

## ATTACHMENT B

### COMPONENT PROJECT NARRATIVE WRITING OUTLINE - 6 Pages

[Two or three visual graphics and/or tables to include, such as relevant businesses, startups, or partnerships amplified by your component project. Visual requests need to be submitted by Jan 12th]

Not to exceed 6 single-sided 8.5x11-inch pages, with a minimum 12-point font and 1-inch margins]

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## Tech Hub Phase 2 Component Project Narrative Outline

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*\*\* This file is a template. Please make a copy of this document for your specific component project.\*\**

**What is the title of the component project?**

**Who is the lead organization?**

### Section 1: Project Description and Scope of Work

1a. Executive Summary **250 Word Count**

**List 3-5 key takeaways about the project.**

*What's the elevator pitch for this project? How would you explain the project to a lay audience or someone who is new to the field?*

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1b. Scope of Work **280 Word Count**

Project Purpose

**List 3-5 bullets about the purpose of the project.**

*Why is the project important? What will it achieve?*

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Milestones and Deliverables

**List major milestones for the project, as well as any key deliverables.**

*What key activities will occur? Note that EDA expects that most projects will range from 24 to 60 months.*

Date the milestone will be achieved (Month, Year)	Brief description of the milestone	Brief description of any key deliverables

## Section 2: Regional Industry Assets and Needs

2a. Location **125 Word Count**

**Where will the project be based geographically?**

**What location or region will the project serve?**

2b. Economic Assets, Partners, and Constraints **150 Word Count**

**What constraints are keeping the region back currently?**

*Why hasn't this project been done already? Consider infrastructure, workforce, and capital constraints.*

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**What assets does the project leverage?**

*How does this project use the region’s strengths, like its sources of innovation, capital, workforce, and infrastructure?*

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**List ways that the project will support the Hub’s economy.**

*How does this project support the region to become a global tech leader? What are the specific economic impacts? Consider job creation and retention, worker placements, capital formation and deployment, and firm creation and growth.*

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Commitments

**List the commitments involved.**

Entity making the commitment	Description of commitment, including the amount (if applicable)	Type of commitment (investment, policy, hiring, etc)

**Section 3: Challenges, Opportunities, and the Solution** 280 Word Count

Problem Definition and Proposed Solution

**What problems is your project trying to solve or what challenges is it trying to address?**

*What gaps are holding the region back currently?*

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**Describe the opportunity.**

*What is only possible “but for” this investment from the EDA? What does this grant unlock that otherwise would not happen? How would this project transform the region? Will it have benefits nationally or globally?*

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**What specific solutions will this project include?**

*Describe the key elements about how the project works.*

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Evidence That the Proposed Solution Will be Effective

**What existing evidence suggests that this project will address the problems you are trying to solve?**

*Is there existing research or community engagement that lead you to this project?*

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**How do the solutions align with specific opportunities or tackle structural challenges?**

*In what ways does the solution address the gaps holding the region back? How does it take advantage of the opportunities you listed above?*

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Feasibility

**How achievable is the solution?**

*Have you piloted this project or are you adapting a solution that succeeded in another context? If the solution is completely new, what research has been done that leads you to believe the outcomes are achievable?*

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Justification for How This Project Reinforces the Hub as a Whole

**Why is this opportunity ripe for your chosen geography, and why now?**

*Why should this project happen right here, right now? What is it about this project that EDA would be irrational not to fund?*



**Describe some assets, resources, and capacity the Hub has related to this project. Explain how this project will leverage and strengthen them in pursuit of the Tech Hub’s goals.**  
*How does this project use strengths from within the consortium? This could include knowledge and expertise, previous collaborations, alignment with other efforts, etc.*



## Section 4: Partners and Program Outreach

### 4a. Partnerships, Roles, and Responsibilities **150 Word Count**

**Describe any partnerships or working relationships with public and/or private entities who will be working on this project.**  
*These partners can be at the national, state, regional, and/or local level.*

Partner name	Is this a former, current, or future partnership?	Are they a member of the consortium ? (Y/N)	Brief description of the entity	What are their roles and responsibilities in the project?	Has there been a past collaboration effort? How effective was it?

### 4b. Target Beneficiaries **150 Word Count**

**List the specific communities and populations that the project will serve and affect, and explain the rationale for how participants and beneficiaries are targeted.**

Community or population	Briefly explain the rationale for including this group in the project	Briefly describe how the project will serve and affect this group
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**Provide an estimate of how many people, organizations, and communities will be affected by the project either directly or indirectly.**

- People:
- Organizations:
- Communities:

**Elaborate on a few ways that the project will serve and benefit historically underserved, underrepresented, and vulnerable populations in your Hub's economy?**

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## **Section 5: Measurable Goals and Impacts** 250 Word Count

### SMART Goals and Outcomes

**List 3-5 goals or outcomes you anticipate to achieve.**

*EDA is looking for SMART goals. Consider outcomes related to regional economic growth and advancing equity.*

<u>Specific</u>	<u>Measurable</u>		<u>Attainable</u>	<u>Relevant</u>	<u>Timebound</u>	
What's the specific goal or outcome you anticipate to achieve?	How will you measure the end result?	What baseline measures describe the current state, from which to assess potential changes?	What existing evidence suggests this outcome is appropriate?	How is this outcome aligned with the strategic direction and vision of the Hub?	When does the goal need to be completed?	Are there interim goals or milestones?

**Evaluation Plan**

**How will activities from the project be evaluated?**

*Who will conduct the evaluation? What is the evaluation budget? How frequently will evaluation occur? Will there be an evaluation plan within this component project or will the reporting be encompassed in an overarching Hub governance project?*

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**What system will you use to track metrics?**

*Briefly describe your platform or system. If you don't have one, include how you'll acquire and implement a system.*

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## **Section 6: Sustainability and Evolution or Sunsetting Plan 250**

**Word Count**

### Sustainability Plan

**How do you envision the project will operate after the EDA award period ends?**

- The project will continue in perpetuity or for the foreseeable future
- The project will end after achieving a certain goal

**Please briefly describe your selection above.**

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**What challenges or potential barriers do you anticipate in regards to sustainability? How will the Hub address them?**

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### Evolution

**If the project will continue in perpetuity or for the foreseeable future, list a few ways that the project will evolve and sustain after federal funds have been spent?**

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### Sunsetting

**If the project's activities will end after achieving a certain goal, describe the ramp-down and sunsetting and what (if any) new follow-on activities are expected or necessary.**

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**How will this project contribute to the Hub becoming self-sustaining and globally competitive once grant funds have been expended?**

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