

U.S. SMALL BUSINESS ADMINISTRATION ON GRANTS.GOV INSTRUCTION PACKAGE

**Office of Innovation and Technology
Federal and State Technology Partnership Program (FAST)
Funding Opportunity No: FAST-2019-R-0013**

IMPORTANT

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via GRANTS.GOV.

If your organization hasn't already done so, it must register with Grants.gov before you will be able to apply for this funding opportunity.

THE REGISTRATION PROCESS (1 - 2 WEEKS) IS REQUIRED TO SUBMIT YOUR APPLICATION ELECTRONICALLY. WE STRONGLY SUGGEST THAT YOU START THE PROCESS IMMEDIATELY.

If you have any problems registering with Grants.gov, call the Grants.gov Support Line at 1-800-518-4726. The hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Standard Time.

Grant Forms - Instructions and Guidelines

This section provides the guidelines and instructions for the forms that are required by the grant program for which you are applying. These forms must be completed before you submit your application.

FAST Applications must include the following elements:

- Cover letter;
- Technical proposal;
- Budget information;
- Certifications, forms, assurances; and
- Additional attachments and exhibits.

Notice of Funding Opportunity No. FAST-2019-R-0013 Sections 4 and 5 provide instructions on the required format and contents of an application.

The following forms (listed A-C) are incorporated as part of the electronic application process on www.grants.gov for this funding opportunity:

- A. SF-424, Application Federal Assistance;
- B. SF-424A, Budget Information; and
- C. SF-LLL, Disclosure of Lobbying.

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.
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. **SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form** - 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. Click on the following link: www.sba.gov/content/standard-form-3881-ach-vendormiscellaneous-payment-enrollment-form
14. **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)
15. **Conflict of Interest Policy** (signed by all current employees, contractors, and instructors)
16. **Drug-free Workplace Agreement** - www.sba.gov/offices/headquarters/ovbd/resources/758162

*If additional attachments are desired, please label them with a descriptor in the attachment lines following #16.

1. Electronic Delivery

SBA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. Applicants must submit their applications online through Grants.gov.

2. How to Register to Apply through Grants.gov

- a. *Instructions:* Read the instructions below about registering to apply for STEP funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below. Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:

www.grants.gov/web/grants/applicants/organization-registration.html

- 1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to: www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-dunsnumber.html
- 2) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: www.grants.gov/web/grants/applicants/organization-registration/step-2-register-withsam.html
- 3) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: www.grants.gov/web/grants/applicants/registration.html
- 4) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: www.grants.gov/web/grants/applicants/registration/add-profile.html
- 5) *EBiz POC Authorized Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit

applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: www.grants.gov/web/grants/applicants/registration/authorize-roles.html

6) *Track Role Status*: To track your role request, refer to: www.grants.gov/web/grants/applicants/registration/track-role-status.html

b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and it is crucial for valid and timely submissions.

3. How to Submit an Application to SBA via Grants.gov

Grants.gov applicants must apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Funding Opportunity Announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: www.grants.gov/web/grants/applicants/workspaceoverview.html

- 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context sensitive help.
- 3) *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: www.grants.gov/web/grants/applicants/adobe-software-compatibility.html
 - a. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
 - b. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.
- 4) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 5) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking number, access

the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the SBA with tracking your issue and understanding background information on the issue.

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
<p>1. Find out your institution's DUNS number</p> <p>All institutions applying for federal grants are required to provide a DUNS number. The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed.</p> <p>Ask your grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers.</p> <p>If your institution doesn't have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge.</p> <p>More information about DUNS numbers is available at www.dnb.com/get-a-duns-number.html.</p>	<p>You will receive a DUNS number at the conclusion of the phone call.</p>	<p>Record and protect your DUNS number and have it available for quick reference in the following steps.</p>

<p>2. Register your institution with System for Award Management(SAM)</p> <p>SAM is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. SAM will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with SAM.</p> <p>Remember that registration with the System for Award Management must be confirmed each year for your Grants.gov registration to remain valid.</p> <p>If your organization is not registered, you can register online at www.SAM.gov or apply by phone (1-866-606-8220).</p> <p>When your organization registers with SAM, you must designate:</p> <p>1) SAM Point of Contact (SAM POC). This individual is responsible for maintaining the accuracy and timeliness of the information in SAM's registry. Upon successful registration, SAM POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's SAM information as necessary.</p> <p>2) An Ebiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both SAM POC and as Ebiz POC.</p> <p>During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step 4 below.</p>	<p>This is the most cumbersome step. We recommend that you allow up to 3 days to gather information and prepare the application. After you submit your registration information, SAM will send an e-mail confirmation, generally on the same day.</p>	<p>The SAM site uses terminology that is more appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc; just provide the requested information.</p> <p>Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.</p>
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<p>3. Register with Grants.gov</p> <p>Finally, your organization's AOR(s) must register with Grants.gov at www.grants.gov/web/grants/register.html using their User IDs and passwords obtained in Step 3.</p> <p>Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf.</p> <p>When an AOR registers with Grants.gov, the Ebiz POC for your organization will receive an e-mail notification. Your Ebiz POC must then log on to Grants.gov (using the DUNS number from Step 1 and the MPIN password from Step 2) and approve the AOR, thereby giving him or her permission to submit applications. When an Ebiz POC approves an AOR, Grants.gov will notify the AOR via e-mail.</p> <p>AORs can also log in to the Applicant home page at www.grants.gov/web/grants/register.html using their username and password (obtained in Step 3) to check if they have been approved.</p>	<p>Same day.</p> <p>Registration will be complete when the AOR submits his or her information. Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR.</p>	<p>If you are uncertain about your organization's AORs, contact Grants.gov with your DUNS number and they can check for you.</p>
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Glossary

Authorized Organization Representative (AOR): A person authorized by your E-Business POC to submit applications to Grants.gov.

System for Award Management(SAM): Institutions receiving any type of award from the federal government must register with SAM.

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 1-866-705-5711 to receive one free of charge.

E-Business Point of Contact (Ebiz POC): Person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, your institution will be asked to designate an Ebiz POC.

M-PIN: Password used by your Ebiz POC to designate which staff members can submit applications to Grants.gov.

Useful links and resources

DUNS Number information: www.dnb.com/get-a-duns-number.html

System for Award Management(SAM): www.SAM.gov

Register with the Credential Provider: www.grants.gov/web/grants/register.html

Grants.gov website: www.grants.gov

Contact Grants.gov via e-mail: support@grants.gov

Grants.gov Customer Support Tutorials and Manuals: www.grants.gov/eb/grants/support.html

Grant.gov Support Line: 1-800-518-GRANTS (4726)