

Request for Proposal Edison Technology Assistance Grants—E-TAG

May 10, 2011 through June 30, 2012

Introduction

The Edison Technology Assistance Grants (E-TAG) program is a strategic technology acceleration program whereby for-profit Ohio companies, working in collaboration with one or more Edison Centers or Edison Incubators, can receive small and targeted grants that will help the company overcome some hurdle that stands between them and commercial success of a technology-based product or production process. The goal of the program is to stimulate economic growth in Ohio.

The objectives of E-TAG are to:

- 1) Accelerate the introduction of new technology products or adopt new Ohio based technological processes;
- 2) Accelerate time to market or full adoption of technology;
- 3) Create new employment opportunities within Ohio companies;
- 4) Create wealth within Ohio; and
- 5) Strengthen the supply chains for targeted industry sectors.

E-TAG is designed for small companies already located in Ohio that could benefit from direct technical assistance of one or more Edison Centers and that have limited access to other state funding sources. Proposals come from an Edison Center or Edison Incubator. The technical services will be provided to the company by one or more Edison Centers and, if needed, by subcontracting with other providers. Potential acceleration activities could include: product testing and certification; specific process technology testing and improvements; supply chain partner certification; product demonstrations; and other technical activities that fit the late stages of incubating, demonstrating, and early stages of market entry.

Equipment, general business assistance, and non-technology related assistance such as business plan development, market research, marketing, strategic planning, etc. are **not** included under E-TAG.

Program Highlights

- Funding available per grant is \$25-50K.
- Use of funds: Technical services provided by Edison Technology Center.
- Cost match: 1 to 1 minimum (See exhibit III, attached). 100% of cost share provided by company.
- Subcontract from EWI to any Ohio Edison Center or Edison Incubator.

Process

It is anticipated that Edison Centers and Edison Incubators will use their existing connections within their area of expertise to identify companies that can directly benefit from a small grant to meet a high value, immediate need. Edison Centers and Edison Incubators will work with these

clients to prepare a proposal under this RFP and submit to EWI. The proposal will be jointly submitted by company representative and Edison Center or Edison Incubator project manager.

Proposals will be accepted by EWI on an ongoing basis through Jan 2012, or until funds have been exhausted. An external Investment Board comprised of three representatives appointed by the EIDC and four representatives appointed by the ESP Directors Council will meet monthly to review current proposals and make funding recommendations to the Ohio Department of Development (ODOD). ODOD will review and make final award selections. With ODOD's concurrence, EWI will enter into a contractual relationship with the Edison Center or Edison Incubator submitting the proposal.

Proposal Requirements and Submission

Prospective teams involving one or more Edison Centers or Edison Incubators in collaboration with one Ohio business should submit a Project Proposal. The Project Proposal should not exceed three pages in length with minimum 1 in. margins and 10 point Times New Roman font. The Project Proposal should include:

Summary

- a. Project Title.
- b. Company name, business, location, website, principal, representative and contact information.
- c. Edison Center or Edison Incubator, project manager and contact information.
- d. Other partners.
- e. Project objective (one sentence).
- f. Summary description.

Project Details

- g. Project tasks and owners, schedule, and milestones with dates.
- h. Technical assistance required and who is providing.
- i. Product marketing plan (target market, volume and pricing justification, distribution) or process implementation plan.

Deliverables as a result of a grant

- j. Expected outcomes: product developed, process implemented, orders, investments, grants, licensing (Level A metrics), as well as letters of intent and Requests for Proposal (Level B metrics).
- k. Quantify result of economic impact (job creation, sustaining revenues, and Ohio supply chain development) within 24-36 months.

Ability to Successfully Execute

- l. Financial and other resources possessed by the company to achieve project objectives.
- m. Demonstration of organization's ability to succeed (related successful product launches or process implementations).

Line Item Budget

EDISON CENTER, EDISON INCUBATOR			E-TAG	COST SHARE		TOTAL
			Grant	In-Kind	Cash	COST
	Hours	Rate				
Personnel (w/ Fringe & G&A)				NA	NA	
Components & Materials				NA	NA	
Travel				NA	NA	
Sub-contract				NA	NA	
Sub-Total						
COMPANY			E-TAG	COST SHARE		TOTAL
			Grant	In-Kind	Cash	COST
	Hours	Rate				
Personnel (w/ Fringe & G&A)						
Components & Materials						
Travel						
Sub-Total						
PROJECT TOTALS						

Background

- n. Company history.

Proposals should be submitted by email to Mr. Todd Russell at EWI (trussell@ewi.org).

Selection Criteria

Proposals will be evaluated on an individual basis by the Investment Board. Awards will be based primarily on the following criteria:

- Impact of the success outcome as measured by new jobs, revenue, investment, and impact on supply chain. ROI calculation at 24 and 36 months. Customers who have committed to buy.
- Level of Cost Share provided (1:1 minimum)
- Timeliness of activity (project should complete within six months of contract initiation)
- Ability of organization to bring product to market or implement process

Success Stories

As a part of the E-TAG program, the ODOD may publicize information regarding projects that receive assistance through the program, including, but not limited to, the identity of the participant and the nature of the project. Consent to such publication is a condition of participation in the program. Participants will receive prior courtesy notice of such publication.

OHIO DEPARTMENT OF DEVELOPMENT
COST SHARE GUIDELINES FOR GRANT AGREEMENT

All capitalized terms used but not otherwise defined in these Cost Share Guidelines shall have the meanings given them in the Grant Agreement to which this Exhibit is attached.

Grantee will adhere to the cost share requirements set forth in this Exhibit governing the identification and use of resources other than Grant Funds for eligible expenses of the Project.

The Cost Share Amount may be provided in cash or in kind as designated in Exhibit I to the Agreement. Cash and in-kind contributions to the Cost Share Amount may be as follows:

- A. Cash counted against the Cost Share Amount includes eligible expenses of the Project (1) incurred to perform activities in direct support of the Project during the Project Period; (2) charged to resources of Grantee or of a subgrantee or subcontractor engaged by Grantee on the Project, and (3) documented in Grant Accounts or in the Grant-related financial books and records of the subgrantee or subcontractor, as the context requires. Cash contributions to the Cost Share Amount include resources other than Grant Funds provided by a third party to Grantee, a subgrantee or subcontractor, or to a parent organization specifically for the use or support of Grantee, a subgrantee or a subcontractor, which are actually used to perform Project activities.
- B. In-kind contributions to the Cost Share Amount include the value of goods and/or services which are an eligible expense of the Project (1) supplied by Grantee, a subgrantee, subcontractor or other third party during the Project Period, (2) received by Grantee, a subgrantee or subcontractor during the specific period to which the cost sharing or matching requirement applies and used by Grantee, a subgrantee or subcontractor to perform activities in direct support of the Project, but (3) which are not separately accounted for by Grantee in the Grant Accounts or by a subgrantee or subcontractor in its respective Grant-related financial books and records.

General Conditions and Restrictions:

- A. Contributions to the Cost Share Amount must be for eligible expenses consistent with the then-current version of Federal Office of Management and Budget Circular A-21 and must be accessible to verification and audit.
- B. Contributions to the Cost Share Amount must provide direct support for the Project. Expenditures that provide coincidental benefits to or support for the Project may not be counted against the Cost Share Amount. All resources counted against the Cost Share Amount must be necessary and reasonable considering the Project objectives and the activities to be performed as part of the Project.
- C. Contributions, whether cash or in-kind, may not be counted against the Cost Share Amount if the same resources are used to satisfy the cost share requirement of any other funding program.

Exhibit III — Cost Share Guidelines

- D. Contributions of financial support, both cash and in-kind, included as part of the Project's Cost Share Amount must be made between the start date as set forth in Exhibit I and the Project Completion Date.
- E. Grantee may request Grantor approval of financial support for the Project that does not meet the cost share requirements set forth above. Any such request shall be made by Grantee in writing, and such financial support may be counted against the Cost Share Amount only if and to the extent approved by Grantor in writing prior to the contribution of such financial support. Grantor may give or withhold approval within its discretion.
- F. Value of Contributed Goods and Services.
- 1.) Services are contributed to a Project (*i.e.*, donated services) when an individual employed by the contributor of the donated services works to perform Project activities without charge to Grantee, a subgrantee or subcontractor. The value of donated services will be an amount equal to the individual's regular rate of pay from the contributor of the individual's services, including fringe benefits up to 30% of base pay, for the period of time during which the individual performs Project activities *provided that* the individual whose services are contributed perform functions for Grantee, a subgrantee or subcontractor equivalent to the services for which the individual is compensated by the contributor.
 - 2.) The value of supplies and materials contributed to the Project will be an amount equal to the fair market value of such supplies and materials at the time they are contributed to Grantee, a subgrantee or subcontractor. Grantee shall provide documentation supporting its determination of the fair market value of such supplies and materials.
 - 3.) In-kind contributions may include use of equipment and/or space (facilities) which are necessary and reasonable for the Project. The value of the use of equipment and/or space (facilities) will be an amount equal to their fair rental value of the equipment and/or space at the time it is contributed to Grantee, a subgrantee or subcontractor. Grantee shall provide documentation supporting its determination of the fair rental value of such equipment and/or space (facilities).
 - 4.) In-kind contributions may include transfer of ownership to equipment, buildings, and/or land which are necessary and reasonable for the Project. The value of any such equipment, buildings, and/or land will be an amount equal to its respective fair market value at the time the equipment, buildings, and/or land is contributed to Grantee, a subgrantee or subcontractor. Grantee shall provide documentation supporting its determination of the fair market value of such equipment, buildings and/or land.
- G. Documentation of all contributions to the Cost Share Amount must identify the source of the contribution and its address, state the value of the contribution (whether made in cash or in-kind), and provide as to any in-kind contribution a reasonably detailed description of the method of valuation of such contribution.

Exhibit III — Cost Share Guidelines

H. Grantee shall maintain in its records related to the Project documentation sufficient to verify all Project costs and contributions claimed as part of the Cost Share Amount, including the supporting documentation for valuation of in-kind contributions. Cost share documentation will be subject to inspection and audit as provided in the Agreement.

I. Certification of Cost Share:

- 1.) The method and frequency of reporting contributions to the Cost Share Amount, whether made in cash or in-kind is the same as financial reporting for the Grant Funds.
- 2.) Grantee must identify cash and in-kind contributions to the Cost Share Amount in separate columns in its financial reports to Grantor.
- 3.) Grantee shall maintain during the Project Period an itemized list of in-kind contributions to the Cost Share Amount. Grantee shall make such list available to Grantor for review upon request.

J. Modification of Cost Share Guidelines: Grantor may revise the Cost Share Guidelines from time to time. Any changes to the Cost Share Guidelines shall be effective upon delivery of written notice to Grantee and shall apply prospectively.