

U.S. SMALL BUSINESS ADMINISTRATION ON GRANTSOLUTIONS.GOV

INSTRUCTION PACKAGE & PROGRAM ANNOUNCEMENT

Office of Investment and Innovation Federal and State Technology Partnership Program

Funding Opportunity Number: SB-OIIFT-22-001

Opening Date: May 27, 2022

Closing Date: June 27, 2022

IMPORTANT:

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via GRANTSOLUTIONS.GOV.

If your organization hasn't already done so, it must register with Grantsolutions.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 Grantsolutions.gov, please call the Grantsolutions.gov Support Line at 1-866-566-0771 or email at help@grantsolutions.gov. The hours of operation are Monday-Friday, 7 a.m. to 8 p.m., Eastern Standard Time.

1. Registering with Grantsolutions.gov

SBA requires the use of the Grantsolutions.gov website for submission of all grant application packages. If your organization hasn't already done so, it must register with Grantsolutions.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 Grantsolutions.gov, call the help desk at 1-866-577-0771.

The checklist below has been designed to help guide you through the Grantsolutions.gov registration process.

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
<p>1. Find your institution's UEI number</p> <p>All institutions applying for federal grants are required to provide a UEI number. The federal government has adopted the use of UEI 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 UEI number. Research universities and most colleges, independent libraries, and large organizations already have UEI numbers.</p> <p>If your institution does not have a UEI number, please contact Sam.gov. If your organization is not registered, you can register online at http://sam.gov or apply by phone (1-888-227-2423).</p>	<p>1-2 business days</p>	<p>Record and protect your UEI number and have it available for quick reference in the following steps.</p>
<p>2. Register your institution with System of 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 of Award Management must be confirmed each year for your Grants.gov registration to remain valid.</p> <p>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.</p> <p>If your organization is not registered, you can register online at https://sam.gov or apply by phone (1-888-227-2423).</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</p>	<p>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.</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>

<p>to update your organization's SAM information as necessary.</p>		
<p>3. Register with Grantsolutions.gov</p> <p>Finally, your Principal Investigator/Project Director (PI/PD) and Authorizing Official Representative (AOR) must register with Grantsolutiona.gov.</p> <p>Registration creates an account on Grantsolutions.gov that enables your organization to name and confirm authorization from one or more PI/PDs & AORs and then allow the PI/PDs & AORs to submit applications on your organization's behalf.</p> <p>For Directed Announcements, Grant Solutions will send an email to all PI/PDs and AORs for each organization to apply to the announcement with GrantSolutions.gov.</p> <p>To register, do the following:</p> <ol style="list-style-type: none"> 1) Navigate to the following link: https://home.grantsolutions.gov/home/getting-started-request-a-user-account/ 2) Scroll to the "Recipient User" section and click "Recipient User Account Request Form" Grantee User Account Request Form grantsolutions.gov 3) Fill out the account request form digitally, then sign, scan and send to help@grantsolutions.gov via email <p>NOTE: For additional help in registration, please view the following instructional video on registering for a GrantSolutions Recipient Account http://hhs.adobeconnect.com/p6ulgnvragma/</p>	<p>Up to 2 business days. PI/PDs & AORs will receive usernames and passwords after they submit their recipient user registration form.</p>	<p>If you are uncertain about your organization's currently registered PI/PDs and/or AORs, contact Grantsolutuons.gov with your UEI number and they can check for you.</p> <p>An organization needs at least one PI/PD and one AOR. PI/PDs submit applications. AORs are required for award acceptance in GrantSolutions</p> <p>PI/PDs & AORs should record and protect User IDs and passwords, and have them available for quick reference.</p>

Glossary

Authorized Official Representative (AOR): A person authorized by your E-Business POC to accept and counter-sign awards from Grant Solutions.

UEI Number: UEI stands for "Unique Entity Identifier." UEI numbers are issued by SAM.gov. If your institution is not registered, you can register online at <https://sam.gov> or apply by phone at 1-888-227-2423.

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

Useful Links and Resources

System for Award Management (SAM): <https://sam.gov/SAM>

- If using IE, recipients must use an Internet Versions older than IE9 to access this website.

Register with Grant Solutions: <https://home.grantsolutions.gov/home/getting-started-request-a-user-account/>

Recipient User Account Registration Training Video: <http://hhs.adobeconnect.com/p6ulgnvragma/>

Grant Solutions website: www.grantsolutions.gov

Grant Solutions Help Desk e-mail: help@grantsolutions.gov

Grant Solutions Support Line: 1-866-577-0771

2. Accessing & Submitting Required Forms on GRANTSOLUTIONS.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 <https://www.sba.gov/offices/headquarters/ovbd/resources> and through GrantSolutions.gov. The 424 part of your application must be submitted via the electronic form on GrantSolutions.gov. The other requested items for your application may be uploaded as an attachment.

To apply for this funding opportunity, the forms listed below must be submitted through Grant Solutions:

- SF-424, Application for Federal Assistance** - this form asks for basic information about your organization. This form can be completed on GrantSolutions.gov
- SF-424(a), Budget Information** - this form is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year of this proposal. This form can be completed on GrantSolutions.gov.
All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies.
- Grant Solutions Application Checklist** When you apply for an opportunity in Grant Solutions an application control checklist appears that allows you to enter your SF-424 form family electronically and also allows you to upload the requested attachments for the opportunity. By clicking on the upload attachment link next to each of the requested items, you will be able to choose the file from your computer that you wish to attach.

Please attach the proper file to the corresponding button as listed below. Note that only standard file format types are accepted (password protected and ZIP files will not be accepted).

- 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.

Template provided by SBA.

ATTACHMENT 3 – Technical Proposal

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

Your Technical Proposal should consist of:

- Resumes and position descriptions for all key personnel; **Key personnel includes anyone in a management position (e.g., a director or supervisor) or any individual whose job is "vital" to the performance of the project (e.g., a TA provider). Names and position titles are required for all employees being paid from grant funds, regardless of whether those employees are considered key personnel.**
- List of Contractors/Consultants
- Copies of Contractual/Consultant Agreements (Over \$10,001 up to \$250,000)**
- IRS Tax-Exempt Letter
- Copy of Most Recent Audit (**No older than one year from the current date**) Report or link to website where the audit report can be located. Name this document: Audit. The preferred format is the link on your organization's website with the appropriate password.
- [Technical proposal as outlined in the Notice of Funding Opportunity.](#)

ATTACHMENT 4 – Indirect Cost Rate Proposal from Cognizant Agency (if applicable) – Applicant must submit 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.

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.

After you submit your electronic application on GrantSolutions you will be assigned an application number and email will be generated then sent to all PI/PDs and AORs. It will also be available under "My Applications" tab in GrantSolutions.

For additional help on how to use GrantSolutions you can send an e-mail to the GrantSolutions helpdesk at help@grantsolutions.gov or call 1-866-577-0771.

For questions regarding this funding opportunity call your SBA point of contact Elden Hawkes at 202-731-8503 or email FAST@sba.gov