

U.S. Small Business Administration
Office of Investment and Innovation

FEDERAL AND STATE TECHNOLOGY (FAST)
PARTNERSHIP PROGRAM

FY 2018

Funding Opportunity No.

FAST-2018-R-0012

Opening Date: May 04, 2018

Closing Date: June 20, 2018

Proposals responding to this Funding Opportunity Announcement must be posted to www.grants.gov by 4 p.m. Eastern Time, June 20, 2018. No other methods of submission will be permitted.
Proposals submitted after the stipulated deadline will be rejected without being evaluated.

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1.0 Section I – Funding Opportunity Description

1.1 Program Overview

- 1.1.1 Federal Agency Name: U.S. Small Business Administration (SBA)
- 1.1.2 Funding Opportunity Title: Federal and State Technology (FAST) Partnership Program
- 1.1.3 Announcement Type: Tenth Round of Funding Under the FAST Program
- 1.1.4 Funding Opportunity Number: FAST-2018-R-0012
- 1.1.5 CDFA Number: 59.058
- 1.1.6 Closing Date for Submissions: June 20, 2018 4:00 PM Eastern Time
- 1.1.7 Authority: Public Law 114-113 and 15 U.S.C. 657d
- 1.1.8 Duration of Authority: Permanent
- 1.1.9 Funding Instrument: Grant
- 1.1.10 Funding: Funding is from Fiscal Year (FY) 2018
- 1.1.11 Award Amount/Funding Range: A total amount of \$2,000,000 in FY 2018 funding is available for this program. SBA expects to make approximately 16 awards with a maximum amount of up to \$125,000. Only qualified recipients will be funded. There is a matching fund requirement and resources should be noted in the technical proposal.
- 1.1.12 Project Duration: Awards will be made for a 1-year period of performance, consisting of a base period of 12 months from the date of award.
- 1.1.13 Project Starting Date: September 30, 2018
- 1.1.14 Proposal Evaluation: Proposals will be reviewed for sufficiency as detailed in Section 5.0. SBA may ask Applicants for clarification of the technical and cost aspects of their proposals. This must not be construed as a commitment to fund the proposed effort.
- 1.1.15 Agency Programmatic Point of Contact: Brittany Sickler, U.S. Small Business Administration, Office of Innovation and Technology
Tel: 202-710-5163 Email: FAST@sba.gov

1.2 Introduction

The Consolidated Appropriations Act of 2001, codified at 15 U.S.C 657d(c), established the FAST program. In accordance with its original statutory language, the program expired on September 30, 2005, however it was reestablished under the Consolidated Appropriations Act of 2010.

1.3 *Background*

Since its inception in 1953, SBA has served to aid, counsel, assist and protect the interests of small businesses. While SBA is best known for its financial support of small businesses through its many lending programs, the Agency also plays a critical role in providing funding to organizations that deliver technical assistance in the form of counseling and training to small business concerns and nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement.

The mission of SBA's Office of Innovation & Technology, which bears responsibility for administering the FAST Program, is to strengthen the technological competitiveness of small businesses across the country through coordination of the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs. The FAST program focuses on increasing the participation of small firms in the innovation and commercialization of high risk technologies, keeping the United States on the cutting edge of next generation research and development.

1.4 *Purpose*

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 (through outreach and financial support); increase the number of SBIR/STTR awards (through technical assistance and mentoring); and better prepare SBIR/STTR awardees for commercialization success (through technical assistance and mentoring).

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. **Financial support:** make grants or loans to applicants to pay a portion or all of the cost of developing SBIR/STTR proposals, attending relevant conferences, and bridging possible gaps between phases.
3. **Technical assistance:** encourage the transition from Phase I to II and commercialization of technology developed through SBIR/STTR program funding; and form and or support mentoring networks to provide business advice and counseling.

1.5 *Leveraging of Resources*

Applicants selected for awards under this Announcement are required to maximize their efforts to leverage SBA funding by working in conjunction with other public and private entities that provide support or have resources that would benefit SBIR/STTR applicants and/or awardees:

- a. Resource partners such as Small Business Development Centers, Women's Business Centers, SCORE, Procurement Technical Assistance Centers, Growth Accelerators, Veterans Business Outreach Centers, SBA lenders, and more;
- b. Federal, state, and local governments;
- c. Universities, colleges, and other institutions of higher education; and
- d. Private organizations such as chambers of commerce and trade/industry groups.

1.6 *SBA Involvement and Oversight*

A designated Grants Officer Technical Representative (GOTR) within the Office of Innovation and Technology will be responsible for overall monitoring and oversight of a FAST Award Recipient, including compliance with the grant terms. Designated Grants Officers within the Office of Grants Management (OGM) will be responsible for issuing the Notice of Award, making modifications to the award, and processing payments.

1.7 *Changes or Cancellation*

SBA reserves the right to amend or cancel this Announcement, in whole or in part, at the Agency's discretion. Should SBA make material changes to this Announcement, the Agency will extend the Closing Date as necessary to afford Applicants sufficient opportunity to address such changes.

2.0 **Section II – Award Information**

2.1 *Funding Information*

Funds provided under the FAST Program must be used solely for the purposes stipulated in this Announcement and the Notice of Award and may not be commingled with any other monies. All costs proposed in an Applicant's budget must meet the tests of allowability, allocability, and reasonableness set forth in the applicable Office of Management and Budget (OMB) cost principles (2 C.F.R. 200, Subpart E). Indirect costs will be stipulated in an Applicant's indirect cost rate agreement. SBA will not reimburse Applicants for their proposal preparation costs, but Applicants may request preaward costs. Preaward costs must directly relate to the conduct of the project and meet the tests of allowability, allocability, and reasonableness.

2.2 *Matching Requirement*

A non-Federal match is required, and not less than 50 percent of the match provided by a recipient must take the form of cash. The remaining match amount may consist of indirect costs and in-kind contributions. With the exception of the Community Development Block Grant (CDBG) program, no portion of the match may be derived from funds provided under any other Federal program. Applicants may use up to five (5) percent of their grants for planning activities which are excluded from the non-Federal matching requirements (Refer to Section 8.1 for the definition of planning activity.) The non-Federal share of the cost of an activity (other than a planning activity) carried out under the FAST program is provided below:

- a. 50 cents of non-Federal match for each Federal dollar (a 1:2 match) for Recipients in the eighteen (18) states receiving the fewest number of SBIR Phase I awards;
- b. except as noted in (d) below, one dollar of non-Federal match for each Federal dollar (1:1 match), in the case of a Recipient that will serve small business concerns located in one of the sixteen (16) states receiving the greatest number of SBIR Phase I awards; and,
- c. except as noted in (d) below, 75 cents of non-Federal match (a 3:4 match) for each Federal dollar for all other states not described previously.
- d. 50 cents for each Federal dollar that will be directly allocated by a Recipient described in sections (b) or (c) above to serve small businesses located in a qualified census tract as that term is defined in section 42(d)(5)(C)(ii) of the Internal Revenue Code of 1986. Federal dollars not so allocated by that Recipient shall be subject to the matching requirements of section (a), (b) or (c) above.

See Section 8.5 for your state ranking and corresponding match requirement.

3.0 **Section III – Eligibility Information**

3.1 *General*

An organization may submit only one proposal in response to this Announcement. Any additional applications from the same organization will automatically be rejected without being evaluated.

3.2 *Eligible Applicants*

In order to be eligible for this funding opportunity an Applicant must:

- Be a public or private entity, organization, or individual that intends to use funding awarded under this Announcement to provide outreach, financial support, and/or technical assistance to next generation R&D-focused small businesses in order to increase SBIR/STTR proposals and awards; and
- Be endorsed by the appropriate state governor or their authorized designee as the only approved applicant from that state.

3.3 *Ineligible Applicants*

The following organizations will automatically be considered ineligible and their applications will be rejected without being evaluated:

- Any organization that owes an outstanding and unresolved financial obligation to the federal government;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the federal government;
- Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act or OMB Circular A-133 within the past three years;
- Any organization that has had a FAST award involuntarily terminated or non-renewed by SBA for cause within the past year;
- Any organization that has filed for bankruptcy within the past five years;
- Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project;
- Any organization that was convicted, or had an officer or agent acting on its behalf convicted, of a felony criminal violation under any Federal law within the preceding two years; and/or
- Any SBA approved Small Business Technology Development Center (SBTDC). (See funding announcement FAST-2018-R-0012A to apply for FAST awards to SBTDCs).

4.0 **Section IV - Application and Submission Information**

4.1 *Application Instructions*

Applications must consist of the following elements: (i) cover letter; (ii) technical proposal; (iii) attachments and exhibits; (iv) budget information; and (v) certifications, forms and assurances.

4.1.1 *Cover Letter (1 page) and Technical Proposal (not to exceed 10 pages)*

The technical proposal serves as the narrative blueprint for the Applicant's planned project and **must include the following sections and subsections in the order listed below**. It must be prepared in **single spaced format (or greater) with size 12 font** and when read separately from the rest of the application, serve as a succinct and accurate description of proposed work. Applicants should

concisely describe the goals, objectives, and methods for achievement and provide clear measurable "end results" to be achieved.

- I. Cover Letter
 - 1) Funding Opportunity No. FAST-2018-R-0012;
 - 2) Applicant Organization's name, physical address, and website address;
 - 3) Name, phone number, and email address for the designated point of contact; and
 - 4) Dollar amount of assistance being requested.
- II. Technical Proposal
 - A. Organizational Experience and Capacity
 - 1) Past Performance
 - B. Project Design
 - 1) Collaboration and Leveraging of Resources
 - 2) Target Markets
 - C. Project Management
 - D. Risk Management

4.1.2 *Attachments and Exhibits*

Each Applicant must attach copies of the following to its proposal (as applicable). Bolded words should be used as attachment description names in the grants.gov system:

- **Résumés** (or position descriptions if a position is vacant). Résumés must include experience relevant to this project and may not be more than two pages in length;
- **Contracts and consulting agreements;**
- **Organizational chart** with list of Board of Directors;
- **Milestones Chart.** Applicants must provide a chart of monthly projections for all activities to be performed under the grant project. Must be clearly defined and measurable;
- **Governor's Letter of Endorsement.** Only those proposals bearing the written endorsement of the state governor(s) or their designee(s) may be submitted for evaluation and funding considerations. 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. The governor's correspondence can be addressed to Edsel M. Brown, Jr., Deputy Director Office of Innovation and Technology, U.S. Small Business Administration, 403 3rd Street, SW, 6th Floor, Washington, DC 20416; and
- Any other documentation the Applicant believes supports its proposal.

4.1.3 *Budget Information*

Budget information must be provided through the completion or submission of the following. Bolded words should be used as attachment description names in the grants.gov system:

- Standard Form (SF) 424, Application for Federal Assistance;
- SF-424A, Budget Information (Non-Construction Programs);
 - **Budget Detail Worksheet** (Attachments A-9 through A-12 to the SF-424A). An Applicant may substitute its own forms or spreadsheets in place of the Budget Detail

Worksheet, provided it includes all the same cost elements/line items covered by Attachments A-9 through A-12;

- **Budget Narrative** providing a brief, detailed explanation of the components of each cost element listed in the SF-424A. Narratives must support all costs shown on the Budget Detailed Worksheet and correlate to all activities to be performed under the grant;
- Copy of the Applicant's **Cost Policy Statement**;
- Copy of the Applicant's current, government-wide **indirect cost rate agreement** (if the Applicant's budget includes indirect costs). The Applicant must submit a current approved rate. If there is no such an agreement, the applicant may negotiate a proposed indirect cost rate in accordance with the procedures set forth in the applicable cost principles outlined in the New Omnibus Super Circular, or may accept the 10% de Minimis rate; and
- **Match %** Certification and documentation

4.1.4 *Certifications, Forms and Assurances*

Each Applicant must complete and submit the following forms. Bolded words should be used as attachment description names in the grants.gov system:

- **SBA Form 1623**, Certification Regarding Debarment, Suspension, and Other Responsibility Matters;
- SF-LLL , Disclosure of Lobbying Activities;
- SF-424B, Assurances for Non-Construction Programs;
- All applications must include a written statement form from a certified public accountant or person of comparable expertise (auditor, comptroller, CFO) 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 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non Profit Organizations. [NOTE: This requirement does not apply to awards made directly to state, local, or tribal governments];
- **ACH Form, SF-3881**. Applicants are to complete the Payee/Company Information and Financial Institution sections of this form only. The Agency Information section will be completed by SBA;
- **Tax ID Form**;
- **Drug Free Workplace Form**;
- **Conflict of Interest Policy**; and
- Most recent **A-133 audit report** no older than 1 year from current date. If the Applicant is not subject to the requirements of the Single Audit Act, it must instead submit a copy of its most recent audited financial statement; **UNAUDITED FINANCIAL STATEMENTS ARE NOT ACCEPTABLE**; if the most recent audit is older than 1 year from the time of submission, will need to provide new audit report within six months of award.

4.2 *Required Proposal Submission Dates*

Each Applicant is required to submit its proposal electronically via www.grants.gov no later than 4:00 p.m. Eastern Time on June 20, 2018. Because of the pre-conditions for submitting applications via grants.gov and the potential for encountering technical difficulties in using that site, Applicants are strongly encouraged to log on to grants.gov and review the submission instructions early. **DO NOT**

WAIT UNTIL THE CLOSING DATE TO BEGIN THE SUBMISSION PROCESS. Applicants bear sole responsibility for ensuring their proposals are submitted and received before the closing date.

SBA will consider the date and time stamp on the validation generated by grants.gov as the official submission time. A proposal that is not received by grants.gov before the closing date of this Announcement will be rejected without being evaluated, unless the Applicant can clearly demonstrate through documentation obtained from grants.gov that it attempted to submit its proposal in a timely manner but was unable to do so solely because of grants.gov systems issues. Additionally, SBA will not accept any changes, additions, revisions, or deletions to applications made after the closing date.

Applicants should save and print written proof of an electronic submission made at grants.gov. If problems occur, the applicant is advised to (i) print any error message received; and (ii) contact grants.gov for immediate assistance. Applicants may obtain advice and assistance with the submission process by visiting www.grants.gov/web/grants/support.html or by calling 800-518-4726.

5.0 **Section V - Application Review Information**

5.1 *General*

Applications will be rejected without being evaluated if they are submitted by ineligible organizations or they are illegible or materially incomplete due to an Applicant's failure to include all required forms and/or provide the required level of detail.

5.2 *Evaluation Criteria*

All timely, materially complete applications received from eligible organizations will be evaluated in accordance with the criteria listed below.

5.2.1 **Organizational Experience and Capacity (30 Points)**

Applicants will be evaluated on their ability to conduct outreach, provide technical assistance and financial support to R&D-focused small businesses. Applicants must provide adequate evidence and documentation, including specific examples, of their:

- Detailed description of the Applicant's past experience and present capacity to provide technical assistance to next generation technology firms, including outreach and financial support;
- Experience with, and capacity for, conducting outreach and facilitating mentoring networks projects, including discussion of the number of years they have conducted such projects, and a brief overview of outcomes, lessons learned, and best practices;
- Record of receiving other grants or contracts for the conduct of technical assistance projects, including the names of the awarding agencies, the grant or contract numbers, and the performance outcomes/results achieved (chart suggested but not required); and
- Sources of operational capital for the applicant organization.

Past Performance

- If the Applicant has received a FAST Award in the past, how the award has both impacted the number of SBIR/STTR proposals and awards in that state (chart suggested), as well as increased the strength of the state's SBIR/STTR stakeholder network; or
- If the Applicant has not received a FAST Award previously, give examples of past performance on other state or federal funding and how it impacted project goals/objectives.
 - Describe previous work with the SBIR/STTR programs, and the unique capabilities the organization will employ in order to reach the goals of the FAST program; and

- Describe general activities that have taken place in the Applicant's state over the past 3-5 years to increase SBIR/STTR proposals and awards, and provide insight into their effectiveness.

5.2.2 ***Project Design (50 Points)***

Applicants will be evaluated on their understanding of the purpose of the FAST Program, their proposed approach for performing their projects, measurement tools for outcomes and objectives, and their methodology for evaluating and assessing the effectiveness and impact. **Innovation and creativity in providing assistance is strongly encouraged.** Specific topics include:

- Scope of the geographic area and demographics it intends to serve;
- Number of training courses/seminars/meetings etc. it expects to conduct, along with a list of the topics it intends to cover;
- Description of plans to leverage available tutorials (SBIR.gov or other) and training tools for clients;
- Proposed evaluation methodology; and
- Projected milestones or timeline of program accomplishments and activities (can be included as an attachment).

Collaboration and Leveraging of Resources

- Define plans to expand the scope and reach of the project in collaboration with entities such as SBA's District Offices, PTAC's, Accelerators, other federal, state, local and tribal government agencies, other SBA grant Recipients/Resource Partners, trade associations, business/industry groups, institutions of higher education, and/or private organizations. Letters of support from such organizations may be included as attachments;
- Describe plans to utilize SBA's Train the Trainer materials (if applicable); and
- Describe any funds or in-kind resources the Applicant will devote to the project as well as donation commitments from outside entities (copies can be included as attachments).

Ability to Reach Special Target Markets

Applicants will be evaluated on their ability and positioning to extend project services to women-owned, socially/economically disadvantaged, and/or small firms in rural areas that have not traditionally participated in SBIR/STTR. Applicants must demonstrate their:

- Familiarity and expertise with assisting women-owned, socially/economically disadvantaged, and/or small firms in rural areas that have not traditionally participated in SBIR/STTR, including the number of these firms assisted over the prior 2 years and the demonstrable effects of such assistance (e.g., increase in the number of SBIR proposal submitted, increase in number of SBIR awards received);
- Experience in working with organizations representing the interests of described special target markets;
- Methods of outreach, number of these firms it expects to assist, and how it arrived at such estimates; and
- Proximity to or ability to reach these firms within their project service area.

5.2.3 ***Project Management (10 Points)***

Applicants will be evaluated on the strength of their staffing and management plans. Applicants must demonstrate they will devote adequate numbers of personnel having sufficient experience to the

project, establish clear and direct lines of responsibility and authority for managing and overseeing the project, and show they will have sufficient facilities and other physical resources at their disposal in order to accomplish the proposed project. In particular, an Applicant must:

- Identify the project director and key management personnel and staff and describe their expertise and their roles in conducting/overseeing the project, stipulate the amount of time they will devote to the project ;
- Include an organizational chart (can be an attachment);
- Identify contractors and consultants and the manner in which they were selected (i.e., competitively or non-competitively). Identify the employees or officials of the Applicant organization who will be responsible for overseeing and administering those agreement; copies of contracts and consulting agreements (either signed or samples as applicable) must be included as attachments in accordance with Section 4.1.5;
- Describe any subcontracting plan, addressing how subcontractors will be selected, the amount or range of funding each subcontractor will receive, and the purposes for which subcontracts will be made, if applicable; and
- Describe its financial management structure and internal controls, and identify all staff members who will be responsible for financial recordkeeping, reporting, the receipt and expenditure of award funds, and addressing audit findings.

5.2.4 **Risk Management (10 points)**

Applicants will be evaluated using a risk-based approach pursuant to 2 C.F.R. 200.205(b) using the following criteria:

- Financial stability;
- History of performance: the applicant's record in managing Federal awards, if applicable, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards;
- Reports and findings from audits performed;
- The applicant's ability to effectively implement statutory, regulatory or other requirement imposed on non-Federal entities; and
- Responses/corrective actions to any qualified audit opinions, going concern paragraphs, or A-133 audit findings. Applicant's conflict of interest policy must be consistent with the requirements of 2 C.F.R. 2701.112 addressing procedures for ensuring its employees, consultants and contractors do not assist clients in which they, their principals, or their immediate family members have a financial interest or fiduciary duty and for ensuring its employees, consultants and contractors do not use their role in the project as a means of marketing their outside services to project clients.

5.3 *Review and Selection Process*

Applications that are not rejected by grants.gov or SBA's screening process will be evaluated by teams of reviewers and scored on the basis of how well they meet the criteria outlined above. These reviewers may be SBA employees or employees of other Federal agencies. The maximum score any application can receive is 100 points. Prior to evaluating applications SBA will establish a minimum acceptable score. Only those applications that meet or exceed that threshold will be eligible for funding. Applicants are therefore encouraged to design proposals that address each of the scoring criteria listed above as thoroughly as possible.

In the interest of providing FAST Program services to as broad a segment of the small business community as possible, SBA will take the geographical dispersion of Applicants' project service areas into account when making award decisions. An application that exceeds the minimum acceptable score and which scores more highly than other acceptable proposals may nevertheless be passed over for funding if that application proposes to serve the same or substantially the same area or market as another acceptable application that was selected for award. In accordance with the RISE After Disaster Act of 2015, SBA will give special consideration to any applicant located in an area affected by a catastrophic incident. Applications from states that are the subject of a major disaster declaration will get five **(5)** extra points.

6.0. **Section VI - Award Administration Information**

6.1. *Award Notification*

All Applicants selected for awards will receive written notification. Applicants not selected for awards will be notified, though are not guaranteed a debriefing session.

6.2. *Administrative and National Policy Requirements*

All successful Applicants will be required to comply with the requirements set forth in 15 U.S.C. § 657d; 2 C.F.R. Part 200, and OMB Circular A-133 (as applicable); the Assurances for Non-Construction Programs (SF-424B); and the terms and conditions set forth in their Notices of Award. In addition, SBA may, from time to time, advise Recipients of awards made under this Announcement of new legal requirements and/or policy initiatives with which they must agree to comply.

6.3. *Reporting*

All Recipients are required to submit the reports identified below. SBA may withhold payment if reports are not received or are deemed inadequate. Failure to report in a timely manner will also be weighed against future applications for grant funding from the same organization and the exercise of any option periods. The reports provided by Recipients may be made public. In addition, SBA reserves the right to require Recipients to post these reports on their websites.

6.3.1. *Financial Reports*

Recipients will be required to submit quarterly financial reports to SBA using SF-425, Federal Financial Report (FFR) within 30 days of the completion of each of the first three quarters and within 90 days of the completion of the fourth quarter of each Budget Period.

6.3.2. *Performance Reports*

Recipients will be required to submit quarterly performance reports to SBA using SF-PPR, Performance Progress Report (or a form of their own devising that includes all the same information sought by the SF-PPR), including SBA's FAST Metrics Report Template, within 30 days of the completion of each of the first three quarters and within 90 days of the completion of the fourth quarter of each Budget Period.

6.3.3. *Report Submission*

Reports must be submitted in electronic format via email to the GOTR.

7.0. **Section VII - Agency Contacts**

7.1. *FAST Program Point of Contact*

Questions concerning general information contained in this Announcement should be directed to the GOTR, Brittany Sickler, at FAST@sba.gov.

7.2 *Financial/Grants Management Point of Contact*

Questions regarding budgetary matters related to this Announcement should be directed to the Grants Management Officer, Damond Smith, at damond.smith@sba.gov.

7.3 *Grants.gov Technical Support*

For technical support contact the Grants.gov help desk at 800-518-4726 or support@grants.gov.

8.0. **Section VIII - Other Information**

8.1. *Definitions that apply to this Announcement can be found at bit.ly/FY17FASTDefinitions*

8.2. *Instructions for the SF-424 (Application for Federal Assistance): bit.ly/FY17FASTInstructions*

8.3. *Instructions for the SF-424A (Budget Information for Non-Construction Programs): bit.ly/FY17FASTSFs*

8.4. *Application Checklist for Completing the Application for Federal Assistance*

Cover Letter

Technical Proposal

Attachments and Exhibits

Resumes and Position Descriptions for all Key Personnel providing services

List of Contractors/Consultants

Copy of Contractual/Consultant Agreements (Over \$25,000)

Chart of Project Milestones

Organizational Chart and List of Board of Directors

Governor's Letter of Endorsement

Budget Information

SF-424, Application for Federal Assistance

SF-424A, Budget Information

Budget Detailed Worksheet and Narrative A9-A12

Match __% Certification and documentation on portion

Cost Policy Statement

Indirect Cost Proposal

Certifications, Forms, and Assurances

SBA Form 1623 Debarment and Suspension

SF-LLL Disclosure of Lobbying Activities

SF-424B, Assurances

CFO Certification (or person of comparable expertise)

SF-3881, ACH Vendor /Miscellaneous Payment Enrollment Form

Tax Identification Documentation issued by the Internal Revenue Service (W-9 form is a temporary form until final notification is received from IRS-usually within 30 days)

Conflict of Interest Policy

Drug-free Workplace Agreement

Organizations most recent audit report or link to website where located

8.5 State Rankings and Match Requirements

FY 2016 SBIR award data compiled by the U.S. SBA Office of Innovation and Technology
 Information based on number of awards issued and funding obligations for new awards only.

States Listed in the Following Chart Must Provide a Non-Federal Match of \$.50 for each \$1 of Federal Funds

Ranking	State	Phase 1 Awards
1	Oklahoma	13
2	District of Columbia	13
3	Nebraska	9
4	Vermont	9
5	Maine	8
6	Arkansas	8
7	Louisiana	6
8	Idaho	6
9	Rhode Island	6
10	Kansas	5
11	Mississippi	5
12	Nevada	5
13	Wyoming	4
14	Alaska	3
15	West Virginia	3
16	Puerto Rico	3
17	South Dakota	2
18	North Dakota	2
19	American Samoa	0
20	Guam	0
21	Virgin Islands	0

States Listed in the Following Chart Must Provide a Non-Federal Match of \$.75 for each \$1 of Federal Funds

Ranking	State	Phase 1 Awards
1	Michigan	62
2	Minnesota	55
3	New Mexico	48
4	Oregon	47
5	Georgia	46
6	Connecticut	43
7	Indiana	41
8	Utah	40
9	New Hampshire	40
10	Missouri	29
11	Wisconsin	27
12	Kentucky	20
13	Montana	19

14	Delaware	18
15	Tennessee	18
16	Iowa	18
17	South Carolina	16
18	Hawaii	15

States Listed in the Following Chart Must Provide a Non-Federal Match of \$1 for each \$1 of Federal Funds

Ranking	State	Phase 1 Awards
1	California	694
2	Massachusetts	334
3	Virginia	184
4	Colorado	173
5	Texas	160
6	Maryland	153
7	New York	137
8	Pennsylvania	131
9	Ohio	125
10	Florida	101
11	Illinois	98
12	North Carolina	86
13	New Jersey	72
14	Arizona	70
15	Washington	68
16	Alabama	65