

Making an Impact on U.S. Manufacturing

NIST MEP Renewal Guidelines

For NIST MEP Center Base Cooperative Agreements Competitively
Awarded Under Multi-Year Funding Procedures

March 2018

OMB Control No. 0693-0032; Expiration Date: 09-30-2018



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Part I. Overview

These National Institute of Standards and Technology (NIST) Hollings Manufacturing Extension Partnership (MEP) Renewal Guidelines apply to the multi-year NIST MEP Center base cooperative agreements awarded by NIST pursuant to a competitive award process. These Renewal Guidelines supplement and should be read in conjunction with the NIST MEP General Terms and Conditions. As necessary, these Renewal Guidelines will be revised by NIST to reflect changes to the program requirements. Revisions to the Renewal Guidelines will be transmitted uniformly to Centers with sufficient lead-time to accommodate any changes. NIST MEP Centers should contact their NIST MEP Federal Program Officer (FPO), Regional Manager (RM), and NIST Grants Management Specialist (GMS) (collectively referred to as the “NIST MEP Regional Team”) for assistance, or with comments or questions.

Part I of these Renewal Guidelines provides an overview of the renewal of NIST MEP base awards.

Part II of these Renewal Guidelines discusses the format and required content for a Center’s renewal package, including information and documentation requirements for the NIST MEP project budget and supporting budget narrative, and is intended to assist Centers in ensuring that the NIST MEP project budget supports the Center’s project activities and performance outcomes. Centers are required to use the NIST MEP budget templates that have been approved by the Office of Management and Budget (OMB) under Control Number 0693-0032 when submitting these documents.

Appendix 1 provides guidelines for the preparation of a Center’s Operating Outcome Plan and is intended to assist Centers in translating the strategies and efforts detailed in their cooperative agreement proposal/scope of work to measurable operating year outcomes during the term of their NIST MEP cooperative agreement.

Appendix 2 includes references to information that might be helpful to centers submitting renewal documentation.

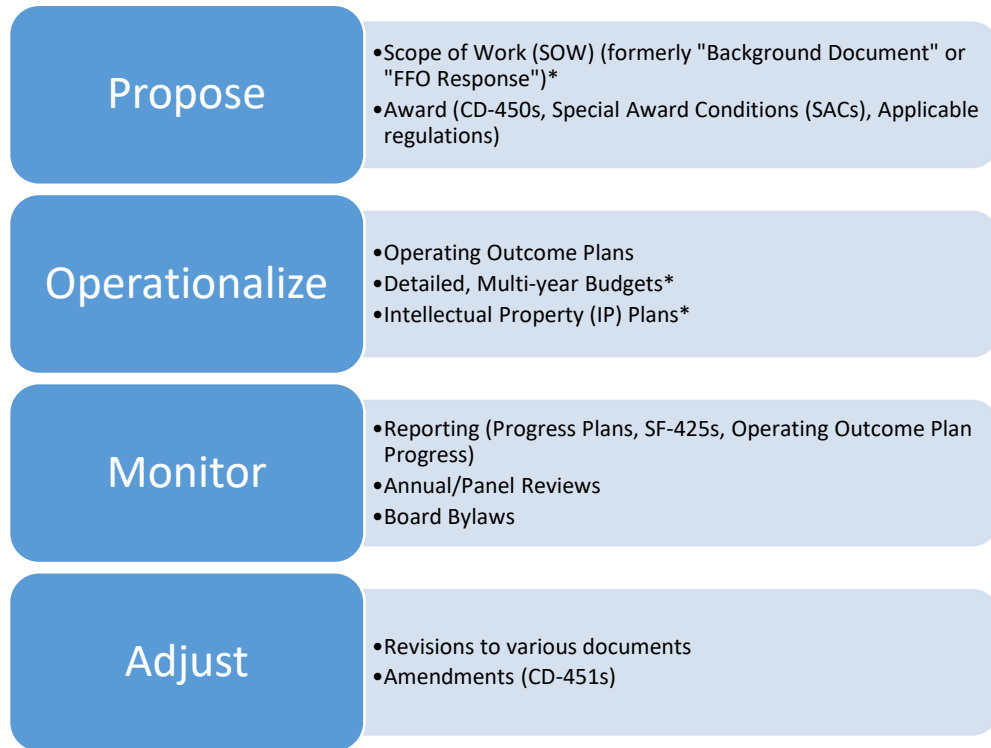
These Guidelines frequently refer to MEP’s Enterprise Information System (MEIS). MEIS is MEP’s integrated enterprise information system.

Multi-year Awards with Annual Funding

The NIST MEP Center base cooperative agreements are for a five-year period of performance. However, multi-year awards are funded in yearly allotments, with annual funding contingent upon the continued availability of funds, satisfactory performance, and continued relevance of program objectives, and at the sole discretion of the U.S. Department of Commerce. In addition, funding for years four and five is contingent upon a positive panel evaluation conducted during the third year of the award (see Section 16 of the MEP General Terms and Conditions (2018)).

Modular Approach to Cooperative Agreement Management

NIST MEP uses a modular approach for cooperative agreement management. Documents are requested from the Centers which are then leveraged at various times to guide the Center in its execution of the MEP award.



The first step is the Center’s submission of a proposal in response to the Announcement or Notice of Federal Funding Opportunity issued by NIST. NIST then incorporates the proposal (Scope of Work) and Five-year Budget Summary into the funding instrument issued to the Centers.

After the initial award is made, Centers provide detailed Operating Outcome Plans and multi-year budgets for the initial three years of the award, and an intellectual property management plan (IP Plan) covering the life of the award. These documents supplement the Center’s Scope of Work and Five-year Budget Summary. These documents serve as a Center’s road map for the life of the five-year award. As part of the panel evaluation in the third year of the award, Centers provide draft documents for review. After the evaluation, Centers will provide revised documents for the remaining two years of the award. Specific instructions will be provided to the Centers prior to the start of the panel evaluation process.

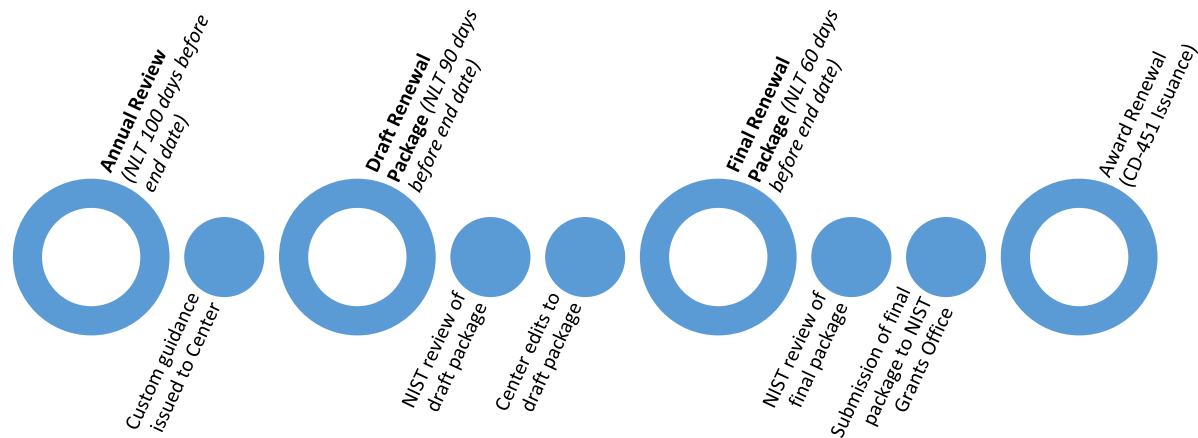
Through ongoing collaboration with the Center’s assigned NIST MEP Regional Team, the Center uses the Scope of Work, multi-year budgets, IP Plan, Board Bylaws and Operating Outcome Plan to execute the cooperative agreement. These “living documents” should be periodically reviewed and, if appropriate, revised by the Center.

¹ * indicates Required Plan as referenced in the NIST MEP General Terms and Conditions

Per the NIST MEP General Terms and Conditions, the Center’s Scope of Work, IP Plan, and multi-year budgets are collectively referred to as the “Required Plans.” Revisions to these documents must be reviewed first by the NIST MEP Regional Team, and then approved by the NIST Grants Officer. Upon approval by the NIST Grants Officer, the documents are incorporated by reference into the terms and conditions of the Center’s cooperative agreement. Operating Outcome Plans and Board Bylaws are not part of the Required Plans and, therefore, do not require approval by the NIST Grants Officer when revised.

Part II. Renewal Packages

Timeline and Document Submission Procedures



NIST MEP Regional Teams assess the Required Plans and other supporting documents annually during scheduled reviews or evaluations. After the review or evaluation, Centers receive custom renewal instructions via email from the NIST MEP Regional Team. Centers develop documentation in accordance with the instructions provided. Revised Operating Outcome Plans should be submitted via MEIS. All other documents in the draft renewal packages must be sent to the NIST MEP Regional Team via email to centerop@nist.gov **no later than ninety (90) days** before end date of the current cooperative agreement, copying their assigned NIST MEP Regional Team members on the email submission. Final versions, which address comments/issues raised by the NIST MEP Regional Team, are due **no later than sixty (60) days** before the end date of the current cooperative agreement.

Templates for use in developing the submissions are available from your assigned FPO or on the MEIS dashboard. **All Centers are required to use the OMB-approved, NIST MEP templates** when submitting their Five-Year Budget Summary Tables and Single-Year Budget Workbooks. Budgets that are not in the required format will be returned without review.

Aside from standard Federal forms, submissions should be in MS Word and MS Excel formats (do not submit PDFs). As a reminder, original signed versions of documents are **not** required to be mailed to NIST. Electronic scans of signed documents or digitally signed documents are sufficient.

Submissions **must** include:

- Standard form (SF)-424B - Assurances – Non-Construction Programs
- CD-511 - Certification Regarding Lobbying

If applicable, as identified during the review or evaluation, the following documents should also be submitted:

- FAM 2015-1 Certifications Regarding Federal Felony and Federal Criminal Tax Convictions, Unpaid Federal Tax Assessments and Delinquent Federal Tax Returns
- Revised Scope of Work (formerly “Background Document” or “FFO Response”) – REDACT ORIGINAL BUDGET TABLES, if present
- Revised Operating Outcome Plan (via MEIS)
- Revised Five-Year Budget Summary Table (in lieu of revised, prior year SF-424As)
- Revised detailed budget documentation– Centers should submit one Single-Year Budget Workbook for each year requiring revision as identified in the Annual Review or Evaluation report). Do not copy and paste budget tables into any of the other documents. Each workbook includes the following tabs:
 - Budget Summary Table
 - Revenue Description
 - Expense Tables and Justification
 - Subrecipient/Third Party In-Kind Contribution Table & Justification

Please note that revised detailed budget workbooks are **not** required for prior years except in specific cases (e.g. if the change impacts the sources of match under 2 C.F.R. 200.308(c)(1)(VII)). Centers should contact their NIST MEP Regional Team if they are unsure if detailed budget workbooks for prior years are required for revisions.

- Draft Subrecipient agreements with valuations of \$150,000 or more with associated detailed budget tables for the renewal period (multi-year agreements are acceptable)
- Draft Third Party In-Kind Contributor (TPC) agreements with valuations of \$150,000 or more with associated detailed budget tables for the renewal period (multi-year agreements are acceptable)
- Draft proposed contracts with budgeted amounts of \$150,000 or more for the renewal period (multi-year agreements are acceptable)
- Indirect Cost Rate Documentation (proposal or approved agreement) for the renewal period
- Intellectual Property Plan(s) (via MEIS)
- Board Bylaws (via MEIS)²

² Per Section 6 of the NIST MEP General Terms and Conditions (2018), MEP Center Oversight Boards must “...establish and submit to the MEP Director by-laws to govern the operation of the Board. See 15 U.S.C. 278k(k)(4).”

Revised Required Plans: Scope of Work

In preparation for award renewals, Centers should review the latest NIST-approved scope of work (SOW) (formerly “Background Document” or “FFO Response”) to determine if significant changes have occurred. This section of the Renewal Guidelines describes what NIST MEP will assess with regard to the SOW.

When submitting SOW revisions, Centers should be sure to **remove** the budget information that was included in the original Proposal/Announcement and Notice of Funding Opportunity response. Specifically, detailed salary information and other **personally identifiable information should be redacted from original submissions**. This information is collected in the detailed budget tables which are not uploaded to MEIS.

Center Strategy

NIST MEP will regularly assess the Center’s strategy to deliver services that meet manufacturers’ needs, generate client impacts (e.g., cost savings, increased sales, etc.), and support a strong manufacturing ecosystem. NIST MEP will regularly assess the quality with which the Center: incorporates the market analysis described below to inform strategies, products and services; defines a strategy for delivering services that balances market penetration with impact and revenue generation, addressing the needs of manufacturers, with an emphasis on the small and medium-sized manufacturers; defines the Center’s existing and/or proposed roles and relationships with other entities in the State’s manufacturing ecosystem, including State, regional, and local agencies, economic development organizations and educational institutions such as universities and community or technical colleges, industry associations, and other appropriate entities; plans to engage with other entities in Statewide and/or regional advanced manufacturing initiatives; and supports achievements of the MEP mission and objectives while also satisfying the interests of other stakeholders, investors, and partners.

Market Understanding

NIST MEP will regularly assess the Center’s strategy to define the target market, understand the needs of manufacturers (especially Small and Medium Enterprises (SMEs)), and to define appropriate services to meet identified needs. NIST MEP will regularly evaluate the approach for regularly updating this understanding through the five years of the award. The following sub-topics will be evaluated:

Market Segmentation. NIST MEP will regularly assess the quality and extent of the Center’s market segmentation strategy including: Segmentation of company size, geography, and industry priorities including some consideration of rural, start-up (a manufacturing establishment that has been in operation for five years or less) and/or very small manufacturers as appropriate to the state; alignment with state and/or regional initiatives; and other important factors identified by the Center.

Needs Identification and Product/Service Offerings. NIST MEP will regularly assess the quality and extent of the Center’s needs identification and products and services for both sales growth and operational improvement in response to the Center’s market segmentation and understanding included in the SOW. Of particular interest is how the Center would leverage new

manufacturing technologies, techniques and processes usable by small and medium-sized manufacturers. NIST MEP will also regularly consider how a Center's approach will support a job-driven training agenda with manufacturing clients.

Business Model

NIST MEP will regularly assess the quality, feasibility and efficacy and efficiency of the Center's business model as provided in the SOW and whether the business model is resulting in the Center's ability to successfully execute the strategy included in the SOW, based on its understanding of the market. The following sub-topics will be evaluated:

Outreach and Service Delivery to the Market. NIST MEP will regularly assess the extent to which the Center is organized to: identify, reach and provide proposed services to key market segments and individual manufacturers described above; work with a manufacturer's leadership in strategic discussions related to new technologies, new products and new markets; and leverage the Center's past experience in working with small and medium-sized manufacturers as a basis for future programmatic success.

Partnership Leverage and Linkages. NIST MEP will regularly assess the extent to which the Center makes effective use of resources or partnerships with third parties such as industry, universities, community/technical colleges, nonprofit economic development organizations, and Federal, State and Local Government Agencies in the Center's business model.

Performance Measurement and Management. NIST MEP will regularly assess the extent to which the Center uses a systematic approach to measuring and managing performance including the: quality and extent of the Center's stated goals, milestones and outcomes described by operating year; the Center's utilization of client-based business results important to stakeholders in understanding program impact; and whether the Center's methodology for program management and internal evaluation ensures effective operations and oversight for meeting program and service delivery objectives.

Qualifications of the Center

NIST MEP will regularly assess the ability of the key personnel, the Center's management structure and Oversight Board and governance to deliver the program and services envisioned for the Center. NIST MEP will consider the following topics when evaluating the qualifications of the Center and of program management:

Key Personnel, Organizational Structure and Management. NIST MEP will regularly assess the extent to which: key personnel have the appropriate experience and education in manufacturing, outreach, program management and partnership development to support achievements of the MEP mission and objectives; the Center's management structure and organizational roles are aligned to plan, direct, monitor, organize and control the monetary resources of the Center to achieve its business objectives; the Center's organizational structure flows logically from the specified approach to the market and products and service offerings; and the

Center's field staff structure sufficiently supports the geographic concentrations and industry targets for the region.

Oversight Boards. NIST MEP will regularly assess the extent to which: the Center's Oversight Board and its operations are complete, appropriate and meet the program's objectives, or, if such an Oversight Board does not exist or does not meet these requirements, the extent to which the plan for developing and implementing such an Oversight is feasible; the extent to which the Center's Oversight Board and governance is engaged with overseeing and guiding the Center and supports its own development through a schedule of regular meetings, and processes ensuring Oversight Board involvement in strategic planning, recruitment, selection and retention of board members, board assessment practices and board development initiatives.

Revised Required Plans: Intellectual Property Plan

In accordance with 15 U.S.C. 278k(f)(4), each Center must submit an intellectual property plan (IP Plan) that provides for the allocation of legal rights associated with any intellectual property that may result from the activities of the Center or its subrecipients pursuant to this MEP Center Cooperative Agreement. As applicable, the Center's IP Plan must address the legal rights associated with any intellectual property that may be developed directly by the Center, including by its subrecipients, or that may be developed by the Center in collaboration with partners of the Center or its subrecipients.

The IP Plan must also address intellectual property that may be developed as part of a Center's, Center contractor's, subrecipient or subrecipient contractor's engagement with its manufacturing clients (e.g., new manufacturing processes or outputs). For this purpose, intellectual property includes: (i) patents and patentable processes or products; (ii) copyrights and copyrightable works; (iii) trademarks, including service marks, and trademarkable words, phrases, symbols or designs; and (iv) trade secrets and confidential business or financial information.

Legal rights associated with intellectual property may be allocated as deemed appropriate by an MEP Center and its subrecipients in the conduct of its respective businesses, and relative to its relationships to client companies and partner organizations, subject to the intellectual property rules set forth in 2 C.F.R. Part 200.315 and in Section C.03. of the Department of Commerce Financial Assistance General Terms and Conditions (2017).

The IP Plan should cover all years of the current cooperative agreement and must be updated, as necessary, by the MEP Center during the term of the cooperative agreement. NIST MEP will review the IP Plan and may provide comments on its suitability as it pertains to the Center's execution of the cooperative agreement.

Below is a sample format for an MEP Center IP Plan. **This format is not mandatory**, and a Center's IP Plan may take any form so long as it meets the requirements of this document.

Sample IP Plan

I. Introduction

[Summarizes the activities of the Center as they pertain to the direct development of intellectual property and/or to the collaborative development or access to intellectual property.]

II. Types of Intellectual Property & Legal Rights

[This section should identify the forms of intellectual property and the ownership of such intellectual property expected to result from the Center's performance of the MEP Center cooperative agreement. This section should also discuss the allocation of any legal rights associated with such intellectual property.]

III. Processes for Protecting IP Rights

[This section should discuss the Center's protocols for protecting (e.g., filing of patents, copyrights, trademarks, etc.) intellectual property developed directly by the Center, as well as the use and safeguarding of the intellectual property, including trade secrets and confidential information, of the Center's manufacturing clients.]

Revised Required Plans: Multi-Year Budgets

Section A. Overview and Instructions

The Center should work closely with its assigned NIST MEP Regional Team to determine the extent to which multi-year budgets must be developed and submitted. In general, the Announcement and Notice of Funding Opportunity under which the Center Recipient was selected required budget detail for each of the five years with a higher level of granularity provided for Year 1. Subsequently, detailed budgets for Years 2 and 3 are submitted to NIST in response to a SAC for incorporation into the award. The goal for this section of the Renewal Guidelines is to assist the Center in the following:

1. Affirm that the approved, detailed budget(s) remain consistent with the approved Scope of Work; and
2. Revise granular project budgets following the guidelines below.

The financial portion of the renewal package, when completed, will include, if applicable, a revised Five-Year Budget Summary table and detailed budget workbooks, as applicable. Centers are required to use the MS Excel templates provided by NIST MEP to complete the budget tables.

Each Single-Year Budget Workbook shall consist of:

- Budget Summary Table
- Revenue Description
- Expense Tables and Justification
- Subaward/Third Party In-Kind Contribution Table & Justification, if applicable

Budget Workbooks should be submitted as separate files. Do not copy and paste tables from Budget Workbooks into other documents. Do not insert other documents into the Budget Workbooks.

Section B. Single-Year Budget Summary Table

The Center's proposed budget for the funding period is divided into two sections:

1. **Revenue Federal/Non-Federal** Sources of Funds (Federal, Non-Federal Cash and Non-Federal In-Kind); and
2. **Expenses/Uses of Funds** both Federal and Non-Federal.

The **Federal/Non-Federal** Sources of Funds section should list all sources of funds being committed to the NIST MEP project. Figures should correspond to amounts listed in the Five-Year Budget Summary Table, and should be rounded to the nearest dollar. Potential funding sources include the following:

- NIST MEP (Federal Funding);
- NIST MEP Unexpended Federal Funds (UFF)³;
- Cash and In-Kind Contributions by Recipients;
- State Funds;
- Local Funds;
- Project/Services Fees (Program Income Projected);
- Anticipated Unexpended Program Income (UPI) from Prior Operating Year;
- Third Party Contributions In-Kind and/or Subrecipient Contributions; and
- Other Sources of Non-Federal Cost Share.

In January 2017, the American Innovation and Competitiveness Act reduced the minimum non-Federal cost-sharing ratio to at least 50 percent of the total project cost for each year of the award (see 15 U.S.C.278k(e)(2)). Regardless of the minimum cost sharing requirement, per 2 C.F.R. Part 200.400(g), Centers "... may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award." As such, Centers are required to report any program income generated as a result of the MEP award even if it causes the Center to exceed the required cost sharing ratio. See also 2 C.F.R. Part 200.307 for more information.

The **Expenses/Use of Funds** section should list the expense categories of the Center. Figures should correspond to amounts listed in the Five-Year Budget Summary Table, and should be rounded to the nearest dollar. All budgets should identify estimated project expenses and associated activities.

Subaward costs are to be captured in total within the "Other" line as totals for Subrecipient Agreements (SRA). Do not spread Subrecipient costs throughout the Center's budget. Per the NIST MEP General Terms and Conditions, Centers must submit SRA agreements for subawards that are valued at \$150,000 or more for any operating year. Each SRA above this threshold must contain a budget detailing the activities to be completed and their associated costs. Whenever possible, SRA budgets should also use the NIST MEP budget templates. If the NIST MEP format is not used, the document submitted must present the level of detail required for NIST to determine the allowability, allocability, and reasonableness of proposed budgets. Note that the review of subawards is necessary for verifying estimated costs and proposed activities and ensuring compliance with the terms and conditions of the award. NIST will not review the agreements for legal sufficiency. As

³ Note that carrying forward UFF above base will impact Center's CARD score

such, Centers will receive an acknowledgement letter noting the agreement's incorporation into the award instead of a complete award amendment.

Third Party In-Kind Contributor (TPC) donations should be spread throughout the budget placed on the appropriate expense line in the in-kind column based on the type of expense being covered. An associated TPC agreement for contributions of \$150,000 or more for an operating year must be submitted that details the valuation of the TPC. TPC agreements must be signed by both parties to the agreement. As a reminder, in accordance with Section 10.A. of the MEP General Terms and Conditions (2018), donations are not allowed from contractors/vendors without prior written approval by the NIST Grants Officer.

Per Section 8.F. of the NIST MEP General Terms and Conditions (2018), "For subawards, contracts, and third party contributor agreements to or by the same (or affiliated) entity with a total combined value of \$150,00 or more, in lieu of submitting copies of each agreement, Centers may submit a summary list of the agreements that includes information sufficient for determining the reasonableness, allowability, and allocability of the agreements being funded under the award, and a copy of the fully executed agreement that causes total funding for a single entity to exceed the \$150,000 threshold for prior approval."

Any cost sharing must be in accordance with the Recipient's approved project budget and must adhere to the "cost sharing" provisions of 2 C.F.R. Part 200.306 and Section B.03. of the Department of Commerce Financial Assistance Standard Terms and Conditions (2017), as may be amended. Costs incurred as non-Federal cost share must be allocable to the project, and are subject to the same allowability requirements as Federally funded costs. The disallowance of any contributed costs as a result of an audit could result in a Recipient not meeting its required cost share under the cooperative agreement and a refund being due the Federal Government for the excess Federal share.

Section C. Revenue Description

This section should include a detailed description of the funding sources identified in the Budget Summary Table that are being committed to the NIST MEP project. The description should highlight whether matching funds are tied to a specific program or activity required by outside funding entities. Sufficient detail must be provided so that NIST MEP and the NIST Grants Management Division (GMD) can make a preliminary determination on the allowability, allocability, and reasonableness of the proposed revenue sources. Significant changes to revenue sources from the prior year should be also be explained here.

Requests to carry forward Unexpended Federal Funds (UFF) and Unexpected Program Income (UPI) from prior years must also be included in this section. As stated in the NIST MEP General Terms and Conditions, Centers should use this section to address UFF being carried forward above base. The narrative should explain why the UFF was not expended in the previous operating year and detail how the UFF will be applied in the new operating year to expand the Center's normal scope of operation.

Section D. Budget Narrative and Justification

This section should include a detailed budget narrative that directly corresponds to all funding amounts and cost categories contained in the Center’s Budget Summary Table. As with the Revenue Description, this section must provide sufficient detail so that NIST MEP and the NIST GMD can make a preliminary determination on the allowability, allocability, and reasonableness of the proposed costs. Refer to the detailed budget narrative guidance and examples included in the NIST MEP Single-Year Budget Workbook.

Section E. Subrecipient and Third Party In-Kind Contributions Table

The summary table lists all subawards and third party in-kind contributions planned for each operating year, regardless of the dollar amount. Dollar amounts listed in the Subrecipient/Third Party In-Kind Contributions (SRA/TPC) Table must directly correspond to the “Expense” section of the budget and must be described in the budget narrative. Amounts must also match those listed in the actual Subrecipient and Third Party In-Kind Contributor agreements.

As a reminder, in accordance with 2 C.F.R. §§ 200.308(c)(1)(vi) and (vii), the addition of any proposed subaward(s) or third party contributions outside of the renewal process, regardless of the dollar amount, requires prior approval by NIST. Centers must submit, at a minimum, a revised SRA/TPC Table showing the new agreements for approval before finalizing any new agreements. For engagements with budgeted amounts of \$150,000 or more (combined Federal and non-Federal) during the Center’s current operating year, Centers must also submit copies of the actual agreements to NIST for incorporation into the cooperative agreement (see Section 8.E. of the NIST MEP General Terms and Conditions (2018)).

Centers should not include vendor contracts in this table. Contracts and vendor agreements are captured in the “Expenses” section of the budget narrative under “Contractual”. As a reminder, please note the differences between subawards, contracts, and vendors:

- **Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- **Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
- **Vendor** is generally a dealer, distributor or other seller that provides, for example, supplies, expendable materials, or data processing services in support of the project activities.

After the table, Centers should provide a narrative identifying the nature of the contribution (e.g., office space, partner staff, etc.) and highlighting the purpose and nature of each SRA/TPC agreement. The narrative should include a description of the manner in which the cost share accomplishes programmatic objectives and will further the impact of the Federal investment made in the Center. Per Section 8.F. of the MEP General Terms and Conditions (2018), for SRAs and TPCs valued at \$150,000 or more in any operating year, the Center should submit as part of its renewal package a detailed explanation and supporting documentation pertaining to its valuation and allocation to the NIST MEP award of the SRA or TPC costs under applicable Federal cost principles.

Appendix 1: Operating Outcome Plan Guidance

Purpose: This section should describe the Center’s current outcome goals in each category listed below, if relevant, for the initial three-year operating period (please note a Center does not have to be active in every element of the outcome statement, however, every outcome goal listed in this statement must be supported by the proposed budget and budget narrative.) While the tables below summarize the three-year operating period, the narrative should address proposed annual outcomes. As described earlier in these guidelines, as part of the panel evaluation in the third year of the award, Centers will provide draft documents for review. After the evaluation, Centers will provide revised documents for the remaining two years of the award. Specific instructions will be provided to the Centers prior to the start of the panel evaluation preparation.

Format: The response to each category should be in narrative form only (no tables unless indicated below) and should be limited to a half-page in description for each category. Do not include tables, charts, photos or graphs when recording responses to operating outcomes questions, unless specifically requested. Do not alter the tables included in this guidance. The tables reflect three-year goal summaries. If a Center finds it necessary to describe annual goals, this must be done in the written response. Response for each category must be submitted through MEIS and must be limited to 3,000 characters per response, including spaces and punctuation.

Submission: For new awards, Operating Outcome Plans should be submitted as part of the SAC removal package. Any requested changes to the operating outcomes outside of the SAC removal process should be made directly through the MEIS system. Changes made through MEIS will be routed through the Center’s NIST MEP Regional Team for review and incorporation into the project.

Element I: Center Client Level Activities by Type of Company

The first categories are focused on identifying specific numeric goals planned for the next three years in terms of working with manufacturing establishments defined as very small manufacturers, rural manufacturers, and start-up/emerging small and mid-sized enterprises (SMEs), and other manufacturers, and working with client manufacturing establishments on transformational activities. Please use Table 1 to document client activity (a) and transformational clients (b).

a) Client Activity levels with a Focus on very small, rural, and emerging small and mid-sized enterprises (SMEs), and other manufacturers

Identify specific numeric goals planned for the next three years in terms of serving the following:

- (1) Very Small Manufacturers (establishments with fewer than 20 employees).
- (2) Rural Manufacturers (establishments located in a county not defined as part of a metropolitan area⁴).

⁴ NIST MEP will use the 2013 Rural-Urban Continuum Codes maintained by the Economic Research Service of the United States Department of Agriculture to define a NIST MEP client manufacturing establishment as rural. Using this system, any county with a rurality index of 4 or higher is considered a rural county. Counties with codes 1, 2, and 3 are considered urban areas.

- (3) Start-up/Emerging Small and Mid-Sized Enterprises (SMEs) (an establishment that has been in operation for five years or less⁵).
- (4) Other manufacturers not counted elsewhere that the Center expects to serve.

b) Transformational Clients

Identify specific numeric goals planned for the next three years in working with client manufacturing establishments on transformational activities as defined by the NIST MEP Program. In MEIS, Centers will select “Yes” or “No” in the Center Information File (CIF) to indicate if a project is considered to be an ongoing transformative relationship. If “Yes”, fill in the narrative to describe how the project supports the ongoing relationship. Overall efforts to work with clients at a transformation and coaching level across the Center’s project portfolio should be described in the Progress Plan⁶ under the field “Transformation and Coaching.” **Yes:** Indicates the project is related to the establishment of a long-term, coaching relationship with a client that helps them transform.

Table 1: Three Year Goals (Element I)

Goal	Small Establishments (<20 employees)	Rural Establishments (Use USDA Definition)	Start-up Establishments	Transformational Clients (Use NIST MEP definition)	Other manufacturers	Total Number of Unique Manufacturers Served
Over Three Years	XX	XX	XX	XX	XX	XX

Element II: Top and Bottom Line Growth

Element II focuses on the relative distribution and emphasis that the center places on efforts across Top and Bottom Line Growth categories as well as Technology Acceleration and Center Initiatives, including Board development as described in this section.

a) Engagement in Top Line Growth

Identify the level of activity expected to occur in terms of “Top Line Growth” over the next three years as a percent of effort compared to “Bottom Line Growth” (together they should add to 100% of the Center’s direct client effort). (See Table 2 below.) Activities or projects focusing on “Top Line Growth” involve helping clients develop and grow their gross sales or revenues through developing new products, entering new markets, adopting new or improved processes, marketing strategies, or organizational changes. This would include projects expected to be in the following NIST MEP substance codes (areas of business that the project is designed to improve), as defined in the NIST MEP Reporting Guidelines:

- Growth Services Product Suite

⁵ “Start-Up” and “Emerging” Manufacturers are considered to be synonymous terms.

⁶ Semiannual Report/Progress Plan as referred to in the NIST MEP General Terms and Conditions and award documentation.

- Strategic Business Management/Planning Services Suite
- Sales/Marketing/Business Development Suite
- Technology Services/Product Development Suite
- Financial Analysis/Assistance Suite

Describe whether and how the Center is developing efforts, such as staff training, novel tools, or techniques, in the area of “Top Line Growth” that will be developed and deployed.

b) Engagement in “Bottom Line Growth”

Identify the level of activity expected to occur in terms of “Bottom Line Growth” over the next three years as a percent of effort compared to “Top Line Growth” (together they should add to 100% of the Center’s direct effort, as identified by project count). (See Table 2 below.) “Bottom Line Growth” focuses on projects and activities that typically involve lowering, improving, and controlling a client’s actual operating expenses including both the cost of goods sold (COGS) and general/ administrative expenses. Activities may involve projects expected to be in the following NIST MEP substance codes⁷:

- Lean Product Suite
- Quality Product Suite
- Engineering Services/Plant Layout
- Sustainability Services Suite
- Information Technology (IT) Services
- Workforce

Describe whether and how the Center is developing efforts, such as staff training, novel tools, or techniques, in the area of “Bottom Line Growth” that will be developed and deployed.

Table 2: Three Year Goals (Element II) (Please note these percentages are examples, not NIST goals or expectations)

Goal	Top-Line Growth	Bottom-Line Growth	Total Direct Client Effort
Over Three Years	60%	40%	100%

c) Making New Technologies Available

Identify all activities and goals the Center has for (1) making new technologies, products, and processes available to clients; and (2) working with potential providers of such technologies. Projects will typically focus on increasing the capability and capacity of small and mid-sized clients to absorb, deploy, and use new technologies to improve products and processes. This may involve projects focusing on transferring technologies from Federal labs, colleges/universities, or other for-profit or non-profit organizations to clients. This work may

⁷ Refer to MEIS Reporting Guidelines for additional information on MEP Substance Codes

involve patenting, commercializing, prototyping, testing, and estimating the market/economic viability of new technologies, products, and processes.

d) Other Key Initiatives of the Center

Identify outcomes of the Center’s other key initiatives and activities during the three years, which are not identified elsewhere. The discussion should include the following:

- Summarize key initiatives including a description of the Center’s measurable, defined objectives for the three operating years. As a reminder, responses must be submitted as text. While bulleted lists are acceptable, tables are not.
- Describe proposed actions the Center will take to achieve its goals during the three operating years.
- Describe resources necessary to support service delivery including staff and third party partners.

e) Oversight Board Development

Identify the goals and outcomes of any oversight board development efforts anticipated during the three operating years. If necessary, discuss how the Center will work to comply with the NIST MEP General Terms and Conditions regarding Center Oversight Boards.

Element III: Performance Measures

Identify the level of outcome and output measures the Center seeks to achieve beyond the specific client counts enumerated above. These measures may include the performance measures used historically by NIST MEP as well as any specific metrics that the Center will use to guide its strategic goals. These measures should focus, at a minimum, on three areas: (1) economic impact; (2) market penetration; and (3) financial viability.

Other measures may include efficiency measures, customer/client satisfaction, employee satisfaction, or other measures the Center uses to guide the strategic direction and management of operations.

Appendix 2: References

General Federal Regulations

- [2 C.F.R. Part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Council on Financial Assistance Reform (COFAR): <https://cfo.gov/cofar/>
- [2 C.F.R. Part 1326](#), Department of Commerce Implementation of OMB Guidance on Non-procurement Debarment and Suspension

Department of Commerce Regulations and Policies

- [15 C.F.R. Part 28, Appendix A](#), Certification Regarding Lobbying
- [15 C.F.R. Part 29](#), Government-wide Requirements for Drug-Free Workplace (Financial Assistance)
- DOC Financial Assistance Standard Terms and Conditions (March 31, 2017), as may be amended:
http://www.osec.doc.gov/oam/grants_management/policy/documents/Department%20of%20Commerce%20Standard%20Terms%20&%20Conditions%2031%20March%202017.pdf
- DOC Grants Policy Internet Website:
http://www.osec.doc.gov/oam/grants_management/policy/default.htm

NIST Statute and Regulations

- [15 U.S.C 278k](#), Hollings Manufacturing Extension Partnership
- [Pub. Law 114-329](#), American Innovation and Competitiveness Act
- [15 C.F.R. Part 290](#), Regional Centers for the Transfer of Manufacturing Technology

NIST MEP Policies

- NIST MEP General Terms and Conditions (2018), as may be amended (latest version available on MEIS and MEP Connect)
- The Federal Register Notice and the accompanying Notice and Announcement of Federal Funding Opportunity (NOFO/FFO) applicable to the specific NIST MEP award.

	A	B	C	D	E	F	G	H	I	J	K	L	M
3	MEP Center Five Year Budget Summary												
4													
5	Center Name:	<CENTER NAME>											
6	CA #:	<COOPERATIVE AGMT NUMBER>											
7	Approved Annual Award Amount:	<ANNUAL AMOUNT>											
8	Years:	20XX-20XX											
9		YEAR 1						YEAR 2					
10		20XX-20XX						20XX-20XX					
11	Category	NIST MEP Federal Cost Share	%	Non-Federal Cash Cost Share	Non-Federal In-Kind Cost Share	%	Totals	NIST MEP Federal Cost Share	%	Non-Federal Cash Cost Share	Non-Federal In-Kind Cost Share	%	Totals
12	REVENUE (Federal and Non-Federal Cost Share)												
13	NIST MEP Base Funds (1)	\$0					\$0	\$0					\$0
14	NIST MEP Supplemental Funds (2)	\$0					\$0	\$0					\$0
15	Unexpended Federal Funds (From Prior Operating Year) to be used ABOVE base (3)	\$0					\$0	\$0					\$0
16	Unexpended Federal Funds (From Prior Operating Year) to be used TOWARD base (3)	\$0					\$0	\$0					\$0
17	Applicant Contribution			\$0			\$0			\$0			\$0
18	State/Local Funds			\$0	\$0		\$0			\$0	\$0		\$0
19	Unexpended Program Income (From Prior Operating Year) (4)			\$0			\$0			\$0			\$0
20	Gross Program Income (Projected)			\$0			\$0			\$0			\$0
21	Total Other			\$0	\$0		\$0			\$0	\$0		\$0
22	<i>Interest on Program Income</i>			\$0			\$0			\$0			\$0
23	<i>Sub-Recipient Cost Share</i>			\$0	\$0		\$0			\$0	\$0		\$0
24	<i>Third Party Contributions</i>			\$0	\$0		\$0			\$0	\$0		\$0
25	TOTAL REVENUE	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
26	EXPENSES												
27	Personnel	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
28	Fringe Benefits	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
29	Travel	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
30	Equipment	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
31	Supplies	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
32	Contractual Costs	\$0		\$0			\$0	\$0		\$0			\$0
33	Other Costs	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
34	Total Direct Costs	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
35	Indirect Costs (10%)	\$0		\$0			\$0	\$0		\$0			\$0
36	TOTAL EXPENSES	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
37	TOTAL REVENUE - TOTAL EXPENSES	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
38													
39	Footnotes:												
40	All amounts in this five-year budget summary table should correspond to the amounts in the Center's single-year, detailed budget tables												
41	(1) Per the Federal Funding Opportunity notices that serve as the basis for the MEP State Awards, the Federal funding amount may be adjusted higher or lower requested will be the amount entered into MEIS as the Center's denominator.												
42	(2) NIST MEP Supplemental Funds will only be offered via a special announcement from the program that such supplemental funding is available for request. C												
43	(3) The carryforward of Unexpended Federal Funds (UFF) must be requested annually and may not be projected as being carried forward in out years.												
44	(4) The carryforward of Unexpended Program Income (UPI) must be requested annually , but may be projected as being carried forward in out years.												

	A	N	O	P	Q	R	S	T	U	V	W	X	Y
3	MEP Center Five Year Budget Sum												
4													
5	Center Name:												
6	CA #:												
7	Approved Annual Award Amount:												
8	Years:												
9		YEAR 3						YEAR 4					
10		20XX-20XX						20XX-20XX					
11	Category	NIST MEP Federal Cost Share	%	Non-Federal Cash Cost Share	Non-Federal In-Kind Cost Share	%	Totals	NIST MEP Federal Cost Share	%	Non-Federal Cash Cost Share	Non-Federal In-Kind Cost Share	%	Totals
12	REVENUE (Federal and Non-Federal Cost Share)												
13	NIST MEP Base Funds (1)	\$0					\$0	\$0					\$0
14	NIST MEP Supplemental Funds (2)	\$0					\$0	\$0					\$0
15	Unexpended Federal Funds (From Prior Operating Year) to be used ABOVE base (3)	\$0					\$0	\$0					\$0
16	Unexpended Federal Funds (From Prior Operating Year) to be used TOWARD base (3)	\$0					\$0	\$0					\$0
17	Applicant Contribution			\$0			\$0			\$0			\$0
18	State/Local Funds			\$0	\$0		\$0			\$0	\$0		\$0
19	Unexpended Program Income (From Prior Operating Year) (4)			\$0			\$0			\$0			\$0
20	Gross Program Income (Projected)			\$0			\$0			\$0			\$0
21	Total Other			\$0	\$0		\$0			\$0	\$0		\$0
22	<i>Interest on Program Income</i>			\$0			\$0			\$0			\$0
23	<i>Sub-Recipient Cost Share</i>			\$0	\$0		\$0			\$0	\$0		\$0
24	<i>Third Party Contributions</i>			\$0	\$0		\$0			\$0	\$0		\$0
25	TOTAL REVENUE	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
26	EXPENSES												
27	Personnel	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
28	Fringe Benefits	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
29	Travel	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
30	Equipment	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
31	Supplies	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
32	Contractual Costs	\$0		\$0			\$0	\$0		\$0			\$0
33	Other Costs	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
34	Total Direct Costs	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
35	Indirect Costs (10%)	\$0		\$0			\$0	\$0		\$0			\$0
36	TOTAL EXPENSES	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
37	TOTAL REVENUE - TOTAL EXPENSES	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0
38													
39	Footnotes:												
40	All amounts in this five-year budget summary												
41	(1) Per the Federal Funding Opportunity not more than the center's annual funding amount in a given year; however the five-year total may not exceed the amount requested will be the amount entered into N												
42	(2) NIST MEP Supplemental Funds will only be certain requirements may apply for Centers to request supplemental funding. Supplemental Funding is not counted												
43	(3) The carryforward of Unexpended Federal												
44	(4) The carryforward of Unexpended Program												

	A	Z	AA	AB	AC	AD	AE	AF
3	MEP Center Five Year Budget Sum							
4								
5	Center Name:							
6	CA #:							
7	Approved Annual Award Amount:							
8	Years:							
9	YEAR 5							
10	20XX-20XX							TOTAL
11	Category	NIST MEP Federal Cost Share	%	Non-Federal Cash Cost Share	Non-Federal In-Kind Cost Share	%	Totals	
12	REVENUE (Federal and Non-Federal Cost Share)							
13	NIST MEP Base Funds (1)	\$0					\$0	\$0
14	NIST MEP Supplemental Funds (2)	\$0					\$0	\$0
15	Unexpended Federal Funds (From Prior Operating Year) to be used ABOVE base (3)	\$0					\$0	\$0
16	Unexpended Federal Funds (From Prior Operating Year) to be used TOWARD base (3)	\$0					\$0	\$0
17	Applicant Contribution			\$0			\$0	\$0
18	State/Local Funds			\$0	\$0		\$0	\$0
19	Unexpended Program Income (From Prior Operating Year) (4)			\$0			\$0	\$0
20	Gross Program Income (Projected)			\$0			\$0	\$0
21	Total Other			\$0	\$0		\$0	\$0
22	<i>Interest on Program Income</i>			\$0			\$0	\$0
23	<i>Sub-Recipient Cost Share</i>			\$0	\$0		\$0	\$0
24	<i>Third Party Contributions</i>			\$0	\$0		\$0	\$0
25	TOTAL REVENUE	\$0		\$0	\$0		\$0	\$0
26	EXPENSES							
27	Personnel	\$0		\$0	\$0		\$0	\$0
28	Fringe Benefits	\$0		\$0	\$0		\$0	\$0
29	Travel	\$0		\$0	\$0		\$0	\$0
30	Equipment	\$0		\$0	\$0		\$0	\$0
31	Supplies	\$0		\$0	\$0		\$0	\$0
32	Contractual Costs	\$0		\$0			\$0	\$0
33	Other Costs	\$0		\$0	\$0		\$0	\$0
34	Total Direct Costs	\$0		\$0	\$0		\$0	\$0
35	Indirect Costs (10%)	\$0		\$0			\$0	\$0
36	TOTAL EXPENSES	\$0		\$0	\$0		\$0	\$0
37	TOTAL REVENUE - TOTAL EXPENSES	\$0		\$0	\$0		\$0	\$0
38								
39	Footnotes:							
40	All amounts in this five-year budget summary							
41	(1) Per the Federal Funding Opportunity nott approved for the award period. The amount of Federal Fund requested will be the amount entered into N							
42	(2) NIST MEP Supplemental Funds will only be towards the Center's denominator in MEI:							
43	(3) The carryforward of Unexpended Federal							
44	(4) The carryforward of Unexpended Program							

The data included in this workbook is for illustrative purposes only. Users should overwrite existing data before submitting.

OMB Control No. 0693-0032

Expiration Date: 09-30-2018

Center Name:

<Center Name>

Year:

X of Y

Category ¹	NIST MEP Federal Cost Share Only	%	Non-Federal Cash Cost Share	Non-Federal In- Kind Cost Share	%	Totals
I: REVENUE (Federal and Non-Federal Cost Share)						
NIST MEP Base Funds ²	\$400,000					\$400,000
NIST MEP Supplemental Funds ³	\$0					\$0
Unexpended Federal Funds (From Prior Operating Year) to be used ABOVE base ⁴	\$10,000					\$10,000
Unexpended Federal Funds (From Prior Operating Year) to be used TOWARD base ⁵	\$4,500					\$4,500
Applicant Contribution ⁶			\$0	\$0		\$0
State/Local Funds			\$100,000	\$0		\$100,000
Unexpended Program Income (From Prior Operating Year) ⁷			\$47,500			\$47,500
Gross Program Income (Projected)			\$176,000			\$176,000
Total Other⁸			\$10,000	\$81,000		\$91,000
<i>Interest on Program Income⁹</i>			<i>\$0</i>			<i>\$0</i>
<i>Sub-Recipient Cost Share¹⁰</i>			<i>\$10,000</i>	<i>\$31,000</i>		<i>\$41,000</i>
<i>Third Party Contributions¹¹</i>				<i>\$50,000</i>		<i>\$50,000</i>
TOTAL REVENUE	\$414,500	50.00%	\$333,500	\$81,000	50.00%	\$829,000
II: EXPENSES¹²						
Personnel	\$148,500		\$148,500	\$35,000		\$332,000
Fringe Benefits	\$30,630		\$30,630	\$2,500		\$63,760
Travel	\$6,508		\$6,508	\$0		\$13,016
Equipment	\$8,199		\$13,000	\$5,000		\$26,199
Supplies	\$6,000		\$23,400	\$4,000		\$33,400
Total Contractual Costs	\$104,700		\$26,321			\$131,021
<i>(1) IT International</i>	<i>\$15,000</i>		<i>\$5,000</i>			<i>\$20,000</i>
<i>(2) International Training Services</i>	<i>\$8,500</i>		<i>\$0</i>			<i>\$8,500</i>
<i>(3) American Sales, Inc.</i>	<i>\$31,200</i>		<i>\$21,321</i>			<i>\$52,521</i>
<i>(4) Jane Doe</i>	<i>\$50,000</i>		<i>\$0</i>			<i>\$50,000</i>
Total Other Costs	\$60,019		\$44,957	\$34,500		\$139,476
<i>(1) Sub-Recipient Agreements (ALL)¹³</i>	<i>\$26,000</i>		<i>\$10,000</i>	<i>\$31,000</i>		<i>\$67,000</i>
<i>(2) Rent</i>	<i>\$22,001</i>		<i>\$22,003</i>	<i>\$3,500</i>		<i>\$47,504</i>
<i>(3) Utilities</i>	<i>\$5,250</i>		<i>\$5,250</i>	<i>\$0</i>		<i>\$10,500</i>
<i>(4) Office Expenses (telephone & Internet,</i>	<i>\$1,500</i>		<i>\$1,500</i>	<i>\$0</i>		<i>\$3,000</i>
<i>(5) Dues/Subscriptions</i>	<i>\$800</i>		<i>\$1,200</i>	<i>\$0</i>		<i>\$2,000</i>
<i>(6) Audits</i>	<i>\$2,468</i>		<i>\$3,004</i>	<i>\$0</i>		<i>\$5,472</i>
<i>(7) Board Expenses</i>	<i>\$2,000</i>		<i>\$2,000</i>	<i>\$0</i>		<i>\$4,000</i>
Total Direct Costs	\$364,556		\$293,316	\$81,000		\$738,872
Indirect Costs (13.70%)	\$49,944		\$40,184	\$0		\$90,128
TOTAL EXPENSES	\$414,500	50.00%	\$333,500	\$81,000	50.00%	\$829,000
TOTAL REVENUE – TOTAL EXPENSES¹⁴	\$0		\$0	\$0		\$0

^[1] Reference 15 C.F.R. Part 290.4(c) and 2 C.F.R. Part 200.306 for definitions and for additional guidance

^[2] Per the Federal Funding Opportunity notices that serve as the basis for the MEP State Awards, that amount of Federal Funds may be adjusted higher or lower than the center's annual funding amount in a given year; however the five-year total may not exceed the amount approved for the award period. The amount of Federal Funds requested will be the amount entered into MEIS as the Center's denominator.

- ^[3] NIST MEP Supplemental Funds will only be offered via a special announcement from the program that such supplemental funding is available for request. Certain requirements may apply for Centers to request supplemental funding. Supplemental Funding is not counted towards the Center's denominator in MEIS.
- ^[4] This line should reflect unexpended Federal funds (UFF) being applied ABOVE the base annual amount. The Center must include in the budget narrative an explanation for the inability to expend the funds in the previous operating year and an explanation for how the center plans to expend the funds in the upcoming year.
- ^[5] This line should reflect UFF being applied TOWARD the base annual amount. The Center must include in the budget narrative an explanation for the inability to expend the funds in the previous operating year.
- ^[6] Applicant contributions may consist of cash or in-kind contributions to the MEP project. Contributions based on indirect costs should be shown as in-kind.
- ^[7] This line should reflect the amount of prior year Unexpended Program Income (UPI) to be carried forward. The narrative should specify and describe the composition of the total amount.
- ^[8] The cost categories provided under "Total Other" are **examples**. Expenses in this category will vary from Center to Center.
- ^[9] Centers are reminded that per 2 C.F.R. Part 200.306 "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity " and that as such no interest should be collected on Federal Funds.
- ^[10] This line should reflect the total estimated cash and in-kind cost share provided to the Recipient (Center) from all of its approved Sub-Recipients.
- ^[11] Third party contributions do not appear as a separate line item on the SF-424 but must be listed separately on this budget for MEP evaluation purposes.
- ^[12] The expenditure of all Third-Party contributions should be reflected (spread) in the appropriate cost category (e.g. Personnel, Fringe, Travel, etc. in the "Expenses" section of the budget table and narratives.
- ^[13] Sub-Recipient Expenses: Recipient (Center) provided funding to the Sub-Recipient. Amounts should correspond to amounts listed in the SRA/TPC table. Sub-Recipients should include ALL Program Income (PI) earned under the award on this line- not just the income planned to be used in the Operating Year. All PI generated by the MEP project should be reported. Excess PI will be shown as such in the "Total Revenue - Total Expenses" line of the budget table.
- ^[14] If the total of Revenue minus Expenses is positive, please include a narrative at the very end of the budget justification that explains that this surplus will be carried forward into the next operating year. Please see the MEP General Terms and Conditions for guidance on requesting the carry forward of Unexpended Program Income.

Centers should delete language in **RED** before submitting.

SAMPLE REVENUE DESCRIPTION

Section I: REVENUE

A. NEW NIST MEP FUNDS NEW NIST FUNDS:

SAMPLE: For the Operating Year 20XX, the Center requests \$_____ in new Federal funds to act as a catalyst for strengthening American manufacturing – accelerating its ongoing transformation into a more efficient and powerful engine of innovation driving economic growth and job creation.

B. SUPPLEMENTAL NIST FUNDS:

SAMPLE: For the Operating Year 20XX, the Center requests \$_____ in new Supplemental Federal funds. These one-time supplemental funds will be used in order to support the initiatives set out in the Center's Operating Outcome Statement

C. UNEXPENDED FEDERAL FUNDS (UFF) FROM PRIOR OPERATING PERIOD

Per the NIST MEP General Terms and Conditions, Centers must request prior approval to carry forward UFF from the prior operating period. Centers may do so in this section of the operating plan. No Separate request for UFF carryforward is required. The request should include:

- o An explanation for the inability to expend the funds in the previous operating year
- o A plan for the use of the funds above-base (if applicable)
- o An updated 5-Year Budget Summary and Subaward Table (if applicable) for the prior year reflecting the previously approved budget and the actuals should be included as attachments.

Requests for programmatic approval for the use of carryover are considered on a case-by-case basis. For centers entering into new awards (receiving a new award number), please note that any remaining unexpended Federal funds at the end of a five-year award period will be de-obligated.

Additional Administrative Requirements:

- o If the identified UFF is 10% or more of the Federal funding amount, Centers should submit a full, revised Budget Workbook for the current year and a revised 5-Year Budget Summary Table.
- o If the identified UFF is less than 10% of the Federal funding amount, Centers should submit a revised 5-Year Budget Summary Table and a justification letter that explains why there is UFF and what it will be used for in the current year.
- o In both cases, the 5-Year Budget Summary Table should reflect actual expenditures for the prior year that accounts for the
<Enter Response Here>

D. APPLICANT CONTRIBUTION

Describe the sources, limitation, etc., of funds being contributed by the Center in support of its own operations.

<Enter Response Here>

E. STATE FUNDS

Describe the sources, limitations (i.e., workforce only; training, etc.) of state funds being contributed to the project.

<Enter Response Here>

F. LOCAL FUNDS

Describe the sources, limitations (i.e., workforce only, training, etc.) of local funds being contributed to the project.

<Enter Response Here>

G. UNEXPENDED PROGRAM INCOME (UPI) (FROM PRIOR OPERATING YEAR)

Per the NIST MEP General Terms and Conditions, Centers must request prior approval to carry forward UPI from the prior operating period. Centers may do so in this section of the operating plan. No Separate request for UPI carryforward is required. The request should include:

- o An explanation for the inability to expend the funds in the previous operating year
- o A plan for the use of the funds (if applicable)
- o An updated 5-Year Budget Summary and Subaward Table (if applicable) for the prior year reflecting the previously approved budget and the actuals.

Requests for programmatic approval for the use of carryover are considered on a case-by-case basis.

Per the NIST MEP General Terms and Conditions, the NIST Grants Officer generally will only approve the carry forward of 50% or less of the annual Federal funding amount in UPI with the expectation that the Center will work with its assigned RM to ensure that it reinvests unexpended and future program income strategically into the project. Based on the explanation provided by a Center, the NIST Grants Officer may approve the carry forward of UPI in an amount greater than 50% of a Center's annual Federal funding amount, although such approvals will generally be limited to cases where large amounts of UPI were reasonably unforeseeable by the Center or in other extraordinary circumstances faced by a Center. The NIST Grants Officer will provide the Recipient with written approval or denial of a request to carry forward UPI.

As a reminder, reporting program income to NIST via the SF-425 is cumulative. Program income earned under prior award number should be included when submitting this form.

Additional Administrative Requirements:

- o If the identified UPI is 10% or more of the total project budget (Federal and Non-federal amounts combined), Centers should submit a full, revised Budget Workbook for the current year and a revised 5-Year Budget Summary Table.
- o If the identified UPI is less than 10% of the of the total project budget (Federal and Non-federal amounts combined), Centers should submit a revised 5-Year Budget Summary Table and a justification letter that explains why there is UPI and what it will be used for in the current year.
- o In both cases, the 5-Year Budget Summary Table should reflect actual expenditures for the prior year that accounts for the carryover of UPI

<Enter Response Here>

H. PROGRAM INCOME (PROJECTED)

Centers should provide a basis for the program income estimates included in the Budget Summary Table. The application of Program Income should be consistent with the NIST MEP General Terms and Conditions. **Significant changes in the amount of program income expected to be generated should be explained here.**

<Enter Response Here>

I. OTHER REVENUE

Interest on Program Income – If a Center earns interest on funds directly related to the program, this is considered program income revenue from the previous year and the amount estimated to be earned during the new operating year. Centers should list the amount of interest earned on that Program Income here. Centers are reminded that per 2 C.F.R. Part 200.306 “payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity, and the disbursement by the non-Federal entity” and that as such no interest should be collected on Federal Funds.

<Enter Response Here>

Subrecipient Cost Share – List other revenue sources include Center's cash cost share and cost share of any subawardee. Sub-Recipients should include ALL Program Income earned within the award on this line- not just the income planned to be used in the operating year. **Include the Center's approval of subrecipient's carryforward of unexpended program income from the prior year as match. All program income generated by the NIST MEP project should be reported.** Excess program income will be shown as such in the “Total Revenue - Total Expenses” line of the budget table.

<Enter Response Here>

Third Party Contributions – All third party cash/in-kind contributions should be clearly delineated by source. See the NIST MEP General Terms and Conditions for documentation requirements.

<Enter Response Here>

Centers should delete language in RED before submitting.

A. Personnel: List each position by name of employee and title, including in-kind costs.

In this table, list the personnel of the Center by broad category such as service delivery, management, etc. Note any vacancies in these categories. Show the annual salary and the percentage of time devoted to the project. Compensation paid for employees must be consistent with that paid for similar work within the Center's organization and similar positions in the industry.

Employees who are considered indirect labor (included in Indirect Cost Rate) should not be included in the breakdown of direct salaries. Neither contract nor subawardee personnel should be included in this section of the budget; rather, they should be included under the Contractual or "Other" sections of the budget. Also note that time volunteered by Board Members should NOT be included in this section of the budget; rather, this contribution should be included under the "Other" section of the budget.

As detailed personnel information will no longer be accessible to parties outside of NIST, it is no longer necessary to submit this information under separate cover as requested in previous years.

Please use an asterisk (*) to indicate whether any of the individuals listed in the table are "Key Personnel." As a reminder, per the NIST MEP General Terms and Conditions, as amended, additions or changes of Key Personnel or the absence for more than three months or a 25% reduction in time devoted to the project by the approved Center Director require approval by the Grants Officer (e.g., Center Directors, Chief Financial Officers, Managers, and Technical Staff whose expertise or experiences affect the basis of the proposal).

Position	Name	Annual Salary/ Rate	% of Time	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total
(1) Center Director*	Jane Doe	\$80,435	69%	\$27,750	\$27,750	\$0	\$55,500
(2) Project Manager*	John Day	\$50,500	100%	\$25,250	\$25,250	\$0	\$50,500
(3) Project Manager	Joan Kind	\$59,000	100%	\$29,500	\$29,500	\$0	\$59,000
(4) Project Manager	Fred Page	\$61,000	100%	\$30,500	\$30,500	\$0	\$61,000
(5) Project Manager	Norman Merge	\$51,000	100%	\$25,500	\$25,500	\$0	\$51,000
(5) Events Coordinator	June List	\$40,000	50%	\$10,000	\$10,000	\$0	\$20,000
(6) Office Manager	Ted Jones (TPC #1)	\$69,500	100%	\$0	\$0	\$20,000	\$20,000
(7) Training Assistant	Sally Smith (TPC #2)	\$43,300	100%	\$0	\$0	\$15,000	\$15,000
(8) Center Vice President (included in Indirect Pool)*	Sam Jones	\$100,000	100%	\$0	\$0	\$0	\$0
TOTAL				\$148,500	\$148,500	\$35,000	\$332,000

B. Fringe Benefits: List all components that make up the fringe benefits rate

Component	Rate	Wage	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total
FICA	7.65%	\$297,000	\$11,360	\$11,360	\$0	\$22,720
Workers Compensation	3.12%	\$297,000	\$4,633	\$4,633	\$0	\$9,266
Insurance	9.856%	\$297,000	\$14,637	\$14,637	\$0	\$29,274
Non-Federal In-kind Fringe (TPC #1 & 2)*			\$0	\$0	\$2,500	\$2,500
TOTAL			\$30,630	\$30,630	\$2,500	\$63,760

JUSTIFICATION: Include copy of current agreement.

Fringe reflects current rate for agency. *TPC #1 = \$1,500 + TPC#2 = \$1,000 = \$2,500

C. Travel: List all expected travel for the operating year

Travel expenses should be in accordance with the organization's written travel policy. In the absence of an acceptable written travel policy, established rates located at www.gsa.gov shall apply. Recipients must comply with the Fly America Act for foreign travel.

Purpose of Travel	Destination	Item	Computation	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total
(1) MEP regional meeting	Washington, DC	Airfare	\$200/flight x 8 staff	\$800	\$800	\$0	\$1,600
		Hotel	\$183/night x 8 staff x 3 nights	\$2,196	\$2,196	\$0	\$4,392
		Per Diem (meals and incidentals)	\$71/day x 8 staff x 3 days	\$852	\$852	\$0	\$1,704
(2) Local travel		Mileage	535 miles x 5 staff @ .55/mile	\$736	\$736	\$0	\$1,472
(3) MEP Quarterly Meeting	TBD	Airfare	\$200/flight x 4 staff	\$400	\$400	\$0	\$800
		Hotel	\$183/night x 4 staff x 3 nights	\$1,098	\$1,098	\$0	\$2,196
		Per Diem (meals and incidentals)	\$71/day x 4 staff x 3 days	\$426	\$426	\$0	\$852
TOTAL				\$6,508	\$6,508	\$0	\$13,016

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

All costs were based on historical pricing.

(1) Eight staff will attend the MEP regional meeting in Washington, DC. This meeting will focus on service growth and business development.

(2) Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on organization's policies/procedures for privately owned vehicle reimbursement rate.

(3) Four staff will attend the MEP quarterly meeting in a location that has yet to be determined. This meeting will focus on current center activities and outreach projects.

D. Equipment: List all planned equipment purchases for the operating year

As set forth in 2 C.F.R. § 200.33, equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Recipient (or Sub-Recipient) for financial statement purposes, or \$5,000. See also 2 C.F.R. §§200.12, Capital assets; 200.20, Computing devices; 200.48 General purpose equipment; 200.58 Information technology systems; 200.89 Special purpose equipment; 200.313, Equipment; and 200.439, Equipment and other capital expenditures. A Center must provide the methodology used to arrive at the proposed costs (e.g., historical costs, competitive bid, or published price list, etc.). All procurement transactions by a Center or by a Sub-Recipient shall be conducted in accordance with Recipients shall conduct all procurement transactions in accordance with the requirements set forth in 2 C.F.R. §§ 200.110(a) and 200.317 - 200.326.

Item(s)	Computation	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total	Methodology Used to Arrive at the Proposed Costs (e.g., historical costs, competitive bid, published price list, etc.)
(1) Video teleconferencing system (TPC #2)	\$5000 x 1	\$0	\$0	\$5,000	\$5,000	Competitive bid
(2) Copier Machine	21,199 x 1	\$8,199	\$13,000	\$0	\$21,199	Published Price List
TOTAL		\$8,199	\$13,000	\$5,000	\$26,199	

JUSTIFICATION: Explain the purpose of each requested expense.

All costs were based on retail values at the time the proposal was written.

- (1) System is necessary for allowing two-way video and audio communication and includes face-to-face interaction and data sharing for office and field staff. The Center expects that by incorporating this system into its communications functions, travel expenses will decrease substantially.
- (2) In order to save money by not relying on external providers for medium-sized print jobs, the Center intends to purchase volume copy machines for high volume printing. The Center expects to save money in overall print costs by making this investment.

E. Supplies: List all planned supply purchases for the operating year

As set forth in 2 C.F.R. § 200.94, supplies are defined as all tangible personal property other than those described in 2 C.F.R. § 200.33, Equipment. For this purpose, a computing device constitutes a supply if the acquisition cost is less than the lesser of the capitalization level established by the Recipient (or Sub-Recipient) for financial statement purposes or \$5,000, regardless of the length of its useful life. See also 2 C.F.R. §§ 200.20, Computing devices; 200.314, Supplies; and 200.453, Materials and supplies costs.

Item(s)	Computation	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total	Methodology Used to Arrive at the Proposed Costs (e.g., historical costs, competitive bid, published price list, etc.)
Field staff supplies	\$110/month x 12 months x 4 staff	\$0	\$5,280	\$0	\$5,280	Historical costs
Laptop Computer (4 office staff)	\$2000 x 4	\$4,000	\$4,000	\$0	\$8,000	Competitive bid
Laptop Computer (2 field staff & 2 TPC staff)	\$2000 x 4	\$2,000	\$2,000	\$4,000	\$8,000	Competitive bid
Central office supplies	\$110/month x 12 months x 6 staff	\$0	\$7,920	\$0	\$7,920	Historical costs
Printers (6 staff)	\$700 x 6	\$0	\$4,200	\$0	\$4,200	
TOTAL		\$6,000	\$23,400	\$4,000	\$33,400	

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

All costs were based on retail values at the time the proposal was written.

- (1) Supplies (field and central office) are needed for the general operation of the project activities.
- (2) The laptop computers and printers are needed for both project work and presentations at the main office or in the field.
- (3) TPC #2 = \$2,000 x 2 = \$4,000

F. Contractual: List all contracts planned for the operating year

A contractual arrangement is defined as an arrangement to carry out a portion of the programmatic effort, the acquisition of routine goods or services, or professional advice or service for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition. Per the MEP General Terms and Conditions, no donations can be received from contractors or vendors so there should not be in-kind contributions in this category. Subrecipient agreements should be reflected in the "Other" table of the budget.

Contractor/Organization Name	Service	Computation	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total
(1) IT International	IT consultant	\$52.08/hour x 32 hrs./month x 12	\$15,000	\$5,000	\$0	\$20,000
(2) International Training Services	Computer program training	\$1,700 x 5 staff/year	\$8,500	\$0	\$0	\$8,500
(3) American Sales, Inc.	Sales Support	\$75.03/hr. x 700 hrs./year	\$31,200	\$21,321	\$0	\$52,521
(4) Jane Doe	Marketing Coordinator	10 engagements x \$5000/event	\$50,000	\$0	\$0	\$50,000
TOTAL			\$104,700	\$26,321	\$0	\$131,021

JUSTIFICATION: Explain the need for each contractual agreement and how it relates to the overall project.

- (1) IT International will conduct information technology seminars and conferences and provide training services.
- (2) International Training Services will conduct yearly systems training.
- (3) American Sales, Inc., will develop sales and product distribution strategies.
- (4) Marketing Coordinator will develop outreach strategies, conduct conferences, and provide professional development

G. Construction: NOT ALLOWED

H. **Other:** List all other **direct** costs that do not fall into the object cost categories above.

Please note that Per 2 CFR §200.450 Lobbying "(e) Costs of membership in organizations whose primary purpose is lobbying are unallowable." As such, no costs associated with lobbying or organizations whose primary function is lobbying are allowable under this award. With regard to rental costs, Recipients need to ensure that if rental costs are being included in the budget, they are in accordance with 2 CFR § 200.465. Rental costs under "sale and lease back" and "less-than-arm's-length" agreements can only include expenses such as depreciation, maintenance, taxes, and insurance."

Item	Computation	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total
(1) Sub-Recipient Agreements (ALL)	See SRA/TPC Table	\$26,000	\$10,000	\$31,000	\$67,000
(2) Rent (\$xx.xx/sq. ft.)	\$3,958.66/month x 12 months	\$22,001	\$22,003	\$3,500	\$47,504
(3) Utilities	\$875/month x 12 months	\$5,250	\$5,250	\$0	\$10,500
(4) Office Expenses (telephone, internet, etc.)	\$250/month x 12 months	\$1,500	\$1,500	\$0	\$3,000
(5) Dues/Subscriptions	\$166.66/month x 12 months	\$800	\$1,200	\$0	\$2,000
(6) Audits	\$5,472/year	\$2,468	\$3,004	\$0	\$5,472
(7) Board Expenses	4 meeting x \$100/year x 10 board members =	\$2,000	\$2,000	\$0	\$4,000
TOTAL		\$60,019	\$44,957	\$34,500	\$139,476

JUSTIFICATION: Explain the purpose of each requested expense.

- (1) Sub-Recipient Agreements providing outreach and training. Sub-Recipients should include ALL Program Income (PI) earned under the award on this line-not just the income planned to be used in the Operating Year. All PI generated by the MEP project should be reported. Excess PI will be shown as such in the "Total Revenue - Total Expenses" line of the budget table.
- (2) Office space (TPC 1 = \$3,500).
- (3) The monthly utility expenses.
- (4) The monthly telephone and Internet expenses.
- (5) Expenses for professional and technical organization subscriptions and dues, excluding costs and membership fees for firms whose primary purpose is lobbying. Costs include membership fees for the following organizations: Organization A, Organization B, etc.
- (6) Required yearly audit expenses that are allocable to the MEP project.
- (7) Reimbursement of travel and per diem costs for participation by board members in four meetings per year.

Item	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total
TOTAL DIRECT COSTS	\$364,556	\$293,316	\$81,000	\$738,872

INDIRECT COSTS	IDC Agreement			
	13.70%	\$49,944	\$40,184	\$0
				\$90,128

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 Center includes indirect costs in the budget and has not established an indirect cost rate with a cognizant Federal audit agency, the Center will be required to obtain such a rate in accordance with the Department of Commerce Financial Assistance Standard Terms and Conditions available at: http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Standard_Terms_12_26_2014.pdf.

Alternatively, in accordance with 2 C.F.R. § 200.414(f), Centers that have never received a negotiated indirect cost rate may elect to charge indirect costs to an MEP award pursuant to a de minimis rate of 10 percent of modified total direct costs (MTDC), in which case a negotiated indirect cost rate agreement is not required. Centers proposing a 10 percent de minimis rate pursuant to 2 C.F.R. § 200.414(f) should note this election as part of this section.

Item	NIST MEP Federal Cost Share Only	Non-Federal Cost Share (Cash)	Non-Federal Cost Share (In-Kind)	Total
TOTAL (DIRECT + INDIRECT)	\$414,500	\$333,500	\$81,000	\$829,000

REVENUE – EXPENSES: If the total of "Revenue minus Expenses" in the Summary Budget Table is positive, please include a narrative that explains that this Unexpended Program Income (UPI) will be carried forward into the next operating year. Please see the NIST MEP General Terms and Conditions, as amended for guidance on requesting NIST approval of carry forward of UPI.

JUSTIFICATION: XMEP anticipates having a balance of UPI in the amount of \$ _____ at the end of the operating year. These funds will be...

XMEP - Enter Center Name Here				Subaward/Third Party Contributions²					
Period: Current Operating Year				1	2	3	4	Sum of 2 thru 4	Sum of 1 thru 4
Organization Name¹	Agreement Period	Center Contact	Agreement Type	NIST MEP Federal Cost Share Only	Non-Federal Cost Share			Total Non-Federal Cost Share	Total Project Amount
		<i>Staff Responsible for Monitoring Agreement</i>	<i>Subaward (SRA) or Third Party Contributions (TPC)</i>	<i>CASH</i>	<i>CASH</i>	<i>IN-KIND³ (Including full-time personnel)</i>	<i>IN-KIND⁴ (Including part-time personnel)</i>		
(1) Sub-Recipient Agreement #1	7/1/17 - 6/30/18	Jane Doe	SRA	\$ 26,000	\$ 10,000	\$ 31,000	\$ -	\$ 41,000	\$ 67,000
TOTAL SRAs				\$ 26,000	\$ 10,000	\$ 31,000	\$ -	\$ 41,000	\$ 67,000
(2) Third-Party Contributor #1	7/1/17 - 6/30/18	Jane Doe	TPC			\$ 25,000	\$ -	\$ 25,000	\$ 25,000
(3) Third-Party Contributor #2	7/1/17 - 6/30/18	Jane Doe	TPC			\$ -	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL TPCs				\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000
TOTAL SRAs and TPCs				\$ 26,000	\$ 10,000	\$ 56,000	\$ 25,000	\$ 91,000	\$ 117,000

NOTES:

1. Each item of the Subawards/Third Party In-Kind Contributions Table should be shown as a separate line item in this table
2. Dollar amounts listed in this table must tie directly to the budget, be described in the budget narrative, and correspond to the amounts reflected in the agreements themselves.
3. Please state the dollar amount proposed/budgeted (or the value of property provided in lieu of cash) by the Center under the award to the partner organization.
4. Please state the dollar amount of third party in-kind contributions of part-time personnel, equipment, software, rental value of centrally located space (office and laboratory) and other related contributions may be up to a maximum of one-half of the Recipient's share. Allowable capital expenditures may be applied in the award funding period expended or in subsequent funding periods consistent with the written accounting procedures of the Recipient. See 2 C.F.R. Section 200.306 for rules governing valuation of contributions of services and property.

JUSTIFICATION:

Centers should use this section to provide a 1-3 paragraph narrative for each SRA/TPC agreement that identifies the nature of the SRA/TPC contributions (e.g., office space, partner staff, etc.) and highlight the purpose of each agreement.

- (1) SRA #1
- (2) TPC #1
- (3) TPC #2