

# Welcome to the NIST MEP Alaska Information Forum

June 7, 2018

Denali Commission, East Conference Room

Link to recording: <https://bluejeans.com/s/JzL7f>

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**NIST**  
Nati | i | logy  
U.S. Department of Commerce

# Meeting Agenda

- Introductions of Participants
- Competition Background
- State Forum
  - Private One-on-One Sessions
- MEP Program Overview
- Upcoming Federal Funding Opportunity
- Discussion / Q&A



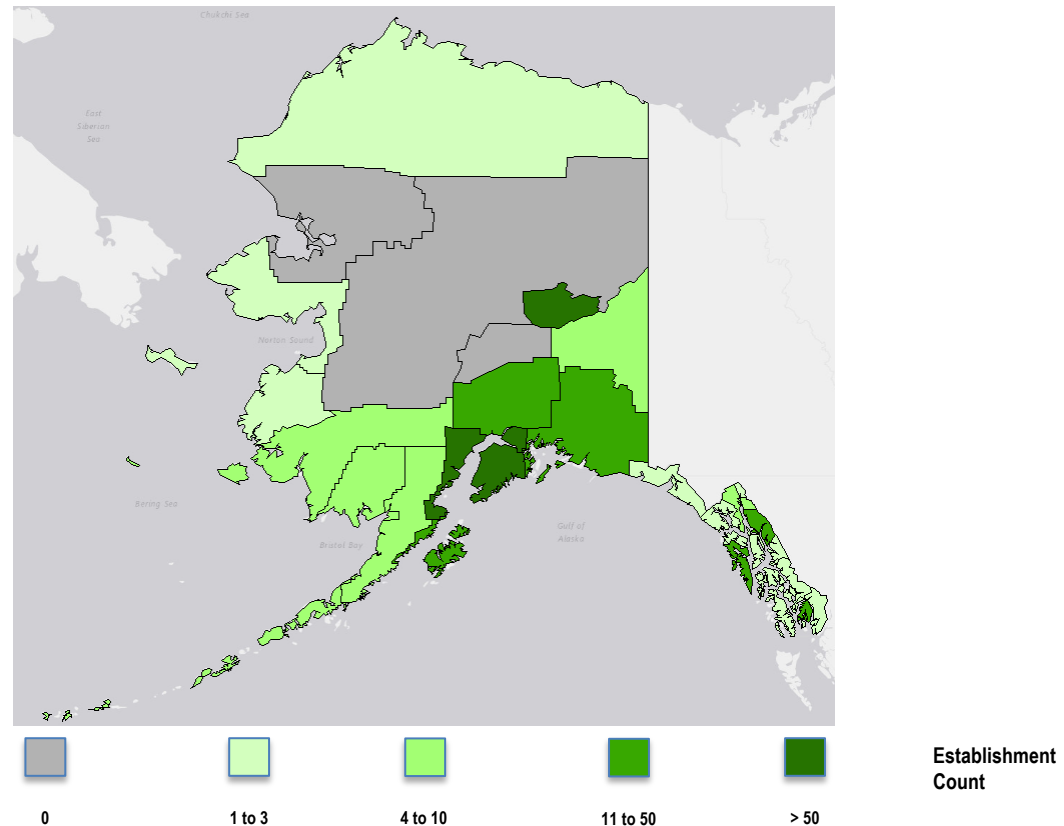


# Alaska Re-competition

Why Alaska and what manufacturing is here



# Manufacturing Establishments by Borough & Census Tract in Alaska



Source: ESRI ArcGIS & Census CBP 2016



# NIST MEP's Expanded Definition of Manufacturing (DOM) Establishments by Borough and Census Tract in Alaska

## NIST MEP DOM - NAICS

31-33 - Manufacturing

54171 – Research and Development in the Physical, Engineering, and Life Sciences

423510 - Metal Service Centers and Other Metal Merchant Wholesalers

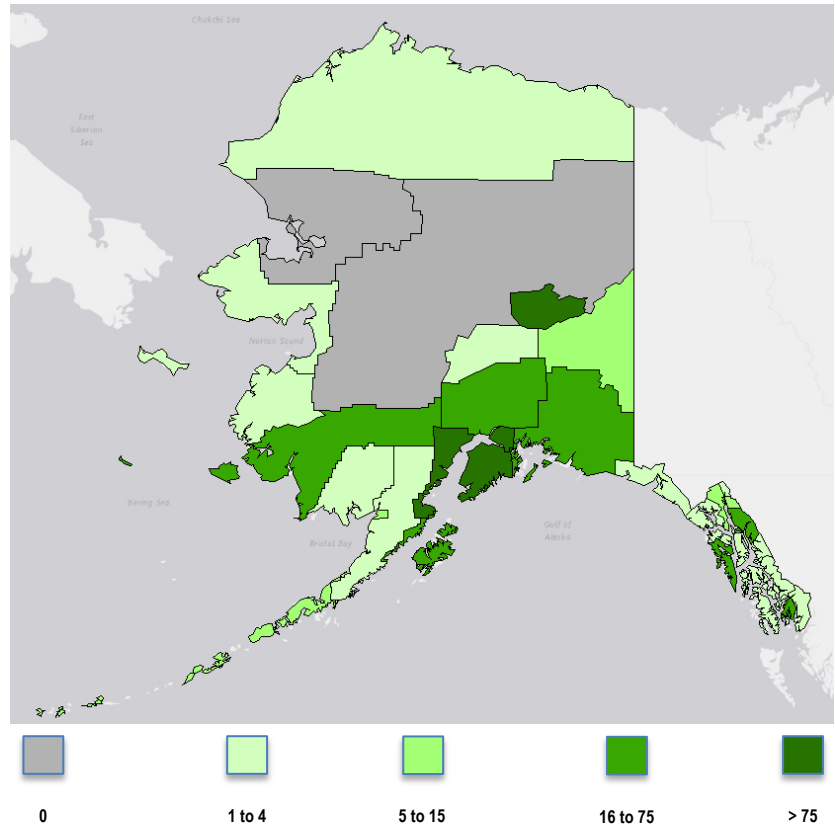
488991 - Packing and Crating

541330 - Engineering Services

541380 - Testing Laboratories

561910 - Packaging and Labeling Services

811310 - Commercial and Industrial Machinery & Equipment (except Automotive & Electronic) Repair & maintenance



Source: ESRI ArcGIS & Census CBP 2016



# Forum Protocols

- The forums will provide general information regarding MEP and offer general guidance on preparing proposals.
- NIST/MEP staff will be available during the forum to answer general questions.
- NIST/MEP staff will provide information about the MEP eligibility and cost-sharing requirements, evaluation criteria and selection factors, selection process, and the general characteristics of a competitive MEP proposal during this webinar.
- NIST/MEP staff cannot provide feedback regarding specific project ideas.
- One-on-One sessions will provide an opportunity to ask questions related to the program and specifics of the federal funding opportunity.



# Alaska Funding Opportunity

MEP Center Location and Assigned Geographical Service Area (by State)	Annual Federal Funding	Total Federal Funding
Alaska (Yrs 1-5)	\$500,000	\$2,500,000
Secretarial Review Year 5		
Alaska (Yrs 6-7)	\$500,000	\$1,000,000

- Only 7 years to be in alignment with their Cohort of centers for the required legislative competition in 2025 for new center in 2026.
- January 1, 2019 target start date.



# Aggressive Outreach Effort

- 15 - 20 organizations publicizing MEP Competition
- Examples include SSTI, IEDC, EDA, NADO, etc.
- State meeting
- Informational webinars for interested applicants
  - Webinar recordings and presentations will be made available on the MEP website: <https://www.nist.gov/mep/regional-forum-alaska-state-competition>



# State Forum

- Prior to the federal funding opportunity announcement, NIST MEP will hold a state forum to provide interested entities more information about the MEP program, the federal funding opportunity, and answer questions regarding this funding announcement.
- Following the forum presentation, NIST MEP representatives will hold 20 minute one-on-one meetings with potential applicants who have indicated interest in these meetings for an opportunity to ask additional follow-on questions.



# State Forum

## Agenda:

- 9:30am – 11:30am – Presentation (overview of program, federal funding opportunity, evaluation criteria and selection factors)
- 11:30am – 1:00pm – Private one-on-one meetings with NIST MEP representatives





# MEP PROGRAM OVERVIEW





# **MEP National Network™**

The Go-To Experts for Advancing  
U.S. Manufacturing

# MEP National Network™



National Network of Centers located in all 50 states and Puerto Rico



Public-private partnership with local flexibility



Federal funds, state investments, and private sector fees cover services



Market driven program that creates high value for all manufacturers



Leverage partners to maximize service offerings



Transfer technology and expertise to small and medium-sized manufacturers



MEP's National Network™ of state and regional Centers  
**facilitate and accelerate the transfer of  
manufacturing technology** in partnership with:

State & local  
governments

Federal  
agencies &  
laboratories

Trade  
associations

Economic  
development  
organizations

Universities,  
community  
colleges &  
technical  
schools

Industry  
leaders  
& think  
tanks

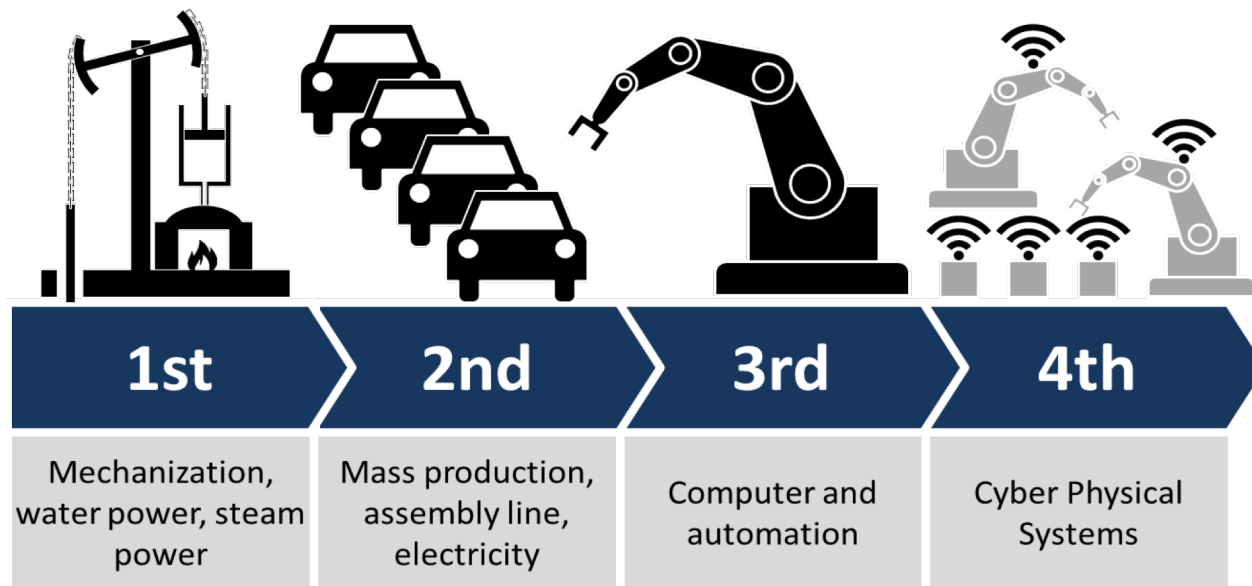
Vendors &  
other  
partners

*“To strengthen and empower manufacturers.”*



Emphasis on the MEP National Network as the go-to trusted advisor focused on infusing **technology, interconnectedness, and disrupted perspectives** into:

- Production
- Business Strategy
- Manufacturing Infrastructure Connections



## Industrial Revolutions



## THE GO-TO EXPERTS FOR ADVANCING U.S. MANUFACTURING



### NATIONAL NETWORK

One Center in Every State and Puerto Rico

Over  
**1,300**



Manufacturing Experts

Over  
**400**



Service Locations

Nearly  
**2,100**



Service Providers & Partners

Interacted with  
**26,313**

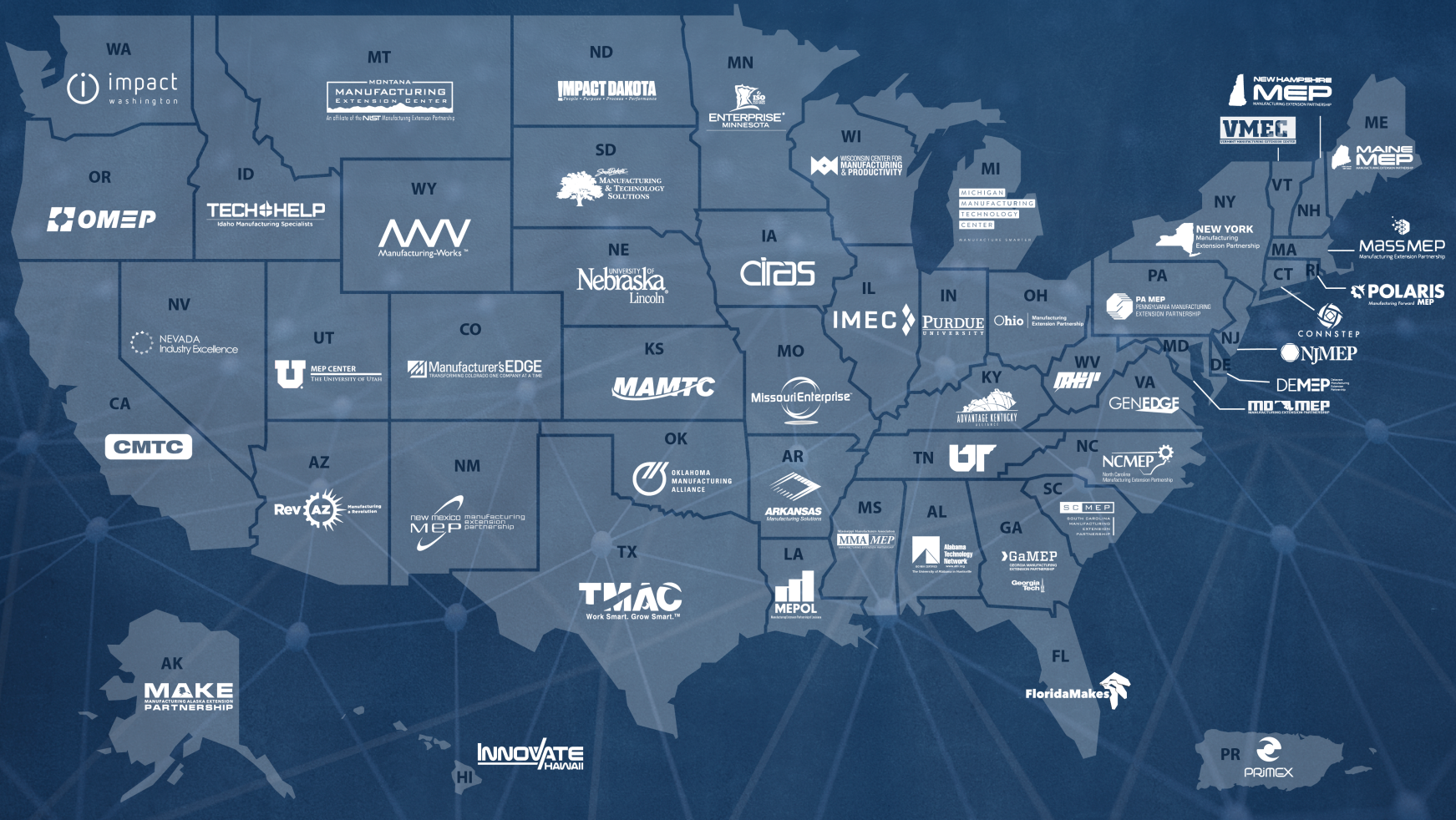


Manufacturers





# The Go-To Experts for Advancing U.S. Manufacturing



# MEP National Network Strategic Goals



## EMPOWER MANUFACTURERS

Assist U.S. manufacturers in embracing productivity-enhancing innovative manufacturing technologies, navigate advanced technology solutions and recruit and retain a skilled and diverse workforce.



## LEVERAGE PARTNERSHIPS

Leverage national, regional, state and local partnerships to gain substantial increase in market penetration; identify mission-complementary advocates to help the MEP National Network become a recognized manufacturing resource brand; build an expanded service delivery model to support manufacturing technology advances.



## CHAMPION MANUFACTURING

Actively promote the importance of a strong manufacturing base as key to a robust U.S. economy and protection of our national security interests; create awareness of innovations in manufacturing; create enabling workforce development partnerships to build a stronger and diverse workforce pipeline; and maximize market awareness of the MEP National Network



## TRANSFORM THE NETWORK

Maximize MEP National Network knowledge and experience by operating as an integrated National Network; increase efficiency and effectiveness by employing a Learning Organization platform; and create a resilient and adaptive MEP National Network to support a resilient and adaptive U.S. manufacturing base.





# Key Legislation



Congress passes Omnibus Trade and Competitiveness Act 1988 (P.L. 100-418), creating a program geared to help U.S. manufacturers.

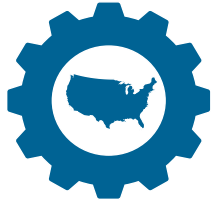


The Consolidated Appropriations Act of 2005 (P.L. 108-447) renamed the program to Hollings Manufacturing Extension Partnership (MEP) - in honor of Senator Ernest Hollings who introduced the Omnibus Trade and Competitive Act.



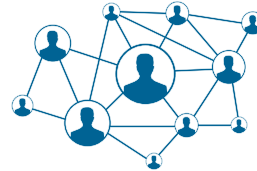
The American Innovation and Competitiveness Act of 2017 (P.L. 114-329) made the 1:1 cost share permanent and formalized recompetition for centers after 10 years of consecutive funding.

# MEP Program in Short



## Started in 1988

A Center in all 50 states and Puerto Rico by 1996



## National Network

51 Centers with over 400 field locations. More than 1,300 non-federal trusted advisors and experts for manufacturers nationwide, with nearly 2,100 partners



## Partnership Model

Federal, State, University, and Industry



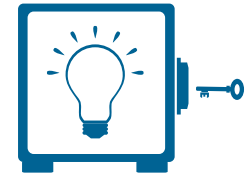
## MEP Network Budget

\$130 Million Federal Budget with Cost Share Requirements for Centers



## Global Competitiveness

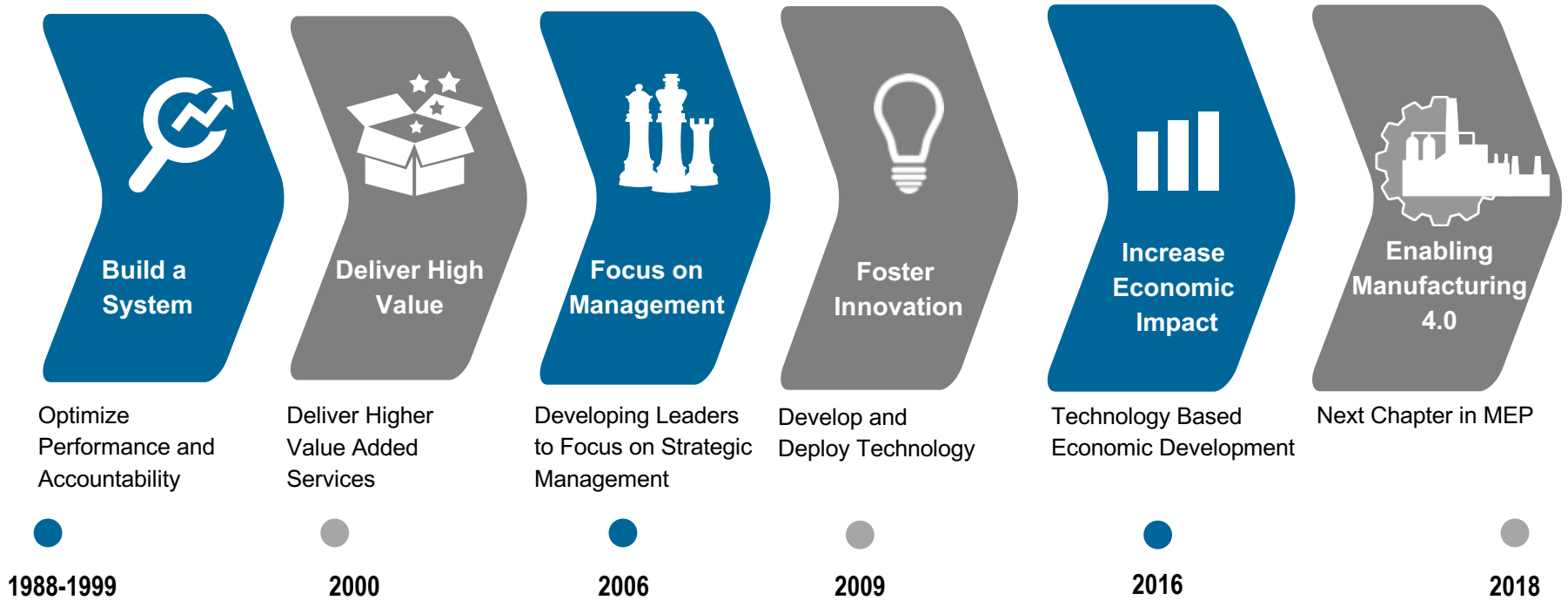
Program created in 1988 and reauthorized by the American Innovation and Competitiveness Act in 2017



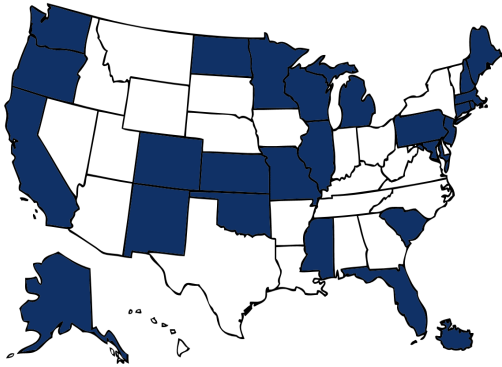
## Evolving Role

Program continues to evolve in order to support manufacturers during changing economic situations

# Program Evolution

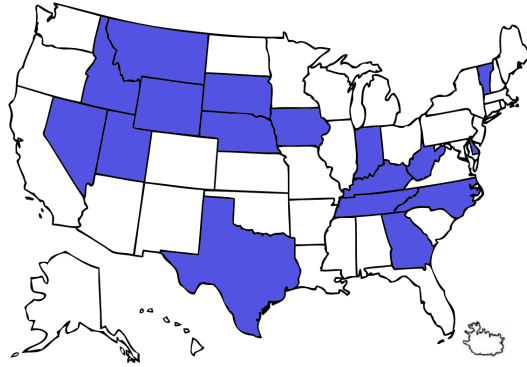


# MEP Centers Organizational Structure



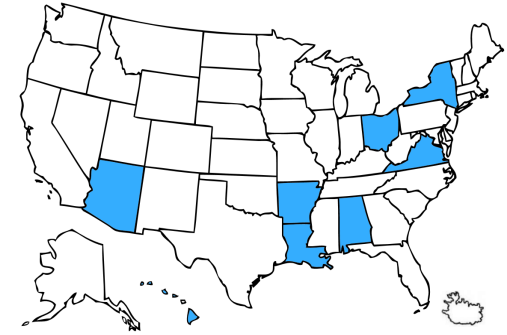
## 501(c)(3) - 24

- |               |                |
|---------------|----------------|
| California    | North Dakota   |
| Colorado      | New Hampshire  |
| Connecticut   | New Jersey     |
| Florida       | New Mexico     |
| Illinois      | Oklahoma       |
| Kansas        | Oregon         |
| Massachusetts | Pennsylvania   |
| Maryland      | Puerto Rico    |
| Maine         | Rhode Island   |
| Michigan      | South Carolina |
| Minnesota     | Washington     |
| Missouri      | Wisconsin      |



## University - 17

- |                |               |
|----------------|---------------|
| Delaware       | Nebraska      |
| Georgia        | Nevada        |
| Iowa           | South Dakota  |
| Idaho          | Tennessee     |
| Indiana        | Texas         |
| Kentucky       | Utah          |
| Montana        | Vermont       |
| North Carolina | West Virginia |
|                | Wyoming       |



## State - 8

- |          |           |
|----------|-----------|
| Alabama  | New York  |
| Arkansas | Ohio MEP  |
| Arizona  | Virginia  |
| Hawaii   | Louisiana |

## 501(c)(6) - 1

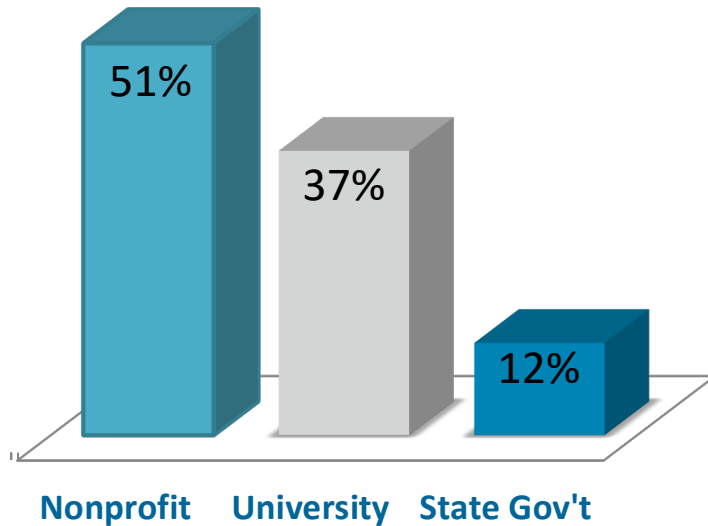
Mississippi

## 501(c)(4) - 1

Alaska



# Center Structure Diversity



## Partnerships

Utilizes existing local resources to provide manufacturing extension services **relies heavily on partnerships**

## Geography

Urban and Rural Areas. Centers are never more than 2 hours away of a manufacturer

## Public & Private Sector

Staff are employees of the Center and its partners – **not** the Federal Government

## Organization Type

- Nonprofit
- University
- State Government

## Organizational Structure

- Single location
- Principal organization with independent partner organizations
  - Central office with regional offices
  - Headquarters operation with multiple field offices



# What MEP Centers Do

Work with small and medium-sized manufacturers to help create and retain jobs and sales, increase profits, and save time and money.

Focus on meeting manufacturer's short term needs, but in context of overall company strategy.

Reach over **26,300 manufacturers** and complete over **8,000 projects** per year.

Provide companies with tailored services including:



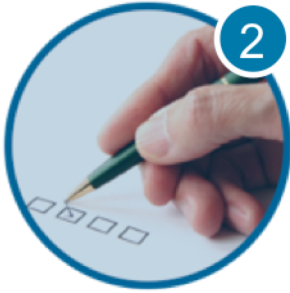
# How Centers Work with Manufacturers



1

## Initial Contact

Group sessions, referral



2

## Assessment

Informal walk-through, detailed company analysis



3

## Identify

Find potential issues, define proposed project and approach for solving it



4

## Negotiate

Consult with company and sign project contract with fee paid to center



5

## Project Execution

Center staff, partner organization, and/or third party consultants



6

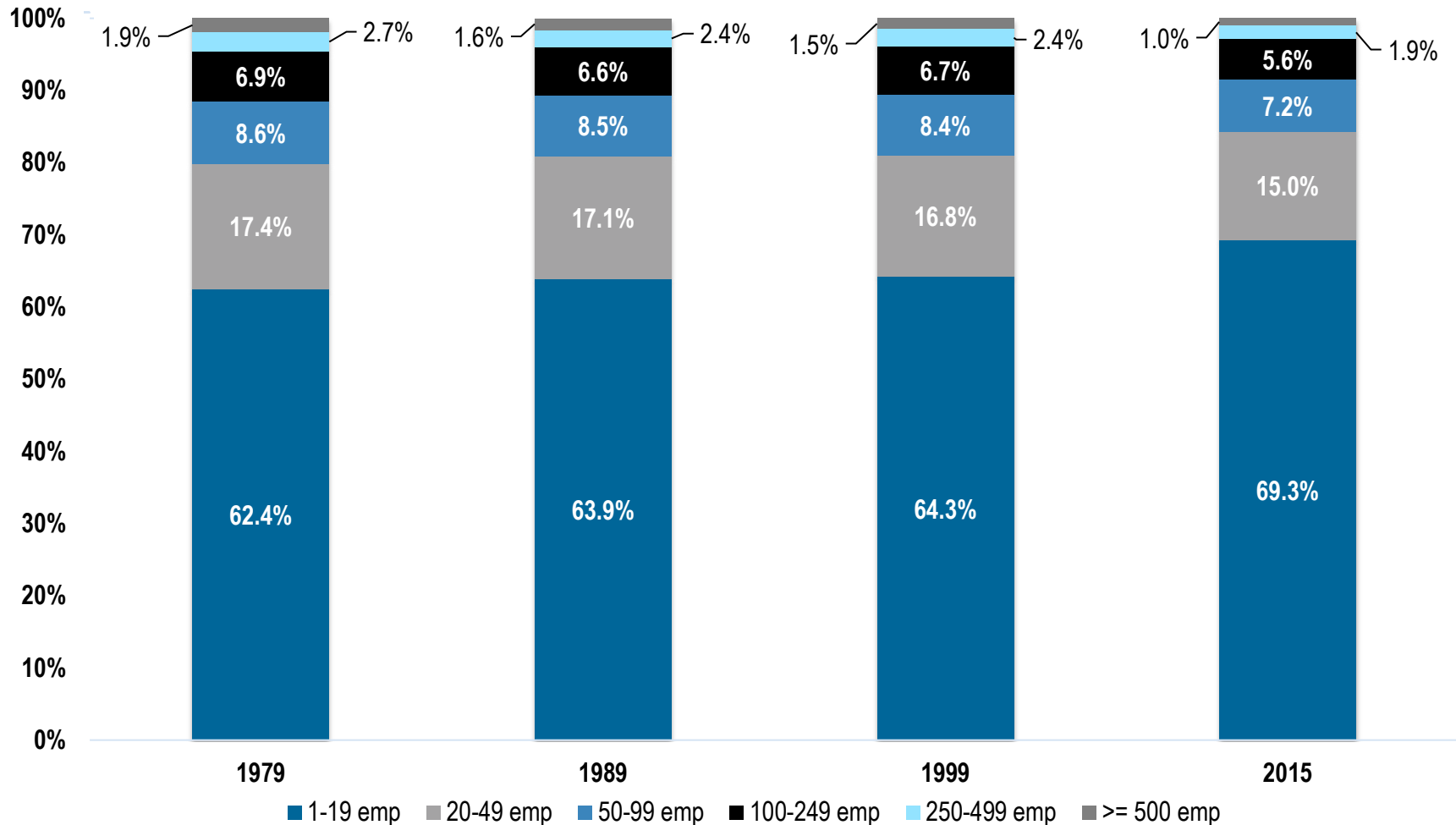
## Follow-Up

After completion, project follow-up by center to assure customer satisfaction and explore further project opportunities

Project impact data collected by contractor for NIST approximately 6-12 months after project completion



# Smaller Establishments: An Increasing Share of the Manufacturing Landscape





MEP National Network connected with **26,313** manufacturers in FY17

MEP NATIONAL NETWORK™ DELIVERS VALUE FOR MANUFACTURERS

More than **100,000 JOBS** Created or Retained

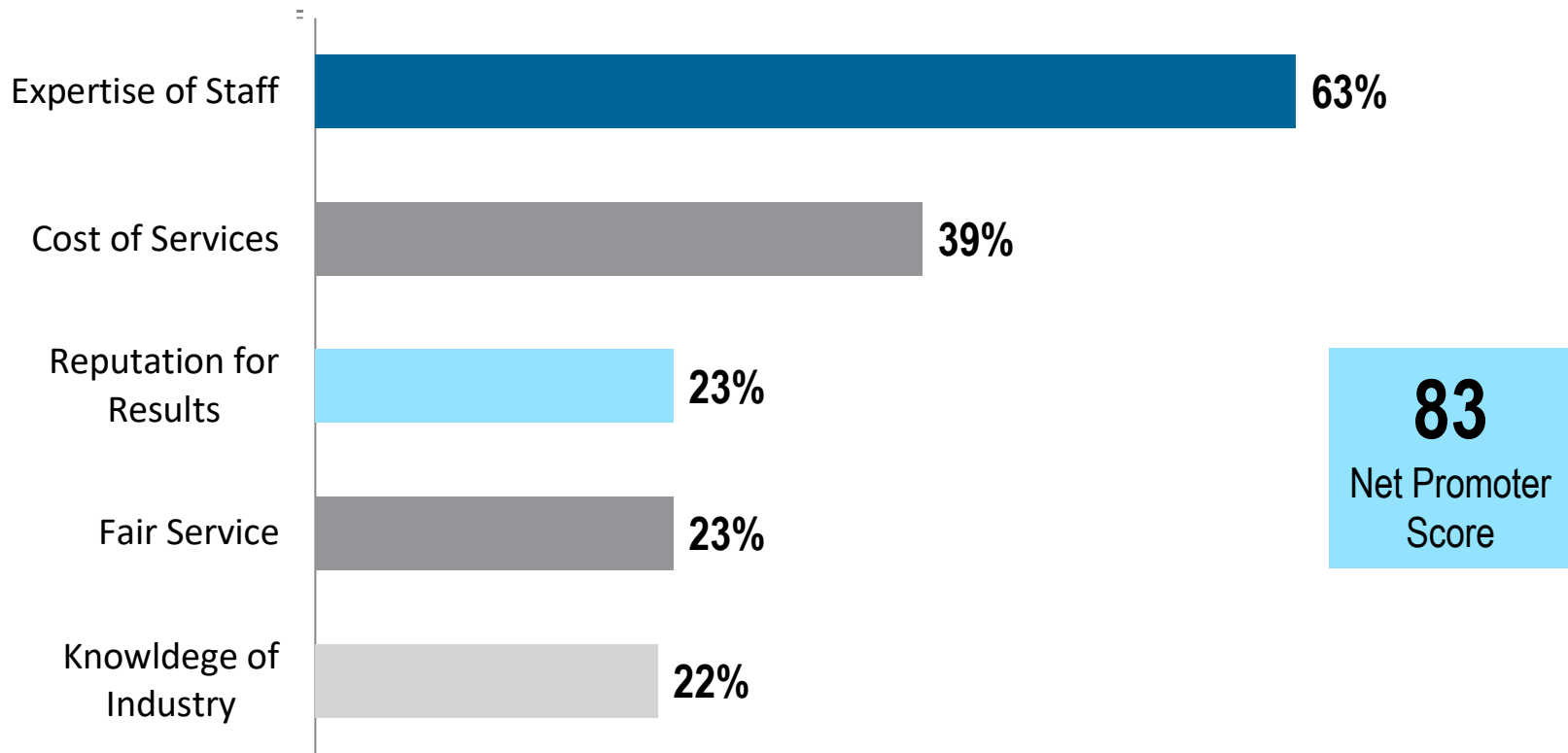
**\$12.6  
BILLION**  
in New and  
Retained Sales 

**\$3.5  
BILLION**   
in Total Investment in  
U.S. Manufacturing

**\$1.7  
BILLION**   
in Savings

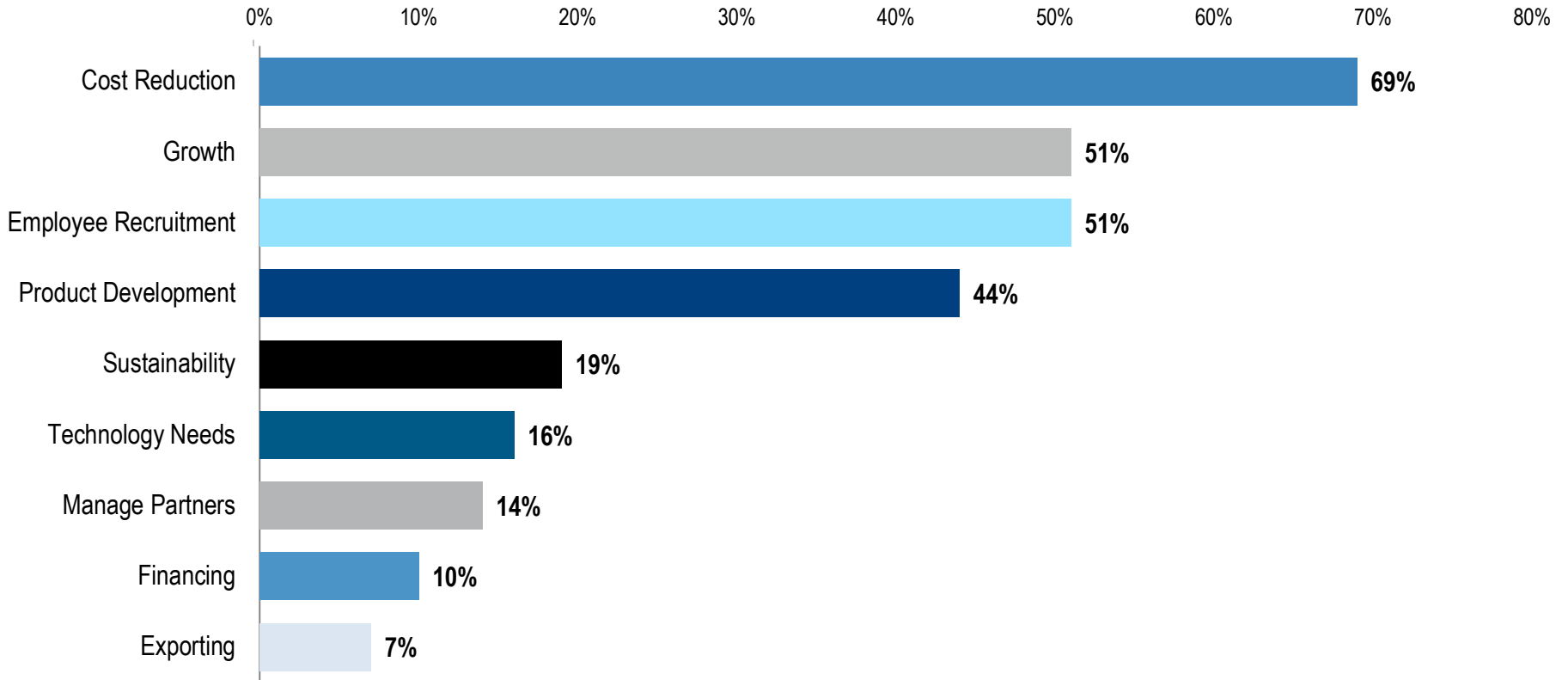


# Top Reasons Manufacturers choose MEPNN



Numbers are based on FY 2017 MEP National Network Client Impact Survey

# Client Challenges



Numbers are based on FY 2017 MEP National Network Client Impact Survey

# MEP Economic Impact Analysis

In March 2017, the *W.E. Upjohn Institute for Employment Research* published a study that found the MEP Program generated a substantial return on investment of nearly 9:1 for the \$130.0 million invested by the federal government.



# MEP Economic Impact Analysis

In April 2018, the *W.E. Upjohn Institute for Employment Research* published a study that found the MEP Program generated a substantial return on investment of nearly 14.5:1 for the \$128.0 million invested by the federal government.



# Manufacturing USA + MEP National Network
































There are roughly **293,000** manufacturing establishments in the U.S.

**99%** have less than **500 employees**



# Today's Manufacturing

## Facts about Small Manufacturers:

- Employ about 8.2 million people – **73%** of all manufacturing employment, and account for about **62%** of the total value-added by all U.S. manufacturers

## Challenges for Small Manufacturers:

- Productivity per employee in large establishments was **63%** higher than productivity in small establishments. In 1967, productivity per employee was “only” **26%** higher.
- Over the last 10 years, productivity across smaller firms grew at a **slightly faster rate** than large firms (**39%** vs. **34%**)
- Market failures exist in several dimensions: firm, inter-firm, consulting/services, public failure.





# MEP Center Initiatives & Services



**Customized services** aimed to help manufacturers identify opportunities that will accelerate and strengthen their growth and competitiveness in the global marketplace.

# Notice of Funding Opportunity Overview (1)

**Funding Opportunity Title:** *Award Competitions for Hollings Manufacturing Extension Partnership (MEP) Centers in the State of Alaska*

## **Funding Opportunity Description:**

- *NIST invites applications from eligible organizations in connection with NIST's funding one (1) MEP cooperative agreements for the operation of one (1) MEP Center in the Alaska service area. NIST anticipates awarding one (1) cooperative agreement for Alaska.*
- *Objective of the MEP Center Program is to provide manufacturing extension services to primarily small and medium-sized manufacturers within the whole State designated in the application.*

## **Funding Instrument:** Cooperative Agreement

- The nature of NIST's "substantial involvement" will generally be collaboration between MEP and the recipient organization(s).
- NIST involvement under base MEP awards may include the types of substantial involvement activities described in Final Office of Management and Budget (OMB) Guidance Implementing the Federal Grant and Cooperative Agreement Act, 43 Fed. Reg. 36860-65 (Aug. 18, 1978).
- In addition, NIST involvement in this cooperative agreement may include the activities described in MEP General Term and Condition dtd August 2017



# Notice of Funding Opportunity Overview (2)

## Funding Available:

- NIST anticipates funding one (1) MEP Center award with an initial five-year period of performance in accordance with the multi-year funding policy. Initial funding is contingent upon the availability of appropriated funds.
- **Below is the State identified for funding as part of this FFO:**

MEP Center Location and Assigned Geographical Service Area (by State)	Annual Federal Funding	Total Federal Funding
Alaska (Yrs 1-5)	\$500,000	\$2,500,000
Secretarial Review Year 5		
Alaska (Yrs 6-7)	\$500,000	\$1,000,000



# Notice of Funding Opportunity Overview (3)

## Multi-Year Funding Policy.

- When an application for a multi-year award is approved, funding will usually be provided for only the first year of the project.
- Recipients will be required to submit detailed budgets and budget narratives prior to the award of any continued funding.
- Continued funding for the remaining years of the project will be awarded by NIST on a non-competitive basis, and may be adjusted higher or lower from year-to-year of the award, contingent upon satisfactory performance, continued relevance to the mission and priorities of the program, and the availability of funds.
- Continuation of an award to extend the period of performance and/or to increase or decrease funding is at the sole discretion of NIST.

## Potential for Additional 2 Years.

- Initial awards issued pursuant to this NOFO are expected to be for up to five (5) years with the possibility for NIST to renew the award, on a non-competitive basis, for an additional 2 years at the end of the initial award period.
- The review processes in 15 C.F.R. § 290.8 will be used as part of the overall assessment of the recipient, consistent with the potential long-term nature and purpose of the program.
- In considering renewal for a second two-year, multi-year award term, NIST will evaluate the results of the annual reviews and the results of the 3<sup>rd</sup> Year peer-based Panel Review findings and recommendations as set forth in 15 C.F.R. § 290.8, as well as the Center's progress in addressing findings and recommendations made during the various reviews.
- The full process is expected to include programmatic, policy, financial, administrative, and responsibility assessments, and the availability of funds, consistent with Department of Commerce and NIST policies and procedures in effect at that time.



# Notice of Funding Opportunity Overview (4)

## Cost Share or Matching Requirements:

- Non-Federal cost sharing of at least 50 percent of the total project costs is required for each year of the award.
- Non-Federal cost sharing is that portion of the project costs not borne by the Federal Government. The applicant's share of the MEP Center expenses may include cash, services, and third party in-kind contributions, as described at 2 C.F.R. § 200.306, as applicable, and in the MEP program regulations at 15 CFR § 290.4(c). The source and detailed rationale of the cost share, including cash, full- and part-time personnel, and in-kind donations, must be documented in the budget tables and budget narratives submitted with the application and will be considered as part of the review under the evaluation criterion found in Section V.1.c.ii. of this NOFO.
- **Recipients must meet the minimum non-federal cost share requirements for each year of the award as identified in the chart above.** For purposes of the MEP Program, “program income” (as defined in 2 C.F.R. § 200.80, as applicable) generated by an MEP Center may be used by a recipient towards the required non-federal cost share under an MEP award.



# Notice of Funding Opportunity Overview (5)

## Possible Revenue/Cost Share Sources:

- State Funding
- Client Revenues (Program Income also know as Project Service Fees)
- In-Kind
- Sponsored Projects



# Notice of Funding Opportunity Overview (6)

## Eligible Applicants

- Each applicant for and recipient of an MEP award must be a U.S.-based nonprofit institution or organization. For the purpose of this NOFO, nonprofit institutions include public or private nonprofit organizations, nonprofit or State colleges and universities, public or nonprofit community and technical colleges, and State, local or Tribal governments. Existing MEP awardees and new applicants who meet the eligibility criteria set forth in this section may apply.
- An eligible organization may work individually or may include proposed subawards to eligible organizations or proposed contracts with any other organization as part of the applicant's proposal, effectively forming a team.
- NIST generally will not fund applications that propose an organizational or operational structure that, in whole or in part, delegates or transfers to another person, institution, or organization the applicant's responsibility for core MEP Center management and oversight functions. *See also* Section IV.6. of the NOFO for funding restrictions under the MEP Program.
- For profit entities are not eligible.



# Evaluation Review Criteria:

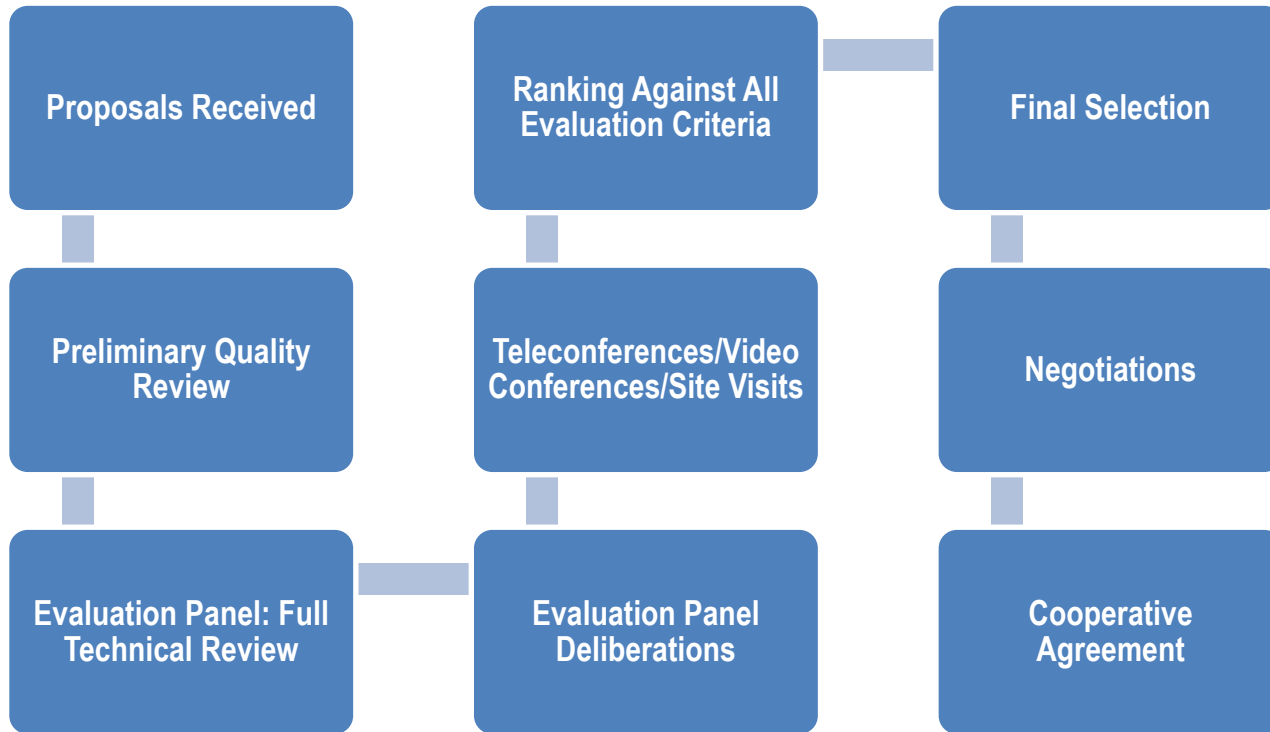
The applications will be evaluated based on the evaluation criteria described below.

- a. Executive Summary and Project Narrative (40 – Sub-criteria I through iv will be weighted equally)**
  - i. Center Strategy
  - ii. Market Understanding
    - 1. Market Segmentation
    - 2. Needs Identification and Product/Service Offerings
  - iii. Business Model
    - 1. Outreach and Service Delivery to the Market
    - 2. Partnership Leverage and Linkages
  - iv. Performance Measurement and Management
- b. Qualifications of the Applicant; Key Personnel, Organizational Structure and Management; and Oversight Board and Governance (30 – Sub-criteria i and ii will be weighted equally)**
  - i. Key Personnel, Organizational Structure and Management
  - ii. Oversight Board and Governance
- c. Budget and Financial Plan (30 – Sub-criteria will be weighted equally)**
  - i. Budget
  - ii. Quality of the Financial Plan for Meeting the Award's Non-Federal Cost Share Requirements over 5 years.





# Review and Selection Process



# Administrative Requirements of Application (1)

- Complete applications/proposals must, at a minimum, include the following forms and documents and meet the following requirements identified in the NOFO which are:
- **Required Forms\*:**
  - SF-424 Application for Federal Assistance
  - SF-424A's Budget Information Non-Constructions (Years 1-4) and separate SF424a for Year 5
  - SF-424B Assurances Non-construction
  - CD-511 Certification Regarding Lobbying
  - SF-LLL Disclosure of Lobbying Activities (if applicable)
  - Technical Proposal (please be sure to read Section IV.2.a.6 of NOFO)

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



# Administrative Requirements of Application (2)

## Proposal Requirements:

- **Technical Proposal.** The five (5) year Technical Proposal is a word-processed document not exceeding 40 pages responsive to the program description and the evaluation criteria. The following is a suggested format that applicants may use for the technical proposal.
  - **Table of Contents** (Does not count towards page limit)
  - **Executive Summary** - The executive summary should briefly (usually no longer than two pages) describe the proposed project, consistent with the evaluation sub-criteria outlined in the NOFO. **Applicants should name the State in which they are seeking to establish an MEP Center in the first sentence of the Executive Summary.**

*Please note, if an applicant's proposal is selected for funding, NIST may use all or a portion of the Executive Summary as part of a press release issued by NIST, or for other public information and outreach purposes. Applicants are advised not to incorporate information that concerns business trade secrets or other confidential commercial or financial information as part of the Executive Summary. See also 15 C.F.R. § 4.9(c) concerning the designation of business information by the applicant. (Does not count towards page limit).*

  - **Project Narrative**
  - **Qualifications of the Applicant; Key Personnel, Organizational Structure and Program Management; and Oversight Board and Governance**
  - **Budget Tables and Budget Narratives**
    - A suggested format is provided on the MEP website - refer to MEP Alaska State Competition - <https://www.nist.gov/mep/manufacturing-extension-partnership-center-alaska>
- **Letters of Commitment or Support – DOES NOT COUNT TOWARDS PAGE LIMIT**
  - For non-profit applicants with a fiduciary board of directors, a resolution from such board authorizing submission of the MEP Center application to NIST and supporting the activities described therein is required.
  - Applicant Non-Federal Cost Sharing (Cash and In-Kind) is required from an authorized representative



# Administrative Requirements of Application (3)

## Indirect Cost Rate Agreement

- If indirect costs are included in the proposed budget, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant Federal audit agency.
- If the rate was not established by a cognizant Federal audit agency, provide a statement to this effect. If the successful applicant includes indirect costs in the budget and has not established an indirect cost rate with a cognizant Federal audit agency, the applicant will be required to obtain such a rate in accordance with the DoC Financial Assistance Standard Terms and Conditions.

## Resumes

- One-page resumes of no more than five key personnel may be included; these do not count toward the page limit.
- Any information beyond one page for each resume and any additional resumes submitted will not be considered.

## SF-424A, Budget Information - Non-Construction Programs for year five (5)



# Administrative Requirements of Application (4)

## Application Format (Section IV 2(b)):

- Page Limit. **The Technical Proposals are limited to forty (40) pages.** Information on pages beyond the page limit will not be considered.
- Page limit **includes**: Cover page, Technical Proposal (with the exception of the Executive Summary), figures, graphs, tables, images, pictures, and all other pages of an application, with the exception of the page limit exclusions listed below.
- Page limit **excludes**: Table of Contents, Executive Summary, SF-424, Application for Federal Assistance; both copies of the SF-424A, Budget Information – Non-Construction Programs form; SF-424B, Assurances – Non-Construction Programs; SF-LLL, Disclosure of Lobbying Activities; CD-511, Certification Regarding Lobbying; Table of Contents, budget tables and budget narratives; Letters of Commitment and/or Support; Indirect Cost Rate Agreement, and Resumes.



# Administrative Requirements of Application (5)

## VERY IMPORTANT!

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

- Pursuant to 2 C.F.R. part 25, applicants and recipients (as the case may be) are required to:
  - i. be registered in SAM before submitting its application;
  - ii. provide a valid unique entity identifier in its application; and
  - iii. continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency, unless otherwise excepted from these requirements pursuant to 2 C.F.R. § 25.110.
- *When developing the submission timeline, please keep in mind that*
  - (1) *all applicants are required to have a current registration in the System for Award Management (SAM.gov);*
  - (2) *the free annual registration process in the electronic System for Award Management (SAM.gov) (see Section IV.3. and Section IV.7.a.(1).(b) of this NOFO) often takes between three and five business days, and may take as long as two weeks;*
  - (3) *applicants submitting applications are required to have a current registration in Grants.gov; and*
  - (4) *applicants will receive a series of e-mail messages from Grants.gov over a period of up to two business days before learning whether a Federal agency's electronic system has received its application.*
- ***Please note that the person listed as the authorized representative in SAM must be the one who submits application into grants.gov!***



# Reporting Requirements

- **Financial Reports.** The Recipient shall submit an SF-425, Federal Financial Report on a semi-annual basis after the sixth and twelfth month of each operating year
- **Performance (Technical) Reports.** The Recipient shall submit a Technical Report (format provided by MEP Program) on a semi-annual basis after the sixth and twelfth month of each operating
- **Post Client Project Follow-Up.** The recipient will be required to provide client and project data on a quarterly basis
- For further information regarding the NIST MEP Reporting Process, you may download a copy of the NIST MEP Reporting Guidelines at <https://www.nist.gov/mep/manufacturing-extension-partnership-center-alaska>



# MEP Resources

Additional Resources are available at <https://www.nist.gov/mep/regional-forum-alaska-state-competition>

- MEP National Network Strategic Plan;
- Hollings Manufacturing Extension Partnership Operating Outcome Plan Guidelines located within the NIST MEP Renewal Guidelines, version August 2017
- Hollings Manufacturing Extension Partnership General Terms and Conditions, August 2017 (see also Section VI.2.e. of the NOFO);
- Hollings Manufacturing Extension Partnership Reporting Guidelines;
- Budget Summary Table and Narrative Template ;
- 5 Year Summary Table Template;
- Alaska State Technology Extension Planning Study Final Report from September 2014
- 2017 Annual Report; and
- Alaska Notice of Funding Opportunity (NOFO)





# Key Take-Aways

- Form an internal team, breaking down the application into sections that you can assign a champion to. i.e. finance, market, products and services. Meet frequently to start building the story.
- Invest in a good writer to edit and help with the flow of the application. It is extremely helpful since you will have a lot of information that needs to fit into the 40 pages.
- The application would be hard to achieve without a strategic plan for your organization in its present state. Make sure your strategic plan is up to date and has clear goals and metrics.
- Make sure you have done a good analysis of the market needs especially the needs of the small, rural, emerging manufacturers.
- Share your strategic goals - should align with state, federal, others' goals. If you don't have a strategic plan, develop one for the next 5 years.
- Get input from the stakeholders.
- Make sure to read entire NOFO (multiple times)
- Key Personnel cannot be employed both at the prime and sub-recipient organization.
- Ensure you are meeting the minimum cost share requirement for all 5 years.



# Key Take-Aways

- Board Governance:
  - Each Center shall establish and maintain an oversight board that is broadly representative of local stakeholders with a majority of board members drawn from local small- and medium-sized manufacturing firms; Members of a Center’s oversight board may not concurrently serve on more than one Center’s oversight board.
  - If a Center’s oversight board does not meet the requirements of this paragraph at any time during the term of an MEP award, the Center must disclose the deficiencies to the FPO and must submit a detailed plan to the FPO for bringing its oversight board into compliance with this term within 12 months; each Center oversight board shall adopt bylaws governing the operation of the board, including a conflict of interest policy to ensure relevant relationships are disclosed and proper recusal procedures are in place.
- SAM.gov registration has been established and organization has received confirmation of validated account (Recommend completing well in advance of submitting application in grants.gov)
- Negotiations take place between NIST and the applicant organization not the subrecipients.
- Tell your story.



# Agency Contacts

Subject Area	Point of Contact
Administrative, budget, cost-sharing, eligibility questions and other programmatic questions.	Mike Simpson, NIST MEP Phone: 301-975-6147 Or Wiza Lequin, NIST MEP Phone: 301-975-4395  Fax: 301-963-6556 E-mail: <a href="mailto:mepnofo@nist.gov">mepnofo@nist.gov</a>
Technical Assistance with Grants.gov Submissions	Christopher Hunton NIST Administrative Support & Document Control Office Phone: 301-975-5718 Fax: 301-975-8884 E-mail: <a href="mailto:christopher.hunton@nist.gov">christopher.hunton@nist.gov</a>
Grant Rules and Regulations	Gilbert Castillo NIST Grants Management Division Phone: 301-975-3726 Fax: 301-975-6368 E-mail: <a href="mailto:gilbert.castillo@nist.gov">gilbert.castillo@nist.gov</a>



# Have additional questions.....

Please submit all questions in writing to NIST MEP, [mepnofo@nist.gov](mailto:mepnofo@nist.gov)

Questions and Answers from Regional Forums will be posted on the NIST MEP State Forum website, <https://www.nist.gov/mep/regional-forum-alaska-state-competition>



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