SBA U.S. Small Business Administration

FAST FY20
Funding Opportunity

Friday, May 15th 2020

3 PM EDT

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Federal and State Technology (FAST)
Partnership Program

This presentation does not take the place of or precedence over the FAST Notice of Funding Opportunity (NOFO).

Applicants must refer to and adhere to all of the requirements of the FAST Funding Opportunity available on grants.gov.

Funding Opportunity No. SB-OIIFT-20-001

www.sbir.gov/about-fast: Full package for the FY20 FAST NOFO

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Purpose
15 U.S.C. §657d(c)

The Federal and State Technology (FAST) Partnership Program provides one-year funding to organizations to execute state/regional programs that increase the number of SBIR/STTR proposals leading to an increase in the number of SBIR/STTR awards.

As set forth in the Small Business Act (Rev.13) FAST awards build the SBIR/STTR ecosystem through:

1. **Outreach:** increase the pipeline of possible applicants (see SBIR authorization language for explicit direction to increase the participation of women, socially/economically disadvantaged individuals, and small businesses in underrepresented areas - typically rural states); and build the capacity of partner organizations and individuals to refer possible SBIR/STTR applicants through train-the-trainer activities.

2. **Technical and business assistance:** support new business formation through programs or services that improve proposal development and team creation; provide assistance that leads to the commercialization of technology developed through SBIR/STTR program funding; and form or encourage relevant mentoring networks to provide business advice and counseling.

3. **Financial support:** make cooperative agreements or loans to applicants to pay a portion or all the cost of developing SBIR/STTR proposals, attending relevant conferences, and bridging gaps between phases.

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Funding Opportunity Information

Funding available: $3,000,000 for FY2020 awards
 • Up to $3 million for all applicants

FAST legislation does not allow SBA to receive more than one proposal per state. If two entities within the same state apply, SBA will contact the governor's office for determination on which application is to be considered.

SBA expects to make 24 awards (max award amounts are $125,000).

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Duration of Award

- **The Award will be made for a 3-year period of performance**
  - Base period of 12 months from the date of award
  - Two (2) option periods of 12 months each

Exercise of the option periods will be solely at SBA's discretion and is subject to continuing program authority, the availability of funds, and a Recipient's continued satisfactory performance and compliance with all the terms and conditions of the award. Each base and option period will constitute a separate and distinct 12-month budget period.

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Application Information

Applications must be submitted in full by 4:00 pm ET on June 19, 2020 to be eligible for consideration.

Applications must include the following elements:

- Cover letter (1 page)
- Technical Proposal (10 pages, min single spaced with size 12 font)
- Attachment and Exhibits
- Budget Information
- Certifications, Forms and Assurances

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Technical Proposal

Each section and sub-section should be clearly listed.

Max score: 100 points

A. Organizational Experience and Capacity (20 points)
B. Project Management (10 points)
C. Local and Regional Efforts (15 Points)
D. Project Design
   1) General Program Details (10 points)
   2) Collaboration and Leveraging of Resources (20 points)
   3) Target Markets (20 points)
E. Project Management (10 points)
F. Risk Management (5 points)

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Guidance on Forms

The following forms are incorporated as part of the electronic application process on grants.gov:

- SF-424, Application Federal Assistance
- SF-424A, Budget Information

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Guidance on Forms

The remaining forms will be submitted as attachments in numeric order, following the bolded naming convention:

1. **Cover Letter** (1 page) **and Technical Proposal** (max 10 pages, single spaced or more, size 12 font)
2. **Resumes for Key Personnel** (If position is vacant, a position description must be provided; resumes not more than 2 pages in length)
3. **Chart of Project Milestones -** Applicants must provide a chart of monthly projections for all activities to be performed under the grant project and must be measurable
4. **List of Contractors/Consultants** (and copies of Contractual/Consultant Agreements over $25,000)
5. **Organizational Chart and List of Board of Directors**
6. **Governor's Letter of Endorsement**
7. **Budget Detail Worksheet and Narrative A9-A12**
8. **Match Certification** (documentation on portion)
9. **Cost Policy Statement** (Click on link for SAMPLE: www.sba.gov/offices/headquarters/ovbd/resources/758162)
10. **Indirect Cost Rate Proposal -** Applicant must submit a current approved rate. If the Applicant does not have such an agreement, the applicant may negotiate a proposed indirect cost rate in accordance with the procedures set forth in the applicable cost principles set forth in the New Omnibus Super Circular or may accept the 10 percent de Minimis rate.

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Guidance on Forms

The remaining forms will be submitted as attachments in numeric order, following the bolded naming convention:

11. **SBA Form 1623 Debarment and Suspension -** www.sba.gov/document/sba-form-1623-certification-regarding-debarment-suspension-and-other-responsibility-matters-primary-covered
12. **CFO Certification** (All applications must include a written statement from a certified public accountant or person of comparable expertise to verify that it has an established organizational infrastructure with an internal financial management system that meets the standards prescribed in 2 C.F.R.200.302)
13. **Tax Identification Documentation and most recent audit report** (Tax ID number issued by the Internal Revenue Service, W-9 form is a temporary form until final notification is received from IRS-usually within 30 days); most recent audit report can also be a link to website where located)
14. **Conflict of Interest Policy** (signed by all current employees, contractors, and instructors)
15. **Drug-free Workplace Agreement** www.sba.gov/offices/headquarters/ovbd/resources/758162

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FAQs

- **Who is on the review panel?**
  - The panel is made up of federal personnel from SBIR participating agencies as well as SBA
- **When will awards be announced?**
  - Targeted date is mid-August
- **Will there be a debriefing for unsuccessful applicants?**
  - It is not required for SBA to debrief unsuccessful applicants; however, it is our goal to contact unsuccessful applicants with basic feedback on why they were not selected by the review committee.
- **Are the terms and conditions posted?**
  - Yes, at www.sbir.gov/about-fast
- **Is there a limit to how many letters of support can be submitted?**
  - There is no limit to the number of support letters.

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FAQs

- **Can the application only discuss FAST in their proposal? Should the   greater objectives/goals of the organization be mentioned?**
  - The overall goals of your organization should be addressed in the proposal; especially as it relates to how FAST funding will be leveraged. It is up to each applicant to determine how detailed they would like to be.
- **Is it required to submit subcontractor résumés?**
  - Subcontractor résumés are not required but can be included to back up claims of their relevance and experience.
- **What is the difference between sections 1.4a and 2.1 (subgrants vs. paying for proposal preparation?)**
  - Awardees are not allowed to make subgrants to other entities to take over primary responsibility of FAST requirements. Awardees ARE allowed to make grants to companies to cover proposal costs or relevant travel to SBIR/STTR conferences.
  - Note that there is no longer a 33% cap on subcontracting, but applicants must adhere to subgrant requirements (no pass-through arrangements)

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FAQs

- **Can program income be used as match?**
  - Yes, program income can be used as match. Program income is not required within the FAST program.
- **If the applicant organization has existing funding from the state, can a portion of that existing funding be used as match**?
  - Yes, existing funding from another entity (public or private funds, but not other federal funds) can be used as cash match.
- **What else can be considered part of the cash match?**
  - Besides program income, cash match can be from sponsors, funding from a host organization, state funds, salaries, etc.

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Tips

- Read Program Announcement carefully
  - Section IV – Application and Submission Information
  - Section V – Application Review Information
- Prepare a <u>focused</u> proposal that includes milestone goals and supporting activities that can realistically be achieved within the 12-month period.
- For eligibility, you <u>must </u>have a signed letter by governor (or equivalent).
- Plan early! Do NOT wait until the last day to submit your application. You must allow sufficient time to get your DUNS number, register in grants.gov, SAM, etc.
- Use the Application Checklist tool to make sure you have <u>all</u> required application elements.

Questions: fast@sba.gov

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Q. Does the governor sign off and send the letter of endorsement with the application?
A. The governor (or equivalent) should provide a signed letter to the applicant. The applicant is to include the letter in their submission package on Grants.gov.

Q. For the governor's letter of endorsement, what does SBA consider to be a designee?
A. In the situation where the governor or equivalent (e.g., Mayor of the District of Columbia), assigns the signatory responsibility of the endorsement letter to a designee, the letter must include an acknowledgement that the governor/equivalent has authorized her/him to sign the letter on their behalf.

Q. Will declined proposals will receive sufficient feedback?
A. All declined proposals will be given the opportunity for a debrief.

Q. Can you provide clarity on the match requirement when it comes to program income and using federal dollars? How are match requirements determined?
A. Match categories are found on pages 15-16 of the NOFO. Match amounts are determined using the total number of Phase I SBIR and STTR awards in each state/territory awarded in fiscal year 2018.

Q. How many awards are being distributed? If an applicant does not apply for the full $125,000 and another applicant shows an auxiliary program cost that would go beyond $125,000, can the second applicant receive additional funding?
A. At a maximum funding amount of $125,000 per award, an estimated 24 awards will be funded. Applicants may apply for any amount up to $125,000.

Q. Could there be two $75,000 winners occur in one state?
A. An applicant can apply for any amount of funding not exceeding $125,000. While an applicant can apply for a grant of $75,000, there can only be one application and award per state/territory.

Q. Is prior year awardee information publicly available?
A. Information about previous awardees can be found at www.sbir.gov/about-fast#fast-award-announcements.

Q. Can past fast awardees apply for and receive this year's award?
A. Yes, current, and past awardees are eligible to apply for this year's award.

Q. Is there an emphasis on Opportunity Zones? If organizational partners are in Opportunity Zones should this be addressed in the proposal? Also are there any plans to help with diversity of the program by supporting underrepresented groups who are applying (race, gender, socioeconomic, etc.)?
A. Applicants will be evaluated on their ability and positioning to extend project services to individuals who have not traditionally participated in SBIR/STTR programs but have the potential to compete, including women, individuals who are socially/economically disadvantaged, and/or individuals in rural areas or federally designated Opportunity Zones.

Q. Have proposal requirements changed from the FY19 NOFO?
A. The SF-LLL, Disclosure of Lobbying Activities Form and the SF-3881, ACH Form are no longer required as part of application. This information is now captured via SAM.gov.

Q. Who are the reviewers?
A. The reviewers will be personnel from participating SBIR/STTR agencies as well as SBA.

Q. Is there a separate track for SBTDCs?
A. The FY 2020 appropriations language did not call for a set aside for SBTDCs.

Q. What is considered a strong letter of support?

A. A strong letter of support is one that effectively communicates an applicant's capacity to execute the program design as described in the technical proposal. This could include discussions of the organization's past programs, the expertise of key personnel, support from potential partners, etc.

Q. If there is a parent company that is registered with the SBA, would a new entity need to be registered with SBA to be eligible?

A. There is no SBA-specific registration.

Q. Is program income encouraged or discouraged?

A. Program income is not considered during proposal evaluations.

Q. Will there be a list generated to see who else from each state is interested in applying?

A. SBA will not provide a list of who has or is applying from each state. In some cases, a state's governor's office reviews multiple draft proposals to determine which one they would support with a letter.

Q. If an organization has the option of applying as either a woman owned entity (parent company) or a separate entity that is more of a tech initiative, can either apply?

A. Either entity could apply if it meets the eligibility requirements.

Q. Does FAST consider assistance for SBIR resubmissions as appropriate?

A. Yes, assisting companies with resubmitting an SBIR proposal is appropriate as it adheres to the FAST goal of increasing the number of awards in a state/territory.

Q. Does the COVID situation impact this year's FAST program in any way (i.e. target companies to be assisted)?

A. Challenges with COVID-19 were not specifically mentioned in the technical proposal section of the NOFO. However, if an applicant's area is seeing an increased demand in services and assistance or is now experiencing an expanded focus of target companies, it would be relevant to include that information in the proposal.

Q. Is there an interest or preference in highlighting specific industry verticals e.g. healthcare etc., where a region has a strength?

A. The FAST program does not have an interest or preference in specific industries/technology sectors. The goal of the program is to aid SBIR/STTR applicants in submitting high quality proposals for funding. The desired effect is for states to have an increased number of both overall proposal submission and awards received because of the aid provided via FAST.