Uniform Guidance 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 $750,000 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 OMB Uniform Guidance. Applicants are reminded that EDA or the DOC's Office of Inspector General also may conduct an audit of an award at any time.

F. Instructions for Application Submission via Grants.gov

Register early and submit early. In order to submit an application through www.grants.gov (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 an approaching funding cycle deadline date before logging in, registering, reviewing the application instructions, and applying. Information about the Grants.gov registration process for organizations can be found at http://www.grants.gov/web/grants/applicants/organization-registration.html Please note that organizations already registered with Grants.gov do not need to re-register; however, all registered organizations must keep their registration for System for Award Management (SAM), which includes the Central Contractor Registration (CCR) database, up-to-date through sam.gov or their applications will not be accepted by Grants.gov.

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

EDA will not accept late submissions caused by Grants.gov registration issues, including CCR 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/web/grants/support/technical-support/troubleshooting/verifying-adobe-reader.html.Navigate to www.grants.gov and select "Apply for Grants" from the left-hand menu.

b. Under the "Applicants" tab, choose "Apply for Grants," on the next page, click the "Get Application Package" button.
c. Applicants in areas served by the Chicago Regional Office should enter Funding Opportunity Number "EDA-CHI-TA-CRO-2016-2004817" while applicants in areas served by the Philadelphia Regional Office should enter Funding Opportunity Number "EDA-PHI-TA-PRO-2016-2004818".
d. Click "Search."
e. Click on the "Select Package" link under the "Actions" column.
f. On the next page, either enter your email, or check the box to indicate that you do not wish to provide it, then click "Submit."
g. 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.
h. 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.
i. Click on the hyperlink to each required form in the "Mandatory Documents" box in order to navigate to that form to complete it.
j. In the "Optional Documents" box, check the box next to Form SF-LLL if non-Federal funds have been or are planned to be used for lobbying in connection with this

competitive solicitation. If you will be submitting your application via Grants.gov, also check the box next to "Attachments." The Attachments form allows applicants to attach any documents required as attachments under this competitive solicitation, such as a CEDS or letters of support.

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

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, applicants should time their submissions to allow for application correction and resubmission by the applicable funding cycle deadline. Applicants will receive a third email once EDA has retrieved their applications.

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 the Grants.gov website after the applicant has submitted 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 VII. of this FFO 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 the date and time your application is validated and time-stamped by Grants.gov is later than 11:59 p.m. Eastern Time on the applicable funding cycle deadline, your application is late. 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/web/grants/applicants/applicant-faqs/grant-application-faqs.html. For more detailed information on why an application may be rejected, please see “Troubleshooting Tips” at http://www.grants.gov/web/grants/support/technical-support/troubleshooting.html.

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 an applicable funding cycle 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. In the event of a confirmed “systems issue,” EDA reserves the right to accept an application in an alternate format. Regardless of whether there is a confirmed “systems issue,” all applications must be received by EDA by the stated deadlines.

Applicants should access the following link for assistance in navigating Grants.gov and for a list of useful resources: http://www.grants.gov/web/grants/support.html The following link lists frequently asked questions (FAQs): http://www.grants.gov/web/grants/support/general-support/faqs.html. 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

In accordance with current Federal appropriations law, none of the appropriated funds made available by relevant appropriations Acts may be used to issue a financial assistance award to any corporation that:

(a) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests 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 the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

For purposes of the below certification, a corporation is defined as an entity that has filed articles of incorporation in one of the fifty states, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, and the U.S. Virgin Islands. (Note that this includes both for-profit and non-profit organizations.)

The below certification is required for all new financial assistance awards, and for all amendments to existing financial assistance awards, that are made to corporations (as defined above) and that are funded with appropriated funds made available to the Department of Commerce pursuant to relevant appropriations Acts. This certification is further required to the extent that other appropriation Acts contain the same or substantively similar prohibitions against the issuance of financial assistance awards to certain corporations.

Instructions: All recipients that are corporations (as defined above) must complete paragraphs (1) and (2) below, which must be signed below by an authorized representative of the corporation. Recipients that are not corporations are not required to complete this representation.

(1) ________________________ [insert name of corporation] certifies that it is ☐ is not ☐ (check one) a corporation that was convicted of a felony criminal violation under a Federal law within the 24 months preceding the signature date of this Representation.

(2) ________________________ [insert name of corporation] certifies that it is ☐ is not ☐ (check one) 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 is not being paid in a timely manner pursuant to an agreements with the authority responsible for collecting the tax liability.

By: ____________________________
[Typed name and title of the signing individual]
[Typed phone number of the signing individual]
[Typed email address of the signing individual]

Date: ___________________________