Fiscal Year 2021 Broad Agency Announcement: Minority Colleges and Unversities

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NOTICE OF FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

Federal Agency Name(s): Minority Business Development Agency (MBDA), Minority Business Development Agency (MBDA), Department of Commerce

Funding Opportunity Title: Fiscal Year 2021 Broad Agency Announcement: Minority Colleges and Unversities

Announcement Type: Initial

Funding Opportunity Number: MBDA-OBD-2021-2006874

Catalog of Federal Domestic Assistance (CFDA) Number: 11.802, Minority Business Resource Development

Dates: Complete applications will be accepted in Grants.gov up to 11:59 p.m. Eastern Standard Time on August 16, 2021. Applications received after this time will not be reviewed or considered for funding under this Announcement.

Funding Opportunity Description: This notice requests applications for programs aligned with the Minority Business Development Agency's (MBDA) strategic plans and mission goals to service minority business enterprises (MBEs). This notice also provides the public with information and guidelines on how MBDA will select proposals and administer discretionary Federal assistance under this Broad Agency Announcement (BAA).

Pre-Application Teleconference: MBDA will conduct a pre-application teleconference on August 3, 2021 Eastern Time. The time of the pre-application teleconference is 2:00pm – 3:00pm Eastern Daylight Time. Participants must register at least 24 hours in advance of the teleconference. Please visit the MBDA Internet Portal at www.mbda.gov for more information.

FULL ANNOUNCEMENT TEXT

I. Funding Opportunity Description

A. Program Objective

The Minority Business Development Agency (MBDA), a bureau of the U.S. Department of Commerce, has developed a pilot program to support entrepreneurship for undergraduate students at Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), Native Hawaiian Serving Institutions (NHSIs), and Alaska Native Serving Institutions (ANSIs) to develop curricula, pilot courses, seminars, and replicable products and tools that address inclusive innovation and general economic development. The goal is to establish five (5) pilot projects, one at each type of institution above, to lay the foundation for a future generation of entrepreneurial leaders and innovators that will help strengthen U.S. global competitiveness, job creation, and the overall U.S. economy.

The entrepreneurship program should be centered on teaching undergraduate students how to develop businesses and commercialize products and services in the domestic and global marketplace through inclusive innovation (research) and general economic development.

Curricula should be designed to help students develop businesses, products and/or services and to learn the process of creating and commercializing a product from development to market.

This Announcement is a mechanism to encourage entrepreneurship education at the undergraduate level in eligible institutions through the development of curricula and replicable products and tools. The pilot projects will be focused on promoting entrepreneurship, general economic development, and innovation at the undergraduate level. Through this BAA, the MBDA envisions supporting the eligible institutions of higher education with funding to develop programs that amplify and support entrepreneurship education and development in burgeoning industry aligned with the President’s priorities.

B. Program Priorities

MBDA, a bureau of the U.S. Department of Commerce, leads Federal Government efforts to promote the growth and global competitiveness of minority business enterprises (MBEs). MBDA establishes programs based on key priorities designed to overcome the unique challenges faced by MBEs. MBDA is now initiating new approaches to lay the foundation for future entrepreneurs and programs that compliment Presidential priorities and

U.S. Department of Commerce goals.

The MBDA provides Federal assistance in support of innovative projects that promote minority business enterprises and seek to resolve the unique challenges faced by minority businesses. The funds to be awarded through this project are not congressionally directed funds or designated for existing funded awards. However, this announcement does embody Presidential priorities and support for HBCUs, HSIs, TCUs, ANSIs, and NHSIs. In the Fiscal Year 2021 appropriations bill, Congress authorized MBDA to provide funding to foster, promote, and develop minority business enterprises through grants, contracts, and other agreements with public or private organizations. See Consolidated Appropriations Act of 2021, Pub. L. No. 116-260 (December 27, 2020) (FY 2021 Appropriations Act). In the House Report and Joint Explanatory Statement, Congress encouraged MBDA to establish this pilot project to support entrepreneurship for undergraduate students at HBCUs, HSIs, TCUs, ANSIs, and NHSIs. See FY 2021 Appropriations Act, House Report 116-455 at 17 (July 16, 2020); and Joint Explanatory Statement to P.L. 116-260, Congressional Record 166: 218 (Dec. 21, 2020) at H7923. MBDA is authorized pursuant to Executive Order 11625 to provide financial assistance to public and private organizations so that they may render technical and management assistance to minority business enterprises and defray all or part of the costs of pilot or demonstration projects conducted by public or private agencies or organizations that are designed to overcome the special challenges of minority business enterprises. The Executive Order also authorizes MBDA to engage educators to assist in carrying out the mission of the agency. See, E.O. 11625, secs. 1(a)(4) and 1(b)(4) (1971).

The President’s Build Back Better Plan aims to deliver bold action and immediate relief for American families as the country recovers. This includes actions to control the COVID-19 pandemic, provide economic relief, tackle climate change, and advance racial equity and civil rights. The Minority Business Development Agency (MBDA) seeks to align its programs and initiatives with Administration goals and priorities through its key mission to promote the growth of minority owned businesses through the mobilization and advancement of public and private sector partners, programs, policy, and research.

While growth rates in entrepreneurship is increasing compared to rates of participation in the labor market, there are systemic challenges for MBE entrepreneurs. MBDA recognizes these challenges and has established this pilot project to support entrepreneurship for undergraduate students at HBCUs, HSIs, TCUs, ANSIs, and NHSIs through the development of curricula, pilot courses, seminars, and development of replicable products and tools.

These institutions have made, and continue to make, extraordinary contributions to the

general welfare and prosperity of our country. These institutions are important engines of economic growth and public service and are proven pillars for intergenerational advancement. They lead the nation in producing minority leaders and entrepreneurs. However, these institutions lag in adequate resources because they are highly dependent on tuition from small student populations, small endowments, lower alumni giving, and less access to other revenue generating resources, such as federal programs, research and development, grants, and contracts that could enhance their program capacity and infrastructure.
MBDA is inviting competitive applications from HBCUs, HSIs, TCUs, ANSIs, and NHSIs for the operation of pilot projects as described in this Announcement. MBDA anticipates making five (5) awards pursuant to this BAA.

Note: Project must be located in the U.S. or any U.S. territory, including Guam, Puerto Rico, and the Virgin Islands. MBDA is not authorized to provide awards to individuals under this BAA, and applications from individuals will not be considered under this request. Award funds cannot be used to make investments in individual businesses.

1. Agency Requirements for the Project

a) Alignment to MBDA Mission – Each proposed project should align with, complement, and support MBDA's mission to promote the growth and global competitiveness of America and U.S. MBEs.

b) Service Location - MBDA seeks to fund projects at any HBCU, HSI, TCU, ANSI, and NHSI within any U.S. state or territory.

c) Services – Funded projects at HBCUs, HSIs, TCUs, ANSIs, and NHSIs must align with the MBDA program objectives and priorities (I.A. and I.B. above). The Pilot projects will develop curricula, conduct seminars, and pilot courses that address inclusive innovation, propose entrepreneurial courses, seminars, and activities for undergraduate students.

d) Performance – Funded applicants shall be monitored on a regular basis to track progress. The defined measures and goals are aligned to key outputs, outcomes, and impact under this program.

e) Service Delivery –HBCUs, HSIs, TCUs, ANSIs, and NHSIs funded under this announcement will provide the services described in subsection c) above within their respective undergraduate institution programs.

2. Performance Measures and Goals

The applicant must propose a course curriculum that clearly defines a plan for the courses and programming that will be taught and delivered to students. Entrepreneurship and business development courses are essential.

Number of Entrepreneurship Courses Taught
Number of Students Impacted
Number of Product/Service Innovations Created
Number of College/University Strategic Partners
Number of Business Plans
Number of Seminars

Definitions of Measures:
Number of Entrepreneurship Courses Taught – A quantitative estimate of the number of entrepreneurship courses that will be taught based on the course curricula.

Number of Students Impacted – Quantify how many students will benefit from the training, programming, courses, and activities associated with the Pilot Project.

Number of Product/Service Innovations Created – Quantify how many products/service innovations created by students participating in the Pilot Project programming.

Number of College/University Strategic Partners – Quantify how many strategic partners you anticipate collaborating with to carry out the deliverables associated with the success of the Pilot Project. These might include public and private sector entities.

Number of Business Plans – Quantify how many business plans you anticipate students will deliver based on their product/service innovation(s).

Number of Curricula and Seminars Established – Quantify how many curricula and seminars the Pilot Project anticipates delivering under this BAA each year.

C. Program Authority

In the Fiscal Year 2021 appropriations bill, Congress authorized the Department of Commerce through MBDA to provide funding to foster, promote, and develop minority business enterprises through grants, contracts, and other agreements with public or private organizations. See Consolidated Appropriations Act of 2021, Pub. L. No. 116-260 (December 27, 2020); House Report 116-455 (2020); and Joint Explanatory Statement to

P.L. 116-260, Congressional Record 166: 218 (Dec. 21, 2020) at H7923. MBDA is authorized pursuant to Executive Order 11625 to provide financial assistance to public and private organizations so that they may render technical and management assistance to minority business enterprises and defray all or part of the costs of pilot or demonstration projects conducted by public or private agencies or organizations which are designed to overcome the special challenges of minority business enterprises.

II. Award Information

A. Funding Availability

MBDA anticipates making five (5) awards under this announcement, one for each of the following types of institutions, in the amount of, $300,000 each: (1) Historical Black Colleges and Universities; (2) Hispanic Serving institutions; (3) Tribal College; (4) Native Hawaiian; and (5) Alaska Native Serving Institutions. Awards will be for a three-year term but funded one year at a time. MBDA expects to expend approximately $1,500,000 in fiscal year (FY) 2021 funds for the financial assistance awards under this Announcement to cover the first year of the selected projects. MBDA anticipates that up to $1,500,000 will be available in each of fiscal years 2022 and 2023 to support continuation funding for the second and third years of the selected projects, contingent upon availability of funds.

The funding amounts referenced in this BAA are subject to the availability of appropriated funds. Publication of this BAA does not obligate the U.S. Department of Commerce or MBDA to award any specific grant agreement or to obligate all or any part of available funds.

B. Project/Award Period

MBDA will issue five (5) awards for a three-year term, to be funded one year at a time, from September 1, 2021 – August 31, 2024. Receipt of any prospective funding for the second and third years is contingent upon the availability of funds from Congress, satisfactory performance, and continued relevance to program objectives and will be at the sole discretion of the Department of Commerce.

C. Type of Funding Instrument

Selected applicant(s) will receive funding through a grant under this Announcement.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include the following institutions of higher education: Historically Black Colleges and Universities (HBCUs)(as defined in 20 USC §1061), Hispanic Service Institutions (HSIs)(as defined in 20 USC § 1101a), Tribal Colleges and University (TCUs) (as defined in 20 USC 1059c), Native Hawaiian Serving Institutions (NHSIs)(as defined in 20 USC § 1059d(b)), and Alaska Native Serving Institutions (ANSIs)(as defined in 20 USC § 1059d(b)) of higher learning with existing minority entrepreneurship or related programs.

B. Cost Sharing or Matching Requirement

Cost sharing is not required.

C. Other Criteria that Affect Eligibility

None.

IV. Application and Submission Information

A. Address to Request Application Package

All application materials and forms are available at the grants.gov website (http://www.grants.gov). Helpful competition materials such as FAQs can be found on the MBDA Internet Portal (www.mbda.gov).

B. Content and Form of Application

General Requirements. The application must provide sufficient information for the agency to make a determination of merit of the proposal. Each applicant's proposal must describe in detail the programmatic deliverables that address "Agency Requirements for the Project" (See Section I.B.1 above) as well as meet content requirements below.

1. Content Requirements

a) A Complete Application - An application must be submitted for each proposal under

this Announcement. Applications should include the elements for each section as described below in order to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified (see Section V. "Application Review Information"). A complete application should contain the following:

(1) Title Page (One (1) page limit)
At a minimum, the application title page must provide the applicant's name, address, telephone number, email address, date of submission, and the Funding Opportunity Number. Applicants are also encouraged to provide the following additional information: project's title, total budget, start and end dates, and the names, affiliations, complete mailing addresses, email addresses, and telephone numbers of all persons affiliated with the proposal.

(2) Table of Contents (One (1) page limit)
Under the Table of Contents, applicants should outline the full contents of the application and provide corresponding page numbers. All pages of the application must be consecutively numbered.

(3) Applicant Narrative (Ten (10) page limit)
A detailed narrative with defined sections as described below.
a) Project Description: The applicant should fully describe and explain the project being proposed, including:
(1) A detailed description of the curriculum and the programming/activities that will be provided to students, and how those are aligned with MBDA's objectives and priorities (IA, IB).
(2) The specific minority colleges and universities and location for the Pilot Projects.
(3) An implementation timeline, over the entire period of performance that will be used to accomplish the business development objectives and work requirements.
(4) A chart showing the Applicant's organizational structure, and departmental responsibility for curriculum development. Applicants must also provide a brief narrative outlining the reporting structure and/or governance of the Project and the financial operation of the pilot project.
(5) Identification and description of key stakeholders and partners that will be leveraged to accomplish the objectives. If the Applicant proposes to leverage third-party partnerships and their respective resources to accomplish the proposed project under this BAA, the Applicant must provide proof of commitment by the third party as an attached document in the proposal.
b) Applicant Capability: The applicant must present information describing the

experience and qualifications of the organization to carry out the project. The application should include the following information.

(1) Project Organization/Institution Profile: A concise summary of the Applicant's organization, its mission and programs, past experience with similar projects or services as those proposed, and a list of previous or current projects or services relevant to the proposal.

(2) Project Organizational Background. An overview that emphasizes the applicant's experience and strategies for curricula development and knowledge of entrepreneurship and business development.

(3) Project Organizational Structure. A chart showing the Applicant's organizational structure, including a functional statement noting the duties and/or responsibilities of all units that will comprise the organization during the period for which the proposal applies. Applicants also must provide a brief narrative outlining the reporting structure and/or governance of the Project.

(4) Biographies or Resumes for Major Participant(s). The Applicant should provide a one-page bio or resume for each of the Applicant's key leaders(s) showing relevant experience of the leader(s), for example: Administrator or Department Head to oversee the success of the proposed project.

(5) Proof of Capability. Applicants also are encouraged to provide proof of capability such as, but not limited to, public records of accomplishments, public citations, and/or letters of referrals/recommendations as attachments in the proposal.

c) Project Goals and Objectives: The applicant must propose annual goals for each year of the proposal; including a break-down of the goals in semi-annual increments (e.g., first six-months and twelve-months). The Applicant should include the following:

1) A detailed description of the methodology or evidence that was used to propose the semi-annual and annual goals; and identification of key assumptions and/or risks that may impact the Applicant's ability to meet or exceed the goals.

(2) Proposed contingency plans and/or strategies for meeting proposed goals if or when Applicant falls behind in meeting program objectives.

(3) The organization's process for monitoring the accomplishment of goals and objectives. The process should include minimum program measures commensurate with the definitions in the "Performance Measures and Goals" section above.

(4) Supporting Documents

Literature Cited (if applicable). The applicant may provide additional information that supports the proposed project. If submitted, literature cited in the proposal may support scoring under the Applicant Narrative – Project Description criterion as noted above.

(5) Standard Forms (SF) and Budget Narrative for three (3) years

The applicant must provide the required SF, attachments, and budget information as described in the section below.

(a) Standard Application Forms. Please refer to the application package available through www.Grants.gov. Please review each form to determine which is required with a submission. Each applicant may not be required to submit all forms listed, depending on the project type or the applicant type.
(i) Signed SF-424. The SF-424 must be signed by the authorized representative. Electronic signatures submitted through grants.gov satisfy this requirement. One form will cover all funding periods.
(ii) SF-424A. Budget Information-Non-Construction Programs (1 per year should be submitted).
(iii) SF-424B. Assurances for Non-Construction Programs. Budget Narrative Must be completed and submitted for all non-construction applications.
(iv) SF-LLL Disclosure of Lobbying Activities.
(v) Commerce Department (CD)-511. Certification Regarding Lobbying. Certification regarding debarment, suspension, and other responsibility matters, drug free workplace requirements, and lobbying.

(b) Budget Breakdown. The applicant must submit the SF-424 (application package) and initial breakout via the SF-424A form (SF-424A non-construction, as appropriate). The applicant must indicate matching funds if provided in the appropriate areas of the SF-424 and SF424A. Costs must align.

(c) Budget Narrative. The applicant must provide a detailed justification for all budget items in sufficient detail to enable the proposal reviewers to evaluate the appropriateness of the funding requested (e.g. staffing, infrastructure, work activities, materials and supplies, equipment, etc.). The budget justification must be broken-out and detailed using the same budget categories as the SF-424A. All costs must align.

(d) Required Travel Item(s). Each applicant should include travel costs for (2) key personnel to attend the events included below. In the event that the COVID-19 pandemic continues to cause limitations on travel and gatherings, the event(s) will be virtual.

(i) Minority Enterprise Development Week (travel for Years 2 and 3 only, as event will be held virtually in Year 1)

(ii) National Training Conference (travel for Years 1,2, and 3)

All of the applicant’s proposed expenditures for the project must be broken-down into their individual units and discussed. The budget narrative must match the proposed line item budget (as found in the SF-424A). The budget narrative also must align with work activities,

goals, staffing, and other proposed resources. Fringe benefits and other percentage item calculations must match the SF-424A for the proposal.

The Office of Management and Budget (OMB) Uniform Guidance will be used to determine allowable costs and will apply to the entire amount of the award, including both the federal and non-federal costs. See Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 CFR Part 200.
Please refer to Section VIII. “Other Information” of this Announcement for additional information pertaining to required travel.

(6) Format Requirements
All pages should be single-spaced and should be composed in at least 11-point font with one-inch margins on 8-1/2-inch x 11-inch paper. The total proposal shall not exceed 20 pages, including the title page, table of contents, applicant narrative, literature cited, budget narrative, letters of support or letters of commitment (if any), and organizational structure. The following items are not included in the 20-page limit: resumes/bios of key personnel and required forms. Failure to follow the requirements may result in the rejection of the application. Any PDF or other attachments that are included in an electronic application must meet the above format requirement when printed.

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

Each applicant (unless the applicant is eligible for an exemption under 2 CFR § 25.110(b) or (c), or an exception approved under 2 CFR § 25.110(d)) is required to:

1. Register in SAM before submitting an application;
2. Provide a valid unique entity identifier in the application; and,
3. 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 MBDA (or any other Federal agency).

MBDA may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time MBDA is ready to make the award, MBDA may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making an award to another applicant.

D. Submission Dates and Times

All proposals must be received on or before August 16, 2021 at 11:59:59 pm Eastern

Standard Time (E.S.T). Applications may be submitted starting from the publication date of this BAA up to the deadline above. Applications received after this time will not be reviewed or considered for funding. Applications must be submitted electronically via www.grants.gov. The electronic submission will receive a date and time stamp at www.grants.gov and will be processed after it is fully uploaded. Applicants should anticipate receiving confirmation of successful submission within forty-eight (48) hours. It is imperative that applicants obtain this confirmation as proof of successful submission. Waiting to submit an application until the end of the competition period puts an application at risk; be sure to allow ample time.

E. Intergovernmental Review

Applications under this project are not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions

Applicants requesting an indirect cost rate (IDC) are required to submit a copy of their current and signed indirect cost rate agreement with the application package.

If an applicant does not have a current Facilities and Administrative (Indirect) Cost Rate Agreement that was negotiated and approved by the Department of Commerce (or by the applicable cognizant Federal agency), please provide a statement to this effect. The applicant must prepare and submit a cost allocation plan and rate proposal or a negotiated indirect cost rate as required by 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.” See 2 CFR § 200.414. The allocation plan and the rate proposal must be submitted to MBDA (or applicable cognizant Federal agency) within ninety (90) days from the award start date.

Alternatively, in accordance with 2 CFR § 200.414(f), a non-Federal entity that does not have a current negotiated indirect cost rate may elect to charge a de minimis rate of 10 percent of modified total direct costs. Applicants proposing a 10 percent de minimis rate pursuant to 2 C.F.R. § 200.414(f) should note this election as part of the budget and budget narrative portion of the application.

Indirect costs proposed under the award must be clearly identified as a separate budget line item.

G. Other Submission Requirements

The time it takes to completely upload an application will vary depending on a number of factors, including the size of the application, the speed of the applicant's Internet connection, and the time it takes www.grants.gov to process the application. If www.grants.gov rejects the application, the applicant must resubmit the entire application and receive a date and time stamp from www.grants.gov. The www.grants.gov time stamp will be considered the date and time of submission receipt. Before beginning to apply through www.grants.gov, please review the application instructions posted at www.grants.gov and in this BAA.

1. Grants.gov Registration - To submit an application through www.grants.gov, you must register for a user ID and password. This process can take between three to five business days and up to four weeks if all steps are not completed correctly. Information about the registration process can be found at http://www.grants.gov/applicants/get_registered.jsp.

Before applying, your organization needs to register with Grants.gov, which requires appointing one or more Authorized Organization Representatives (AOR). Applicants should register as organizations, not individuals. You must register an Authorized Organizational Representative (AOR) for your organization. The AORs registered at www.grants.gov are the only officials with the authority to submit applications for your organization. Your organization may authorize multiple AORs for www.grants.gov purposes. Below are instructions for registering as an organization.

2. Electronic Submission - The electronic submission date is the date that applications have been submitted electronically and received by www.Grants.gov. Proof of timely submission shall be the official date and time that www.Grants.gov receives your application. You must save and print the proof of submission from/on www.Grants.gov. If problems occur while using www.Grants.gov, the applicant is advised to (i) print any error message received and (ii) call www.Grants.gov at 1-800-518-4726 for immediate assistance.

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, you must (i) print any error message received and (ii) call the Grants.gov Contact Project at 1-800-518-4726 for immediate assistance. Ensure that you obtain and document a case number regarding your communications with grants.gov.

Important 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) receive 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 system, such as the temporary loss of the service by grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely.

Confirmation of successful submission requires 48 hours.

Applicants are advised to review the Grants.gov tutorial to minimize risk of an unsuccessful submission. Please visit http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html.

3. Returning Grants.Gov Users - Organizations already registered with Grants.gov do not need to re-register, but the organization must maintain a current System for Award Management (SAM) registration (formerly Central Contractor Registration (CCR)). If the applicant’s SAM registration is not up-to-date the application will not be accepted by Grants.gov. An applicant’s CCR username will not work in SAM. Applicants must create a new SAM user account to renew or update registration. To obtain additional information and to verify that all required registrations are current, please visit www.sam.gov/portal/public/SAM. SAM is the official U.S. Government system that consolidated the capabilities of CCR Federal Agency Registration (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).
Potential applicants should begin registration early, as the complete registration process takes between three business days and three weeks. Before applying for a funding opportunity, your organization needs to register with grants.gov and assign one or more Authorized Organization Representatives (AOR). We recognize registration activities take extra time; however, this is part of the security process the U.S. Government must use to prevent fraud and abuse of funds. The Grants.gov application process is outlined below.

Obtain a DUNS Number. Call 1-866-705-5711 or access the Dun & Bradstreet website http://fedgov.dnb.com/webform (1-2 business days).

Register with SAM. Access https://www.sam.gov. You'll also need the authorizing official of your organization and an Employer Identification Number (EIN) (7-10 business days).

Create Grants.gov Username and Password. Complete your Authorized Organization Representative (AOR) profile and create your username and password. You will need to use your organization's DUNS Number (same day).

Authorize the AOR. Request approval, then your organization's E-Biz POC must log in to

Grants.gov to confirm you as an AOR (same day).

Track AOR Status. Log in to Grants.gov and look at the Applicant welcome box for your current status (same day).

Download an application package. Use Notice of Funding Opportunity Number MBDA-OBD-2021-2006874 and Download a Grant Application Package (same day).

Complete your application package. Write your proposal and fill out ALL the required forms, fields, and certifications (allow 3 days).

Submit your application package. Access your completed application package, ensure all the necessary information is entered, check the package for errors, then click the "Save & Submit" button on the cover page (3 days).

Track my application package. Enter the tracking number you received after Step 8 and click the "Submit Tracking Number(s)" button. Note, confirmation of successful submission may require 48 hours (allow 2 days).

www.grants.gov.

V. Application Review Information

A. Evaluation Criteria

The successful applicant will possess experience that is relevant and related to the area(s) covered by MBDA's Priorities (see section I.B.). Each application will be evaluated based on "Agency Requirements for the Project" (see section I.B.1), and the evaluation criteria included below. It is also anticipated (although not mandatory) that the mission of the successful applicant organization will align with the mission of MBDA. The successful applicant also will ensure alignment of budget, resources, objectives, outcomes or goals, and timelines to accomplish the proposed project.

1. Applicant Narrative (65 points) - This section of the project proposal will be evaluated on the criteria identified below.

a) Project Description (25 Points). The applicant should fully describe and explain the project being proposed, including:

(1) A detailed description of the curricula and programming/activities that will be provided to students and how those are aligned with MBDA objectives and priorities (IA, IB). (10 points)
(2) The specific minority colleges and universities and location for the Pilot Projects. (2 points)
(3) An implementation timeline, over the entire period of performance that will be used to accomplish the business development objectives and work requirements. (5 points)
(4) A chart showing the Applicant's organizational structure and departmental responsibility for curriculum development. Applicants must also provide a brief narrative outlining the reporting structure and/or governance of the Project and the financial operation of the pilot project. (4 points)
(5) Identification and description of key stakeholders and partners that will be leveraged to accomplish the objectives. If the Applicant proposes to leverage third-party partnerships and their respective resources to accomplish the proposed project under this BAA, the Applicant must provide proof of commitment by the third party as an attachment to the proposal. (4 points)

b) Applicant Capability (25 points). The applicant must present information describing the experience and qualifications of the organization to carry out the proposed project. The application should include the following information.

(1) Project Organization/Institution Profile. A concise summary of the Applicant's organization, its mission and programs, past experience projects or services similar to those proposed, and a list of previous or current projects or services relevant to the proposal. (7 points)
(2) Project Organizational Background. An overview that emphasizes the applicant's experience and strategies for curricula development and knowledge of entrepreneurship and business development. (7 points)
(3) Project Organizational Structure. A chart showing the Applicant's organizational structure, including a functional statement noting the duties and/or responsibilities of all units that will comprise the organization during the period for which the proposal applies. Applicants also must provide a brief narrative outlining the reporting structure and/or governance of the Project. (3 points)
(4) Biographies or Resumes for Major Participant(s). The Applicant should provide a one-page bio or resume for each of the Applicant's key leader(s) showing relevant experience of the leader(s), for example: Administrator or Department Head to oversee the success of the proposed project. (2 points)
(5) Proof of Capability. Applicants are also encouraged to provide proof of capability

such as, but not limited to, public records of accomplishments, public citations, and/or letters of referrals/recommendations as attachments in the proposal. (6 points)

c) Project Goals and Objectives (15 points). The applicant must propose annual goals for each year of the proposal, including a break-down of the goals in semi-annual increments (e.g. first six-months and twelve-months). The Applicant should include the following:
(1) A detailed description of the methodology or evidence that was used to propose the semi-annual and annual goals; and identification of key assumptions and/or risks that may impact the Applicant's ability to meet or exceed the goals. (5 points)
(2) Proposed contingency plans and/or strategies for meeting goals if or when Applicant falls behind in meeting program objectives. (7 points)
(3) The organization's process for monitoring the accomplishment of goals and objectives. The process should include minimum program measures commensurate with the definitions in the "Performance Measures and Goals" section above. (3 points)

Total Applicant Narrative Points
Project Description (up to 25 points)
Applicant Capability (up to 25 points)
Project Goals and Objectives (up to 15 points)
Applicant Narrative Total 65

2. Applicant Budget (35 points) - This section of the proposal will use the Standard Forms and Budget Narrative to evaluate the cost-effectiveness and appropriateness of the funding requested. Applicants should ensure each budget item is described fully so that there is no ambiguity or question regarding its relevance or reasonableness to the project and its objectives.

a) Budget Breakdown (15 points). The applicant must submit the SF-424 (application package) and initial breakout via the SF-424A form (SF-424A non-construction, as appropriate). The applicant must indicate matching funds if provided in the appropriate areas of the SF-424 and SF424A. Costs must align.

b) Budget Narrative (20 points). The applicant must provide a detailed justification for all budget items in sufficient detail to enable the proposal reviewers to evaluate the appropriateness of the funding requested (e.g. staffing, infrastructure, work activities, materials and supplies, equipment, etc.). The budget justification must be broken-out and detailed using the same budget categories as the SF-424A. All costs must align. Please note: For Required Travel Item (s), each applicant should include travel costs for key personnel to

attend the events listed below. In the event that the COVID-19 pandemic continues to cause limitations on travel and gatherings, the event(s) will be virtual.

(1) Minority Enterprise Development Week Program (travel for Years 2 and 3 only, as event will be held virtually in Year 1)
(2) MBDA National Training Conference (Travel for Years 1, 2 and 3)

Total Budget Narrative Points
Budget Breakdown (up to 15 points)
Budget Narrative (up to 20 points)
Applicant Budget Total 35

Total Available Application Points 100

All applications must adhere to the submission guidelines provided in this section and section IV.B.1.a), "A Complete Application." Omissions will result in the deduction of points from the final score according to the table below up to and including disqualification of the entire application.

Mandatory Item:	(Failure to Adhere Shall Result In)
Title Page	(5 Point Deduction)
Table of Contents	(5 Point Deduction)
Applicant Narrative	(Disqualification)
Budget Narrative	(Disqualification)
Required Standard Forms (SF) and Attachments	(Disqualification)

All project proposals will be evaluated and applicant(s) will be selected based on the level at which the proposal addresses the evaluation criteria above, less any points deducted for failure to include the mandatory items noted above.

B. Review and Selection Process

1. Initial Screening – Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:
a) The application is received after the closing date;
b) The application package is not complete;
c) The project synopsis/description fails to address program objectives (see Section I.B, "Program Priorities" and Section I.B.1, "Agency Requirements for the Project");
d) The application falls within the scope of an existing MBDA competitive program or

announcement for Federal Funding or duplicates a project previously awarded; or
e) The principal purpose of the activities in the application is to provide a direct benefit or service to MBDA and not to MBEs.

2. MBDA Merit Review Panel - Each responsive application will receive an independent, merit review by a panel qualified to evaluate the applications submitted based on the published criteria. The review panel will consist of at least three (3) individuals, all of whom could be a combination of full-time federal employees and/or non-federal civilians at least one of whom will be an MBDA employee. Each reviewer shall evaluate and provide individual scores for each proposal based on the criteria set out in this Section (see Application Review Information, above) for a maximum of 100 points. The Applicant Narrative section of the application will be eligible for a total of 65 points; the Applicant Budget section will be eligible for 35 points. The review panel may discuss the application(s) but will not provide a consensus on scores for each applicant. Each application will be reviewed against the criteria individually.

The Chairperson of the merit review panel will be responsible for averaging reviewers' scores, collating reviewer comments, and completing an evaluation. Applications that receive an overall average of 75 points or more will be considered for funding. Applications receiving an average score of 60 to 74 points will be given a second consideration for funding if the panel requests additional information or clarification and if the applicant is able to respond to the panel's request for additional information/clarification within an allotted time. Thereafter, the merit review panel may rescore these applications. Applications receiving fewer than 60 points will not be considered for funding.

C. Selection Factors

The applications receiving an initial average score of 75 points or higher or applications given a second consideration (as noted above) will be forwarded to the Program Manager for review and consideration of the merit panel evaluation and overall average score. Upon completion, the Program Manager will forward funding recommendations to the Selecting Official.

The MBDA National Director is the MBDA Selecting Official and makes the final recommendation to the Grants Officer regarding the funding of applications under this Announcement. The Selecting Official will recommend funding for applications evaluated as meritorious based on the final scores as prepared by the Merit Review Panel; however, the Selecting Official also may recommend an application for an award based on one or more of

the following selection factors: the availability of funds; Presidential, Department of Commerce, or MBDA priorities; and geographic distribution of Projects and/or geographic region/area served by the Project.

Prior to making a final recommendation for funding to the Grants Officer, MBDA may conduct negotiations with an applicant regarding the elements of the application and/or may request that the applicant provide written clarifications regarding its application.

After applications are proposed for funding by the selecting official, the Grants Management Division performs administrative reviews. These may include reviews of the financial stability of an applicant, quality of the applicant's management systems, history of performance, and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities. Upon review of these factors, if appropriate, special conditions that correspond to the degree of risk may be applied to an award.

D. Anticipated Announcement and Award Dates

MBDA anticipates that the awards under this BAA will be made with start dates of September 1, 2021. Successful applicants may be eligible for pre-award costs.

VI. Award Administration Information

A. Award Notices

The notice of award (CD-450) is executed by the Department of Commerce Grants Officer and is the authorizing document. It is generally provided electronically via the Grants Online system to the Authorized Representative of the recipient organization. The Authorized Representative for a successful applicant will receive instructions from MBDA on how to access the Grants Online system to accept the award.

MBDA anticipates award(s) will be made with a start date of September 1, 2021
MBDA will notify unsuccessful applicants, in writing, after a final selection has been made and after an offer has been accepted. Those applications that are not ultimately selected for funding will be retained by MBDA for a period of three (3) years after which they will be destroyed.

On occasion, competitive solicitations or competitive panels may produce less than optimum results, such as a competition resulting in the receipt of no applications or a competition resulting in all unresponsive applications received.

B. Administrative and National Policy Requirements

Administrative and national policy requirements for all Department of Commerce awards contained in the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements, published in the Federal Register on December 30, 2014, effective December 26, 2014 (79 FR 78390) are applicable to this solicitation and may be accessed online at: https://www.federalregister.gov/documents/2014/12/30/2014-30297/department-ofcommerce-pre-award-notification-requirements-for-grants-and-cooperativeagreements
Awards made under this announcement are subject to the Department of Commerce Financial Assistance Standard Terms and Conditions. This document will be provided in the award package. This document can be found at https://www.commerce.gov/sites/default/files/2020-11/DOC%20Standard%20Terms%20and%20Conditions%20-%2012%20November%202020%20PDF_0.pdf

Uniform Administrative Requirements, Cost Principles, and Audit Requirements: Through 2 C.F.R. § 1327.101, the Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which applies to awards in this program. Refer to http://go.usa.gov/SBYh and

C. Reporting

1. Reviews - MBDA will conduct performance assessments every six months from the start date of the project.

MBDA will conduct periodic assessments of the project to verify progress. MBDA will monitor the project throughout the funding award period and maintain open communications with key project staff. The level of monitoring will be dependent on the awarded applicant's proposed measures, milestones (e.g., outputs and outcomes), and goals.

2. Reporting Requirements - The project is required to provide the following reports:

a) Financial Reports –The financial report shall include details on the use of Federal funds and contributions of non-Federal funds (if proposed). The financial reports are to be submitted to the Department of Commerce via Grants Online on a semi-annual and annual basis. The semi-annual and annual reports are due thirty (30) days after the end of the initial six-month period in each funding period. The final report is due within one-hundred twenty (120) days after the expiration of the award.

b) Progress Report – Progress reports are to be submitted to the Department of Commerce via Grants Online on a semi-annual and annual basis. The semi-annual report is due forty-five (45) days after the end of the initial six-month period in each funding period. The final report is due within one hundred twenty (120) days after the expiration of the award.

The semi-annual and annual reports must include data and information to determine project progression and success. MBDA will rely on these reports, data, and information as evidence for future program design, policy recommendations, and/or statistical purposes.
Note: failure to submit reports in a timely manner may result in MBDA award enforcement and/or delayed access to Federal funds.

c) Federal Funding Accountability and Transparency Act of 2006 Reporting - The Federal Funding Accountability and Transparency Act of 2006, 31 U.S.C. 6101 note, includes a requirement for awardees of applicable federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards. All awardees of applicable grants and grant agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.FSRS.gov on all sub-awards over $30,000. Please see the OMB guidance published at 2 CFR Parts 170 and 200, which can be accessed at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

d) 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 will be required in a format requested by NOAA before any award will be made under this BAA.

VII. Agency Contacts

Ms. Nakita Chambers
MBDA Program Manager
U.S. Department of Commerce
Email: nchambers@mbda.gov
Tel: 202-482-0065

VIII. Other Information

A. Conferences

1. Pre-Application Teleconference

MBDA will conduct a pre-application teleconference on August 3, 2021. The time of the pre-application teleconference is 2:00 – 3:00 p.m. Eastern Standard Time Participants must register at least 24 hours in advance of the teleconference. Please visit the MBDA Internet Portal at www.mbda.gov to register and additional information.

2. Post Award Teleconference

MBDA shall conduct a mandatory post-award virtual conference to ensure that the successful applicant has a clear understanding of the project award, terms, conditions, and expectations. During the post-award teleconference, MBDA will: introduce Federal officers, orient the project operator and key project staff, explain project reporting requirements and procedures, identify available Federal resources that can enhance the capabilities of the project, and provide detailed information about MBDA's virtual marketing/promotion resources, branding and logo requirements, and other online systems.

3. National Minority Enterprise Development (MED) Week Conference

The project operator and key project staff will be required to attend the MED Week conference unless otherwise noted by MBDA. MED Week is a national recognition of the success and contributions of minority business enterprises to the U.S. economy. The President of the United States designates the specific dates on which MED Week falls. MBDA conducts an annual conference featuring workshops, seminars, and business matchmaking activities that inform minority business attendees of new opportunities and information related to contracts, capital, and markets. MBDA MED Week hosts a celebratory awards program in recognition of MBE clients that have made significant economic impact and minority business advocates that have supported supplier diversity. The location of MED Week varies annually in major cities across the country.

Note: Due to the pandemic this conference will be held virtually in Year 1.

4. MBDA National Training Conference

The project operator and key project staff will be required to attend the MBDA National Training Conference (NTC), unless otherwise noted by MBDA. The NTC is a 2-3-day conference designed to review key MBDA initiatives among all MBDA sponsored programs and MBDA staff. Specialized programmatic training as well as formal meetings and/or trainings with the Program Manager and the Grants Management Unit are also offered at this event. The NTC is held once a year, depending on the availability of funds. The location of this event varies.

Note: applicants should include expenses related to the NTC in the proposed budget to accommodate (2) individuals to travel, including travel (no conference registration costs). The duration of the conference is approximately 2-3 days. In the event that the COVID-19 pandemic continues to cause limitations on travel and gatherings, the conference will be virtual.

5. NOAA Financial Assistance and Grants Management Workshop

The project operator and key project staff will be required to attend the NOAA Financial Assistance and Grants Management Workshop, unless otherwise noted by MBDA. The NOAA Grants Management Workshop is a 2-3-day interactive event hosted by the NOAA/GMD grants team.

Note: Due to the pandemic this conference will be held virtually.

B. Collaboration with MBDA

MBDA welcomes working collaboratively with each award recipient and project to serve the minority business community. The project and its staff are encouraged to support MBDA by communicating the mission and values of the MBDA to the minority business community. Collaboration with MBDA may include items such as: pre-award and award review site visits, promotion of MBDA sanctioned events and conferences, annual nomination of minority businesses for MED Week recognition, inclusion of MBDA to project-lead activities, submission of project success stories and/or profiles for MBDA social media promotion, and co-promotion of project and MBDA lead activities.

C. Past Performance and Non-Compliance with Award Provisions

A consistent pattern of 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 Department of Commerce (or any of its operating units) and may be considered grounds for any or all of the following actions: establishment of an account receivable, withholding payments under any Department of Commerce awards to the recipient, changing the method of payment from advance to reimbursement only, imposition of other special award conditions, suspension of any active Department of Commerce awards, and termination of any active Department of Commerce awards.

D. Limitation of Liability

In no event will MBDA or the Department of Commerce be responsible for preparation costs for the Applicant’s proposal. All funding periods under the award are subject to the availability of funds to support the continuation of the project. Publication of this Announcement does not obligate MBDA or the Department of Commerce to award any

specific project or to obligate any available funds.

E. Audit Costs

Audits shall be performed in accordance with audit requirements contained in the Uniform Administrative Requirements, Cost Principles and Audit Requirements found in 2 CFR Part 200, Subsection F. Recipients expending $750,000 or more in federal funds during the recipient's fiscal period must conduct a single audit in accordance with guidelines outlined in 2 CFR §§ 200.500-.520. For-profit organizations not covered by the audit requirements in 2 CFR §§ 200.500-.520 are subject to the audit requirements set forth in the terms and conditions of the award. Recipients that expend less than $750,000 during the recipient's fiscal year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 2 CFR § 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO). Applicants are also reminded that other audits may be conducted by the Department of Commerce Office of Inspector General and by other authorized federal agencies.

F. Right to Use Information

DOC 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. The applicant acknowledges and understands that information and data contained in applications for financial assistance, as well as information and data contained in financial, performance, and other reports submitted by applicants, may be used by the DOC in conducting reviews and evaluations of its financial assistance programs. For this purpose, applicant information and data may be accessed, reviewed and evaluated by DOC employees, other Federal employees, Federal agents and contractors, and/or by non-Federal personnel, all of whom enter into appropriate confidentiality and nondisclosure agreements covering the use of such information. As may be provided in the terms and conditions of a specific financial assistance award, applicants are expected to support program reviews and evaluations by submitting required financial and performance information and data in an accurate and timely manner and by cooperating with DOC and external program evaluators. In accordance with 2 C.F.R. § 200.303(e), applicants are reminded that they must take reasonable measures to safeguard protected personally identifiable information and other confidential or sensitive personal or business information created or obtained in connection with a DOC Federal financial assistance award.

G. Freedom of Information Act Disclosure

The applicant acknowledges and understands that information and data contained in

applications for financial assistance, as well as information and data contained in financial, performance and other reports submitted by applicants, may be used by the Department of Commerce in conducting reviews and evaluations of its financial assistance programs. For this purpose, applicant information and data may be accessed, reviewed and evaluated by Department of Commerce employees, other Federal employees, and also by Federal agents and contractors, and/or by non-Federal personnel, all of whom enter into appropriate conflict of interest and confidentiality agreements covering the use of such information. As may be provided in the terms and conditions of a specific financial assistance award, applicants are expected to support program reviews and evaluations by submitting required financial and performance information and data in an accurate and timely manner, and by cooperating with Department of Commerce and external program evaluators. In accordance with 2 C.F.R. § 200.303(e), applicants are reminded that they must take reasonable measures to safeguard protected personally identifiable information and other confidential or sensitive personal or business information created or obtained in connection with a Department of Commerce financial assistance award.

In addition, Department of Commerce regulations implementing the Freedom of Information Act (FOIA), 5 U.S.C. Sec. 552, are found at 15 C.F.R. Part 4, Public Information. These regulations set forth rules for the Department regarding making requested materials, information, and records publicly available under the FOIA. Applications submitted in response to this Notice of Funding Opportunity may be subject to requests for release under the Act. In the event that an application contains information or data that the applicant deems to be confidential commercial information that should be exempt from disclosure under FOIA, that information should be identified, bracketed, and marked as Privileged, Confidential, Commercial or Financial Information. In accordance with 15 CFR § 4.9, the Department of Commerce will protect from disclosure confidential business information contained in financial assistance applications and other documentation provided by applicants to the extent permitted by law.

Appendix A
Information Technology and Computer Requirements

MBDA requires that all Project operators meet certain requirements related to the acquisition, installation, configuration, maintenance and security of information technology (IT) assets within thirty (30) calendar days after receipt of the award, in order to ensure seamless and productive interface between and among all grant recipients, minority-owned businesses, the MBDA Federal IT system, and the public. These required assets and their configuration are hereinafter referred to as the “enterprise.” The basic components of the enterprise are the mobile workstation, the server (where applicable), local area network

(LAN) (where applicable), and a source for web enablement.

At a minimum, the Project operator shall provide one (1) business-grade mobile workstation ("workstation") (e.g. business grade laptop), for the exclusive use of each Project employee delivering minority business assistance to the public under an award from MBDA. All mobile workstations shall be web enabled and can take form in one or more service platforms including: (i) connected to a client/server network using an Ethernet protocol enabling communication with all workstations on the operator's network; or (ii) using wireless protocol devices allowing direct access to the internet. The server shall have a constant, high-speed broadband Internet connection. The Project operator may also ensure that each Project employee performing technical assistance activities (e.g. Investment activities, consultants/specialist) has access to business tablets capable of logging into MBDA's CRM system and other tools support by MBDA.

The Project operator shall ensure that each of the Project employees (including management, administrative personnel, contractors, full-time, part-time, and non-paid (volunteer) staff) have a unique electronic mail (email) address that is available to the public. The designated email address(s) shall utilize a Microsoft 2016 platform (or later version) and be able to interface with Salesforce or any other technology platforms implemented by MBDA. The Project operator shall design, develop and maintain, in accordance with the computer requirements, a presence on the Internet's World Wide Web that conforms to MBDA's current branding policy. The Project operator shall also maintain a minimum of one (1) MBDA Business Project "corporate" social media account (ex. Facebook, Instagram, Twitter, or LinkedIn). The Project operator shall also maintain appropriate computer and network security precautions during all periods of funding by MBDA. All IT requirements, as described herein, shall be met by the Project operator within thirty (30) calendar days after the award.

A Project operator's failure to adhere to the MBDA Business Project program computer requirements as set forth herein may result in enforcement action under the award, including but not limited to the withholding of award payments until full compliance is reached.

A. Cloud Based Solution: A cloud-based solution is any resource that is provided over the Internet. The most common cloud solution resources are Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS) and Infrastructure-as-a-Service (IaaS).

B. Network Design: All locations where services are delivered to the eligible organization as defined by Executive Order 11625 and 15 CFR § 1400.1, the Project operator can operate a Client Server Network that provides shared disk drives and the setup

of print queues for a network printer(s) (if individual printers are not provided) for each staff person delivering services to the eligible public. MBDA shall, from time to time, specify certain configurations of the enterprise hardware and software to meet interface requirements.

MBDA requires servers using an operating system that is fully compatible with Microsoft Windows 2016. Any server providing principal service to the desktops shall contain one (1) or more terabytes (TB) of hard drive space using two or more disks configured appropriately to ensure data retention should one disk fail. At least one (1) Quad-Core Intel central processing unit (CPU) or any other server providing principal service to the workstations shall be used. Web servers, mail servers and/or servers maintained by a third party such as an Internet Service Provider (ISP) shall meet the minimum server specifications as stated herein.

C. Mobile Workstations: All workstation systems shall not be more than four (4) calendar years old at time of award and shall contain an Intel Cores Quad Processor class central processing unit (CPU), operating at speeds not less than 2.4 Gigahertz (GHz). Each workstation system shall contain a hard drive with a storage capacity of at least five hundred (500) GB and 1 Gigabyte (GB) of RAM and a CD or DVD reader/writer. All workstations systems shall have installed an operating system fully compatible with Microsoft Windows 10 64 bit Professional or higher Operating System, MS Office 2010 Professional or higher, Microsoft Internet Explorer 9.x, Anti-Virus software, software or hardware-based Firewall and Adobe Reader 9.1 or higher. Additionally, it is suggested that a full-page scanner, along with software fully compatible with Adobe Acrobat (Standard or Professional, 10.2 or higher) be installed on a minimum of one workstation for the production of electronic document submissions.

The Project operator shall refresh (i.e. replace) all related computing devices (mobile workstations, tablets, etc.) designated to support the Project every four years or sooner if it is determined that the technology is no longer compatible with updated security standards or computing requirements. The Project operator shall provide evidence of their system refresh to their assigned Program Analyst and the MBDA Program Management Supervisor.

D. Maintenance and Security: An enterprise map (“as-built”) reflecting adherence to the computer and networking requirements set forth herein shall be maintained by the Project operator for review by MBDA at any time. The Project operator shall designate and train one administrative person competent in the operation of an Operations System fully compatible with Windows 2010 network (or higher) and local area network (LAN) technology as described herein. From time to time, MBDA may require that certain software be loaded on

servers and desktops. In any given year, the cost of this additional software may be $600.00 or higher per mobile workstation and $1000.00 or higher per server. Applicants should include amounts for potential software upgrades for outer years in their proposed budget.

Every employee of the Project shall be assigned a unique username and password to access the computing device and enterprise. Every Project employee shall be required to sign a written computer security agreement (the computer security agreement will be provided at the time of award and/or on the MBDA Portal). Every Project manager, employee, and contractor and any other person given access to the enterprise shall sign the security agreement and an original copy of the signed agreement shall be kept in the MBDA Business Project files. A photocopy of the signed agreement shall be submitted to MBDA, no later than thirty (30) calendar days after receipt of the award. The original agreement shall be maintained on file by the Project operator. All subsequent new hires and associations requiring access to the Project or MBDA systems shall read, understand, and sign the security agreement prior to issuance of a password no more than fourteen (14) calendar days after the start of their employment. No Project employee shall have access to any MBDA system(s) without a signed security agreement on file at MBDA.

E. Web Site: The Project operator shall create and maintain a public web site using a unique domain/address (e.g., www.Project-na, that will conform to MBDA web standards (A comprehensive listing of MBDA web standards can be found on the MBDA Portal). MBDA Web standards may include, but are not limited to the following:

1) The first page (Index page) of the web site shall clearly identify the Project as a MBDA Business Project funded by the U.S. Department of Commerce's Minority Business Development Agency." The index page of the web site shall load on software fully compatible with Microsoft Internet Explorer 9.x browser software using a normal home computer with 56 Kb/s analog phone- line connections in less than five (5) seconds.

2) The web site shall contain a "Contact" page with the names of all Project employees, the business and mailing address of the Project, business phone and fax numbers and email addresses of the Project and Project employees, a statement referencing the services available at the Project, the hours under which the Project operates and a link to the MBDA homepage at www.mbda.gov.

For purposes of electronically directing clients to the appropriate Project staff, the Project web site shall also contain a short biographical statement for each Project employee including management, contractors, part-time, full time, and non-paid (volunteer) personnel, providing services directly to the eligible public under an award from MBDA. This

biographical statement shall contain: the full name of the Project employee and a brief description of the expertise of the Project employee to include academic degrees, certifications and any other pertinent information with respect to that employee's qualifications to deliver minority business assistance services to eligible members of the public.

3) No third-party advertising of commercial goods and services shall be permitted on the site. All links to websites other than federal, state or local government agencies, and non-profit educational institutions must be requested, in advance and in writing, through the MBDA Office of Public Affairs, and the website must provide an external link policy or notice stating that they will be redirected to an external website. Specifically, a notice similar to the following must be provided:

The appearance of hyperlinks to other sites does not constitute endorsement by the [Project operator's company name] or by the Minority Business Development Agency of these web sites or the information, products or services contained therein. Regarding such external web sites, we do not exercise any editorial control over the information you may find at these locations. These links are provided consistent with [Project operator's company name] stated purpose as shown on our web site. We recommend that you review the website's information collection policy or terms and conditions to fully understand what information is collected and/or provided.

4) Furthermore, the approval for the placement of such links shall not be unreasonably withheld but is subject to withdrawal if MBDA determines the linked site is unsuitable. No employee of the Project operator, nor any other person, shall use the Project web site for any purpose other than that approved under the terms of the agreement between the Project operator and MBDA.

5) Every page of the web site shall comply with Federal standards of the American With Disabilities Act, Section 508, and be reviewed by the Project for accuracy, currency, and appropriateness every three (3) months. In addition, MBDA's Section 508 Officer may occasionally review the project web site to ensure that it is Section 508 Compliant. For additional information and guidelines, please visit www.section508.gov. Appropriate privacy notices and handicapped accessibility will be predominately featured. In general, MBDA may audit the Project web site and recommend changes in accordance with the guidelines set forth herein.

6) The Project operator will also be responsible for informing their assigned MBDA Program Analyst and the MBDA Program Management Supervisor of any changes in

operations such as location, contact information or otherwise.

F. Time for Compliance Regarding IT Requirements: Within thirty (30) calendar days after receipt of the award, the Project operator shall report via email to the Federal Program Officer to the MBDA Business Project Program Management Supervisor that he/she has complied with all technical requirements as specified herein (a checklist will be provided at the Post Award Conference). Within thirty (30) calendar days after receipt of the award, the operator shall report the name, contact telephone number and email address of the Project director, Network or System Administrator.

G. Performance System: All required performance reporting to MBDA shall be conducted via the Internet using the Performance system to be found at a secure web site (www.mbda.gov).

H. Data Integrity: The Project operator shall take the necessary steps to ensure that all data entered into MBDA systems, and systems operated by the Project operator in support of the award, or by any employee of the Project operator is verified, accurate and timely.

I. Personally Identifiable Information (PII) and Business Identifiable Information (BII): The Project shall configure systems to protect the PII/BII contained in the system from unauthorized access. The Project should employ best-practice techniques to protect confidentiality of sensitive PII and BII information. A Project, when it designs, develops, or operates a system of records on individuals or entities, or otherwise collects or has access to personally identifiable information (PII) or Business Identifiable Information (BII) in the performance of this grant shall, prior to taking such action, comply with the following requirements:

1. The Project shall have established policies and procedures in place to safeguard MBDA client PII/BII. The policies and procedures shall describe the Project's processes for identifying, assessing and mitigating privacy risks associated with PII. The policies and procedures shall also describe training that will be provided to Project staff and consultants on their roles and responsibilities for safeguarding MBDA client PII/BII and incident management of suspected or confirmed loss of MBDA client PII/BII in accordance with OMB's Recommendations for Identity Theft Related Data Breach Notification, September 20, 2006, and OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, May 22, 2007.

2. The Project shall also ensure that all processes, procedures and equipment associated with PII/BII comply with all laws, regulations, and MBDA security mandates as defined by

National Institute of Standards and Technology (NIST) Special Publication (SP) 800-61 Revision 1 and are aligned with the incident categories and timelines referenced in Table J-1 of NIST SP 800-61, as well as U.S. government policies developed to safeguard the confidentially, integrity and availability of MBDA data that may contain PII/BII. In support of these requirements, the Project shall have:

a. Policies, procedures, and mechanisms designed to restrict access to MBDA data exclusively to authorized personnel;
b. Policies, procedures, and mechanisms that prevent transmission or disclosure of MBDA data to an unauthorized party;
c. Policies, procedures, and mechanisms that ensure MBDA data on portable devices are encrypted using methods compliant with Federal Information Processing Standard 140-2;
d. Policies, procedures, and mechanisms that ensure any sensitive MBDA data transmitted across public networks (i.e., the Internet) by Business Project staff and Project consultants are protected using encryption compliant with Federal Information Processing Standard 140-2;
e. Annual assessments to the MBDA demonstrating that the policies, procedures, and mechanisms required by continuing to be functional, that the Project is compliant with these requirements, and that these requirements are effective.
f. Copies of its privacy policies to MBDA Headquarters at the time of award. The Project shall also provide a copy of the policies and procedures (or otherwise make such policies and procedures available) to all of its staff and consultants.
g. Ensure that those individuals adhere to the Project's policies and procedures relating to PII/BII and to MBDA-prescribed policies and procedures for the safe handling of MBDA PII/BII, including privacy and MBDA security training requirements and privacy incident management.
h. Immediate alerts to MBDA of any event, including the suspected or confirmed loss of MBDA PII/BII, that could potentially affect the privacy rights of individuals or that violates any federal law, regulation, mandate, or requirement as defined in NIST 800-122 by contacting the MBDA designated point of contact. The Project shall act in accordance with its policies and procedures in the event of any suspected loss of MBDA PII/BII and shall support the MBDA's investigation and resolution of reported incidents as requested by the MBDA. For purposes of this Clause, a "suspected loss of PII/BII" shall be interpreted liberally to mean any situation in which the loss of PII/BII or unapproved access to PII/BII is deemed a reasonable possibility.

J. Time for Compliance Regarding IT Requirements: Within sixty 60) days after receipt of the award, the Project operator shall report via email to the Federal Program Officer and to the MBDA Program Manager that he/she has complied with all technical requirements as

specified herein (a checklist will be provided at the Post Award Conference). Within thirty (30) days after receipt of the award, the Project operator shall report the name, contact telephone number, and email address of the Project director, Network, or System Administrator.

K. Data Integrity: The Project operator shall take the necessary steps to ensure that all data entered into MBDA systems, and systems managed by the Project operator in support of the award, or by any employee of the Project operator is verified, accurate, and timely.

L. Training Definitions

1. Post-Award Conference: This session, held once in the first year, is designed to review the grant award and key issues pertaining to the successful management of the award. Failure to attend shall designate the Project operator as non-compliant with the award and may result in award termination. A change in Project director will require the Project director to attend a post-award conference as soon as practicable following the commencement of his/her duties. The anticipated location of training is Washington, D.C. In the event that the COVID-19 pandemic continues to cause limitations on travel and gatherings, the event will be virtual.

2. Grants Online System Orientation: This session, held once in the first year, is designed to review basic access, navigation, and understanding of the Grants Online (GOL) system. The GOL system is utilized by MBDA and the Grants Office to manage all financial assistance awards administered by the Agency. This training will be conducted via webinar and will not require travel.

3. MBDA CRM Performance System Orientation: This training is designed to review basic access, navigation, and understanding of the MBDA CRM Performance system. This system is a tool developed to enhance the client intake and relationship management processes across MBDA. The system is also used to capture and track Project performance. This training will be conducted via webinar and will not require travel.

4. Monthly Business Project/Project Teleconferences: MBDA will conduct monthly Business Project Teleconferences with all Projects/Projects to provide updates on upcoming events, trainings, system enhancements, policy developments, and to offer a forum for Project questions and feedback. Travel will not be required.

5. MBDA National Training Conference (NTC): This training is designed to review key MBDA initiatives among all the Projects/Projects and MBDA staff. Specialized

programmatic training as well as formal meetings and/or trainings with the Program Manager and Grants Management Unit are also offered at this event. The NTC is held once a year, depending on the availability of funds. The location of this event varies. However, the Project should anticipate travel related costs to this activity. This session is normally a 3-day event, not including travel days. In the event that the COVID-19 pandemic continues to cause limitations on travel and gatherings, the event will be virtual.

6. MBDA National MED Week: This is an annual program typically conducted in Washington, D.C., and is a culmination of all MED Week celebrations. The event features workshops, seminars, and business matchmaking activities that inform attendees of new opportunities and information related to contracts, capital, and markets. MED Week also hosts a celebratory awards program in recognition of MBE clients that have made significant economic impact and minority business advocates that have supported supplier diversity. The Project will nominate MBE clients in the pre-planning stages of the conference and support the promotion of the conference through outreach efforts to its respective clients. The Project will be required to attend the full conference unless otherwise noted by MBDA. This event is held once a year, depending on the availability of funds for approximately 1-4 days. The Project attendees should anticipate travel related costs. In the event that the COVID-19 pandemic continues to cause limitations on travel and gatherings, the event will be virtual.

7. E-Tools: This refers to any online application in which all or some parts of the application is downloaded from the web each time it is run. It may refer to browser-based apps that run within the user's web browser or to "rich client" desktop apps that do not use a browser or to mobile apps that access the web for additional information. Training will be conducted at the NTC or via webinar.

8. IT Security Training PII/BII: The Project shall have established policies and procedures in place to safeguard MBDA client PII/BII. The policies and procedures shall describe the Project's processes for identifying, assessing, and mitigating privacy risks associated with PII. The policies and procedures shall also describe training that will be provided to Project staff and consultants on their roles and responsibilities for safeguarding MBDA client PII/BII and incident management of suspected or confirmed loss of MBDA client PII/BII in accordance with OMB's Recommendations for Identity Theft Related Data Breach Notification, September 20, 2006, and OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, May 22, 2007. Training will be conducted at the NTC or via webinar.

Appendix B

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

Pursuant to the current Appropriations Act, funds made available by the Act are prohibited from use to enter into a grant agreement with or make a grant to any corporation that:

1. 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,

2. 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 are no being paid in a timely manner pursuant to an agreement 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]