

# CITY COUNCIL COMMUNICATION



**MEETING DATE:** January 26, 2010      **ITEM NUMBER:** 11B  
**TYPE OF ITEM:**    **General Business**  
**PRESENTED BY:** Sandra Seader, Assistant to the City Manager (303-651-8634),  
sandra.seader@ci.longmont.co.us

 Sandra Seader  
2010.01.25  
10:25:50 -0700

**SUBJECT/AGENDA TITLE:** Authorize the use of \$5,000 from Council contingency as matching funds towards a feasibility study for the Colorado Energy Incubator.

**EXECUTIVE SUMMARY:** As part of the 2009 City Council Work Plan, the Council directed staff to support a group of volunteer citizens in their efforts to apply for grants and provide general support for the creation of a new energy incubator in Longmont. As part of this support, staff assisted the group in submitting a grant application to the federal Department of Commerce's Economic Development Association (EDA) for funds to be used for a feasibility study. The grant for the incubator, now called the Colorado Energy Incubator, was approved through steps one and two of the process and is in final consideration by the EDA. One of the requirements prior to moving on for this final stage of consideration is an official pledge of the local matching share of \$5,000 and this requirement must be fulfilled by February 5, 2010.

As part of the 2010 City Council Work Plan discussion at the City Council retreat on Saturday, January 23, the Council asked that this issue be brought back to a Council meeting prior to the February 5, 2010 date.

Council is asked to support the submission of the grant with a \$5,000 City contribution and authorize the use of \$5,000 from council contingency as matching funds towards a feasibility study for the Colorado Energy Incubator. If the grant is not approved in the final process, the contingency funds will not be used. This will leave \$55,500 of contingency remaining in 2010.

Members of the voluntary citizen group will be available to answer questions.

**COUNCIL OPTIONS:** Council may:

1. Support the submission of the grant with a \$5,000 City contribution and authorize the use of Council contingency for this purpose.
2. Not approve the use of Council contingency for this purpose.

**RECOMMENDED OPTIONS:** N/A

**FISCAL IMPACT & FUND SOURCE FOR RECOMMENDED ACTION:** If approved, \$5,000 would be used as matching funds for the EDA grant and these funds would come from Council contingency.



## **BACKGROUND AND ISSUE ANALYSIS:**

The Colorado Energy incubator will provide businesses focused on clean energy product development with connections to the resources required to launch, accelerate growth and attain long-term success in the marketplace. As a non-profit corporation, they will accomplish this mission by providing clients comprehensive business and education services including:

- Mentor the business owner and their staff,
- Provide professional consulting (accounting, intellectual property rights, patents),
- Open the door to capital (venture capital, angel investors),
- Provide technical and tech-transfer services relying on networks to Colorado's research universities, NREL, and other energy experts,
- Help assemble a management team,
- Offer work-ready space.

The **Colorado Energy Center** will partner with federal, state and local governments, universities, area businesses and the community to graduate viable businesses and, most importantly, support sustained primary job creation in Colorado. The companies they work with will be leaders in green technology and their work will showcase the amazing new possibilities for the future. The Center will take R&D ideas and transform them into products ready for manufacture in the marketplace. It is the missing link in the federal stimulus program. Rather than fund R&D activities, it takes it the next step and commercializes the research.

The mission for the **Colorado Energy Center** is to:

1. Be the bridge between the research entrepreneur and the market;
2. Coach each business team on how to develop strong management skills;
3. Create good-paying jobs for Colorado in the clean energy field.

**ATTACHMENTS:** Grant application to the EDA on behalf of the Colorado Energy Incubator  
Letter from the EDA requesting official local match

<b>Opportunity Title:</b>	Economic Development Assistance Programs
<b>Offering Agency:</b>	Economic Development Administration
<b>CFDA Number:</b>	11.303
<b>CFDA Description:</b>	Economic Development_Technical Assistance
<b>Opportunity Number:</b>	EDA10012008EDAP
<b>Competition ID:</b>	03
<b>Opportunity Open Date:</b>	10/01/2008
<b>Opportunity Close Date:</b>	09/29/2009
<b>Agency Contact:</b>	Maureen Klovers Program Analyst E-mail: mklovers@eda.doc.gov Phone: 202-482-2785

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name: TA City of Longmont Colorado Incubator

### Mandatory Documents

Move Form to Complete

Move Form to Delete

### Mandatory Documents for Submission

Application for Federal Assistance (SF-424)  
CD511 Form  
Assurances for Non-Construction Programs (SF-424)  
Budget Information for Non-Construction Programs  
Economic Development Administration Application

### Optional Documents

Disclosure of Lobbying Activities (SF-LLL)

Move Form to Submission List

Move Form to Delete

### Optional Documents for Submission

Attachments

## Instructions

- 1** Enter a name for the application in the Application Filing Name field.

  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
  
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
  
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

  - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
  - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
  - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

**Application for Federal Assistance SF-424**

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
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* 3. Date Received: <input type="text" value="09/24/2009"/>	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
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**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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**8. APPLICANT INFORMATION:**

\* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="84-6000-608"/>	* c. Organizational DUNS: <input type="text" value="000000000INDV"/>
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**d. Address:**

* Street1:	<input type="text" value="350 Kimbark Street"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Longmont"/>
County:	<input type="text"/>
* State:	<input type="text" value="CO: Colorado"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="80501"/>

**e. Organizational Unit:**

Department Name: <input type="text" value="City Manager's Office"/>	Division Name: <input type="text"/>
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: <input type="text" value="Ms ."/>	* First Name: <input type="text" value="Sandra"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Seader"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="303-651-8634"/>	Fax Number: <input type="text" value="303-651-8590"/>
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\* Email:

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Economic Development Administration

**11. Catalog of Federal Domestic Assistance Number:**

11.303

CFDA Title:

Economic Development\_Technical Assistance

**\* 12. Funding Opportunity Number:**

EDA10012008EDAP

\* Title:

Economic Development Assistance Programs

**13. Competition Identification Number:**

03

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

TA - City of Longmont, Colorado - Feasibility Study for the Colorado Energy Incubator

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="15,000.00"/>
* b. Applicant	<input type="text" value="15,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="30,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes  No

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

**LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.**

**Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

**\* NAME OF APPLICANT**

City of Longmont, Colorado

**\* AWARD NUMBER**

**\* PROJECT NAME**

TA City of Longmont Colorado Incubator

Prefix: Ms. \* First Name: Sandra Middle Name:

\* Last Name: Seader Suffix:

\* Title: Assistant to the City Manager

\* SIGNATURE: Sandra Seader

\* DATE: 09/24/2009

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Sandra Seader</p>	<p>* TITLE</p> <p>Assistant to the City Manager</p>
<p>* APPLICANT ORGANIZATION</p> <p>City of Longmont, Colorado</p>	<p>* DATE SUBMITTED</p> <p>09/24/2009</p>

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 4040-0006  
Expiration Date 07/30/2010

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Contracted Outside Feasibility Study for Colorado Energy Incubator	11.303	\$ 15,000.00	\$ 15,000.00	\$	\$	\$ 30,000.00
2.						
3.						
4.						
<b>5. Totals</b>		\$ 15,000.00	\$ 15,000.00	\$	\$	\$ 30,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Contracted Outside Feasibility Study for Colorado Energy Incubator				
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text" value="30,000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="30,000.00"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text" value="30,000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="30,000.00"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text" value="30,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="30,000.00"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Contracted Outside Feasibility Study for Colorado Energy Incubator	\$ 15,000.00	\$	\$	\$ 15,000.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 15,000.00	\$	\$	\$ 15,000.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 15,000.00	\$ 15,000.00	\$	\$	\$
14. Non-Federal	\$ 15,000.00	15,000.00			
15. TOTAL (sum of lines 13 and 14)	\$ 30,000.00	\$ 30,000.00	\$	\$	\$

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	Contracted Outside Feasibility Study for Colorado Energy Incubator	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			



**ECONOMIC DEVELOPMENT ADMINISTRATION**

**APPLICATION FOR  
 INVESTMENT ASSISTANCE**

The Economic Development Administration (EDA) uses the Application for Investment Assistance to evaluate applications under EDA's economic development assistance programs. EDA may ask applicants to provide supplemental information as needed during the evaluation and selection process. **Please visit our Internet website at [www.eda.gov](http://www.eda.gov) for more information on EDA's programs, selection and evaluation criteria, and application procedures, as set forth in applicable Federal Funding Opportunity (FFO) announcements. These FFO announcements are also published annually in the *Federal Register*.**

<b>PWEDA Section 201</b> (CFDA No. 11.300) Public Works and Economic Development Program	<b>Section A</b> - To Be Completed by All Applicants
	<b>Section B</b> - Regional Eligibility (Public Works and Economic Adjustment Assistance)
<b>PWEDA Section 203</b> (CFDA No. 11.302) Planning Program	<b>Section C</b> - Technical Assistance & Research/Evaluation Assistance
	<b>Section D</b> - To Be Completed by All Non-Governmental Applicants (excluding Public Universities)
<b>PWEDA Section 207</b> (CFDA No. 11.303) Local and National Technical Assistance and University Center Economic Development Program	<b>Section E</b> - Budgeting and Staffing/Non-Construction Assistance
	<b>Section F</b> - Partnership Planning Assistance
	<b>Section G</b> - Short-Term Planning Assistance
	<b>Section H</b> - State Planning Assistance
<b>PWEDA Section 207</b> (CFDA No. 11.312) Research and Evaluation Program	<b>Section I</b> - Local or National Technical Assistance
	<b>Section J</b> - University Center Program Assistance
	<b>Section K</b> - Economic Adjustment Assistance
<b>PWEDA Section 209</b> (CFDA No. 11.307) Economic Adjustment Assistance Program	<b>Section L</b> - Revolving Loan Fund (RLF) Assistance
	<b>Section M</b> - Construction Assistance
	<b>Section N</b> - Design and Engineering Assistance

**Application for Investment Assistance (Form ED-900)**  
**OMB Control No. 0610-0094**  
**Expires 03/31/2012**

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless the collection of information displays a currently valid OMB Control Number.

The information requested in this Application for Investment Assistance is required to obtain or retain benefits from EDA pursuant to the Public Works and Economic Development Act of 1965 (PWEDA), as amended (42 U.S.C. 3121 *et seq.*). The reasons for collecting this information are to enable applicants to submit applications for financial assistance and to assist EDA in determining applicants' eligibility and compliance with legal and programmatic requirements. The information submitted on this application and in accompanying documents is subject to public disclosure under the Freedom of Information Act, as amended (5 U.S.C. 552), unless exempt from disclosure as trade secrets or privileged or confidential commercial or financial information under 5 U.S.C. 552(b)(4).

The public reporting burden for this collection of information is estimated to average 22 hours per response, including time for reviewing instructions, gathering data, and completing the application. Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing paperwork burden may be sent to: Economic Development Administration, U.S. Department of Commerce, 1401 Constitution Avenue, N.W., Washington, D.C. 20230, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

## **INSTRUCTIONS FOR ELECTRONIC AND HARDCOPY FORMATS**

**Electronic Submissions:** Please visit <http://www.grants.gov/assets/FindApplyUserGuide.pdf> for detailed instructions on electronic submissions. This form is designed to be completed in **Adobe Acrobat Reader, versions 8.1.1 and above**. If using Adobe Acrobat Reader version 8.1.1 or above, all interactive features will work. Responses may be composed in a separate word processing program and then copied and pasted into the appropriate response field. NOTE: Applicants who would like to save a copy for their records must save a copy to their local hard drive under a unique name. Additional documentation or information applicants must provide may be submitted as electronic attachments using the 'Attachments' form that is part of the application package downloaded from [www.Grants.gov](http://www.Grants.gov).

**Hardcopy Submissions:** EDA encourages applicants to submit applications in electronic format via [www.Grants.gov](http://www.Grants.gov). However, if the applicant is unable to complete this application using the latest compatible Adobe Reader version, the applicant may send in a hardcopy application. If submitting a hardcopy application, the applicant should print this application (ED-900), the SF-424, and either the SF-424A (Non-construction Investments) or the SF-424C (Construction Investments), and either the SF-424B (Non-Construction Investments) or the SF-424D (Construction Investments), and the CD-511, and type or print the responses. Applicants should mail the completed application to the appropriate Regional Office. See EDA's internet website ([www.eda.gov](http://www.eda.gov)) for a listing of Regional Offices.

## **NOTE ON EDA'S APPLICATION PROCESS**

To limit the burden on the applicant, EDA only requests certain items of documentation if EDA determines that the applicant's project merits further consideration. Applicants should note that the following items will be subsequently requested if, and only if, EDA selects their project for further consideration:

For all types of projects:

- A copy of the region's Comprehensive Economic Development Strategy (CEDS) or alternate EDA-approved planning document
- Letters of commitment to document non-EDA funding

For construction projects only:

- USGS map of project site
- Letters of commitment from private beneficiaries of the proposed project
- Comments from the metropolitan area review/clearinghouse agency
- A legal opinion and other documentation, as necessary, verifying the applicant's answer to questions regarding project ownership, operation, maintenance, and management
- An engineering report
- An environmental narrative
- Documented approval from the State Historic Preservation Officer (SHPO)

For Revolving Loan Fund projects only:

- Revolving Loan Fund Plan

For non-profit applicants only:

- Certificate of good standing from the state
- A copy of the organization's Articles of Incorporation and By-Laws
- Resolution from a general purpose subdivision of government of a state acknowledging that the organization is acting in cooperation with officials of that subdivision
- Comments from a general purpose government entity (construction projects only)

## SECTION A - TO BE COMPLETED BY ALL APPLICANTS

### General Instructions

Please answer all questions completely and accurately and provide a concise narrative statement for each question below. Most narratives need not exceed one paragraph. Any attachments to this application may either be attached electronically through [www.Grants.gov](http://www.Grants.gov) or submitted in hardcopy to the Regional Office ([www.eda.gov/AboutEDA/Regions.xml](http://www.eda.gov/AboutEDA/Regions.xml)) that processes applications for your state. Applicants should consult EDA's program requirements and evaluation criteria set forth in 13 C.F.R. Chapter III (EDA's regulations), as supplemented by the applicable Federal Funding Opportunity Announcement (FFO) on [www.Grants.gov](http://www.Grants.gov), when completing this application. (EDA's regulations begin on page 20 of the Federal Register notice posted at [www.eda.gov/ImageCache/EDAPublic/documents/pdfdocs2006/2006final\\_20rule\\_2epdf/v1/2006final\\_20rule.pdf](http://www.eda.gov/ImageCache/EDAPublic/documents/pdfdocs2006/2006final_20rule_2epdf/v1/2006final_20rule.pdf).) Applicants are encouraged to contact an EDA representative (see list of Regional Offices above) for assistance in completing this application. Preparation of an application may involve coordination with other local, state and federal agencies. Public Works and Economic Adjustment Assistance projects must satisfy regional eligibility requirements (see 13 C.F.R. § 304.1). Legal citations referencing EDA's regulations are included for the applicant's information; however, all of the information needed to complete this application is contained within the form itself or within the web links included in this form. Legal assistance is not generally required to complete this form, although applicants may need to consult with an attorney concerning any legal issues implicated by the receipt of federal assistance.

Please indicate the type of EDA investment assistance for which you are applying. If you change the type of EDA Investment Assistance for which you are applying, make sure you save the application under a different file name.

- |  |  |
|--|--|
| <input type="checkbox"/> Public Works                          | <i>(Complete Sections A, B, and M and Exhibits A, D and E.)</i>  |
| <input type="checkbox"/> Economic Adjustment                   | <i>(Complete Sections A, B, and K and Exhibit C. Also Complete Sections M and Exhibits A, D, and E if request has construction components, and Section N if request has only design/engineering requirements. Complete Section E if request has no construction components.)</i> |
| <input type="checkbox"/> Partnership Planning                  | <i>(Complete Sections A, C, E, and F and Exhibit C.)</i>   |
| <input type="checkbox"/> Short-term Planning                   | <i>(Complete Sections A, C, E, and G and Exhibit C.)</i>   |
| <input type="checkbox"/> State Planning                        | <i>(Complete Sections A, C, E, G, and H and Exhibit C.)</i>  |
| <input type="checkbox"/> University Center                     | <i>(Complete Sections A, C, E, and J and Exhibit C.)</i>   |
| <input checked="" type="checkbox"/> Local Technical Assistance | <i>(Complete Sections A, C, E, and I and Exhibit C.)</i>   |
| <input type="checkbox"/> National Technical Assistance         | <i>(Complete Sections A, C, E, and I and Exhibit B.)</i>   |
| <input type="checkbox"/> Research and Evaluation Assistance    | <i>(Complete Sections A, C, E and Exhibit B.)</i>  |
| <input type="checkbox"/> Revolving Loan Fund                   | <i>(Complete Sections A, B, E, K, and L and Exhibit C.)</i>  |
| <input type="checkbox"/> Design and Engineering                | <i>(Complete Sections A, B, and N and Exhibit C.)</i>  |

Please indicate which type of applicant you are:

- Governmental (or quasi-governmental, to include District Organizations, universities, or public institutions of higher learning)
- Non-governmental (e.g. private or public non-profit organizations, for-profit organizations)

*In addition to the sections specific to the program for which you are applying (see above), non-governmental applicants also must complete Section D.*

## A.1. Investment (Project) Region

Identify and describe the region where the project will be located, identify and describe the region that will benefit from the project (if different from or in addition to the region in which the project will be located), and discuss the project's expected economic impact. For purposes of this application, a region is defined as "an economic unit of human, natural, technological, capital or other resources, defined geographically. Geographic areas comprising a region need not be contiguous or defined by political boundaries, but should constitute a cohesive area capable of undertaking self-sustained economic development." (See 13 C.F.R. § 300.3 for the definition of "Region.")

The Colorado Energy Incubator will be located in Longmont, Colorado. Longmont is a regional epicenter of education, talent and resources. Its critical mass can be focused on attaining a leadership position in clean and alternative energy technologies and products. An extraordinary opportunity exists for our community and our state to re-task the rich resource of talent in technical product development and manufacturing we have in place now, and merge it with the fertile entrepreneurial spirit for which the area is well known. By focusing these strengths on creating new companies and jobs for Colorado, the Incubator will help retain an educated, skilled, high earning-level workforce and ensure a stable economic future for the region. It will do so by providing these businesses with mentoring, connections to resources and other business expertise needed to accelerate their growth.

## A.2. Investment (Project) Description

Provide a detailed description of the complete scope of work for the proposed EDA investment. If you are proposing a construction project, please include specific construction components. Also, for National Technical Assistance, Training and Research and Evaluation Projects, provide a description of the methodology to be used to complete the project.

The City of Longmont, Colorado is requesting technical assistance funding for a feasibility study on the Colorado Energy Incubator. The Incubator will serve as a catalyst for economic development and recovery by creating high quality jobs and reinvestment in the community, and actively promote product development that helps enable the transition from from new green energy inventions to the marketplace.

The following outline describes the details of the feasibility study requested on the Colorado Energy Incubator, Inc. Prospective vendors must provide the methodology intended to be used for the study (interviews, surveys, etc.). Components of the feasibility study will include:

1. Assess the market
2. Assess community support
3. Assess venture viability
4. Determine facility requirements
5. Assess the competition
6. Future recommendations for business planning

Note: If EDA determines that your project merits further consideration, and if your project includes construction, you will be required to provide a USGS map of the site. You may provide this now using the 'Attachments' form that is part of the application package downloaded from [www.Grants.gov](http://www.Grants.gov) or in hard copy.

### A.3. Economic Development Needs

- a. Does the region in which the project will be located have a Comprehensive Economic Development Strategy (CEDS)? (See [www.eda.gov/ImageCache/EDAPublic/documents/pdfdocs2006/cedsflyer081706\\_2epdf/v1/cedsflyer081706.pdf](http://www.eda.gov/ImageCache/EDAPublic/documents/pdfdocs2006/cedsflyer081706_2epdf/v1/cedsflyer081706.pdf).) (Note: Except for strategy grants as described in 13 C.F.R. § 303.7, the region in which Public Works or Economic Adjustment projects will be located must have a CEDS with which the project is consistent.)

Yes

No

If **Yes**, what is the source? Note: If you are unsure if your region has a CEDS, please contact your local District Organization.

If **No**, what alternate strategic planning document do you wish to govern this investment? Note: You will be asked to provide a copy of this planning document if your project is selected for further consideration. You may provide this now using the 'Attachments' form that is part of the application package downloaded from [www.Grants.gov](http://www.Grants.gov) or in hard copy.

City of Longmont Economic Development Action Plan from August, 2008

- b. Briefly describe the economic development needs of the region and how the proposed investment addresses the goals and objectives of the CEDS for the region or the alternate strategic planning document as noted above. (See 13 C.F.R. part 303.)

The Colorado Energy Incubator will be located in Longmont, Colorado. Longmont is a regional epicenter of education, talent and resources. Its critical mass can be focused on attaining a leadership position in clean and alternative energy technologies and products. An extraordinary opportunity exists for our community and our state to re-task the rich resource of talent in technical product development and manufacturing we have in place now, and merge it with the fertile entrepreneurial spirit for which the area is well known. By focusing these strengths on creating new companies and jobs for Colorado, the Incubator will help retain an educated, skilled, high earning-level workforce and ensure a stable economic future for the region. It will do so by providing these businesses with mentoring, connections to resources and other business expertise needed to accelerate their growth.

- c. Briefly describe the economic conditions of the region described in A.1, as well as the economic adjustment problems or economic dislocations the region has experienced (or is about to experience) and the regional impact of these conditions.

The City of Longmont has had its share of layoffs and businesses closing, with the jobs lost ranging from high-tech industry and managerial positions to the local grocery store.

According to the Bureau of Labor Statistics, the unemployment rate for the

Boulder, CO MSA is 6.6% (<http://www.bls.gov/web/laummtrk.htm>). This is the rate from June 2009 (not seasonally adjusted). This compares with a national rate of 9.7% for the same time period.

According to the Longmont Area Economic Council, Longmont lost 1,374 primary jobs in 2008 and gained 990 for a net loss of 384 primary jobs. Through the second quarter of 2009, the LAEC reports a net loss of 231 primary jobs. So, since January 1, 2008, Longmont has lost 615 primary jobs.

#### **A.4. Investment (Project) Impact and Fit with EDA Funding Priorities**

Discuss how the proposed investment satisfies EDA's Investment Policy Guidelines as set forth in 13 C.F.R. § 301.8, as well as the EDA funding priorities set forth in the applicable Federal Funding Opportunity (FFO) announcement on [www.Grants.gov](http://www.Grants.gov).

The Colorado Energy Incubator is conceived as a stimulus to accelerate the introduction of products and technologies by its clients and to achieve long-term success and stability in their businesses. The Incubator will accomplish this mission by providing clients with comprehensive business and education services including:

- Mentoring and professional consulting
- Access to capital
- Technical services
- Workforce development
- Work-ready space

It will also partner with federal, state and local governments, universities, area businesses and the community to provide additional scientific and technical expertise, energy-related networking contacts and access to talent entering the workforce.

A primary purpose of establishing a clean energy incubator is to establish a strong regional center that provides a foundation for the rapid growth and long-term success of Colorado's new energy economy. An energy-specific business incubator located strategically in the Longmont, Colorado area is ideally suited to serve the needs of many new energy-related companies that will germinate here. Further, the Colorado Energy Incubator can be instrumental in stimulating the growth of these companies, helping them get their products to market faster, with better chances of success than if they work alone. By providing leadership, industry-related resources that would be difficult to obtain working alone and community support, the Incubator can help its client companies achieve enduring success.

##### **Pertinent Information**

- Only 44% of small businesses survive after 5 years vs. 87% of incubated businesses
- According to a January 2009 EDA study by Grant Thornton, "business incubators are the most effective means of creating jobs - more effective than roads and bridges, industrial parks, commercial buildings and sewer and water projects."
- In 2005, U.S. incubators assisted more than 27,000 start-up companies that provided more than 100,000 full time jobs.

• In 2000, the National Renewable Energy Laboratory (NREL) began funding 16 clean energy incubators which to date have graduated 69 companies, created over 2,300 jobs and commercialized over 100 technologies.

The initial partnership between the City of Longmont and the Colorado Energy Incubator will serve private industry by fostering entrepreneurship, a critical component of every economic development plan. The Colorado Energy Incubator is an effective means of accomplishing short-term and long-term goals that are critical to our community, the region and the state of Colorado.

1 - It helps create new jobs that stimulate regional economic recovery.

2 - It is a natural fit with the State of Colorado's new energy economy.

3 - It helps to re-task and re-employ people at all income levels that have been impacted by the recession.

4 - It helps promote companies whose main purpose in existing is to create products that seek to halt destructive environmental and economic impacts and improve the quality of our lives.

5 - It helps to stem the disastrous flow of money away from our economy because of dependency on foreign oil, inefficient use of current energy resources, damage to the environment and consumption of non-replaceable resources.

6 - It is a long-term, ongoing asset to the region - not a one-time event.

7 - It promotes education and awareness about the impact of our energy consumption habits and about how to help ourselves and our communities to do better.

#### **A.5. Applicant's Capability**

Briefly describe the applicant's capability to administer, implement, and attract private sector investments to the project.

The quality of leadership provided by the Colorado energy Incubator to its clients is the most critical component of its ability to succeed in its mission. Recruiting an experienced and energetic core team consisting of an Executive Director, Board of Directors and an Advisory Committee are the foundation blocks of its success. It is the responsibility of the Steering Committee to establish the core team that will take over the charter and operation of the Incubator.

#### **A.6. Proposed Time Schedule for the Project**

Provide a proposed time schedule for completion of the project, including when (month/year) the project will begin and end. Explain any potential issues that could affect project implementation.

Although the Colorado Energy Incubator is already formed, this project is proposed to begin in November (November 2) and end in April (April 2).

#### **A.7. Civil Rights**

- a. Does the applicant understand and agree to comply with all applicable civil rights requirements (see 13 C.F.R. § 302.20), including the requirement to provide signed assurances of compliance?  **Yes**  **No** (explain below)

- b. Do identified "Other Parties" as defined in 13 C.F.R. § 302.20(b) understand and agree to comply with all applicable civil rights requirements, including the requirement to provide signed assurances of compliance?
- Yes**       **No** (explain below)       **Not Applicable** (No Other Parties Identified)

### A.8. Proposed Project Budget

- For Construction investments, complete Form SF-424C.
- For Non-Construction investments, complete Form SF-424A.

*Note: If you are applying in hardcopy, you may download these forms from [www.Grants.gov/techlib/SF424A-V1.0.pdf](http://www.Grants.gov/techlib/SF424A-V1.0.pdf) and [www.Grants.gov/techlib/SF424C-V1.0.pdf](http://www.Grants.gov/techlib/SF424C-V1.0.pdf), or go to EDA's website at [www.eda.gov](http://www.eda.gov).*

### A.9. Non-EDA Funding for the Project

- a. Identify the source, nature and amount of all non-EDA funds, including in-kind contributions (non-cash contributions of space, equipment, services, or assumptions of debt; see definition of "In-Kind Contribution(s)" in 13 C.F.R. § 300.3). Explain the status of all funding commitments, including the date the funds will be available from each source, and describe any conditions or restrictions on the use of such funds. If in-kind contributions are included, explain the basis on which they are valued.

All non-EDA funds for the project are provided by the City of Longmont in two categories: in-kind contributions and cash funds.

Approximately \$10,000 will be provided by the City in in-kind donations of office space, staff time, information resources and contracted services. The remainder of the \$5,000 will be requested from the Longmont City Council if the grant from the EDA is approved.

- b. Are all non-EDA funds committed to the project, available as needed, and not conditioned or encumbered in any way that would preclude their use consistent with the purpose of the project? (See 13 C.F.R. § 301.5.)       **Yes**       **No** (explain below)

The Longmont City Council has formally voted to support of this project, and they are aware they will be asked to commit the cash funds from the City when the EDA grant is allocated.

*Note: If EDA determines that your project merits further consideration, and if your project includes construction, you will be required to provide letters of commitment. You may provide these now using the 'Attachments' form that is part of the application package downloaded from [www.Grants.gov](http://www.Grants.gov) or in hard copy.*

- c. Discuss the actions that need to be taken and the timing required to secure the non-EDA funds.

After the EDA funds are approved, the Colorado Energy Incubator task force will formally request the funds from City Council by resolution. The in-kind funds have already been approved by the City Council.

- d. Does the applicant plan to seek other federal financial assistance as part of or in connection with this project? If so, please describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant.

**Yes** (explain below)     **No**

If the feasibility study shows promise for this project, it is possible that there will be subsequent capital/construction funding applications to support the Incubator. This may include green retrofits of existing buildings to be used as the permanent home of the Incubator.

- e. Is the requested EDA investment assistance available from any other federal economic development program?     **Yes** (explain below)     **No** (explain below)

If **Yes**, identify the source and provide an explanation of why EDA investment assistance is required.

If **No**, explain your efforts to identify and obtain funding from other sources.

City and Incubator members have met with our regional EDA representative, who helped to identify this source and found no other assistance.

#### A.10. Lobbying Certifications

**All applicants** for federal financial assistance must certify that federal funds have not been used and will not be used for lobbying in connection with this request for federal financial assistance (Form CD-511). If non-federal funds have been or are planned to be used for lobbying in connection with this request for federal financial assistance, Form SF-LLL also must be completed. Please certify to the following:

- Applicant's "Certifications Regarding Lobbying" (Form CD-511) is completed. (If applicant is applying in hardcopy, access the form at [www.Grants.gov](http://www.Grants.gov) or at EDA's website at [www.eda.gov](http://www.eda.gov).)
- Applicant's "Disclosure of Lobbying Activities" (Form SF-LLL) is attached, if required. (If not required by law, also check the box. If applicant is applying in hardcopy, access the form at [www.whitehouse.gov/omb/grants/sfillin.pdf](http://www.whitehouse.gov/omb/grants/sfillin.pdf).)

*Note: Applicants must comply with 13 C.F.R. 302.10 regarding attorneys' and consultants' fees and the employment of expeditors. This regulation requires that applicants identify and disclose the amount of fees paid to anyone engaged to assist the applicant in obtaining assistance under the Public Works and Economic Development Act of 1965 (PWEDA), as amended.*

#### A.11. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)

- a. Does the state in which the project will be located have a project review process that requires submission to a Single Point of Contact (SPOC)? (See 13 C.F.R. § 302.9(b).) *Note: If you are unsure if your state has a Single Point of Contact, or do not know who this individual is, please refer to OMB's SPOC list ([www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)).*

**Yes**                                     **No** (go to A.12)

- b. If **Yes** to A.11(a) above, does this request for EDA investment assistance meet the SPOC process established by the state?

**Yes**                                     **No** (go to question A.11.d)

- c. If **Yes** to A.11(b) above, were SPOC comments/clearance received?  
 **Yes**, and the comments/clearance are attached.  
 **No**, the review period has expired and no comments were received.
- d. If **No** to question A.11(b) above, please explain any known reason for the lack of comments.

#### A.12. Justification for Sole Source Procurement

- a. Will you subcontract work to complete part or all of this project?  
 **Yes**                       **No**
- b. If **Yes**, will contracts be awarded by competitive bid?  
 **Yes**                       **No**
- c. If contracts will **not** be awarded by competitive bid, please provide a justification. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders.  
(See 15 C.F.R. § 14.40-14.48 or § 24.36, as applicable.)

#### A.13. Assurances

For Construction investments, complete Form SF-424D.

For Non-Construction investments, complete Form SF-424B.

*Note: If you are applying in hardcopy, you may access these forms as part of the application package downloaded from [www.Grants.gov](http://www.Grants.gov), from [www.Grants.gov/techlib/SF424B-V1.1.pdf](http://www.Grants.gov/techlib/SF424B-V1.1.pdf) and [www.Grants.gov/techlib/SF424D-V1.1.pdf](http://www.Grants.gov/techlib/SF424D-V1.1.pdf), or go to EDA's website at [www.eda.gov](http://www.eda.gov).*

## SECTION C - MAXIMUM ALLOWABLE EDA INVESTMENT RATES: TO BE COMPLETED BY PLANNING, TECHNICAL ASSISTANCE, UNIVERSITY CENTER PROGRAM, AND RESEARCH/EVALUATION APPLICANTS ONLY

According to EDA's regulations, the maximum allowable EDA investment rate for Planning Investments, Local and National Technical Assistance, the University Center Program, and Research and Evaluation Investments shall be based on the relative needs of the Region that the project will serve. However, a project of a national scope may be eligible for up to a 100 percent investment rate if the project will be of no or only incidental benefit to the eligible recipient or if the project merits, and is otherwise infeasible without further EDA assistance. Please answer the following questions completely to determine eligibility for an EDA investment rate greater than 50 percent.

1. Is this project national in scope?

**Yes**

**No** (go to Section D)

2. Please describe how the project is national in scope.

3. Will the project be of no benefit or only incidental benefit to the applicant?

**Yes** (go to question C.4)  **No** (explain below)

4. Is the project not otherwise feasible without an EDA investment rate greater than 50 percent?

**Yes** (explain)

**No**

If **Yes**, explain why the project merits an EDA investment rate greater than 50 percent.

5. All applicants for EDA National Technical Assistance, Training, and Research and Evaluation Assistance must complete the EDA National Technical Assistance, Training, and Research and Evaluation Investments Additional Assurances form. See attached Exhibit B of this application.

**Yes**, the applicant's Additional Assurances form is completed.

**Not applicable**; the applicant is not applying for National Technical Assistance, Training, or Research and Evaluation investment assistance.

## SECTION E - BUDGETING AND STAFFING SUPPLEMENT: TO BE COMPLETED BY APPLICANTS FOR NON-CONSTRUCTION ASSISTANCE ONLY

1. Explain the proposed use of any amounts budgeted for "Equipment," "Contractual," or "Other," if any, on Form SF-424A, 'Budget Information - Non-Construction Programs.'

2. Explain the types of indirect costs, if any, on Form SF-424A.

*Note: A completed Indirect Cost Rate Agreement or other documentation applicable to an indirect cost rate determination will be requested if EDA selects the project for further consideration.*

3. Identify key applicant staff who will undertake and complete project activities. Include a description of the knowledge, organizational experience, and expertise of individual staff members. In addition, explain how organizational resources will be used to complete project activities. For National Technical Assistance, Training and Research and Evaluation projects, specify which positions will be charged to the federal and non-federal portion of the project budget. If project is construction ONLY, enter "Not Applicable."

City staff and members of the Colorado Energy Incubator will oversee the contract process, but the EDA funds will be used to pay the contractor for a feasibility study.

## SECTION I - TO BE COMPLETED BY APPLICANTS FOR LOCAL OR NATIONAL TECHNICAL ASSISTANCE ONLY

1. Describe how the proposed project will strengthen the capacity of local, State, or national organizations and institutions to undertake and promote effective economic development programs targeted to regions of economic distress.

The feasibility study will help the City of Longmont identify strengths and opportunities for the Colorado Energy Incubator. Partnerships between municipalities and incubators are not new, but the advent of a clean energy incubator, primarily supported by a City in order to create jobs is a new way to jump-start the market and promote effective economic development from the inside out. Longmont does have a lower unemployment rate than the national average, but has still seen its share of job loss.

2. Describe whether and how the proposed project will benefit distressed regions.

An incubator will not only assist Longmont, but the entire State of Colorado in being more competitive for jobs and new energy creation.

3. Describe any innovative approaches that will be used to stimulate economic development in distressed regions.

The first goal of the Incubator is to be a catalyst for economic development and recovery by creating new employment. Its second goal is to

promote development of the products that will help make our transition to sustainable energy possible. The Longmont, Colorado area is ideally suited to serve the needs of many new energy-related companies that will germinate here and to help them get their products to market faster, with better chances of success than if they work alone.

4. If applicable, describe how the proposed project is consistent with an EDA-approved CEDS for the region in which the project will be located. (See 13 C.F.R. § 306.2.)

**Exhibit C.**

## **EDA CAPACITY BUILDING INVESTMENTS ADDITIONAL ASSURANCES**

As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will comply with applicable regulations regarding indirect cost rates, if indirect costs are included in the application.
2. Will comply with the requirement that this investment assistance will not provide a proprietary benefit to a private individual, a for-profit corporation or other commercial entity.
3. Understands that attorneys' or consultants' fees, whether direct or indirect, expended for securing or obtaining EDA investment assistance are not eligible costs. See 13 C.F.R. § 302.10(a).
4. Understands that conflicts of interest or appearances of conflicts of interest are prohibited and may jeopardize this application, or result in the forfeiture of investment funds. A conflict of interest occurs, for example, where a representative, official, employee, architect, attorney, engineer or inspector of the applicant, or a representative or official of the federal, State or local government, has a direct or indirect financial interest in the acquisition or furnishing of any materials, equipment, or services to or in connection with the project. See 13 C.F.R. § 302.17.
5. Will comply with the reporting requirements under the Government Performance and Results Act (GPRA) of 1993 for measuring and reporting project performance.

Sandra Seader

Assistant to the City Manager

**SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL**

**TITLE**

City of Longmont, Colorado

09/24/2009

**APPLICANT ORGANIZATION**

**DATE**

# ATTACHMENTS FORM

**Instructions:** On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

**Important:** Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text" value="SupportShaffer.pdf"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
2) Please attach Attachment 2	<input type="text" value="SupportCEI.pdf"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
3) Please attach Attachment 3	<input type="text" value="2008 Econ. Dev. Report.pdf"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
4) Please attach Attachment 4	<input type="text" value="Feasibility Scope of Service"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
5) Please attach Attachment 5	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
6) Please attach Attachment 6	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
7) Please attach Attachment 7	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
8) Please attach Attachment 8	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
9) Please attach Attachment 9	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
10) Please attach Attachment 10	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
11) Please attach Attachment 11	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
12) Please attach Attachment 12	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
13) Please attach Attachment 13	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
14) Please attach Attachment 14	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
15) Please attach Attachment 15	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>



U.S. DEPARTMENT OF COMMERCE  
Economic Development Administration  
DENVER REGIONAL OFFICE  
410 17<sup>th</sup> Street, Suite 250  
Denver, Colorado 80202-4454  
(303) 844-4715 FAX (303) 844-3968, -6012

January 5, 2010

Sandra Seader, Assistant to the City Manager  
City of Longmont, Colorado  
350 Kimbark Street  
Longmont, Colorado 80501-5500

Dear Ms. Seader:

The Economic Development Administration (EDA) is pleased to inform the City of Longmont, Colorado that your application for \$15,000 in EDA funds for a Technical Assistance grant to conduct a feasibility study for the Colorado Energy Incubator merits further consideration. The proposed project, estimated to cost \$30,000, will be considered for funding under the criteria of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 et seq.). This is a one time award under the Technical Assistance program.

The application and subsequent materials you submitted meet most of the requirements. In order to complete the documentation required for review and approval please submit the following additional information by February 5, 2010:

1. Section A.9 of ED 900, states \$5,000 of the local share would be requested from the Longmont City Council. Please provide a letter confirming the local share is firmly committed and readily available.

Please keep in mind that considering your application for funding is not a guarantee that EDA will approve your application. Approval is contingent upon many factors, including, but not limited to, availability of funding, the performance of your organization, and satisfactory evaluations by EDA.

The Economic Development Administration appreciates your interest in efforts to support the development of successful economic regions and to help move communities toward more effective regional collaboration in economic development. Should you have any questions, or need additional information, please contact Ms. Janét Miller, Project officer at 303-844-5362 or [jkmillier@eda.doc.gov](mailto:jkmillier@eda.doc.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Olson", written over a circular stamp.

Robert E. Olson  
Regional Director  
Denver Regional Office

cc: John Zender, EDR