

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)  
Summary Information**

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	Jamie Gladfelter (CEO.SBIR@illinois.gov)
Announcement Type	Modified
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY23 SBIR/STTR Match Program
Funding Opportunity Title	SBIR/STTR Match Program
CSFA Number	420-35-2382
CSFA Popular Name	SBIR/STTR Match Program
Anticipated Number of Awards	100
Estimated Total Program Funding	\$5,000,000
Award Range	\$1 - \$50000
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	No
Restrictions on Indirect Costs	No
Posted Date	11/17/2022
Application Date Range	11/17/2022 - 06/30/2025 : 5:00pm
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://dceo.illinois.gov/aboutdceo/grantopportunities/2382-2419.html">https://dceo.illinois.gov/aboutdceo/grantopportunities/2382-2419.html</a>
Technical Assistance Session	Offered : Yes Mandatory : No Date : 12/07/2022 : 12:30pm Registration link : <a href="https://illinois.webex.com/illinois/j.php?MTID=md0518e3ee4e51408c23963a99124e9ff">https://illinois.webex.com/illinois/j.php?MTID=md0518e3ee4e51408c23963a99124e9ff</a>

# Agency-specific Content for the Notice of Funding Opportunity

## SBIR/STTR Phase I Matching Program NOFO ID: 2382-2419

For your application to be considered, your entity must be pre-qualified. For more information on pre-qualification, please visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/granteeresources.html>.

**\*REVISED 6/23/23 – Extended application period close date and period of performance end date from June 30, 2023 to June 30, 2024.\***

**\*REVISED 7/27/23 – Updated Program Contact.\***

**\*REVISED 6/14/24 – Extended application period close date and period of performance end date from June 30, 2024 to June 30, 2025.\***

## A. Program Description

### Notice of Funding Opportunity Intent

The Illinois Department of Commerce and Economic Opportunity (the “Department”) is issuing this Notice of Funding Opportunity to set forth the requirements of the Department’s Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Match Program pursuant to 20 ILCS 605/605-1055. SBIR and STTR (<https://www.sbir.gov/about>) are competitive federal grant programs that provide funding opportunities for a diverse portfolio of startups and small businesses to foster innovation across the nation, meet federal research and development (R&D) needs, and increase commercialization of research.

### Program Description

This program will provide a state match to companies that have received a Phase I award through a federal SBIR or STTR grant program. The maximum award under this program may not exceed \$50,000. Seventy-five percent (75%) of the total grant shall be remitted to the business upon receipt of the SBIR/STTR Phase I award and application for funds. The remaining twenty-five percent (25%) of the total grant shall be remitted to the business upon submission by the business of the Phase II application to the federal funding agency and acceptance of the Phase I report by the federal funding agency. This program is utilizing state funds appropriated by the Illinois General Assembly to the Department of Commerce and Economic Opportunity.

### Program History

This is a new program initiated by the Illinois General Assembly and the Department. The intent of this program is to support Phase I grant awardees to foster job creation and economic development in the State and encourage businesses to apply for Phase II awards.

### Performance Goals and Measures

The successful grantee will be required to report on their progress toward applying for a Phase II grant, and the specific technical advancements rendered as a result of this funding. Grantees must submit performance data documenting support for the goals of the Governor’s Economic Development Plan (<https://dceo.illinois.gov/econplan2019.html>).

#### Performance Goals:

##### *Narrative*

- Report progress toward applying for a Phase II grant from the participating federal agency
- Report on the specific technical advancements rendered as a result of this funding, including the technical merit, feasibility, and commercial potential of the R&D conducted

##### *Non-Narrative*

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- Patents - number of patents associated with or projected to be associated with activities conducted using this award
- R&D Spending - R&D spending conducted associated with the award activities, including R&D expenditures from this award and any other related R&D spending, such as from other federal or private sources
- Investment - amount of private capital invested in the business while conducting activities using this award
- Job Retention and Growth – Jobs created or retained while conducting activities using this award
- Average Earnings – Average earnings of employees including a breakout of any differences in average earnings from jobs created or retained

### B. Funding Information

This grant program is utilizing state funds appropriated by the Illinois General Assembly for use by the program within the specified timeline of this NOFO. Total amount of funding expected to be awarded through this NOFO is \$5,000,000. The Department may award grants to match the funds received by a business through an SBIR/STTR Phase I proposal up to a maximum of \$50,000. The Department expects to make 100 awards for though this NOFO.

Anticipated start date for awards is as soon as possible after a determination to fund is made. The period of performance for each grant is one year and may fall between July 1, 2022 and June 30, 2025 depending on when grant was executed.

The release of this NOFO does not obligate the Department to make an award.

### C. Eligibility Information

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a valid UEI number (<https://sam.gov>)
- Has a current SAM.gov registration (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable ([https://www.cyberdriveillinois.com/departments/business\\_services/corp.html](https://www.cyberdriveillinois.com/departments/business_services/corp.html));
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

Marking SAM.gov registrations as “public” will allow the GATA Grantee Portal to expedite the review of the federal information. Making the SAM.gov registration “private” will not prevent the review; however, it will slow down the review process.

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for an award.

An automated email notification to the entity alerts them of “qualified” status or informs how to remediate a negative verification (e.g., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

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Pursuant to the policy of the Illinois Office of the Comptroller, to receive grant funds from the State of Illinois, a grantee must be considered a regarded entity by the IRS for federal income tax purposes. Disregarded entities will not be eligible to receive grant funds.

### 1. Eligible Applicants include:

Eligible applicants include: for-profit businesses based in Illinois (*defined as principal place of business in Illinois*) that have received an SBIR or STTR Phase I award from a participating federal agency.

The business must satisfy all federal SBIR/STTR requirements. To receive a full match, the business must also have submitted a final or interim Phase I report, demonstrated that the sponsoring agency has interest in the Phase II proposal, and submitted a Phase II proposal to the sponsoring agency. The business must certify that at least 51% of the research described in the federal Phase II application will be conducted in Illinois and that the business will remain an Illinois-based business for the duration of the SBIR/STTR Phase II Project.

The Phase I SBIR/STTR award may have been awarded to the business up to 12 months prior to the date of this application.

The Phase I SBIR/STTR award associated with this application must be open, and the Phase II application must not have been submitted to the participating Federal agency prior to the date of this application.

Applicants that do not meet this criterion are ineligible. Proof of eligibility is required at the time the application is submitted.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

### 2. Cost Sharing or Matching.

This grant opportunity requires the state grant must be matched by a Federal SBIR/STTR Phase I grant by at least a 1:1 match up to \$50,000.

### 3. Indirect Cost Rate.

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.

b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established in indirect cost rate, an indirect cost rate proposal must be submitted through State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six to nine months after the close of the grantee's fiscal year, depending on the grantee's audit type requirements.

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c) De Minimis Rate. An organization may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

State Universities may request an indirect cost rate of 10% due to the State of Illinois' continuous funding of a portion of facility and administrative costs.

**The organization is not required to have an annually negotiated indirect cost rate agreement (NICRA) for this opportunity.**

#### 4. Other, if applicable.

- A business may receive only one (1) grant under this program per state fiscal year (July 1 – June 30).
- A business may receive only one (1) grant under this section with respect to each federal proposal submission.
- Over its lifetime, a business may receive a maximum of five (5) awards under this program.

Potential applicants should reference 20 ILCS 605/605-1055.

## D. Application and Submission Information

### 1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

**Jamie Gladfelter**

Illinois Department of Commerce & Economic Opportunity  
Office of Entrepreneurship, Innovation, and Technology  
555 W. Monroe St.  
Chicago, IL 60661  
Tele: 800-252-2923  
Email: [CEO.SBIR@illinois.gov](mailto:CEO.SBIR@illinois.gov)

### 2. Content and Form of Application Submission.

Applicant must complete the electronic application and upload the following items at <https://app.smartsheet.com/b/form/fa3a268d3d1d442eb19ed0572ce9252e>.

- Uniform Grant Application in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- Conflict of Interest Form
- Mandatory Disclosures Form

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- Federal SBIR/STTR Phase I award acceptance letter
- Federal award agreement associated with the SBIR/STTR Phase I
- SBIR/STTR Phase I proposal associated with this DCEO application
- Documentation and/or letter/email from participating federal agency stating compliance with all SBIR/STTR Phase I award requirements.

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

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110(d)) is required to:

- (i) Be registered in the System for Award Management (SAM) before submitting its application. To establish a SAM registration, go to [www.SAM.gov](http://www.SAM.gov) and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#). Please note, making SAM.gov registrations “public” will expedite the GATA Grantee Portal pre-qualification process.
- (ii) Provide a valid UEI number in its application, which matches the UEI number used in both the applicant entity’s SAM registration and GATA Grantee Portal registration.
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

### 4. Submission Dates and Times.

This opportunity will be open until funding for the program is exhausted.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/fa3a268d3d1d442eb19ed0572ce9252e>.

The Department is under no obligation to review applications that do not comply with the above requirements.

Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

### 5. Intergovernmental Review, if applicable.

N/A

### 6. Funding Restrictions.

N/A

### 7. Other Submission Requirements.

Documents stored in Google Docs or other cloud-based servers are not allowed.

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Applicants may confirm receipt of the application and documents by contacting the program contact listed in this NOFO.

### E. Application Review Information.

#### 1. Criteria.

This is not a competitive application and is not evaluated on a merit-basis. Applications will be evaluated on a first-come, first-serve basis. Applications will be evaluated based on the eligibility requirements stated in (20 ILCS 605/605-1055) and the applicant's ability to provide documentation and evidence that meet the requirements. Awards will be made until funding for this program is exhausted.

<b>Requirements for Initial Award (75% up to \$50,000 total award, or \$37,500 max.)</b>	
<b>Requirement</b>	<b>Associated Documentation and Information</b>
1) Applicant is a for-profit business based in Illinois (defined as principal place of business in Illinois)	<ul style="list-style-type: none"> <li>• Name of the business</li> <li>• The form of the business organization under which it is operated</li> <li>• The names and addresses of the principals or management of the business</li> <li>• Applicant certification that the business's principal place of business is in Illinois</li> <li>• Proof that the business is a for-profit business</li> </ul>
2) Applicant has received the SBIR or STTR Phase I award from a participating federal agency in response to a specific federal solicitation within the past 12 months prior to the date of the application to the Department	<ul style="list-style-type: none"> <li>• Federal SBIR/STTR Phase I award date</li> <li>• Federal award agreement associated with the SBIR/STTR Phase I award associated with this Department application</li> <li>• SBIR/STTR Phase I proposal associated with this Department application</li> </ul>
3) Applicant satisfies all federal Phase I award SBIR/STTR requirements	<ul style="list-style-type: none"> <li>• Documentation and/or letter/email from participating federal agency stating compliance with all SBIR/STTR Phase I award requirements</li> </ul>
4) Applicant certifies that at least 51% of the research described in the federal SBIR/STTR Phase II proposal associated with its Phase I award will be conducted in Illinois, if awarded	<ul style="list-style-type: none"> <li>• Applicant certification that the business will conduct at least 51% of the research described in the federal SBIR/STTR Phase II proposal in Illinois, if awarded</li> </ul>
5) Applicant certifies that it will remain an Illinois-based business for the duration of the SBIR/STTR Phase II Project associated with its Phase I award, if awarded	<ul style="list-style-type: none"> <li>• Applicant certification that the business will remain an Illinois-based business for the duration of the Phase II project (if awarded) associated with this Department award</li> </ul>
6) Applicant certifies that it is not receiving concurrent funding support from other sources that duplicate the purpose of this program.	<ul style="list-style-type: none"> <li>• Applicant certification that the business is not receiving concurrent funding support from other sources that duplicates the purpose of this award</li> </ul>

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7) Applicant's Phase I SBIR/STTR award associated with the application is open with the participating federal agency on the date of the application to the Department	<ul style="list-style-type: none"> <li>Applicant certification that the applicant's Phase I SBIR/STTR award associated with the application is open with the participating federal agency on the date of the application to the Department</li> </ul>
8) Applicant has not submitted its Phase II application that is associated with the Department application to the participating federal agency prior to the date of submission on the Department application	<ul style="list-style-type: none"> <li>Applicant certification that the applicant has not submitted its Phase II application that is associated with this Department application to the participating federal agency prior to the date of submission to the Department</li> </ul>
9) Applicant has not already received a grant under this program in the same State of Illinois fiscal year (July 1 – June 30)	<ul style="list-style-type: none"> <li>List of State grants to match SBIR/STTR Awards</li> <li>Verification of the Department records</li> </ul>
10) Applicant has not already received a grant under this program for the same SBIR/STTR Phase I award	<ul style="list-style-type: none"> <li>List of State grants to match SBIR/STTR Awards</li> <li>List of Verification of the Department records</li> </ul>
11) Applicant has not already received five grants under this Department program over its lifetime	<ul style="list-style-type: none"> <li>List of State grants to match SBIR/STTR Awards</li> <li>Verification of Department records</li> </ul>
12) Applicant submits a complete application to the Department	<ul style="list-style-type: none"> <li>Applicant's application has been fully completed and includes all documentation and certifications</li> </ul>
<p align="center"><b>Requirements for Full Award (Remaining 25% up to \$50,000 total award, or \$12,500 max.) will be submitted by grantee once grant is active and grantee has achieved requirements</b></p>	
<p align="center"><b>Requirement</b></p>	<p align="center"><b>Associated Documentation and Information</b></p>
1) Applicant submits and federal agency accepts (acknowledgment of receipt) its Phase I SBIR/STTR report (final or interim final report, if applicable) associated with this Department award	<ul style="list-style-type: none"> <li>Participating federal agency's acknowledgement of receipt of applicant's Phase I SBIR/STTR report (final or interim, if applicable) associated with this Department award</li> </ul>
2) Participating federal agency demonstrates interest in the applicant's Phase II proposal associated with the Phase I project for this Department award	<ul style="list-style-type: none"> <li>Documentation and/or email/letter from participating federal agency demonstrating interest in the applicant's Phase II proposal associated with the Phase I project for this Department award</li> </ul>
3) Applicant submits and federal agency acknowledges receipt of the Phase II proposal associated with the Phase I	<ul style="list-style-type: none"> <li>Participating federal agency's acknowledgement of receipt of the applicant's Phase II proposal associated with the Phase I project for this Department award</li> </ul>



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project for this Department award	
4) Applicant demonstrates its ability to conduct research in its SBIR/STTR Phase II proposal	<ul style="list-style-type: none"><li>Applicant narrative addressing its ability to conduct the research proposed in its SBIR/STTR Phase II proposal, including labor, funding, resources (e.g., space, equipment, etc.), etc. necessary to conduct research proposed in SBIR/STTR Phase II proposal</li></ul>

### 2. Review and Selection Process.

This is not a competitive application and is not evaluated on a merit-basis. Applications will be evaluated on a first-come, first-serve basis. Applications will be evaluated based on the eligibility requirements stated in (20 ILCS 605/605-1055) and the applicant's ability to provide documentation and evidence that meet the requirements. Awards will be made until funding for this program is exhausted.

### 3. Anticipated Announcement and State Award Dates, if applicable.

The Department anticipates sending Notices of State Award (NOSA) as soon as possible after a determination to fund is made.

The Department reserves the right to issue a reduced award, or not to issue any award.

## F. Award Administration Information

### 1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

### 2. Administrative and National Policy Requirements.

**COVID-19 Requirements:** Due to the COVID-19 public health emergency, to be eligible to receive an award, grant applicants are required to adhere to all applicable executive orders issued by the Governor of Illinois, rules issued by an Illinois state agency, or other directives and/or guidance issued by Illinois state agencies related to the prevention of the spread of COVID-19. These same requirements will apply to grantees in carrying out the activities in the award throughout the award term.

**Subrecipients and Subcontractors:** Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with the Department. Agreements can be submitted to the Department when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between the Department and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

**Grant Uniform Requirements:** The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal

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guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

**Procurement:** Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

**Business Enterprise Program:** For grant awards of \$250,000 or more, grantees will be required to comply with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/0.01 *et seq.*), which establishes a goal for contracting with businesses that have been certified as owned and controlled by persons who are minority, female or who have disabilities. The Department and the Capital Development Board will work with the grantees to ensure compliance prior to the establishment of the grant agreement as well as through the life of the grant.

**Environmental Review Requirements:** Capital grants will be reviewed to determine environmental review requirements. Based on the scope of the project, the grantees may be required to complete additional environmental approvals before a grant agreement can be initiated.

### 3. Reporting.

#### **Periodic Performance Report (PPR)**

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

#### **Monitoring**

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

#### **Audit**

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act shall apply (See 30 ILCS 708/65(c)).

## G. State Awarding Agency Contact(s)

Please direct any questions regarding this NOFO to the question form here: [https://bit.ly/sbir\\_questions](https://bit.ly/sbir_questions)

## H. Other Information, if applicable

N/A