

## ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

### EXECUTIVE SUMMARY

- **Federal Agency Name:** National Institute of Standards and Technology (NIST), Department of Commerce (DOC)

**Funding Opportunity Title:** Manufacturing Extension Partnership (MEP) Availability of Funds for Projects to develop client engagement or business models and deployment strategies that integrate two or more of the MEP Strategic Growth Areas.

**Announcement Type:** Initial

- **Funding Opportunity Number:** 2010-MEP-SDCC-01
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.611
- **Dates:** All applications must be **received or postmarked** no later than 5:00 p.m. Eastern Time on July 15, 2010. Late proposals will not be reviewed.
- **Proposal Submission:**
  - For electronic submission - Applicants should follow the Application Instructions provided at [www.grants.gov](http://www.grants.gov)
  - Paper submission: National Institute of Standards and Technology  
Manufacturing Extension Partnership  
c/o Diane Henderson  
100 Bureau Drive, Stop 4800  
Gaithersburg, MD 20899-4800

Applicants must submit one signed original and two (2) copies of their proposal that is plainly marked on the outside of the package that it contains a Manufacturing Extension Partnership proposal.

**Funding Opportunity Description:** The National Institute of Standards and Technology invites proposals from eligible organizations for projects to develop client engagement or business models and deployment strategies that integrate two or more of the MEP Strategic Growth Areas. The projects should further demonstrate in its proposed client engagement or business model, the benefit of this integration and how the approach can expand service capability and capacity of the MEP system. The five MEP Strategic Growth Areas are: supply chain, sustainability, technology acceleration, workforce and continuous improvement. Proposals should include a project plan, a client engagement or business model and deployment strategy for the project, and an approach for leveraging existing tools, resources and partnerships.

- **Total Amount to be Awarded:** MEP anticipates awarding up to \$12,000,000 in fiscal year 2010 through multiple solicitations. The total amount funded under this solicitation will vary depending on the proposals received by MEP. The total amount awarded will not exceed \$12,000,000.

- **Anticipated Amounts:** Projects initiated under this category may be carried out over a period of up to three years. When a proposal for a multi-year award is approved, funding will generally be provided for only the first year of the program. Continuation of an award or extensions of the period of performance is at the total discretion of the DOC. If an application is selected for funding, DOC has no obligation to provide any additional future funding in connection with that award. Funding for each subsequent year of a multi-year proposal will be contingent upon satisfactory progress and the availability of funds. Projects are expected to start within 30 days of award notice.
- **Funding Instrument:** Cooperative Agreement
- **Who Is Eligible:** All nonprofit organizations including universities, community colleges, state governments, state technology programs and independent nonprofit organizations including existing MEP manufacturing extension centers are eligible. Organizations may submit multiple proposals under this solicitation for unique projects. A partnership with an existing MEP manufacturing extension center or centers is strongly encouraged.
- **Cost Sharing Requirements:** A non-federal cost share contribution from the applicant is required. At a minimum, the applicant must provide 50% of the cost share toward the allowable expenses for the performance period. Cost share requirements must be met on an annual basis.

The applicant's share of the eligible expenses may include cash and third party in-kind contributions. However, at least 50% of the applicant's total cost share (cash plus in-kind) must be in cash. Applicants are encouraged to propose more than the minimum cost share. The source and detailed rationale of the cost share, both cash and in-kind, must be documented in the budget submitted with the proposal and will be considered as part of the evaluation review described below.

## FULL ANNOUNCEMENT TEXT

### **I. Funding Opportunity Description**

The National Institute of Standards and Technology invites proposals from eligible organizations for projects to develop client engagement or business models and deployment strategies that integrate two or more of the MEP Strategic Growth Areas. The projects should further demonstrate in its proposed client engagement or business model, the benefit of this integration and how the approach can expand service capability and capacity of the MEP system. The five MEP Strategic Growth Areas are: supply chain, sustainability, technology acceleration, workforce and continuous improvement. Proposals should include a plan, a client engagement or business model and deployment strategy for the project, and an approach for leveraging existing tools, resources and partnerships.

The objective of these projects is to demonstrate the ability to strengthen, through an integrated transformational growth services model, the global competitiveness of small- and medium-sized U.S. based manufacturing firms. Project specific performance measurement and management approaches, including key milestones, are crucial to the evaluation of these projects. NIST is seeking projects that present novel and new approaches to delivering and communicating performance measurement and evaluation. For example, those projects that incorporate the following factors will be considered competitive: internal performance measurement for management control, external evaluation for assessing outcomes of the activity, and "customer satisfaction" measures of performance. This could include approaches to gathering outcome information, comparisons of outcomes achieved by project clients or other approaches to performance measurement and evaluation.

The MEP program places high importance on ensuring that projects be well aligned with the work of MEP service providers in order to maximize the potential and impact of existing resources. Additional background information on MEP service providers is provided at <http://www.nist.gov/mep>.

NIST does not prescribe any particular management or operational structure of the project, but projects should be based upon approaches or structures used by technical assistance provider that have demonstrated success. Projects should include plans for integration into the MEP system and linkages to appropriate resources.

This program does not intend for awardees to perform research and development including new tool development.

Further information regarding MEP Program is provided in the information packet that can be obtained at [www.grants.gov](http://www.grants.gov) with additional background information provided at <http://www.nist.gov/mep>.

All organizations meeting eligibility requirements provided herein are invited to submit proposals.

**Authority: 15 U.S.C. 272(b)(1) and (c)(3), and 278l, as implemented in 15 CFR Section 292.2.**

## **II. Award Information**

NIST anticipates funding up to \$12,000,000 this year in fiscal year 2010 through multiple solicitations. The total amount funded under this solicitation will vary depending on the proposals received by MEP. The total amount awarded will not exceed \$12,000,000.

Awards will be provided for projects to develop client engagement or business models and deployment strategies that integrate two or more of the MEP Strategic Growth Areas. The projects should further demonstrate, through client engagement, the benefit of this integration and how the approach can expand service capability and capacity of the MEP system. The five MEP Strategic Growth Areas are: supply chain, sustainability, technology acceleration, workforce and continuous improvement. Proposals should include a plan, a client engagement or business model and deployment strategy for the project, and an approach for leveraging existing tools, resources and partnerships.

Projects initiated under this solicitation may be carried out over a period of up to three years. When a proposal for a multi-year award is approved, funding will generally be provided for only the first year of the program. Continuation of an award or extensions of the period of performance is at the total discretion of the DOC. If an application is selected for funding, DOC has no obligation to provide any additional future funding in connection with that award. Funding for each subsequent year of a multi-year proposal will be contingent upon satisfactory progress and the availability of funds.

Projects are expected to start within 30 days of award notice.

## **III. Eligibility Information**

### **1. Eligible Applicants**

All nonprofit organizations including universities, community colleges, state governments, state technology programs and independent nonprofit organizations including existing MEP manufacturing extension centers are eligible. Organizations may submit multiple proposals under this solicitation for

unique projects. A partnership with an existing MEP manufacturing extension center or centers is strongly encouraged.

## **2. Cost Sharing Requirement**

A non-federal cost share contribution from the applicant is required. At a minimum, the applicant must provide 50% of the cost share toward the allowable expenses for the performance period. Cost share requirements must be met on an annual basis.

The applicant's share of the eligible expenses may include cash and third party in-kind contributions. However, at least 50% of the applicant's total cost share (cash plus in-kind) must be in cash. Applicants are encouraged to propose more than the minimum cost share. The source and detailed rationale of the cost share, both cash and in-kind, must be documented in the budget submitted with the proposal and will be considered as part of the evaluation review described below.

## **IV. Application/Proposal and Submission Information**

### **1. Application Package**

The forms listed in 2.6. below are available as part of the Grants.gov application package and can be completed through the download application process. Requests for paper copies of the application package can be made to Diane Henderson at 301-975-5105 or [diane.henderson@nist.gov](mailto:diane.henderson@nist.gov).

### **2. Content and Form of Application/Proposal Submission**

Complete applications/proposals must, at a minimum, include the following forms and documents and meet the following requirements identified in 15 CFR 292.1(e) and (f), which are:

1. An executive summary summarizing the planned project consistent with the Evaluation Criteria stated in this funding opportunity and the Federal Register notice for this solicitation.
2. A description of the planned project sufficient to permit evaluation of the proposal in accordance with the proposal Evaluation Criteria stated in this funding opportunity and the Federal Register notice for this solicitation.
3. A budget for the project which identifies all sources of funds and which breaks out planned expenditures by both activity and object class (e.g., personnel, travel, etc.).
4. A description of the qualifications of key personnel who will be assigned to work on the proposed project.
5. A statement of work that discusses the specific tasks to be carried out, including a schedule of measurable events and milestones.
6. A completed Standard Form 424 (Rev. 10-2005), 424A (Rev. 7-97), and 424B (Rev. 7-97) prescribed by the applicable OMB circular, Form CD-511, Certification Regarding Lobbying, and Standard Form LLL (if applicable). Note: The SF-424, 424A, 424B, SF-LLL, and Form CD-511 will not be considered part of the page count of the proposal.

Applications from existing or previous MEP manufacturing extension Centers or partners must contain specific information that addresses whether the applicant's past performance with the program is indicative of expected performance and capability under a possible new award and describing how and why performance is expected to be the same or different.

The proposal must not exceed 25 typewritten pages in length for the basic proposal document; it may be accompanied by additional appendices of relevant supplementary attachments and tabular material. The proposal must contain both technical and cost information. The proposal page count shall include every page including pages that contain words, table of contents, executive summary, management information and qualifications, resumes, figures, tables, and pictures. All hard copy proposals shall be printed such that pages are single-sided, with no more than fifty-five (55) lines per page. Use 21.6 x 27.9 cm (8 ½” x 11”) paper or A4 metric paper. Use an easy to read font of not more than about 5 characters per cm (fixed pitch font of 12 or fewer characters per inch or proportional font of point size 10 or larger). Smaller type may be used in figures and tables but must be clearly legible. Margins on all sides (top, bottom, left and right) must be at least 2.5 cm (1”). The applicant may submit a separately bound document of appendices containing other supporting information. The proposal should be self-contained and not rely on the appendices for meeting criteria. Basic proposal documents exceeding the 25 page requirement will not be reviewed.

If submitting a paper application, each applicant must submit one signed original and two paper copies of the complete application. Facsimile, electronic mail, and or forms of electronic application submissions other than Grants.gov will not be accepted.

The application for this program consists of two mandatory elements: a) forms (the SF and CD forms listed in section IV.2 of this Federal Funding Opportunity notice) and b) documents you write yourself in response to the requirements contained in this Federal Funding Opportunity notice. If applying electronically through Grants.gov, combine in one file those required documents contained in this notice and attach the resulting file to field 15 of the SF-424 form by clicking on the oblong marked “Add Attachments”.

### **3. Submission Dates and Times**

All applications must be **received or postmarked** no later than 5:00 p.m. Eastern Time on July 15, 2010. This deadline applies to any mode of proposal submission, including courier, express mailing, and electronic. Do not wait until the last minute to submit a proposal. NIST will not make any allowances for late submissions, including incomplete Grants.gov registration. Any proposals not received or postmarked by the due date will not be considered and will be returned to the applicant without review.

**Important:** All applicants, of both electronic and paper applications, should be aware that adequate time must be factored into applicant schedules for delivery of the application. Applicants submitting electronic proposals are advised that volume on Grants.gov is currently heavy, and if Grants.gov is unable to accept applications electronically in a timely fashion, applicants are encouraged to exercise their option to submit applications in paper format.

### **4. Executive Order 12372 (Intergovernmental Review of Federal Programs)**

Proposals under this program are not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

### **5. Funding Limitations**

Fees and/or Profits: Fees and/or profits are not allowable costs in any financial assistance awards that

may be issued pursuant to this announcement.

## 6. Other Submission Requirements

Proposals may be submitted in hard copy or in electronic format as follows:

### Paper submission:

National Institute of Standards and Technology  
Manufacturing Extension Partnership  
c/o Diane Henderson  
100 Bureau Drive, Stop 4800  
Gaithersburg, MD 20899-4800

Plainly mark on the outside of the package that it contains a Manufacturing Extension Partnership Center proposal.

For paper submissions, NIST requires an original and two (2) copies.

**Electronic submission:** Electronic proposals should be uploaded to [www.grants.gov](http://www.grants.gov)

The following forms are available as part of the Grants.gov application kit and can be completed through the download application process.

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information Non-Constructions
- SF-424B, Assurances Non-Construction
- CD-511, Certification Regarding Lobbying
- SF-LLL, Disclosure of Lobbying Activities (if applicable)

The list of certifications and assurances referenced in item number 21 of the SF-424 is contained in the SF-424B.

**In order for an application to be considered complete, it must meet all the application documentation requirements stated in this Federal Funding Opportunity notice.**

Applicants may choose to scan or create the necessary documents and then attach them to the application in Grants.gov. Applicants should carefully follow specific Grants.gov instructions to ensure the attachments will be accepted by the Grants.gov system. A receipt from Grants.gov indicating a proposal is received does not provide information about whether attachments have been received.

If you have a question regarding successful transfer of attachments or questions regarding applying electronically for this announcement, please contact Christopher Hunton at 301-975-5718, e-mail address [Christopher.Hunton@nist.gov](mailto:Christopher.Hunton@nist.gov).

**Applicants are strongly encouraged to start early and not to wait until the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov.** The Grants.gov registration process must be completed before a new registrant can apply electronically. If all goes well, the registration process takes from 3 to 5 business days. If problems are encountered, the registration process can take up to 2 weeks or more. Applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and must be registered with the Federal Central

Contractor Registry and with a Credential Provider, as explained on the Grants.gov web site. After registering, it may take several days or longer from the initial log-on before a new Grants.gov system user can submit an application. Only authorized individual(s) will be able to submit the application, and the system may need time to process a submitted application. Applicants should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (a) print any error message received, and (b) call Grants.gov directly at 800-518-4726 for immediate assistance. Assistance from the Grants.gov Help Desk will be available around the clock every day, with the exception of Federal holidays. Help Desk service will resume at 7:00 a.m. Eastern Time the day after Federal holidays. For assistance with using Grants.gov, you may also contact [support@grants.gov](mailto:support@grants.gov).

Please refer to important information in “Submission Dates and Times” above to help ensure your application is received on time. All questions about the general process of submitting an application and responses to those questions will be posted on the MEP website, [www.nist.gov/mep](http://www.nist.gov/mep).

**7. Information Sessions:** NIST MEP will hold an information session for organizations considering applying to this opportunity. The information session will be in the form of a free webinar to be held on the June 22, 2010 at 2:00 p.m. Eastern Daylight Saving Time. Organizations wishing to participate in the webinar must register at the NIST MEP public website [www.nist.gov/mep](http://www.nist.gov/mep).

## **V. Application/Proposal Review Information**

### **1. Criteria.**

All qualified proposals will be evaluated based on the applicant’s ability to align and integrate the program criteria to NIST MEP’s Next Generation Strategy: Continuous Improvement, Technology Acceleration, Supplier Development, Sustainability and Workforce. The NIST MEP Next Generation Strategy can be found at [www.nist.gov/mep](http://www.nist.gov/mep).

Training development and deployment projects evaluation criteria. Proposals will be evaluated and rated on the basis of the following criteria listed in descending order of importance:

- 1) *Demonstration that the proposed project will meet the training needs of technical assistance providers and manufacturers in the target population.* The target population must be clearly defined and the proposal must demonstrate that it understands the population's training needs within the proposed project area. The proposal should show that the efforts being proposed meet the needs identified. Factors that may be considered include: A clear definition of the target population, size and demographic distribution; demonstrated understanding of the target population's training needs; and appropriateness of the size of the target population and the anticipated impact for the proposed expenditure.
- 2) *Development/deployment methodology and use of appropriate technology and information sources.* The proposal must describe the technical plan for the development or deployment of the training, including the project activities to be used in the training development/deployment and the sources of technology and/or information which will be used to create or deploy the training activity. Sources may include those internal to the proposer or from other organizations. Factors that may be considered include: Adequacy of the proposed technical plan; strength of core

competency in the proposed area of activity; and demonstrated access to relevant technical or information sources external to the organization.

- 3) *Delivery and implementation mechanisms.* The proposal must set forth clearly defined, effective mechanisms for delivery and/or implementation of proposed services to the target population. The proposal also must demonstrate that training activities will be integrated into and will be of service to the NIST Manufacturing Extension Centers. Factors that may be considered include: Ease of access to the training activity especially for MEP extension centers; methodology for disseminating or promoting involvement in the training especially within the MEP system; and demonstrated interest in the training activity especially by MEP extension centers.
- 4) *Coordination with other relevant organizations.* Wherever possible the project should be coordinated with and leverage other organizations which are developing or have expertise with similar training. If no such organizations exist, the proposal should show that this is the case. Applicants will need to describe how they will coordinate to allow for increased economies of scale and to avoid duplication. Factors that may be considered include: Demonstrated understanding of existing organizations and resources relevant to the proposed project; adequate linkages and partnerships with existing organizations and clear definition of those organizations' roles in the proposed activities; and that the proposed activity does not duplicate existing services or resources.
- 5) *Program evaluation.* The applicant should specify plans for evaluation of the effectiveness of the proposed training activity and for ensuring continuous improvement of the training. Factors that may be considered include: Thoroughness of evaluation plans, including internal evaluation for management control, external evaluation for assessing outcomes of the activity, and “customer satisfaction” measures of performance.
- 6) *Management and organizational experience and plans.* Applicants should specify plans for proper organization, staffing, and management of the implementation process. Factors that may be considered include: Appropriateness and authority of the governing or managing organization to conduct the proposed activities; qualifications of the project team and its leadership to conduct the proposed activity; soundness of any staffing plans, including recruitment, selection, training, and continuing professional development; and appropriateness of the organizational approach for carrying out the proposed activity.
- 7) *Financial plan.* Applicants should show the relevance and cost effectiveness of the financial plan for meeting the objectives of the project; the firmness and level of the applicant's total financial support for the project; and a plan to maintain the program after the cooperative agreement has expired. Factors that may be considered include: Reasonableness of the budget, both in income and expenses; strength of commitment and amount of the proposer's cost share, if any; effectiveness of management plans for control of budget; appropriateness of matching contributions; and plan for maintaining the program after the cooperative agreement has expired.

## **2. Review and Selection Process**

The proposal evaluation and selection process will consist of three principal phases: Proposal qualifications; proposal review and selection of finalists; and award determination as follows:

(a) *Proposal qualification.* All proposals will be reviewed by NIST to ensure compliance with the application requirements. Proposals that satisfy these requirements will be designated as complete proposals; all others will be disqualified.

(b) *Proposal review and selection of finalists.* NIST will appoint an evaluation panel to review and evaluate all complete proposals in accordance with the evaluation criteria set forth in this notice and the accompanying FFO announcement. The evaluation panel will consist of NIST employees and in some cases other federal employees or non-federal experts who sign non-disclosure agreements. If non-federal experts are used, all reviewers will provide individual scores and no consensus advice will be given by the panel. A site visit may be required to make full evaluation of a proposal. From the qualified proposals, a group of finalists will be numerically ranked and recommended for award based on this review.

(c) *Award determination.* The Director of the NIST, or her/his designee (Director of the NIST MEP Program), shall select awardees based on the scores provided by the evaluation panel, geographic distribution, and the availability of funds. All three factors will be considered in making an award. Upon the final award decision, NIST will notify applicants of the results of the grant competition.

The Director of the NIST MEP Program shall make funding recommendations to NIST Grants Officer based on the rank order of applicants and the selection factors described above. The final approval of selected applications and award of financial assistance will be made by the NIST Grants Officer based on compliance with application requirements as published in this notice, compliance with applicable legal and regulatory requirements, and whether the recommended applicants appear to be responsible. Applicants may be asked to modify objectives, work plans, or budgets and provide supplemental information required by the agency prior to award. As a result of the selection process, NIST may fund all, some, or parts of the eligible applications submitted, or none at all. The decision of the Grants Officer is final.

NIST may enter into negotiations with the finalists concerning any aspect of their proposal.

Unsuccessful applicants will be notified in writing. The Program will retain one copy of each unsuccessful application for three years for record keeping purposes. The remaining copies will be destroyed.

## **3. Additional Information**

- a. Applicants may not submit replacement and/or revised pages and/or documents for any portion of a proposal once that portion has been submitted unless specifically requested by NIST.
- b. One copy of each incomplete, nonresponsive, or non-selected proposal will be retained for three (3) years for record keeping purposes and the other two (2) copies will be destroyed. After three (3) years the remaining copy will be destroyed.

## **VI. Award Administration Information**

## **1. Anticipated Announcement and Award Date.**

NIST plans to make awards by August 2010.

## **2. Award Notices.**

Each successful finalist will receive a cooperative agreement award document from the Grant Officer. The document will be mailed via surface mail in triplicate. The recipient must have an authorized official at the organization sign and return two copies to the address listed in the award document. The award document will also include the standard terms and conditions, general terms and conditions (if any), and special award conditions (if any) that are applicable.

## **3. Administrative and National Policy Requirements.**

**The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements:** The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements, which are contained in the Federal Register Notice of February 11, 2008 (73 Fed. Reg. 7696), are applicable to this notice. (Please refer to [www.gpoaccess.gov/fr/](http://www.gpoaccess.gov/fr/)).

**Dun and Bradstreet Data Universal Numbering System:** On the form SF-424 items 8.b. and 8.c., the applicant's 9-digit Employer/Taxpayer Identification Number (EIN/TIN) and 9-digit Dun and Bradstreet Data Universal Numbering System (DUNS) number must be consistent with the information on the Central Contractor Registration (CCR) ([www.ccr.gov](http://www.ccr.gov)) and Automated Standard Application for Payment System (ASAP). For complex organizations with multiple EIN/TIN and DUNS numbers, the EIN/TIN and DUNS numbers MUST be the numbers for the applying organization. Organizations that provide incorrect/inconsistent EIN/TIN and DUNS numbers may experience significant delays in receiving funds if their proposal is selected for funding. Please confirm that the EIN/TIN and DUNS number are consistent with the information on the CCR and ASAP.

**Funding Availability and Limitation of Liability:** The funding periods and funding amounts referenced in this notice and request for proposals are subject to the availability of funds, as well as to Department of Commerce and NIST priorities at the time of award. The Department of Commerce and NIST will not be held responsible for proposal preparation costs. Publication of this notice does not obligate the Department of Commerce or NIST to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

## **4. Reporting Requirements**

Reporting requirements are described in the Department of Commerce Financial Assistance Standard Terms and Conditions dated March 2008, found on the Internet at:  
<http://oamweb.osec.doc.gov/docs/GRANTS/DOC%20STCsMAR08Rev.pdf>.

The references in Sections A.01 and B.01 of the Department of Commerce Financial Assistance Standard Terms and Conditions, dated March 2008 to "Financial Status Report (SF-269)" and "SF-269" are hereby replaced with the "Federal Financial Report (SF-425)" and "SF-425," respectively, as required by the Office of Management and Budget (OMB) (73 FR 61175, October 15, 2008). As authorized under 15 CFR §§ 14.52 and 24.41, the OMB-approved SF-425 shall be used in the place of the SF-269 and SF-272 under the uniform administrative requirements and elsewhere under awards in this program where such forms are referenced.

**Financial and Technical Reporting Schedule:** Detailed Financial and Technical reports shall be submitted in the format and on a scheduled basis as specified in the most current version of the NIST MEP Management Information Reporting Procedure (This document can be downloaded as a resource for development of the application at [www.nist.gov/mep](http://www.nist.gov/mep)).

**Technical Activity and Performance Reporting:** Technical reports shall contain information as prescribed in 15 CFR Part 14.51.

**Post Client Project Follow-Up:** The recipient shall provide client and project data in the specified format to the organization identified by NIST/MEP in order for post-project follow-up data to be obtained.

**Performance:** Funding for each recipient is contingent upon positive annual program reviews. DOC has no obligation to provide any additional future funding as provided in 15 C.F.R. Sec. 292.2 (c).

**Automated Standardized Application for Payment System (ASAP):** The Department of Commerce is using the Department of Treasury's ASAP. In order to receive payments for services under these awards, recipients will be required to register with the Department of Treasury and indicate whether or not they will use the on-line or voice response method of withdrawing funds from their ASAP established accounts. More information regarding ASAP can be found on-line at [www.fms.treas.gov/asap/index.html](http://www.fms.treas.gov/asap/index.html).

**VII. Agency Contact(s)**

Questions should be directed to the following contact persons:

Subject Area	Point of Contact
Administrative, budget, cost-sharing, and eligibility questions	Diane Henderson Phone: 301-975-5105 Fax: (301) 963-6556 E-mail: <a href="mailto:diane.henderson@nist.gov">diane.henderson@nist.gov</a>
Project evaluation criteria and other programmatic questions	Alex Folk Phone: 301-975-8089 Fax: 301-963-6556 E-mail: <a href="mailto:alex.folk@nist.gov">alex.folk@nist.gov</a>
Grants.gov - Proposal submission	Christopher Hunton Phone: 301-975-5718 Fax: 301-840-5976 E-mail: <a href="mailto:christopher.hunton@nist.gov">christopher.hunton@nist.gov</a>
Grant rules and regulations	Judy Murphy Grants & Agreements Management Division Phone: 301-975-5603 Fax: 301-926-6458 E-mail: <a href="mailto:judy.murphy@nist.gov">judy.murphy@nist.gov</a>