U.S. SMALL BUSINESS ADMINISTRATION
ON GRANTS.GOV

INSTRUCTION PACKAGE & PROGRAM ANNOUNCEMENT

**Office of Investment and Innovation
Federal And State Technology (FAST) Partnership Program**

**Funding Opportunity Number: SBA-OIIFT-20-001
Funding Opportunity Tittle: FAST-2020-R-0014
Competition ID: TBD**

**Opening Date: May 8, 2020
Closing Date: June 19, 2020**

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 applying for this funding opportunity.

THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1-2
WEEKS, MUST BE COMPLETED TO SUBMIT AN APPLICATION
ELECTRONICALLY. IT IS STRONGLY SUGGESTED THAT YOU
START THE REGISTRATION PROCESS IMMEDIATELY.

**If you experience any problems registering with Grants.gov,
please call the Grants.gov Applicant Support Line at 1-800-518-4726 or email at
support@grants.gov.**

1. Registering with Grants.gov

SBA requires the use of the Grants.gov website for submission of all grant application packages. If your organization has not already done so, it must register with Grants.gov before it can apply for this funding opportunity.

Registration creates a profile of basic information about your organization including the staff members who are authorized to submit applications on its behalf. These steps take a number of days, so please don't wait until the last minute if you have a deadline approaching! If you have problems registering with Grants.gov, call the help desk at 1-800-518-4726.

The checklist below has been designed to help guide you through the Grants.gov registration process. Complete instructions for registering with Grants.gov are located at www.Grants.gov.

A glossary of terms and links to important online resources follow the checklist.

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
1. Find your institution's DUNS number 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. 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. If your institution does not have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge. More information about DUNS numbers is available at http://fedgov.dnb.com/webform.	1-2 business days	Record and protect your DUNS number and have it available for quick reference in the following steps.
2. Register your institution with System of Award Management (SAM) 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. **Remember that registration with the System of Award Management must be confirmed each year for your Grants.gov registration to remain valid.** **Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator (SAM POC). Read updated FAQs on SAM.gov to learn more about changes to the notarized letter review process and other system improvements.** If your organization is not registered, you can register online at https://sam.gov or apply by phone (1-888-227-2423). When your organization registers with SAM, you must designate: 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,	This is the most cumbersome step. We recommend that you allow at minimum, 3 days to gather information and prepare the application. Remember SAM.gov now requires a notarized letter formally appointing the authorized Entity Administrator for your entity before they will activate your SAM.gov entity registration. This can take some time to complete. **Allow up to 10 business days after you submit your registration including the Notarized letter for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems.**	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. Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.

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.		
3. Register with Grants.gov Finally, your organization's AOR(s) must register with Grants.gov at . 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. 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.	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. AORs will receive usernames and passwords when they submit their information.	If you are uncertain about your organization's AORs, contact Grants.gov for assistance. An organization does not need more than one AOR. While the AOR is the only individual who can submit applications, others (e.g. project director, development director, etc.) can work on the proposal prior to submission. AOR User IDs and passwords should be protected and available for quick reference.

Glossary

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

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 CCR, 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.

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

Useful Links and Resources

DUNS Number information: http://fedgov.dnb.com/webform

1. System for Award Management (SAM): https://sam.gov/SAM
2. If using IE, recipients must use an Internet Versions older than IE9 to access this website.
Register with Grants.gov: https://www.grants.gov/web/grants/register.html

Grants.gov website: www.Grants.gov

Grants.gov e-mail: support@Grants.gov

Grants.gov Support Line: 1-800-518-4726

2. Accessing & Submitting Required Forms on GRANTS.GOV

This section provides the guidelines and instructions for the forms that are required for the grant program to which you are applying. These forms must be completed to submit your application. They can be found on SBA's web site www.sba.gov and on www.grants.gov. They should be downloaded onto the computer, saved as a file and submitted as an attachment.

> *Grants.gov Tip: As you complete each form on grants.gov, scroll to the bottom of each page to look for Save, Next or Submit commands.*

To apply for this funding opportunity, the forms listed below must be submitted through Grants.gov:

☐ **SF-424, Application for Federal Assistance -** this form asks for basic information about your organization. This form can be retrieved from www.grants.gov.

☐ **SF-424A, Budget Information** - this form is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year. This form can be retrieved from www.grants.gov. All proposed costs must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies.

☐ **SF-424B, Assurances** - this form certifies that the organization will comply with all applicable requirements of the Federal laws, executive orders, regulations and policies governing the grant program. This form can be retrieved from www.grants.gov.

☐ **SBA Attachment Form** - when you open the SBA Attachment Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Please attach the proper file to the proper button as listed below. Please note that additional documents can be put in a zip file and submitted as an attachment.

☐ **ATTACHMENT 1 - List of Attachments**

Create a list outlining all attachments. This will assist SBA in verifying all attachments were received. Name this document: List of Attachments.

☐ **ATTACHMENT 2 - A-9 thru A-12 Budget Detail Worksheet, with narrative justification, for Twelve Month Budget Period**

Name this document: A9-A12 Budget. This document can be retrieved from:

https://www.sba.gov/content/forms-9-through-12-budget-detail-worksheet

☐ **ATTACHMENT 3 - Certification and Documentation of Matching Funds**

FAST cooperative agreements require Applicants to demonstrate a percent match (100, 75, or 50) of non-Federal, non-borrowed funds. Provide a signed letter on company letterhead identifying the match source and amount and/or strategies for raising matching funds. Name this document: Match Cert.

☐ **ATTACHMENT 4 - Technical Proposal**

Attach all documents comprising your Technical Proposal, as outlined below. Name this document: Technical Proposal.

Your Technical Proposal should consist of:

☐ IRS tax exempt certification.   Name this document: tax exempt.
☐ Certificate of Good Standing (less than 18 months old) and organizational documents. Name this document: Good Standing.
☐ Organizational chart, resumes, and job descriptions for all key management personnel and all staff who will be involved in the delivery of this project and whose time will be billed under this grant award.
☐ List of Contractors/Consultants
☐ Copies of Contractual/Consultant Agreements (Over $25,000)
☐ Most recent A-133 audit report, if applicable, AND financial statements covering the two most recently completed fiscal years and interim financial statements not more than 90 days old (if an applicant has been in existence less than two years, it must provide its year-end financial statement for the most recently completed year and an interim financial statement not more than 90 days old).   Name this document: Audit.
☐ Conflict of interest policy.   Name this document: Conflict of Interest.
☐ CFO Certification that the organization has an internal financial management system that meets the standards prescribed in 2 CFR 200.302. Name this document: CFO Cert.
☐ Promise Zone Certification (if applicable) on HUD Form 50153. Name this document: Promise Zone Certification.
   https://www.hud.gov/sites/dfiles/OCHCO/documents/50153.pdf

☐ **ATTACHMENT 5 - Copy of the Applicant's Cost Policy Statement**

The cost policy statement must describe all accounting policies and narrate in detail your proposed cost allocation plan. This plan must identify the procedures used to identify, measure, and allocate all costs to each benefiting activity. This policy should be signed by an authorized official. Name this document: Cost Policy.

☐ **ATTACHMENT 6 - Indirect Cost Rate Proposal from Cognizant Agency (if applicable) – Applicant must submit current approved rate**

If the Applicant does not have such an agreement, it must propose an indirect cost rate in accordance with the procedures set forth in the applicable cost principles circular. Name this document: Indirect Cost Rate.

☐ **ATTACHMENT 7 – ACH Vendor Form**

Name this document: ACH.

http://www.sba.gov/content/standard-form-3881-ach-vendormiscellaneous-payment-enrollment-form

☐ **ATTACHMENT 8 – SBA Form 1711, Certification Regarding Lobbying & Disclosure of Lobbying Activities**

Name this document: Form 1711.

http://www.sba.gov/content/sba-form-1711-certification-regarding-lobbying

If lobbying activities are identified, also complete SBA Form LLL.

☐ **ATTACHMENT 9 - SBA Form 1623, Debarment and Suspension**

Name this document: Form 1623.

https://www.sba.gov/content/certification-regarding-debarment-suspension-and-other-responsibility-matters-primary-covered-transactions .

☐ **ATTACHMENT 10 - Drug-free Workplace Agreement**

Name this document: Drug Free Cert.

https://www.sba.gov/sites/default/files/files/Certification%20Regarding%20Drug-Free%20Workplace%20Requirements.pdf

☐ **ATTACHMENT 11 - Governor's Letter of Endorsement**

After you submit your electronic application to Grants.gov, you will be assigned a Grants.gov tracking number on the screen. It will also be e-mailed to your AOR.

For additional help on how to use Grants.gov, you can send an e-mail to the Grants.gov helpdesk at support@grants.gov or call 1-800-518-4726. You may find additional training at;

https://www.grants.gov/web/grants/applicants/workspace-overview.html

https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-basic.html

For specific questions regarding this funding opportunity you should contact your Office of Investment and Innovation or email FAST@sba.gov.

If your organization is selected for an award, you will be given instructions on how to register with GrantSolutions to access and sign the award.