

# INSTRUCTIONS

## For

### FOA No. OWBO-2018-01-2

#### SBA on GRANTS.GOV

#### List of Required Grant Forms and other Guidelines

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This section provides instructions and guidelines for the forms that are required for the grant program to which you are applying. These forms must be submitted electronically via [www.grants.gov](http://www.grants.gov). **NO other forms of submission or late submissions will be accepted.**

Questions regarding the Funding Opportunity Announcement (programmatic or financial) should be directed to SBA, Office of Women's Business Ownership at 202-205-6673 or [OWBO@sba.gov](mailto:OWBO@sba.gov). **ONLY** eligible applicants should contact SBA.

Technical questions regarding Grants.gov should be directed to the Grants.gov Help Desk at 1-800-518-4726. The SBA cannot provide technical assistance regarding the Grants.gov electronic grant submission system.

1. **Application for Federal Assistance (SF-424)** -- this form asks for basic information about your organization. Instructions how to complete this form are located in Section VIII of the Funding Opportunity Announcement Note: Block 18 should only reflect total funding for the budget period identified in the Funding Opportunity Announcement for which you are completing.
2. **Budget Information - Non-Construction Programs (SF-424A)** -- this form is the Applicant's estimate of the total cost of performing the project or activity for the project year for which you are completing.

The Federal amount should not exceed the funding level stated in the Funding Opportunity Announcement.

All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and agency policies.

3. **Assurances - Non-Construction Programs (SF-424B)** -- this form is for certification that the organization will comply with all applicable requirements of the Federal laws, executive orders, regulations, and policies governing the grant program.
4. **Annual Budget Summary (B10–B16).** **THIS DOCUMENT MUST BE SUBMITTED IN ITS ORIGINAL EXCEL FORMAT.** The worksheet (which is a Microsoft EXCEL document) requests breakout of all costs shown on the SF-424A. It also requests the narrative details about your budget. Be sure to provide all cost narrative details in the manner requested by the worksheets (directions for narrative are provided in each section).

The Annual Budget Summary Worksheet (B10–B16) is located at <https://www.sba.gov/wbc>

5. **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. Submit files in Microsoft Word, Excel, or PDF formats. Please attach the proper file to the proper button as listed below.

**NOTE:** To save your documents as PDFs, you will need to use PDF generator software.

**ATTACHMENT 1** -- to this button, **attach your Cover Letter** as identified in Section IV of the Funding Opportunity Announcement.

**Name this document:** Cover Letter

**ATTACHMENT 2** -- to this button, **attach your Technical Proposal (include a Table of Contents - including attachments)** as identified in Section IV of the Funding Opportunity Announcement.

**Name this document:** Technical Proposal

**ATTACHMENT 3** -- to this button, **attach your Supporting Documents listed in your Table of Contents** as identified in Section IV of the Funding Opportunity Announcement.

**Name this document:** Supporting Documents

**ATTACHMENT 4** -- to this button, **attach your Annual Budget Summary Worksheets (B10-B16). This document MUST be submitted in its original EXCEL format.**

**Name this document:** Base Period Budget

**ATTACHMENT 5** -- to this button, **attach your Certification of Cash Match and Program Income & Sources of Match Worksheet. Include Sources of your match to include the expected activity which will generate the Program Income (if any) for the Base Period.**

**ATTACHMENT 6 – 15** -- to these buttons, **attach any remaining documents necessary to complete the requirements of the Funding Opportunity Announcement.**

**Name these documents** names that easily identify the contents.

**See the Checklist of Required Submissions for this Funding Opportunity Announcement below.**

## 8.4.2 Checklist of Required Submissions for Funding Opportunity Announcement

| Technical Proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Cost Proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>Address and submit each of the following as instructed and outlined in the Funding Opportunity Announcement.</b><br/> <b>Program Information Narrative</b></p> <p>___ Table of Contents</p> <p>___ Mission Alignment and Experience</p> <p>___ Organization and Structure</p> <p><u>Include the following:</u></p> <ul style="list-style-type: none"> <li>- Organization Chart (include names, positions titles, and percentage of time each will devote to the project for all proposed full- and part-time employees working on the WBC project)</li> <li>- Résumé (for WBC Director)</li> <li>- Position Description (for ALL personnel)</li> </ul> <p>List of Board of Directors (include phone number and e-mail address, and include skills and experience that each member brings to the board)</p> <ul style="list-style-type: none"> <li>- List of WBC Advisory Board Members and each member's phone number, e-mail address, and include the role(s) and responsibility(ies) of each member.</li> <li>- WBC Hours &amp; Planned Closures</li> </ul> <p>___ Market Assessment for Services Provided</p> <p>___ Project Objectives &amp; Milestones</p> <p>___ Plans for Marketing and Collaboration with the SBA &amp; Other Community &amp; Small Business Organizations</p> <p>___ Include commitment letters and/or cooperative agreements.</p> <p>___ Sources and Leverages of Funds</p> <p>___ Financial Management Capability &amp; Certification of Match</p> <p>___ Include a certification that the financial system to be used for the non-Federal entity's WBC project meets 2 CFR Part 200.302 and 200.333. (<u>Note:</u> Letter may be from the applicant's auditor, CPA, treasurer, comptroller, CFO or similarly qualified individual.)</p> <p>___ Program Evaluation and Economic Impact</p> <p>___ Technology Capability</p> <p><b>Supporting Documents</b></p> <p>___ List of all Federal awards received w/in last 5 years - include: 1) grantor agency name; 2) CFDA number; 3) the year of the award; 4) the amount of the award; &amp; 5) status of award (i.e., if award is ongoing or closed).</p> <p>___ Active SAM Registration – A print out showing a valid SAM registration and the date of expiration</p> <p>___ Copy of All Subcontracts and Agreements (may not exceed 49% of total budget). <b>Must also include 3 quotes for all subcontracts between 3,501 and 150K.</b></p> <p>___ Conflict of Interest policy</p> <p>___ Projected Milestones Chart</p> <p>___ Articles of Incorporation</p> <p>___ Non-Profit Verification (501(c) Certification from IRS)</p> <p>___ SF-LLL (Lobbying)</p> <p>___ Approved Indirect Cost Rate or Cost Allocation (if applicable)</p> <p>___ Most recent audit (or audited financial statement)</p> | <p><b>Must complete the SF-424 Package for the Base Period</b><br/> <b>SF 424 Packages and Budget Details</b></p> <p><b>For the Base Period:</b></p> <p>___ SF-424 (located at Grants.gov)</p> <p>___ SF-424A (located at Grants.gov)</p> <p>___ SF-424B (located at Grants.gov)</p> <p>___ Annual Budget Summary (B10 – B16) – in its original excel format</p> <p>___ Certification of Cash Match and Program Income Worksheet. Also, must complete page 2 of this worksheet to include a list of sources for cash match and detail the activity which will generate program income (if any). <u>Note:</u> In-kind should not be included on this worksheet.</p> <p><b>For Estimated Funding Requirements for Option Year 1 through 5 – Complete the following:</b></p> <p>___ Section E of the Base Period SF-424A as instructed in the funding opportunity announcement.</p> <p><b>MAKE SURE OF THE FOLLOWING</b></p> <ol style="list-style-type: none"> <li>1. The SF-424 reflects the correct Federal amount and non-Federal match of which 50% is in the form of cash. <u>Note:</u> Cash match is all non-Federal cash and program income;</li> <li>2. The SF-424A, block 6. a. – k., breaks out the Federal share (in column 1); the non-Federal cash (in column 2); in-kind (in column 3) &amp; program income (in column 4); and</li> <li>3. The budget does not include non-expendable equipment. Non-expendable equipment is <u>unallowable</u> under the grant. Only expendable equipment, (valued below \$5,000 per piece) is allowable and must be shown under the "Supplies" cost category.</li> </ol> |