



U.S. Small Business  
Administration

# **FAST FY18 FOA Open Call**

**Thursday, May 10<sup>th</sup> 2018**

**2 PM ET**

# **Contents:**

**Q&A from May 10 Open Call: 3-7**

**Background Slides: 8-17**

# Q&A from May 10 Open Call

(page 1)

- How many proposals were received last year?
  - Approximately 35 proposals were received in 2017.
- What is the makeup of the review panel?
  - The review panels are a mix of SBIR-familiar SBA staff and SBIR federal agency representatives.
- When will the 2018 FAST awardees be announced?
  - The next cohort of FAST awardees will be announced by August 2018 or earlier.
- Why did the SBTDC award limit lower to \$125,000?
  - There are now more technology accredited Small Business Development Centers (SBDCs).
- Does an SBTDC have to apply to FAST-2018-R-0012A?
  - Yes, SBTDCs must apply to the Funding Opportunity No. FAST-2018-R-0012A.
- Can an organization partner with an SBTDC to apply?
  - The lead organization must apply to the appropriate FOA. If multiple entities apply together, they must meet the eligibility requirements. Partnering (separate from applying together) within the grant to achieve goals is encouraged). Specific questions can be sent to [fast@sba.gov](mailto:fast@sba.gov)

# Q&A from May 10 Open Call

(page 2)

- Is there any guidance on getting a governor's endorsement? How can you know if someone else is applying from a state/territory?
  - It is important to start early when approaching a governor's office, as it can be a slow process. There might also be other organizations in a state interested in applying for FAST; starting early gives the opportunity for collaboration, or clarification of potential roles.
- How have SBA's priorities for this program changed this year compared to previous? Is there the same emphasis on women, socially/economically disadvantaged, etc.?
  - SBA still places a high value on outreach and training for women and socially/economically disadvantaged individuals (also directed from SBIR reauthorization). This year additional language was added for reaching innovators in underrepresented geographies (rural areas). This is a large part of the program design section, which accounts for 50% of total possible points.

# Q&A from May 10 Open Call

(page 3)

- Why were the subcontracting limitations removed?
  - It was due to the nature and limitations of the FAST program. It is one year funding (now limited to \$125,000), which can inhibit an organization's ability to hire staff with sufficient SBIR experience. Applicant organizations must sufficiently explain in their proposal any plan to manage a FAST program while contracting out for more specialized training for their client companies.
- If a proposal keeps more work in-house are they more competitive than one that contracts out?
  - No. The FOA does not guide applicants one way or the other, and reviewers are instructed to keep to the technical proposal guidelines when scoring.
- Are there geographic limits for service delivery (state lines)?
  - No. Awardees may deliver services in multiple states (as defined in their proposal). Applicant organizations should seek to avoid duplication of services. Only one governor's letter is required.

# Q&A from May 10 Open Call

(page 4)

- Can program income be used as match?
  - Yes, program income can be used as match. Program income is not required within the FAST program.
- If the applicant organization has existing funding from the state, can a portion of that existing funding be used as match?
  - Yes, existing funding from another entity (public or private funds, but not other federal funds) can be used as cash match.
- What else can be considered part of the cash match?
  - Besides program income, cash match can be from sponsors, funding from a host organization, state funds, salaries, etc.
- What is the different between the state match percentages and the in-kind/cash match percentages?
  - The total % of match required for a state is based on the number of Phase I SBIR awards in that state (for 2016). Regardless of the .5:1, .75:1, or 1:1 match, all awardees must demonstrate that 50% or more of their match amount fits in the “cash” category. The remaining portion can be in-kind.

# Q&A from May 10 Open Call

(page 5)

- What are the top reasons FAST proposals are not selected for funding?
  - There are many reasons applicants do not receive enough reviewer points. Submitted proposals may not address all sections and subsections of the technical proposal requirements. It is also possible that an organization's competence in SBIR support is not sufficiently detailed.
- Will the terms and conditions be posted, for applicants to have a better idea of what will be required of them?
  - Yes, terms and conditions will be posted as part of the FOA mid-May.

# Federal and State Technology (FAST) Partnership Program

This presentation does not take the place of or precedence over the FAST Funding Opportunity Announcements (FOAs). Applicants must refer to and adhere to all of the requirements of the Funding Opportunity Announcements available on [grants.gov](https://www.grants.gov).

Funding Opportunity No. FAST-2018-R-0012

Funding Opportunity No. FAST-2018-R-0012A

# Purpose

[15 U.S.C. §657d\(c\)](#)

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 business assistance and mentoring); and/or
- better prepare SBIR/STTR awardees for commercialization success (through business assistance and mentoring).

# Funding Opportunity Information

Funding available: \$3 million for FY2018 awards

- \$2 million for general applicants
- \$1 million for SBTDCs

FAST legislation does not allow SBA to receive more than one proposal per state (between the two FOAs). Two applicants from the same state cannot each apply, even to separate FOAs. If one applicant applies to the general FOA and one applicant applies to the SBTDC FOA (both with letters from the governor or equivalent), SBA will contact the governor's office for determination on which application is to be considered.

SBA expects to make 24 awards (max award amounts are \$125,000).

# Application Information


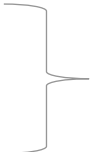
Applications must be submitted in full by 4:00 pm ET on June 20, 2018 to be eligible for consideration.

Applications must include the following elements:

- Cover letter (1 page)
- Technical Proposal (10 pages, min single spaced with size 12 font)
- Attachment and Exhibits
- Budget Information
- Certifications, Forms and Assurances

# Technical Proposal

Each section and sub-section should be clearly listed.

- A. Organizational Experience and Capacity  30 points
  - 1) Past Performance
- B. Project Design  50 points
  - 1) Collaboration and Leveraging of Resources
  - 2) Target Markets
- C. Project Management 10 points
- D. Risk Management 10 points

# Guidance on Forms

The following forms are incorporated as part of the electronic application process on grants.gov:

- SF-424, Application Federal Assistance
- SF-424A, Budget Information
- SF-LLL, Disclosure of Lobbying
- SF-424B, Budget Information (Non-Construction)

# Guidance on Forms

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)

# Guidance on Forms

The remaining forms will be submitted as attachments in numeric order, following the bolded naming convention:

9. **Cost Policy Statement** (Click on link for SAMPLE: [www.sba.gov/offices/headquarters/ovbd/resources/758162](http://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](http://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](http://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), **and Drug-free Workplace Agreement** [www.sba.gov/offices/headquarters/ovbd/resources/758162](http://www.sba.gov/offices/headquarters/ovbd/resources/758162)

\*If additional attachments are desired, please add them to #6 and rename the attachment "Governor's Letter and Other Supporting Documents"

# FAQs

- Is there a limit to how many letters of support can be submitted?
  - There is no limit to the number of support letters.
- Is it required to submit subcontractor résumés?
  - Subcontractor résumés are not required but can be included to back up claims of their relevance and experience.
- Will there be a debriefing for unsuccessful applicants?
  - It is not required for SBA to debrief unsuccessful applicants; however, it is our goal to contact unsuccessful applicants with basic feedback on why they were not selected by the review committee.
- Can the application only discuss FAST in their proposal? Should the greater objectives/goals of the organization be mentioned?
  - The overall goals of your organization should be addressed in the proposal; especially as it relates to how FAST funding will be leveraged. It is up to each applicant to determine how detailed they would like to be.
- What is the difference between sections 1.4a and 2.1 (subgrants vs. paying for proposal preparation?)
  - Awardees are not allowed to make subgrants to other entities to take over primary responsibility of FAST requirements. Awardees ARE allowed to make grants to companies to cover proposal costs or relevant travel to SBIR/STTR conferences.
  - Note that there is no longer a 33% cap on subcontracting, but applicants must adhere to subgrant requirements (no pass through arrangements)

# Tips

- Read Program Announcement carefully
  - Section IV – Application and Submission Information
  - Section V – Application Review Information
- Prepare a focused proposal that includes milestone goals and supporting activities that can realistically be achieved within the 12 month period.
- For eligibility, you must have a signed letter by governor (or equivalent) designating your organization as the applicant from.
- Plan early! Do NOT wait until the last day to submit your application. You must allow sufficient time to get your DUNS number, register in grants.gov, SAM, etc.
- Use the Application Checklist tool to make sure you have all required application elements.

Questions: [fast@sba.gov](mailto:fast@sba.gov)