

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

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

Funding Opportunity Title: FY 2016 – 2017 Broad Agency Announcement (BAA)

Announcement Type: Initial Broad Agency Announcement

Funding Opportunity Number: MBDA-OBD-2016-2004926

Catalog of Federal Domestic Assistance (CFDA) Number: 11.802

Dates: Full applications will be accepted in Grants.gov up to 11:59 p.m. Eastern Standard Time on June 21, 2017. Applications received after this time will not be reviewed or considered for funding under this Announcement.

Funding Opportunity Description: The purpose of this notice is to request applications for special projects and programs associated with the Minority Business Development Agency's (MBDA) strategic plans and mission goals, as well as to provide the general public with information and guidelines on how MBDA will select proposals and administer discretionary Federal assistance under this Broad Agency Announcement (BAA).

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FULL ANNOUNCEMENT TEXT

A. Program Description

1. Program Objectives

This BAA is a mechanism to encourage new activities, education, outreach, innovative projects or sponsorships that are not addressed through the business center program. This announcement is not a method for awarding congressionally directed funds or existing funded awards. Funding for potential projects in this notice is contingent upon the availability of Fiscal Year 2016 and Fiscal Year 2017 appropriations. Applicants are hereby given notice that funds may not have been appropriated for any potential activities in this notice. Publication of this announcement does not obligate MBDA to review an application beyond an initial administrative review, or to award any specific project, or to obligate any available funds.

2. Program Priorities

The Minority Business Development Agency (MBDA), a bureau of the U.S. Department of Commerce, leads Federal Government efforts to promote the growth and global competitiveness of America's growing minority business enterprise (MBE) community. MBDA remains the only federal agency solely dedicated to the growth and global competitiveness of our nation's minority business enterprises - MBEs. Through MBDA's services, MBEs are better equipped to create jobs, contribute to local economies, and sustain America's position as a world economic leader. Today, MBEs number more than 8 million and generate over \$1.4 trillion in revenues. Minority-owned firms are consistently referred to by economists as an engine of employment growth and economic expansion in America.

The MBDA is authorized pursuant to Executive Order 11625 to 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 problems of minority business enterprises. Organizations that are owned or controlled by the following persons or groups of persons are the organizations that are considered minority business enterprises for the purpose of pilot or demonstration projects designed to overcome their special problems: African American, Hispanic American, American Asian and Pacific Islander, Native American (including Alaska Natives,

Alaska Native Corporations and Tribal entities), Asian Indian American, and Hasidic Jewish Americans.

As the primary agency responsible for promoting and strengthening minority businesses, MBDA acts in concert with those partners and stakeholders in the federal, state, and local governments, and in private organizations that share MBDA's overall and strategic goals. Over the past few years, MBDA has established key priorities that correspond to activities designed to overcome the unique challenges faced by minority businesses. These are: (1) Inclusive Innovation, Commercialization and Entrepreneurship; (2) Business and Economic Rehabilitation in the Gulf States; (3) Federal Contracting Transition and Sustainability; (4) MBE Community Business Access to Capital; and (5) Business Innovation for the Next Generation.

1. Inclusive Innovation Commercialization and Entrepreneurship

The MBDA Inclusive Innovation Commercialization and Entrepreneurship will support MBDA's mission by developing an innovative and effective approach that will strategically engage MBEs and entrepreneurs to participate in the commercialization of technology innovation. Minority innovators and entrepreneurs that engage in technology commercialization have the potential to bring scientific discoveries to the marketplace by utilizing federal funds to support the creation of new products and technologies. The advancement of current federal technology transfer programs requires an effective and innovative approach to position MBEs to accelerate their technology commercialization efforts into new products and services for domestic and global markets.

The goal of MBDA's IICE initiative is to support the development of robust tech-transfer models that possess a greater level of inclusion and to support new generations of aspiring minority entrepreneurs and established technology companies. The MBDA IICE objectives are to: (1) proactively increase the participation and success rates of MBEs in technology industries through federal and commercial technology programs (e.g., Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR), Federal Laboratory Consortium (FLC), and Government wide Tech Transfer Offices) with some targeted focus of the U.S. Department of Commerce; (2) leverage regional innovation ecosystems that spur new business development, support existing businesses, and promote the advancement of minority participation in technology transfer and commercialization; (3) develop and test inclusion strategies and provide business development assistance to support minority businesses seeking resources and assistance to engage

in existing SBIR, technology transfer and commercialization activities, programs and services through education, outreach and partnerships; (4) develop effective measures and a baseline for determining the success rates between inputs-outputs-outcomes-impact (e.g., assisting a minority firm with analysis of federal laboratory patent portfolios to identify technologies for commercialization, assisting firms with utilizing federal laboratory facilities, equipment, and programs; assisting firms to establish/secure a Cooperative Research and Development Agreement (CRADA) between the federal laboratory network, MBEs and Minority Serving Institutions (MSIs) and universities; assisting firms with successful interactions with a federal laboratory; assisting firms to license technology from the federal laboratory network; assisting the firm to bring the technology to market; assisting firms to grow and make a local economic impact; and (5) develop and test a process that enhances support to integrate capable MBEs into SBIR/STTR Phase 1 and improve Phase II and III success, and assist firms with successful SBIR application and transactions.

2. Business and Economic Rehabilitation in the Gulf States

The Minority Business Development Agency understands that minority businesses are an essential element in the economic engine of local communities. The Deepwater Horizon oil spill followed major hurricanes Katrina and Rita to severely impact the economy and an already vulnerable minority business community in the Gulf Coast region. These major events tipped the scales of survival *against* minority businesses on and near the Gulf Coast.

The impact of these events is best examined in the review of data reports on demographics, economics, and unemployment. These reports highlight the importance of minority-owned businesses (MBE) to the societies and economies of the Gulf Coast Parishes, Counties and Communities (GCPCC) that were most adversely affected by the 2010 British Petroleum (BP) Deep Water Horizon disaster. The data provides an overview of minority and non-minority demographics in the Southern United States, the applicable states (Florida, Louisiana, Texas, Mississippi and Alabama) and most affected communities within those states. The remarkable growth of minority businesses in the area presents a compelling challenge for MBDA to support the federal Gulf Restoration project in the geographies most affected by the BP oil spill. The major minority groups in this area—African American, Hispanic and Asian—represent a growing percentage of the population and entrepreneurs in all five states.

The goal of this initiative is to ensure economic and business development for minority businesses in communities impacted by natural or man-made disasters in the Gulf area.

3. Federal Contracting Transition and Sustainability

Federal Contracting Transition and Sustainability proposals will support MBDA's mission by ensuring MBEs that have taken advantage of the Small Business Administration (SBA) Section 8(a) Program continue to thrive, build capacity, and make an economic impact in their local communities beyond the duration of the nine-year program SBA section 8(a) contracting period. This initiative is intended to assist MBEs enrolled in the last three years of the program or recent graduates from the SBA Section 8(a) Program by providing business development assistance and services to expand and diversify an MBE business portfolio.

4. MBE Community Business Access to Capital

Inadequate access to financial resources continues to be a consistent constraint limiting the growth of minority-owned businesses. The latest nationally representative data on the financing of minority firms indicates that there are large disparities in access to financial capital. The data shows that minority-owned businesses pay higher interest rates on loans, are more likely to be denied credit, and are less likely to apply for loans for fear their applications will be denied. In addition, minority owned firms are 21.7 percent less likely to raise private equity funding, 22.2 percent less likely to raise venture capital, and have a 20.6 percent likelihood of getting declined for a loan compared to 14 percent of businesses overall. Minority firms also invest substantially less capital at startup and in the first few years of existence than non-minority firms.

The Minority Business Development Agency has historically targeted the problem of lack of funding in the minority business community through the business center program and through strategic partnerships with other federal agencies and non-governmental organizations. The goal of the MBE Community Business Access to Capital initiative is to develop new and innovative methods that will utilize non-traditional sources of funding for MBEs, such as projects that make use of micro-loans, community based lending, revolving loan fund programs, and family wealth programs.

5. Business Innovation for the Next Generation

The Center for Global Policy issued a report in April 2016 entitled, *The Color of Entrepreneurship*, which uses qualitative data to describe the integral role people of color play in the effort to restore the American economy. According to this report, the number of minority-owned businesses are increasing but America is losing an estimated 1.1 million businesses owned by minorities due to the systematic discrimination that continues to exist in American society. If the 1.1 million minority-owned businesses were included in today's economic landscape, they could produce an estimated 9 million more jobs, increasing the national income by \$300 billion. MBDA has determined that increasing the number of minority-owned businesses participating in the American economy – both now and in the future – is a priority in America's economic agenda.

The Business Innovation for the Next Generation will support the MBDA's mission by providing training to businesses owned or created by minorities between the ages of 16-35 and technical support to foster entrepreneurship and business innovation. The goal of this initiative is to increase entrepreneurs within America's millennial generation. MBDA's objective is to identify minorities in the millennial generation that reside in underserved and disenfranchised communities who demonstrate the aptitude, creativity, and interest in creating new businesses that economically and socially benefit their demographic community or community of interest. These kinds of activities and services have a positive impact, both socially and economically, on the participants, their communities, and the American economy.

B. Federal Award Information

1. Funding Availability

MBDA expects a total of approximately \$2,000,000.00 per year to fund the financial assistance awards under this Announcement through FY 17. The funding periods and funding amounts referenced in this FFO are subject to the availability of appropriated funds, as well as to Department of Commerce and MBDA priorities at the time of award. In no event will the Department of Commerce or MBDA be responsible for proposal preparation costs if a proposal fails to receive funding or if the announcement is cancelled because of other MBDA or Department of Commerce priorities. All funding periods under the award are subject to the availability of funds to support the continuation of the Project. Publication of this Broad Agency Announcement

does not obligate the Department of Commerce or MBDA to award any specific cooperative agreement or to obligate all or any part of available funds.

2. Project/Award Period

Applications should generally be submitted for a one-year award period, which may be negotiated if the application is recommended for funding.

3. Type of Funding Instrument

Selected applicants will enter into a grant or a cooperative agreement depending upon the amount of MBDA's involvement required for each project. Substantial involvement by MBDA in the project will require a cooperative agreement. The substantial involvement means, after award, MBDA staff may assist, guide, coordinate, or participate in project activities, including a post-award conference, training, and advisement.

4. Notification of the Award

Anticipated time for processing the award is approximately seventy-five (75) days from the receipt of applications. MBDA anticipates an award will be made with a start date approximately ninety (90) days after the application is received.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants may be for-profit entities (including but not limited to sole-proprietorships, partnerships, limited liability companies and corporations), non-profit organizations, institutions of higher education, commercial organizations, individuals, state and local government entities, or Indian Tribal governments.

2. Cost Sharing or Matching Requirement

Cost sharing is not required unless it is determined by the applicant that the project can only be funded with matching/cost sharing funds.

D. Application and Submission Information

1. Address to Request Application Package

All application materials and forms are available at the grants.gov website (<http://www.grants.gov>). Additional competition materials can be found on the MBDA Internet Portal (www.mbda.gov). Applicants may also obtain a paper copy of the application forms by making a request to the agency contact, Joann Hill or Nakita Chambers (see Agency Contacts, for contact information).

2. Content and Form of Application

a. Format Requirements

All pages should be single-spaced and should be composed in at least 11-point font with one-inch margins on 8 x 11 paper. The project description may not exceed 20 pages, including the title page, project synopsis, literature cited, budget information, resumes of personnel, and letters of support or letters of commitment (if any). Failure to follow the requirements may result in the rejection of the application and subsequent return. Any PDF or other attachments that are included in an electronic application must meet the above format requirement when printed.

b. Content Requirements

1) General Requirements

In general, each applicant's proposal must describe in detail the specific agency initiatives and programs the proposal is designed to address. The description of the idea and approach should fully explain the operation and implementation of the proposal over each period and describe how the proposal will assist MBDA in accomplishing its objectives. Each proposal should describe specific work requirements from beginning to end and how each proposal will accomplish the stated initiative. White papers covering the substantive program areas and letters of intent are encouraged and may be submitted in lieu or support of the detailed description of the project. These documents must provide sufficient information for the agency to make a determination of merit of the proposal.

- a) A concise outline of what your organization does, a discussion of experience with similar projects or services as those proposed, and experience dealing with the targeted population, and a list of previous or current projects or services, and a list

of previous or current projects relevant to the proposal. A detailed list of program components and a statement of objectives for each component.

- b) An implementation schedule that specifically outlines coordination of all program components, and organizational and project activities.
- c) A description of how the project will be able to adapt to any operational and/or performance challenges.
- d) An approach that clearly demonstrates innovation, including creativity of the given approach, cost-efficiency, a strong likelihood of achieving the desired outcome, and the capability of being deployed in the near term (4 to 6 months of award) and of having an impact in the near term (4-6 months of award) or long term (within 1-2 years of initial award).
- e) It is important that the proposal include a concept of operations that clearly describes a process, method, or model upon which the project will meet specific objectives and goals. Solutions that are based or dependent upon current approaches and/or technologies combined with new technologies and methods and/or proven approaches that are already in use in the field will be considered.

c. *A Complete Application.*

An application must be submitted for each proposal addressing an initiative 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 (in the order outlined below) will not be reviewed or considered and will be disqualified). The Applicant Narrative should not exceed 10 pages (this does not include budget and budget narrative). A complete application should contain the following:

- 1) *Title Page (1 page limit)*. The title page identifies the project's title, total budget, start and end dates; and the names, affiliations, complete mailing addresses, email addresses, telephone numbers and fax numbers of all persons affiliated with the proposal. At a minimum, the application title page must provide the applicant's name, address, telephone number, email address, date of submission, the Funding Opportunity Number, and the proposed program or initiative the proposal addresses.

- 2) *Table of Contents*. 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) Detailed applicant narrative with defined sections as described in section c. below;
 - 4) Detailed budget with narratives for each year of the periods proposed; and
 - 5) Required attachments and certain Standard Forms (SF).
- d. Project Synopsis (1 page limit).

It is critical that the project synopsis accurately describe the project being proposed and conveys all essential elements of the activities. It is imperative that applicants tie their proposals to one of MBDA's mission goals described in Section A.1 through A.5 of this announcement and state it here in the synopsis.

- e. Applicant Narrative (10 page limit).

The applicant narrative must contain the following:

- 1) *Capability*. The applicant must present information describing the experience and qualifications of the organization to carry out the proposal. This includes highlights of your organization's value to partnerships, and as applicable, with the MBDA Headquarters and funded business centers; federal laboratories, MSIs, and MBEs; federal, state, local or non-governmental organizations operating programs in the area.
- 2) *Organizational Background and Knowledge*. The applicant must also demonstrate experience with the specific subject matter involved with the program and initiative the proposal covers. The applicant's organizational background should emphasize its knowledge of the minority business sector and strategies for enhancing its growth, expansion and capacity building related to the program and initiative the proposal covers.
- 3) *Organizational Structure*. For Non-profits and commercial entities, provide a chart showing the organizational structure during the period for which the proposal applies, along with a functional statement noting the duties and/or responsibilities of all units that comprise the organization. Please make sure this includes a brief narrative background statement outlining the financial operation of the organization.

- 4) *Mission Alignment.* The extent to which the mission of the applicant organization aligns with the mission of MBDA, as well as the initiative and policy the proposal is designed to advance.
- 5) *Project Description (5 page limit).* Project descriptions should include clear objectives and specific approaches to achieving those objectives, including methods, timelines and expected outcomes. The applicant should describe and justify the project being proposed.
- 6) *Literature Cited.* If applicable.

f. Budget and Budget Justification

The SF-424A must be completed and signed, as stated above, and there should be a detailed budget justification accompanying the SF-424 budget forms (SF-424A non-construction, as appropriate). (See section e., Proposed Budget and Budget Narrative, below.) Indicate matching funds if provided in a separate column. Provide justifications for all budget items in sufficient detail to enable the reviewers to evaluate the appropriateness of the funding requested. The budget justification should be broken out and detailed using the same budget categories as the SF-424 budget form (SF-424A).

g. Proposed Budget and Budget Narrative

All of the Project expenditures should be broken down into their individual units and discussed. The budget narrative must match the proposed line item budget, time phased plan, and staff allocation table. Fringe benefits and other percentage item calculations should match the proposed budget line-item and narrative. Line item amounts in the detailed budget and budget narrative must match the budget numbers reflected in Standard Form (SF) 424 (one for each proposal year) and 424A (one for each proposal year). All costs included in the proposed budget must be allowable, allocable, and reasonable. Each item of cost must be accompanied by a sufficiently detailed description and cost breakdown to enable reviewers to determine if the cost is allowable, allocable, and reasonable. One word descriptions and lump sum amounts are not adequate for justifying costs. Each budget item should be broken out and described fully so that there is no ambiguity or question regarding its relevance or reasonableness to the Project objectives. The following 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 (2015);

h. Resumes for Each Major Participant

i. Standard Application Forms

Please refer to the application package available through Grants.gov. Please review each form to determine which are required with submission. Each applicant may not be required to submit all forms listed, depending on the project type or the applicant type.

- 1) *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.
- 2) SF-424A — Budget Information-Non-Construction Programs.
- 3) The SF-424B – Assurances for Non-Construction Programs. Budget Narrative Must be completed and submitted for all non-construction applications.
- 4) SF-LLL — Disclosure of Lobbying Activities.
- 5) CD-511 — Certification Regarding Lobbying. Certification regarding debarment, suspension and other responsibility matters, drug free workplace requirements and lobbying.

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

Each applicant (unless the applicant is an individual or Federal awarding agency which has an exception from the requirements of 2 CFR § 25.110(b) or (c), or an exception approved by the MBDA under 2 CFR § 25.110(d)) is required to:

- a) register in SAM before submitting an application;
- b) provide a valid unique entity identifier in the application; and
- c) 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.

4. Submission Dates and Times

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 48 hours. It is imperative that applicants obtain this confirmation as proof of successful submission.

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 Broad Agency Announcement.

a. 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). Below are instructions for registering as an organization.

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.

b. Electronic Submission

The electronic submission date is the date that applications will be deemed to have been submitted electronically and shall be the date and time received by www.Grants.gov.

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 Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain and document 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) 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 service by grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely.

The preferred format for electronic attachments is Pdf. This is the most prevalent format for documents that are scanned from hard-copy. However, the Department will accept electronic files in Word or Excel formats.

Note: 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>.

c. 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).

5. Intergovernmental Review

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

6. Funding Restrictions

a. Indirect Cost Rate Agreement and Documents.

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 that does not have a current Facilities and Administrative (Indirect) Cost Rate Agreement negotiated and approved by the Department of Commerce (or by the applicable cognizant Federal agency) 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 has never received

A 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.

7. Other Submission Requirements

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.

- 1 Obtain a DUNS Number. Call 1-866-705-5711 or access the Dun & Bradstreet website <http://fedgov.dnb.com/webform> (1-2 business days).
- 2 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).
- 3 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).
- 4 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).
- 5 Track AOR Status. Log in to Grants.gov and look at the Applicant welcome box for your current status (same day).
- 6 Download an application package. Use Funding Opportunity Number MBDA-OBD-2016-2004926 and [Download a Grant Application Package](#) (same day).
- 7 Complete your application package. Write your proposal and fill out ALL the required forms, fields, and certifications (allow 3 days).
- 8 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).
- 9 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).

Applications must be submitted electronically via www.grants.gov.

E. Application Review Information

1. Criteria

The successful applicant will possess experience in the substantive area related to the initiative and policy sought to be addressed. It is also anticipated that the mission of the successful applicant organization will align with both the mission of MBDA and the MBDA initiatives and

policy objectives sought to be addressed in the proposal.

Application evaluations will be based the following criteria:

- a. Applicant Narrative: The Applicant Narrative section of the proposal will be evaluated, and applicants will be selected, based on the level at which the proposal addresses the below listed evaluation criteria.

Application Evaluation Criteria	Points
Completeness - Title Page and Table of Contents - Project Synopsis - Narrative - Budget and Budget Narratives - Required Attachments	10
Narrative - Capability - Organizational Background and Knowledge - Organizational Structure - Mission Alignment - Project Description - Literature cited	50
Completeness and Narrative Total	60

- b. Proposed Budget and Budget Narrative: The Proposed Budget and Budget Narrative sections will be evaluated on the criteria identified below. Section D.2.e. above provides detailed cost proposal requirements.

Budget Detail and Narrative Evaluation Criteria	Points
Reasonableness, Allowability, and Allocability of Proposed Costs	30
Substantive Detail	10
Budget Detail and Narrative Total	40

2. Review and Selection Process

1. Initial Screening

Prior to the formal review process, each application will receive an initial 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; or
- b. The application package is not complete; or
- c. The project synopsis/description fails to address one or more of the above-listed agency priorities; or
- 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 principle purpose of the activities in the application is to provide a direct benefit or service to MBDA.

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 Announcement (*see* Section E—Application Review Information, above) for a maximum of 100 points. The Applicant Narrative section of the application will be eligible for a total of 60 points, the Proposed Budget and Budget Narrative section will be eligible for 40 points. The review panel may discuss the applications but will not provide a consensus on scores for each applicant. Each application will be reviewed against the criteria individually (i.e. applications will not be compared to others). Each merit review panel (through the panel Chairperson) shall provide the MBDA Selecting Official with a funding recommendation based on the reviewers' scores.

3. 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. MBDA may recommend funding for applications evaluated as meritorious based on the merit panel review, subject to the availability of funds. Prior to making a final recommendation for funding to the Grants Officer, MBDA may conduct negotiations with an applicant that the Selecting Official anticipates recommending and/or may request that the applicant provide written clarifications regarding its application.

Federal Awarding Agency Review of Risk Posed by Applicants

After applications are proposed for funding by the Selecting Official, the NOAA Grants Management Division (GMD) pre-award risk assessments in accordance with 2 C.F.R. § 200.205, which may include a review 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. In addition, for any Federal award under this notice where Federal share will be greater than the simplified acquisition threshold (currently \$150,000; *see* 2 CFR § 200.88) over the period of performance, recipients must note that: (1) MBDA, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (*see* 41 U.S.C. § 2313); (2) an 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; and (3) MBDA 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.

Anticipated Announcement and Federal Award Dates

Anticipated time for processing awards is seventy-five (75) days from the receipt of applications. MBDA anticipates that the awards under the Broad Agency Announcement will be

made with start dates as early as September 1, 2016.

F. Federal Award Administration Information

1. Federal 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 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. If the competition results in only one application, it may or may not require additional action from MBDA depending upon the competitive history of the area, the quality of application received, and the time and cost limits involved. In the event that any or all of these conditions arise, MBDA shall take the most time and cost-effective approach available that is in the best interest of the Government. This includes but is not limited to: (1) a new competition; (2) re-paneling; or (3) negotiation.

2. 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. You may obtain a copy of this notice by contacting the MBDA contact under Section VII-Agency Contacts, or by entering the Federal Register volume and page numbers provided in the previous sentence at the following Internet website: <https://federalregister.gov/a/2014-30297>. Awards made under this announcement are subject to the Department of Commerce Financial Assistance Standard Terms and Conditions. Please note that on December 26, 2013, OMB published final guidance titled Uniform

Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance) (<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>), which streamlines the language from eight existing OMB circulars, including Cost Principles (OMB Circulars A-21, A-87, A-122) and administrative requirements (OMB Circulars A-102 and A-110), into one consolidated set of guidance applicable to federal assistance awards. The OMB Uniform Guidance supersedes the Department’s uniform administrative requirements set out at 15 CFR Parts 14 and 24. See Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 CFR Pt. 200 (2015); adopted by U.S. Department of Commerce, 80 Fed. Reg. 44829 (August 27, 2015). In addition, the audit requirements of the OMB Uniform Guidance (reforming current OMB Circulars A-133 and A-50) will apply to audits of non-Federal entities beginning on or after December 26, 2014. Therefore, notwithstanding the above paragraph, applicants need to familiarize themselves with the OMB Uniform Guidance. Additional information on the substance of and transition to the OMB Uniform Guidance may be found at <https://cfo.gov/cofar/>.

NEPA Questionnaire. Applicants submitting funding proposals for the Business and Economic Rehabilitation in the Gulf States initiative do not need to provide a NEPA Questionnaire at this time. However, MBDA may require additional information from the applicant regarding potential environmental impacts prior to reviewing the application.

3. Reporting

a. **Project Monitoring and Advisement:** The Project is funded at consecutive one-year performance periods. Continued funding of the awards is subject to the terms and conditions as outlined in this Announcement. MBDA will conduct the following performance assessments for each performance year:

Performance Assessment	Operating Period
Semi-annual	Start date – first 6 months
Cumulative year-end	Start date – 12 month

These assessments are based on the Project’s timely completion of its stated goals and objectives.

MBDA will conduct an initial and periodic assessment of each Project to verify the Project's performance/claims. MBDA will assess the Project's effectiveness in completing stated goals and objectives, and will provide a report of findings and recommendations for improvement as a result of evaluations and monitoring visits. MBDA will approve qualifications of key Project staff and respond to Project requests for MBDA action. MBDA may conduct a consultation with the Project if it is operating at an unsatisfactory performance level. This consultation is designed to assist the Project through collaborative support. The Project may be required to develop a performance improvement plan based on MBDA's findings, suggestions, and recommendations. In addition, if the Project is performing at an unsatisfactory level, it is subject to enforcement actions under the award, up to and including termination.

b. **Financial Reports:** (i) Financial reports are to be submitted to the Department of Commerce Grants Office on a quarterly basis. A final financial report is due within ninety (90) days after expiration of the award. (ii) Performance narrative reports are to be submitted to the Federal Program Officer within forty-five (45) days after the end of the second program quarter of each funding period. (iii) An annual or final performance report is due forty-five (45) days after the end of each funding period. (iv) Expense Summary reports are to be submitted to the FPO within forty-five (45) days after the end of each quarter of each funding period. (v) Additional reporting requirements are set forth in the FFO. Failure to submit reports on time may result in MBDA award enforcement action and/or delay access to federal funds.

c. **Federal Funding Accountability and Transparency Act of 2006 Reporting:** The Federal Funding Accountability and Transparency Act of 2006 included a requirement for awardees of applicable federal grants to report information about first-tier sub-awards 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 Sub award Reporting System (FSRS) available at www.FSRS.gov on all sub-awards over \$25,000. Please see the OMB guidance published at 2 CFR Part 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 FFO.

G. Federal Awarding Agency Contact(s)

Prospective applicants may contact:

Ms. Joann J. Hill, Chief
MBDA Office of Business Development
U.S. Department of Commerce
1401 Constitution Ave., N.W., Room 5079
Washington, DC 20230
Tel: 202-482-1940

Nakita Chambers
MBDA Program Manager
U.S. Department of Commerce
1401 Constitution Ave., N.W., Room 5079
Washington, DC 20230
Tel: 202-482-0065

H. Other Information

1. Post Award Conference

MBDA shall conduct mandatory post-award conferences to ensure that the successful applicant has a clear understanding of the Project and its components. During the post-award conference, MBDA will: (1) orient Project operator and Project staff; (2) explain Project reporting requirements and procedures; (3) identify available resources that can enhance the capabilities of the Project; and (4) provide detailed information about MBDA's Business Internet Portal and other online systems.

2. 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.

3. Limitation of Liability

In no event will MBDA or the Department of Commerce be responsible for proposal preparation costs if the Applicant's proposal fails to receive funding or is cancelled because of Department of Commerce or MBDA priorities. 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.

4. 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.

5. Freedom of Information Act Disclosure

The Freedom of Information Act (5 U.S.C. § 552) (FOIA) and the Department of Commerce's implementing regulations at 15 C.F.R. part 4 set forth the rules and procedures to make requested material, information and records publicly available. Information submitted in response to this announcement is subject to the FOIA.