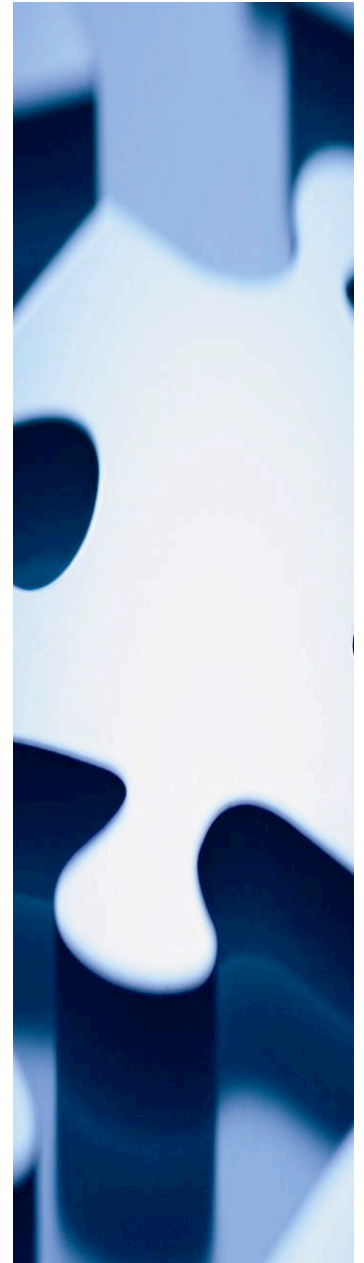


Informational Webinar – February 17, 2011

Federal Funding Opportunity: 2011-NIST-MEP-
STATE-PARTNERSHIPS

National Institute of Standards and Technology (NIST)
Manufacturing Extension Partnership (MEP)

Mark Troppe, NIST MEP



Information Webinar and Communication Protocols

- Webinar serves as a communication vehicle to provide an overview of the funding opportunity.
- No questions will be taken as part of this webinar.
- All questions should be presented in writing and submitted to Tony Gomez at NIST MEP, anthony.gomez@nist.gov
 - Provides for transparency and ensures all answers are documented.
 - Assures questions and answers are handled consistently.
- Questions and Answers will be posted regularly on the NIST MEP Public Site, www.nist.gov/mep

Information Webinar Agenda

- Funding Opportunity Overview
- Eligibility and Cost Share
- Application/Proposal Submission
- Application Package Details
- Review Process
- Selection Factors
- Important Dates
- Award Administration Information
- NIST Points of Contact

Funding Opportunity Overview

- Funding Opportunity Number: 2011-NIST-MEP-STATE-PARTNERSHIPS
- Catalog of Federal Domestic Assistance (CFDA):
11.609
- Authority:
15 CFR 272(b)(1), (b)(4), and (c)(17).

Funding Opportunity Overview

- Funding Instrument: Cooperative Agreement
- Cost Share: No cost share required for this funding opportunity.
- Funding Available: Single award, up to \$1,500,000 for the first year. Future year award amount is not expected to exceed \$1 million per year for up to four additional years.
- Period of Performance:
 - Annual award that is renewable for a period not to exceed five (5) years total
 - Based on availability of future year funding and performance
- Expected Start Date of Project is within 30 days of award notice.

Funding Opportunity Overview

- In this opportunity, NIST invites proposals from eligible organizations to provide in-depth collaborative support in developing stakeholder relationships that are critical to the success of the MEP program, based on expertise and knowledge of state technology agendas.

Funding Opportunity Overview

- MEP Success Depends on
 - Understanding and alignment of **state policy goals** and objectives with national policy to create a partnership that leverages the strength of each entity.
 - Understanding the **priorities of state officials**, as well as agency missions, resources, capabilities, and agendas.
 - Developing the capacity to align these agendas with MEP priorities supporting continuous improvement, growth, sustainability, supply chains, innovation and technology acceleration in manufacturing.
- Proposals must show ability to provide **nationwide coverage** in two key areas:

1. Network Building and Expansion

- The Recipient will collaborate with NIST MEP, MEP centers, and partners to **facilitate the development of effective working relationships for MEP Federal and Center officials among a wide range of stakeholders**. Stakeholders include state agency leaders, policy makers, practitioners involved in technology and workforce-based economic development planning and program implementation, and others as suggested by the Recipient. The Recipient, the MEP system, and NIST MEP will **share information** about the needs and agendas of state stakeholders, risks and opportunities, using their in-depth understanding of budget data, current trends, emerging issues. The Recipient will **propose ideas** that help to implement initiatives for encouraging a dialogue among interested parties, including states, MEP Centers, partner organizations, and industry, about how the MEP partner network and MEP next generation initiatives best fit into state strategies and priorities, and how manufacturers and the public benefit from manufacturing extension activities. The Recipient will work with entities in the MEP system to help **prioritize states for attention, develop strategies to address opportunities and concerns, recommend effective communication strategies, and convene meetings** of the MEP Centers, partners and stakeholders as needed to facilitate the partnership development. The Recipient will **demonstrate the ability to provide nationwide access to state relations support services**.

2. Research/knowledge development and sharing

- The Recipient will collaborate with NIST MEP, MEP centers, and partners to **compile and analyze information available about current state budgets, economic development and technology policy initiatives, program evaluation practices, and the nature of the partnership between states, MEP Centers, industry and NIST.** To help the partners in the MEP system sustain and improve state relationships, the Recipient will collaborate with the MEP system to **track state activities, share insights and available research, provide technical assistance** to resolve problems that arise, and undertake related activities to facilitate the desired partnerships.

Eligibility and Cost Share

- The award recipient must be a U.S.-based not-for-profit institution or organization or an entity or agency of state or local government. For the purpose of this solicitation, state and local agencies and non-profit organizations including universities, community colleges, and independent nonprofit organizations, are eligible. Eligible applicants may be consortia of state and local agencies and/or non-profit institutions.
- A non-federal **cost share** contribution from the applicant is **not required**.

Application/Proposal Submission

- **Dates:**

- All applications must be received or postmarked on **March 11, 2011** **by 5:00 pm EST.**
- Late proposals will not be reviewed.

- **Proposal Submission:**

- **Electronic submission:** Applicants should follow application instructions provided at: www.Grants.gov
- **Paper submission:** NIST requires an original and two (2) copies be sent to:

National Institute of Standards and Technology
Manufacturing Extension Partnership
c/o **Tony Gomez**
100 Bureau Drive, MS 4800
Gaithersburg, MD 20899-4800

Application Package Details

Complete applications/proposals must, at a minimum, include the following forms and documents:

Required Forms*:

- 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)

*Forms are available as part of the Grants.gov application kit

Application Package Details

Proposal Requirements --

In addition to the required forms the proposal must include:

- An **executive summary** of the proposed approach, consistent with the Evaluation Criteria stated in this notice.
- A **description of the proposed approach**, sufficient to permit evaluation of the proposal, in accordance with the proposal Evaluation Criteria stated in this notice.
- A **detailed budget** for the proposed project that breaks out all expenses for year 1 of operation.
- A **continuation budget** for potential years 2 through 5. If the project is continued, this information can be updated each year.
- A **description of the qualifications** and proposed operational or management activities of key personnel who will be assigned to work on the proposed project, including examples of past experience working with state government representatives and related organizations.
- A **statement of work** that discusses the specific tasks proposed to be carried out, including a schedule of measurable events and milestones.

Application Package Details

- **Proposal Format:**

- The proposal must not exceed 25 typewritten pages in length for the basic proposal document.
- The mandatory forms are not included in the page count.
- 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.

Review Process

- **Proposal Qualification**

- All proposals will be reviewed by NIST to assure compliance with the proposal content as described in the notice. Proposals that satisfy the requirements will be designated as qualified proposals. Non-qualified proposals will not be evaluated and applicants will be notified of disqualification.

- **Proposal Review**

- NIST will appoint an evaluation panel comprised of at least three individuals to review and evaluate all complete proposals in accordance with the evaluation criteria set forth in the FFO. Each member of the panel will review all qualified proposals against the evaluation criteria. Based upon this review, each reviewer will assign a numeric score for each qualified proposal based on the evaluation criteria.

- **Award Determination**

- The Director of the NIST MEP Program shall make funding recommendations to the NIST Grants Officer based on the rank order of applicants and the selection factors described above.

Selection Factors

- The following criteria will be utilized by a review panel comprised of at least three individuals to evaluate and rate the proposals. **Each proposal should address all three evaluation criteria.** Proposals will be evaluated and rated on the basis of the following criteria listed in descending order of importance.

Review Criterion #1

- *Quality of proposed approach and demonstrated ability to deliver on proposed activities. (50 points)*
- Applicants will need to describe how they will meet the intended outcomes for this work and advance MEP program goals. Applicants should also describe their experience and expertise, analytical ability, and networks that will enable them to carry out their proposed strategies. Factors that may be considered include: relevance of proposed activities to achieving program goals, demonstrated understanding of key issues facing state leaders relevant to the proposed project; creativity in proposed strategies to achieve intended outcomes, including nationwide coverage; and access to information, data, and market intelligence to inform strategies.

Review Criterion #2

- *Management and organizational experience and plans. (35 points)*
- Applicants should specify plans for effective organization, staffing, and management of the activities to be delivered under this award to advance MEP program goals. Factors that may be considered include: appropriateness and authority of the governing or managing organization to design and implement the proposed activities; qualifications of the project team and its leadership to conduct the proposed activity; soundness of staffing plans, including recruitment, selection, training, and continuing professional development; well-defined roles and responsibilities among lead organization and any sub-recipients or partners; and appropriateness of the organizational approach for carrying out the proposed activity.

Review Criterion #3

- *Financial plan. (15 points)*
- Applicants should show the relevance and cost effectiveness of the financial plan for meeting the objectives of the project and to advance MEP program goals. Factors that may be considered include: reasonableness of the budget, both in income and expenses; strength of commitment to this work; and effectiveness of management plans for control of budget.

Important Dates

- All applications must be **received or postmarked** no later than 5:00 p.m. Eastern Time on **March 11, 2011**. This deadline applies to any mode of proposal submission, including courier, express mailing, and electronic.
- NIST plans to make awards by **June 1, 2011**.

Award Administration Information

- **Anticipated** announcement and Award date -
By **June 1, 2011**
- **Award Notices** – The successful finalist will receive a cooperative agreement award document from the NIST Grants Officer.
- **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** and DOC and NIST priorities at the time of award.

NIST Contact Information

Please submit questions in writing:

Subject Area	Point of Contact
Administrative, budget, eligibility questions, and other programmatic questions	Anthony Gomez Phone: 301-975-8139 Fax: 301-963-6556 E-mail: tgomez@nist.gov
Electronic Proposal submission	Christopher Hunton Phone: 301-975-5718 Fax: 301-840-5976 E-mail: christopher.hunton@nist.gov
Grant rules and regulations	Judy Murphy Grants & Agreements Management Division Phone: 301-975-5603 Fax: 301-926-6458 E-mail: judy.murphy@nist.gov