

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), Department of Commerce
- **Federal Funding Opportunity Title:** National Technical Assistance, Training, Research and Evaluation: Regional Training Curriculum Implementation
- **Announcement Type:** Notice of Federal Funding Opportunity (FFO)
- **Catalog of Federal Domestic Assistance (CFDA) Numbers:** 11.303, Economic Development—Technical Assistance; 11.312, Economic Development—Research and Evaluation
- **Dates:** To be considered timely, a completed application, regardless of the format in which it is submitted, must be either: (a) received by the EDA representative listed in section VII. of this competitive solicitation no later than April 25, 2008 at 5:00 p.m. Eastern Daylight Time (EDT); or (b) transmitted and time-stamped at www.grants.gov no later than April 25, 2008 at 5:00 p.m. EDT. Any application received or transmitted, as the case may be, after 5:00 p.m. EDT on April 25, 2008 will not be considered for funding. *See* section IV.B. below for the options for submitting applications. By June 2, 2008, EDA expects to notify the applicant selected for investment assistance under this announcement. The selected applicant should expect to receive funding for the selected project within 30 days of EDA's notification of selection.
- **Application Submission:** Full or partial paper applications may be submitted to EDA Headquarters in Washington, D.C. by e-mail, hand-delivery, or postal mail as provided in section VII.B. of this announcement. Applications also may be submitted electronically in whole or in part via www.grants.gov. *See* section IV.B. of this announcement.
- **Funding Opportunity Description:** In FY 2006, EDA funded the development of a practitioner-oriented curriculum to acquaint local economic development practitioners with the benefits, process, and practice of economic regionalism. Pursuant to its National Technical Assistance, Training, Research and Evaluation program, EDA previously solicited applications for a project designed to implement the regional training curriculum, but determined applications received under that solicitation were not satisfactory. Accordingly, EDA now re-solicits applications to implement the regional training curriculum developed under the FY 2006 award.

FULL ANNOUNCEMENT TEXT

I. Funding Opportunity Description

A. Program Objective

The Economic Development Administration's (EDA) mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. Through its National Technical Assistance, Training, Research and Evaluation program (NTA Program), EDA works towards fulfilling its mission by funding research and technical assistance projects to promote competitiveness and innovation in distressed rural and urban regions throughout the United States and its territories. By working in conjunction with its technical assistance and research partners, EDA will help States, local governments, and community-based organizations to achieve their highest economic potential.

Recent studies on economic development, including several EDA-funded reports, stress the importance of a regional approach to successful economic development. However, the actual implementation of economic development from the regional perspective is not robust. Therefore, in FY 2006, EDA funded the development of a practitioner-oriented, open source curriculum to acquaint local economic development practitioners with the benefits, process, and practice of economic regionalism.

On July 16, 2007, EDA published a *Federal Register* notice (72 FR 38812) soliciting applications for funding under its NTA Program to deliver the regional training curriculum throughout the United States. The deadline for receipt of applications closed August 13, 2007 at 5:00 p.m. EDT. After completing its review of the applications submitted, EDA decided not to make an award for the project. EDA now re-solicits applications for the regional curriculum training implementation project in accordance with the project description and deliverables set out in section I.B. of this announcement.

B. Project Description

Regional Training Curriculum Implementation

Through this competitive solicitation, EDA solicits applications for the nationwide delivery of an open source regional training curriculum to practitioners through a series of workshops and other delivery methods to be proposed by the applicant. The open source curriculum that will be delivered under this solicitation was informed by a national survey of practitioners to assess their needs and knowledge levels. The results of the survey have been organized and analyzed in a needs assessment report, which is available online at <http://knowyourregion.wcu.edu/pdf/EDANeedsAssessment.pdf>.

The format and materials for workshops that will be delivered under this competitive solicitation have been completed and successfully tested. The two-day workshop format is

designed to develop forward-thinking regional economic development plans that generate momentum for regional economic development and help economic development practitioners and stakeholders identify and access appropriate federal resources. Based on real world planning experiences in many different regions, as well as the latest thinking of federal policy makers, the workshops are intended to help economic development practitioners understand their regions in a knowledge-based economy and develop a global competitive advantage.

The following materials have been produced and are available to implement the workshops:

1. A single coherent framework for identifying regional development opportunities and capitalizing on them;
2. A guide to understanding and detecting regional competitive advantage;
3. Hands-on guidance about how to mobilize leaders across organizations and jurisdictions; and
4. A framework for monitoring and evaluating economic development plans and actions.

A successful applicant under this announcement will be responsible for conducting the workshops by employing the materials described above. Additional workshop content information and materials can be accessed at <http://knowyourregion.wcu.edu/>.

Applicants should describe the number of workshops contemplated; other means by which the curriculum will be disseminated; the methods by which appropriate workshop participants and target audiences for other curriculum delivery methods will be identified; and what, if any, certification or other credential will be awarded to participants who successfully complete any training program the applicant proposes.

Deliverables: Widespread dissemination of the above-described regional training curriculum through workshops designed to make local economic development practitioners aware of and proficient with curriculum resources. Also, the successful applicant will propose additional innovative methods to maximize the use of the open source curriculum created under the FY 2006 EDA award to extend the benefits of its content to local economic development practitioners nationwide, for example via online access, distributed activities, and other means.

Nationwide implementation of at least ten workshops is required during the first year, although the specific number of workshops is at the applicant's discretion, subject to EDA approval to determine the best use of federal funds. Applicants should estimate the number of participants they expect to attend each proposed workshop and provide the reasoning or method behind the estimate. The successful applicant will ensure that the maximum number of quality workshops are delivered to participants in a diverse range of geographical regions.

Applications should leverage EDA investment assistance. One example of leveraging is planning and holding workshops coincident with practitioner association meetings at the national, regional, and State levels. Leveraging the open source curriculum may also include, but

not be limited to, the use of Internet web-based seminars (webinars), streaming video, and self-paced self-instruction.

EDA will require the recipient to evaluate the impact of the workshops via an exit survey, the results of which must be reported to EDA following each workshop. The selected applicant can expect EDA representatives to attend the workshops. Funding in subsequent fiscal years will be determined by the recipient's performance in the initial year of funding, which in part will depend upon the extent to which the recipient leverages resources, information, and feedback elicited from participants through exit surveys, and the recipient's ability to constructively address participant concerns and suggestions for curriculum improvement.

Completion Deadline: EDA expects the selected applicant to conduct training for workshop presenters and organizers within the first month following the date the applicant receives notification of an award under this FFO and to provide EDA with a list of workshops within two months of award notification.

C. Program Authority

The authority for the NTA Program is section 207 of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3147), as amended (PWEDA), and 13 C.F.R. part 306, subpart A. EDA's regulations, codified at 13 C.F.R. chapter III, will govern an award made under this announcement. The regulations and PWEDA are accessible on EDA's Internet website at www.eda.gov/InvestmentsGrants/Lawsreg.xml.

II. Award Information

A. Project Period

EDA contemplates a three-year project period for the applicant selected for funding under this competitive solicitation, with the initial award being made for the first year of the project period. The selected applicant will not have to compete for the second and third years of funding. Funding beyond the initial year is dependent upon the availability of funds and satisfactory performance, as determined by EDA and expressed in written notice. Matching share commitment percentages, if any, must remain the same for all three years of funding.

B. Funding Availability

EDA may use funds appropriated under the FY 2008 Consolidated Appropriations Act (Pub. L. No. 110-161, 121 Stat. 1844 (2007)) to make awards under the NTA Program authorized by PWEDA. Approximately \$1,500,000 is available from FY 2008 appropriations and shall remain available until expended, for funding awards pursuant to the NTA Program. Based on past experience with its NTA Program, EDA anticipates the regional training curriculum implementation award made under this announcement to be between \$175,000 and \$300,000 for each year of the three-year project period.

C. Type of Funding Instrument

An award made under this competitive solicitation will be in the form of a grant for a three-year project period, subject to the availability of funds, satisfactory performance, and receipt of an acceptable application for continued funding in the second and third years.

III. Eligibility Information

A. Eligible Applicants and Eligible Recipients

Pursuant to PWEDA, eligible applicants for and recipients of EDA investment assistance include a District Organization; an Indian Tribe or a consortium of Indian Tribes; a State; a city or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; an institution of higher education or a consortium of institutions of higher education; and a public or private non-profit organization or association.

Although for-profit, private-sector entities generally do not qualify for investment assistance under PWEDA, under its NTA Program, EDA may make an award to a for-profit organization to carry out specific research or for other purposes set forth in 13 C.F.R. § 306.1. *See also* 42 U.S.C. § 3147.

B. Cost Sharing or Matching Share Requirement

Generally, the amount of the EDA grant may not exceed 50 percent of the total cost of the project. However, a project may receive an additional amount that shall not exceed 30 percent, based on the relative needs of the region in which the project will be located, as determined by EDA. *See* section 204(a) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(1). Under this competitive solicitation, the Assistant Secretary of Commerce for Economic Development (Assistant Secretary) also has the discretion to establish a maximum EDA investment rate of up to 100 percent where the project (a) merits and is not otherwise feasible without an increase to the EDA investment rate; or (b) will be of no or only incidental benefit to the recipient. *See* section 204(c)(3) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(4).

EDA will consider the nature of the contribution (cash or in-kind), the amount of any matching share funds, and fairly assess any in-kind contributions in evaluating the cost to the Government and the feasibility of the project budget (*see* section V. below). While cash contributions are preferred, in-kind contributions, fairly evaluated by EDA, may provide the non-federal share of the total project cost. *See* section 204(b) of PWEDA (42 U.S.C. 3144). In-kind contributions, which may include assumptions of debt and contributions of space, equipment, and services, are eligible to be included as part of the non-federal share of eligible project costs if they meet applicable federal cost principles and uniform administrative requirements. Funds from other federal financial assistance awards are considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute. *See* 13 C.F.R. § 300.3. The applicant must show that the matching share is committed to the project for the entire project period, will be available as needed, and is not conditioned or

encumbered in any way that precludes its use consistent with the requirements of EDA investment assistance. *See* 13 C.F.R. § 301.5.

IV. Application and Submission Information

A. Application Packages

Applications may be submitted electronically as discussed in sections IV.B.1 and IV.C.1 of this announcement. Paper application packages may be obtained by contacting the EDA representative identified in section VII.A.

The application package consists of the following three forms:

1. Form ED-900A, *Application for Investment Assistance* (OMB Control No. 0610-0094);
2. Form ED-900A's program-specific component, *National Technical Assistance, Training, and Research and Evaluation Program Requirements* (OMB Control No. 0610-0094); and
3. Form SF-424, *Application for Federal Assistance* (OMB Control No. 4040-0004).

Applicants should note that, despite references to Form ED-900P (*Pre-Application for Investment Assistance*) in the instructions for completing Form ED-900A, a pre-application is not required under this competitive solicitation.

B. Submitting Application Packages

Applicants have the following three options for submitting a completed application package:

1. *Full electronic submissions.* This option is feasible only for applicants with access to a scanner. Applicants choosing this option first should complete and electronically submit Forms SF-424, SF-424A (*Budget Information—Non-Construction Programs*), and SF-424B (*Assurances—Non-Construction Programs*), which are included in the www.grants.gov application package. You may access this grant opportunity synopsis (and the applicable forms) by following the instructions provided at www.grants.gov/search/basic.do, whereby you can perform a basic search for this grant opportunity by completing the “*Keyword Search*,” the “*Search by Funding Opportunity Number*,” or the “*Search by CFDA Number*” field, and clicking the “*Search*” button.

Since applicants are unable to electronically save completed versions of Form ED-900A and Form ED-900A's program-specific component (*National Technical Assistance, Training, and Research and Evaluation Program Requirements*), applicants must print copies of these two forms from EDA's website at www.eda.gov/InvestmentsGrants/Application.xml, complete all pertinent sections (excluding pages 1-8 of Form ED-900A's program-specific component, since

pages 1-8 consist of Forms SF-424A and SF-424B), and scan and attach these two forms and all required additional narratives (per the information set out in section IV.C. of this FFO) to the www.grants.gov application package. Applicants may then submit the entire application package through www.grants.gov or submit the application via e-mail to EDA's award e-mail address at wkittredge@eda.doc.gov. Contrary to the instructions provided in the Form ED-900A, it is not necessary to submit hardcopies of the completed application to EDA.

Applicants also may submit complete applications by e-mail to William P. Kittredge, Ph.D., Program Officer, at wkittredge@eda.doc.gov.

2. *Electronic submission of Forms SF-424, SF-424A, and SF-424B; followed by paper (hardcopy) submission of Form ED-900A and Form ED-900A's program-specific component via mail.* Applicants choosing this option first should complete and electronically submit Forms SF-424, SF-424A and SF-424B, which are included in the www.grants.gov application package. You may access this grant opportunity synopsis (and the applicable forms) by following the instructions provided on www.grants.gov/search/basic.do, whereby you can perform a basic search for this grant opportunity by completing the "Keyword Search," the "Search by Funding Opportunity Number," or the "Search by CFDA Number" field, and clicking the "Search" button. Applicants should then print copies of Form ED-900A and Form ED-900A's program-specific component (*National Technical Assistance, Training, and Research and Evaluation Program Requirements*), both of which can be found on EDA's website at www.eda.gov/InvestmentsGrants/Application.xml, complete all pertinent sections (excluding pages 1-8 of Form ED-900A's program-specific component, since pages 1-8 consist of Forms SF-424A and SF-424B), attach all required additional narratives (per the information set out in section IV.C. of this FFO), and print or type their DUNS number at the top of Form ED-900A to allow EDA to match each paper (hardcopy) application received with the corresponding electronically-submitted forms. Applicants should then mail or otherwise deliver the completed Form ED-900A and ED-900A's program-specific component to EDA Headquarters as provided in section VII.B. of this announcement.
3. *Full paper (hardcopy) submissions.* Applicants choosing this option should first download and print Form SF-424. Applicants should then save blank copies of Form ED-900A and Form ED-900A's program-specific component (*National Technical Assistance, Training, and Research and Evaluation Program Requirements*), complete these forms and attach all required additional narratives (per the information set out in section IV.C. of this FFO); and mail or otherwise deliver the completed Form SF-424, Form ED-900A, and Form ED-900A's program-specific component to EDA Headquarters as provided in section VII.B. of this announcement. All forms may be downloaded and printed from EDA's website at www.eda.gov/InvestmentsGrants/Application.xml. Paper applications

also may be obtained by contacting the EDA representative identified in section VII.A. of this announcement.

C. Content and Form of Application Submissions

To apply for an award under this competitive solicitation, an eligible applicant must submit a completed application package in accordance with the information set forth below.

1. Application Format

As provided in section IV.B. of this FFO, applications may be submitted in one of three formats: (i) full electronic format; (ii) partially in paper (hardcopy) format and partially in electronic format; or (iii) full paper (hardcopy) format. EDA will not accept facsimile transmissions of applications.

For applicants submitting full electronic applications through www.grants.gov, the preferred file format for electronic attachments (e.g., the project narrative and additional exhibits to Form ED-900A and its program-specific component) is portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, Lotus, or Excel formats.

2. Application Checklist

The content of a completed application package is the same for full or partial electronic submissions and full or partial paper (hardcopy) submissions. Each application package must include the:

- a. Form ED-900A, *Application for Investment Assistance*;
- b. Form ED-900A's program-specific component, *National Technical Assistance, Training, and Research and Evaluation Program Requirements*;
- c. Form SF-424, *Application for Federal Assistance*;
- d. Form SF-424A, *Budget Information—Non-Construction Programs*;
- e. Form SF-424B, *Assurances—Non-Construction Programs*;
- f. Description of how the applicant intends to carry out the scope of work (included in the project narrative requested in Part I of Form ED-900A's program-specific component, which should not exceed ten pages);
- g. Proposed budget and accompanying explanation, including a detailed explanation of the matching share (i.e., non-federal share) to be contributed by the applicant or the applicant's regional/local partners (as requested as Exhibit II.A. in Part II of Form ED-900A's program-specific component);
- h. Resumes/qualifications of key staff (which should not exceed two pages per individual, with an additional two pages allowed for a single summary description of all organizations or consultants named in the application); and
- i. Proposed schedule for completion of the project.

As stated in section II.A. of this announcement, EDA contemplates a three-year funding cycle for the regional training curriculum implementation project. Therefore, applicants must submit a separate budget for each year of the three-year project period. Each budget submitted must include columns reflecting the federal, non-federal cash, non-federal in-kind, and total amounts allocated to each budget line-item for each project year. Applicants should use the budget categories identified in “Section B–Budget Categories” of Form SF-424A, with sub-categories and explanations as necessary.

Applications should be presented in a common typeface having a font size not smaller than 11 point. Paragraphs included within additional documentation required for a complete application, such as project narratives and additional exhibits to Form ED-900A and its program-specific component, should be formatted with at least 1.5 line spacing.

Applicants applying electronically should access the following link for assistance in navigating www.grants.gov and for a list of useful resources: www.grants.gov/applicants/applicant_help.jsp. If you do not find an answer to your question under “Frequently Asked Questions,” try consulting the “Applicant’s User Guide.” If you still cannot find an answer to your question, contact www.grants.gov via e-mail at support@grants.gov or telephone at 1-800-518-4726. The hours of operation for www.grants.gov are Monday-Friday, 7:00 a.m. to 9:00 p.m. EDT (except for federal holidays).

3. Submission Deadline

To be considered timely, a completed application, regardless of the format in which it is submitted, must be either: (a) received by the EDA representative listed in section VII. of this announcement no later than April 25, 2008 at 5:00 p.m. EDT; or (b) transmitted and time-stamped at www.grants.gov no later than April 25, 2008 at 5:00 p.m. EDT. Any application received or transmitted, as the case may be, after 5:00 p.m. EDT on April 25, 2008 will be considered non-responsive and will not be considered for funding. The closing date and time are the same for paper (hardcopy) submissions as for electronic submissions.

EDA will not accept any changes, additions, revisions, or deletions to applications after the closing date and time have passed. EDA may contact an applicant for additional clarifications regarding its application after final evaluations by the review panel.

Applicants are strongly encouraged to start early and not to wait until the approaching deadline to access and review the instructions for submitting an application through www.grants.gov. Applicants should save and print written proof of an electronic submission made at www.grants.gov. If problems occur while using www.grants.gov, the applicant is advised to (a) print any error message received; and (b) call www.grants.gov at 1-800-518-4726 for immediate assistance. EDA may allow more time for application submission due to system problems at www.grants.gov that are beyond the control of the applicant.

D. Intergovernmental Review

Applications for funding under this competitive solicitation are not subject to the requirements of Executive Order 12372, “*Intergovernmental Review of Federal Programs.*”

V. Application Review Information

A. Evaluation Criteria and Selection Procedures

To apply for an award under this competitive solicitation, an eligible applicant must submit a completed application package to EDA by the deadline specified and in the manner provided in sections IV.C. and VII.B. of this FFO. Applications that do not meet all items required or that exceed the page limitations set forth in section IV.C. of this announcement will be considered non-responsive and will not be considered by the review panel. Applications that meet all the requirements will be evaluated by a review panel comprised of at least three EDA staff members, all of whom will be full-time federal employees. The review panel will evaluate the applications and rate and rank them using the following criteria of approximate equal weight:

1. Conformance with EDA’s statutory and regulatory requirements, including the extent to which the proposed project satisfies the award requirements set out below and as provided in 13 C.F.R. § 306.2:
 - a. Strengthens the capacity of local, State, or national organizations and institutions to undertake and promote effective economic development programs targeted to regions of distress;
 - b. Benefits distressed regions; and
 - c. Demonstrates innovative approaches to stimulate economic development in distressed regions.
2. The extent to which the application:
 - a. Includes workshops that leverage EDA investment assistance and the open source curriculum;
 - b. Exhibits regional dispersal of workshop and other open source curriculum delivery methods;
 - c. Provides realistic estimates of the size and composition (e.g., urban and regional practitioners) of the audience that the applicant expects to reach and the methods through which the applicant’s estimates were determined;
 - d. Provides a feasible and innovative plan to maximize participant contact and practitioner participation;
 - e. Contains a plan for assessing participant satisfaction through exit surveys and other means; and
 - f. Explains the applicant’s plan to proactively address participant concerns and suggestions for curriculum improvements.
3. The degree to which an EDA investment will have strong organizational leadership, relevant project management experience and a significant commitment of human resources talent to ensure the project’s successful execution (*see* 13 C.F.R. § 301.8(b)).

4. The ability of the applicant to implement the proposed project successfully (*see* 13 C.F.R. § 301.8).
5. The feasibility of the budget presented.
6. The cost to the Federal Government.

For purposes of this FFO, EDA generally only will consider applications submitted by applicants with the current capacity to undertake curriculum implementation and conduct workshops on a national scale. Applicants not focused on implementing a regional training curriculum that fosters higher-skill, higher-wage job creation and private sector investment are encouraged to seek financial support from other sources. *See* section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. § 300.3.

B. Selection Factors

The Assistant Secretary, as the Selecting Official, expects to fund the highest ranking application, as recommended by the review panel, submitted under this competitive solicitation. However, the Assistant Secretary may not make any selection, or he may select an application out of rank order for the following reasons:

1. A determination that the application better meets the overall objectives of sections 2 and 207 of PWEDA (42 U.S.C. §§ 3121 and 3147);
2. The applicant's performance under previous awards; or
3. The availability of funding.

VI. Award Administration Information

A. Award Notices

By June 2, 2008, EDA expects to notify the applicant selected for investment assistance under this announcement. The selected applicant should expect to receive funding for its project within 30 days of EDA's notification of selection.

The Selecting Official will issue the grant award (Form CD-450, *Financial Assistance Award*), which is the authorizing financial assistance award document. By signing the Form CD-450, the recipient agrees to comply with all award provisions. EDA will send the grant award by postal mail to the appropriate business office of the recipient's organization, and it must be signed and returned without modification by the recipient within 30 days of receipt.

Unsuccessful applicants will be notified by postal mail that their applications were not selected for funding.

B. Administrative and National Policy Requirements

Administrative and national policy requirements for all Department of Commerce awards are contained in the *Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements*, published in the *Federal Register* on February 11, 2008 (73 FR

7696). This notice may be accessed by entering the *Federal Register* volume and page number provided in the previous sentence at the following Internet website:
www.gpoaccess.gov/fr/index.html.

C. Other Information and Requirements

Certain EDA, Department of Commerce, and other award requirements are as follows:

1. All recipients of EDA investment assistance are required to submit financial and performance (technical) reports in accordance with the terms and conditions of the grant award. All financial reports must be submitted in triplicate (one original and two copies) to the EDA Program Officer. *See* 13 C.F.R. § 302.16.
2. Projects are expected to be completed in a timely manner consistent with the nature of the project. The completion deadline for the project is specified under section I. of this announcement.
3. If an application is selected for funding, EDA has no obligation to provide any additional future funding in connection with an award. Renewal of an award to increase funding or extend the period of performance is at EDA's sole discretion.
4. EDA is committed to a policy of non-discrimination in the administration of all its programs.

VII. Agency Contacts

A. Additional Information

EDA's Internet website at www.eda.gov contains additional information on EDA and its programs. For additional information on the NTA Program or to obtain paper application packages for this competitive solicitation, please contact William P. Kittredge, Ph.D. via e-mail at wkittredge@eda.doc.gov (preferred) or by telephone at (202) 482-5442.

B. Addresses for Application Submissions

Complete applications submitted pursuant to this competitive solicitation may be:

1. Submitted via www.grants.gov or e-mailed to William P. Kittredge, Ph.D., Program Officer, at wkittredge@eda.doc.gov; or
2. Hand-delivered or mailed to William P. Kittredge, Ph.D., Senior Program Analyst, Economic Development Administration, Room 7009, U.S. Department of Commerce, 1401 Constitution Avenue, N.W., Washington, D.C. 20230.

Applicants are encouraged to submit by e-mail. Due to Department of Commerce mail security measures, EDA's receipt of mail sent via the United States Postal Service may be substantially delayed or suspended in delivery. Therefore, applicants who submit paper applications are advised to use a guaranteed overnight delivery service.

Applicants choosing to submit applications in whole or in part electronically through www.grants.gov should follow the instructions set out in section IV.B. of this announcement.