

## ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

### EXECUTIVE SUMMARY

- a) **Federal Agency Name:** National Institute of Standards and Technology (NIST), Department of Commerce (DOC).
- b) **Funding Opportunity Title:** Manufacturing Extension Partnership (MEP) Availability of Funds for Projects to Develop and Demonstrate Integrated Tools, Training, and Methodologies for Growth Transformation and to Share with the MEP Program and Information Session for Potential Applicants.
- c) **Announcement Type:** Initial
- d) **Funding Opportunity Number:** 2010-MEP-BGPD-01
- e) **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.611
- f) **Dates:** All applications must be **received or postmarked** no later than 5:00 p.m. Eastern Daylight Saving Time on July 15, 2010. Late proposals will not be reviewed.
- g) **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.
- h) **Funding Opportunity Description:** The National Institute of Standards and Technology (NIST) invites proposals from qualified organizations for projects that address new and emerging competitive needs of manufacturers in areas consistent with the NIST MEP Program's five Strategic Growth Areas (Supply Chain, Sustainability, Technology Acceleration, Workforce and Continuous Improvement). Funded projects will improve the competitiveness of industries in the applicant's region, and contribute to the long-term economic stability of the region. Please see the NIST MEP website, [www.nist.gov/mep](http://www.nist.gov/mep) for details on these strategies. Competitive projects will use innovative or collaborative approaches to develop and demonstrate integrated tools, training and methodologies for growth transformation that meet the Strategic Growth Area needs and to share those approaches with the MEP National System.
- i) **Total Amount to be Awarded:** The total amount awarded under this solicitation will not exceed \$3,500,000.

- j) **Anticipated Amounts:** Projects initiated under this category may be carried out over a period of up to three years. If NIST selects a proposal for a multi-year award, 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 NIST. If NIST selects an application for funding, NIST 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:** Eligible applicants are existing MEP extension centers and consortium of centers. A consortium of MEP centers is strongly encouraged to adequately demonstrate the leveraging of resources and competencies tied to the strategic areas.
  - **Cost Sharing Requirements:** Recipients of awards under this solicitation are not required to provide cost share.

## **FULL ANNOUNCEMENT TEXT**

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

The objective of NIST MEP program is to increase productivity, enhance technological performance, and strengthen the global competitiveness of small- and medium-sized U.S. based manufacturing firms. In accordance with 15 U.S.C. 278k(f), the NIST Director, in consultation with the Director of the MEP Centers Program, the MEP Advisory Board, and small and medium-sized manufacturers, has identified five Strategic Growth Areas that address new or emerging manufacturing problems, which are addressed in this competition. The five Strategic Areas upon which the competition will focus are: Supply Chain, Sustainability, Technology Acceleration, Workforce and Continuous Improvement. NIST invites proposals from qualified organizations for funding projects that address the five Strategic Growth Areas. Please see the NIST MEP website, [www.nist.gov/mep](http://www.nist.gov/mep) for details on these Strategic Growth Areas. Funded projects will improve the competitiveness of industries in the applicant's region, and contribute to the long-term economic stability of the region. Competitive projects will use innovative or collaborative approaches to develop and demonstrate integrated tools, training and methodologies for growth transformation that meet the Strategic Growth Area needs and to share those approaches with the MEP National System.

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

It is important that these awards be well aligned with the MEP national system of extension service providers in order to maximize the potential and impact of existing resources available to manufacturers through the MEP Program. Further information regarding this MEP Program is provided in the information packet, which can be obtained at [www.grants.gov](http://www.grants.gov) with additional background information provided at [www.nist.gov/mep](http://www.nist.gov/mep).

The proposal should include plans for integration into the MEP national system and linkages to appropriate national resources.

**Authority:** 15 U.S.C. 278k(f).

### **II. Award Information**

The total amount awarded under this solicitation will not exceed \$3,500,000. The National Institute of Standards and Technology invites proposals from qualified organizations for funding innovative and collaborative projects that address new and emerging competitive needs of manufacturers in the areas consistent with the five NIST MEP Growth Areas (Supply Chain, Sustainability, Technology Acceleration, Workforce and Continuous Improvement). Please see the NIST MEP website, [www.nist.gov/mep](http://www.nist.gov/mep) for details on these Strategic Growth Areas. Competitive projects will use innovative or collaborative approaches to develop and demonstrate integrated tools, training and methodologies for growth transformation that meet the Strategic Growth Area needs and to share those approaches with the MEP National System.

Projects initiated under this category may be carried out over a period of up to three years. If NIST approves a proposal for a multi-year award, 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 NIST. If an application is selected for funding, NIST 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.

Due to the nature of the projects awarded being heavily focused on development, and consistent with Final Office of Management and Budget Guidance Implementing the Federal Grant and Cooperative Agreement Act, 43 Fed. Reg. 36860-65 (Aug. 18, 1978), NIST will have substantial involvement to include but not limited to:

1. Authority to halt immediately an activity if detailed performance specifications are not met.
2. Requiring that the Recipient meet or adhere to specific procedural requirements before subsequent stages of a NIST-funded project may continue.
3. Approving substantive provisions of proposed subawards, participating in the selection of subawards, approving "Requests for Proposals" or "Invitations for Bids" to be issued by the Recipient or subrecipients, and approving a subrecipient before a subaward may be awarded.
4. Participating in selection of key personnel. The Recipient has final authority over its own personnel.
5. Collaborating with the Recipient by working jointly with Recipient representatives in carrying out the scope of work, training recipient personnel, or detailing Federal personnel to work on the project effort.
6. Specifying direction or redirection of the scope of work due to inter-relationships with other projects such as requiring the Recipient to achieve a specific level of cooperation with other projects that may or may not be funded by NIST.

### **III. Eligibility Information**

#### **1. Eligible Applicants**

Eligible applicants are existing MEP extension centers and consortia of centers. A consortium of MEP centers is strongly encouraged to adequately demonstrate the leveraging of best available resources and expertise within the MEP system.

## **2. Cost Sharing Requirement**

Recipients of awards under this solicitation are not be required to provide cost share.

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

### **1. Application Package**

The forms listed in 2.f. 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, which are:

- a. 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.
- b. 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.
- c. 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.).
- d. A description of the qualifications of key personnel who will be assigned to work on the proposed project.
- e. A statement of work that discusses the specific tasks to be carried out, including a schedule of measurable events and milestones.
- f. 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.

The proposal must also meet the following requirements:

- A. Provide for a detailed budget for the proposed project that breaks out all expenses for year 1 of operation.
- B. Provide for a budget outline including annual costs. It is reasonable that year one costs are lower because of the ramp-up of activities. If such a ramp-up of activities is to occur, this should be reflected in the budget outline for years 2 and beyond. Funding proposals beyond year three will not be considered as part of this solicitation.
- C. A statement describing linkages to industry, government, and educational organizations.

- D. A proposed performance measurement and management plan for the proposed project by the proposer including: key inputs, outputs, intermediate and ultimate outcomes for the project, how these items would be measured, shared and reported, key milestones for consideration and how these measures will be integrated into the overall program management.
- E. Plan for development and sharing of Case Studies as part of demonstration of feasibility of new offerings with manufacturers
- F. Presentation of plan to leverage existing resources and competencies
- G. Statement reflecting that unrestricted access to and use of all knowledge, tools, material, and training and share with MEP Program, Manufacturing Extension Centers, partners and manufacturers.
- H. Applications 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 on page 4 of this Federal Funding Opportunity notice) and b) documents you write yourself in response to the requirements detailed on pages 4 and 5 of this Federal Funding Opportunity notice. If applying electronically through Grants.gov, combine in one file those required documents detailed on pages 4 and 5 of 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 Daylight Saving Time 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.

#### **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 Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements and 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 the 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 and responses 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 webinar to be held on June 22, 2010 at 2 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 following seven criteria, which are assigned equal weighting.

- 1) *Demonstration that the proposed project outputs and objectives are aligned with and will meet the technical assistance needs of technical assistance providers and manufacturers.* The proposal must clearly articulate the needs to be addressed and solutions to be demonstrated within the proposed scope. The proposal should show that the efforts being proposed meet the needs identified and clearly defined deliverables.

Factors that may be considered include: a clear articulation of the tools, training and methodologies to be developed; an articulation of the five MEP Strategic Growth Areas (Supply Chain, Sustainability, Technology Acceleration, Workforce and Continuous Improvement); and demonstration of what and how the proposed integration of the areas will be achieved.

- 2) *Development methodology and leverage of existing resources.* The proposal must describe the technical plan for the development of the tool(s) or resource(s), including a clearly articulated project plan for development, training and demonstration of the products or deliverables. Sources of expertise to be used should be clearly delineated and may include sources 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 subject matter expertise external to the organization.
- 3) *Degree of integration with the manufacturing extension partnership.* The proposal must demonstrate that the tool or resource will be integrated into and will be of service to the NIST Manufacturing Extension Centers. Factors that may be considered include: ability to access the tool or resource especially by MEP extension centers; adequacy of methodology for disseminating or promoting use of the tool or technique especially within the MEP system; and demonstrated interest in using the tool or technique especially by MEP extension centers. A plan that reflects not only the development activities but the specific actions needed to educate, train and deploy within the MEP system is critical.
- 4) *Coordination with other relevant organizations.* Wherever possible the project should be coordinated with and leverage other organizations including other MEP extension centers which are developing or have expertise on similar tools, techniques, practices, or analyses. 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 demonstration 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 tool(s), or technique(s) or methodologies and for ensuring continuous improvement of each. Factors that may be considered include: thoroughness of evaluation plans, (including internal evaluation for management control); use of adequate case studies for the use of external evaluation for assessing outcomes of the activity; adoption by MEP centers of products developed; and “customer satisfaction” measures of performance.
- 6) *Management experience and plans.* Applicants should specify plans for proper project staffing, and management of the project. Factors that may be considered include: appropriateness and authority of the organization to conduct the proposed activities; qualifications of the project team and the project team’s leadership to conduct the proposed activity; and appropriateness of the organizational approach for carrying out the proposed project.
- 7) *Financial plan.* Applicants should show the relevance and cost effectiveness of the financial plan for meeting the objectives of the project and the firmness and level of the applicant's total financial capacity for the project. Factors that may be considered include: Reasonableness of the budget; strength of commitment; effectiveness of management plans for control of budget; and demonstration of past successful experience on similar projects.

## **2. Selection Factors**

The Selecting Official, who is the Director of the NIST MEP Program, anticipates recommending proposals for funding in rank order of scores based on the criteria listed above unless a proposal is justified to be awarded out of rank order based on one or more of the following selection factors:

1. Availability of Federal funds.
2. Appropriate consideration for coverage of all five MEP Strategic Growth Areas.
3. Whether this project duplicates other projects funded by Department of Commerce or other Federal agencies.

## **3. Proposal Review and Selection Process**

### **a. Proposal Qualification**

All proposals will be reviewed by NIST to assure that they are complete and responsive.

All complete and responsive proposals will be designated qualified proposals; all others will be disqualified at this phase of the evaluation and selection process.

### **b. Proposal Review and Selection of Finalists**

NIST will appoint an evaluation panel to review and evaluate all qualified proposals in accordance with the evaluation criteria set forth in this part. 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 the review panel is composed of non-federal employees, the reviewers will provide

individual scores, and no consensus advice will be given. A site visit may be required to make full evaluation of a proposal. If NIST determines that site visits are necessary, the site visits would take place after the review panel conducts its initial review. The Evaluation Panel and Chair will conduct site visits for all proposals that meet a minimum threshold score to be determined by NIST. All proposals will be numerically ranked and then submitted to the Selecting Official, the Director of the NIST MEP Program for selection based on the ranking, site visit comments if conducted and the selection factors listed above.

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

c. **Award Determination**

The Selecting Official, shall select awardees based on total evaluation scores/rank and the selection factors provided above and make funding recommendations to the NIST Grants Officer. Upon the final award decision, a notification will be made to each of the proposing organizations.

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.

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.

**4. 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.ossec.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 per 15CFR 14.51 and 14.52.

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

**Post Client Project Follow-Up:** For demonstration activities, as applicable, 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.

**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>