

1. Am I able to charge a percentage of indirect costs to the FY 25/26 budget and apply a percentage of indirect costs as non-cash federal cash match?

Answer: This is allowable. The approval for unrecovered indirect costs will be determined during proposal review. See 2 CFR 200.306 (c) Cost sharing or matching.

2. If another entity hosts a statewide APEX Accelerator, does this mean we are unable to establish a regional accelerator in the area?

Answer: All eligible entities are eligible to apply for the service coverage area they choose.

3. Please advise if it is permissible for me to request a cost ratio of 75/25 for FY25/26 for a non-distressed budget.

Answer: Eligible entities may propose any cost ratio. The federal share limit for a non-distressed area is 65 percent, and the federal share limit for a distressed area is 85 percent. Waivers to exceed the federal share limit of 65% for a non-distressed area and the federal share limit of 85% for a distressed area will not be requested.

4. On the FY2025 APEX Accelerator Notice of Funding Opportunity document, page 3 under 2) Federal Award Information - Awards will be for a base year and four one-year option periods and are subject to funding limitations. How does the government anticipate to handle the options year since the budget may differ each year? Will the government request a new budget before the option year is exercised? Will the entire proposal need to be submitted?

Answer: A Notice of Funding Opportunity will be posted for each option year with instructions on how to submit a proposal and budget.

5. Where do we enter Registration fees for Conferences? You have all other items listed, but nothing for the Registration fee.

Answer: You can place these fees in the "Other" row.

6. The application has a few sections where you are prompted to describe your past performance as an APEX. As a new applicant, can we approach this section by describing relevant performance or knowledge? And leave this performance evaluation section of the budget blank?

Answer: As a new applicant you can approach this section by describing relevant past performance.

7. Does our organization (as a new applicant) need to supply an audit for Attachment #9?

Answer: Please see <https://www.federalregister.gov/documents/2024/04/22/2024-07496/guidance-for-federal-financial-assistance> for upcoming Single Audit changes and 2 eCFR 200 Subpart F for Single Audit requirements.

8. Can we supply a job description for the program manager's resume (Attachment #8) instead?

Answer: No.

9. Should we provide resumes for our staff who will assist the program manager part-time?

Answer: No.

10. What kind of published salary data is acceptable?

Answer: One example of published salary data is the Department of Labor Wage Grade Determinations.

11. Will we be penalized if we do not meet our proposal's counseling hours and successful contracts?

Answer: Penalties arise from failure to meet the terms and conditions of the awarded agreement.

12. Since we are applying as a standalone, regional APEX, are we required to hit every single metric in the goals sheet?

Answer: APEX Accelerators must strive to meet the goals they proposed and were accepted.

13. Is there a standardization or even a rule of thumb for determining the number of counseling hours that we should propose in our first year.

Answer: No.

14. Will there be more guidance on counseling hours and program execution ratings?

Answer: There is no additional guidance to provide at this time.

15. Regarding attachment 11, I see the recent notice about updated formulas. However, for the personnel section, Column M asks the “previous period of performance total salary (actuals)” and the instructions reference this pertains to FY24. Since the FY24 period of performance is currently active, are we expected to include the actual salary figures year to date?

Answer: No, this column would be the actuals for your completed period of performance in FY23 so that you are able to provide actuals.

16. In each of the cost categories, i.e., personnel, FB, travel, etc, DOD wants us to provide a monthly breakdown, to the penny, of the total cost of each category. In some areas, e.g., personnel, we can come pretty close, but in other areas, e.g., travel, I don't know seven or eight months out, what month my counselors will be traveling for events, training, etc. Nor do I know the dates, locations, etc of future training events such as DOD Small Business Training Week or the DOD Mentor/Protege Summit. What guidance can you give me for completing these sections of the budget template?

Answer: Please include all training and give a best guess in the month that the training will occur. The Government understands that locations for DOD Small Business Training Week or the DOD Mentor/Protege Summit may not be published yet.

17. Would it be acceptable to just provide the unsigned letter of commitment for application purposes and provide a signed version next year?

Answer: The letter of commitment must be signed.

18. Can you please confirm that the “10% limit” applies only to consultant costs as stated in the Specific Terms and Conditions Version 5.0 July 2024? The budget template and NOFO instructions imply the 10% cap applies to consultant and contractual combined. Subrecipients are listed under contractual.

Answer: Per 2 CFR § 1108.105, contractor means an entity to which a recipient or subrecipient awards a procurement transaction (also known as a contract). The 10% limit applies to consultants and contractors. Subrecipients are not considered contractors here.