U.S. SMALL BUSINESS ADMINISTRATIONON GRANTS.GOV

INSTRUCTION PACKAGE & NOTICE OF FUNDING OPPORTUNITY FOR THE SMALL BUSINESS DEVELOPMENT CENTER PROGRAM

Small Business Development Centers Program

Funding Opportunity Numbers: OSBDC-2022-03

Calendar Year funded Opening Date: September 9, 2021

Calendar Year funded Closing Date: October 25, 2021

IMPORTANT:

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via GRANTS.GOV.

If your organization has not 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,

call the Grants.gov Support Line at 1-800-518-4726.

The hours of operation are 24 hours a day/7 days a week except for federal holidays, Eastern Daylight Time.

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 do not 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 or email at support@grants.gov. The

phone line is open 24/except for federal holidays.

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.

2. List of Required Forms

To apply for this Funding Opportunity, you must provide the forms and attachments listed below through Grants.gov. Also, you must download the full Notice of Funding Opportunity for other mandatory requirements.

3. What you need to do, the time it takes and tips:

A. 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.

B. 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 registration with the System of Award Management (SAM) 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 instructions 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 (1-866-606-8220).

When your organization registers with SAM, you must designate: a 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 to update your organization's SAM information as necessary.

This is the most cumbersome step. We recommend that you allow at minimum, three 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.gov 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.

C. An Ebiz Point of Contact (Ebiz POC)

This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both SAM POC and as Ebiz POC.

During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in the step below.

D. Register with Grants.gov

Finally, your organization's AOR(s) must register with Grants.gov at https://apply07.grants.gov/apply/OrcRegister using their User IDs and passwords.

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 email.

AORs can also log in to the Applicant home page at https://apply07.grants.gov/apply/OrcRegister using their username and password to check if they have been approved.

SBA on GRANTS.GOV

Grant Forms - Instructions and Guidelines

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 are the:

- ☐ **SF-424, Application for Federal Assistance -** this form asks for basic information about your organization. This form can be completed on Grants.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 Grants.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.

- ☐ **SF-424(B), Assurance – Non-Construction Programs** - This form can be completed on Grants.gov.

  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.)

  - ☐ **Upload as ATTACHMENT #1 – List of Attachments**

    This will assist SBA in verifying all attachments were received. This form/worksheet is available on OSBDC's webpage at: SBDC Forms and Worksheets.

    Name this document: List of Attachments.doc (if in Microsoft Word format) **or List of Attachments.pdf** (if in pdf format)**.**

  - ☐ **Upload as ATTACHMENT #2 – Technical Proposal**

    The Network Technical Proposal must include a table of contents, program narrative, organization chart, Network listing, resumes and other required information; and must not exceed 35 pages. Pages must be numbered.

    Name this document: Technical Proposal.doc (if in Microsoft Word format) **or Technical Proposal.pdf** (if in pdf format).

☐ **Upload as ATTACHMENT #3 – Planned Milestones**

Provide planned milestones for SBDC Network for the following goals: Unique Clients Served, New Business Starts, Capital Infusion and Jobs Supported and other items requested.

Name this document: Planned Milestones.xls (if in Microsoft Excel format) or **Planned Milestones.pdf** (if in .pdf format).

☐ **Upload as ATTACHMENT #4 – Cost Price Analysis and Budget Justifications Workbook**

This form/worksheet is available at SBDC Forms and Worksheets and should be completed with separate worksheets for the SBDC Lead Center and each subrecipient (i.e. subcontracted service center) and include supporting budget narrative and center personnel list. Upload as Attachment #4 Cost Price Analysis and Budget Justification Workbook.

Name this document: **Cost Proposal Analysis and Budget Justifications Workbook.xls** (if in Microsoft Excel format)

☐ **Upload as ATTACHMENT #5 – Indirect Cost Rate Agreements**

Attach your **Indirect Cost Rate Agreements** negotiated with the cognizant agency of each center that will include indirect costs.

Name this document: Indirect Cost Rate Agreements.doc (if in Microsoft Word format) or **Indirect Cost Rate Agreements.pdf** (if in .pdf format).

☐ **Upload as ATTACHMENT #6 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters -SBA Form 1623**

Attach your **Certification Regarding Debarment, Suspension, and Other Responsibility Matters**. This form/worksheet is available at SBDC Forms and Worksheets.

Name this document: Debarment.doc (if in Microsoft Word format) **or Debarment.pdf** (if in .pdf format)**.**

☐ **Upload as ATTACHMENT #7 – Certification Regarding Drug-Free Workplace Requirements**

Attach your **Certification Regarding Drug-Free Workplace Requirements.** This form/worksheet is available at SBDC Forms and Worksheets. **Name this document: DrugFreeCert.doc** (if in Microsoft Word format) or **DrugFreeCert.pdf** (if in pdf format)**.**

☐ **Upload as ATTACHMENT #8 – Certification Regarding Lobbying -SBA Form 1711**

Attach your **Certification Regarding Lobbying**. This form/worksheet is available at SBDC Forms and Worksheets.

Name this document: CertificationRegardingLobbying.doc (if in Microsoft Word format) or **CertificationRegardingLobbying.pdf** (if in pdf format)**.**

☐ **Upload as ATTACHMENT #9 – Certification of Cash Match and Program Income**

Attach your **Certification of Cash Match and Program Income.** This form/worksheet is available at SBDC Forms and Worksheets.

Name this document: Certification of Cash Match and Program Income.doc (if in Microsoft Word format) or **Certification of Cash Match and Program Income.pdf** (if in pdf format).

☐ **Upload as ATTACHMENT #10 – Cost Sharing Proposal-SBA 1224**

Attach your **Cost Sharing Proposal**. This form/worksheet is available at SBDC Forms and Worksheets. **Name this document: CostSharingProposal.doc** (if in Microsoft Word format) **or CostSharingProposal.pdf** (if in pdf format).

☐ **Upload as ATTACHMENT #11 – A-133 Audit Report**

Attach the applicant's most recently completed **A-133 Audit Report** or **provide the link** to a webpage with instructions on how the report can be viewed and downloaded.

Name this document: A-133 AuditReport.doc (if in Microsoft Word format) or **A-133 AuditReport.pdf** (if in pdf format).

☐ **Upload as ATTACHMENT #12 – Letter of Support from SBA District Office**

Attach your **SBA District Office Support Letter** for the Proposal.

Name this document: SupportLetter.doc (if in Microsoft Word format) or **SupportLetter.pdf** (if in pdf format)**.**

☐ **Upload as ATTACHMENT #13 – Additional information or other documentation the Applicant believes is necessary to support its Proposal.** If the Lead Center has any contracts greater than $10k (excluding the Service Center contracts) they should provide a statement as part of Attachment #13. That would include a list of each contract above $10k, the three quotes for each contract and a justification if they do not go with the lowest bidder.

<u>Name this document</u>: AdditionalDocs.doc (if in Microsoft Word format) **or AdditionalDocs.pdf** (if in pdf format)**.**

Glossary

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

DNS 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.

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

Useful Links and Resources

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

- DUNS Number information: http://fedgov.dnb.com/webform
- System for Award Management (SAM): https://sam.gov/SAM
- Register with Grants.gov: https://www.grants.gov/web/grants/applicants/registration.html
- Grants.gov website: www.Grants.gov
- Grant Help Desk e-mail: support@grants.gov
- Grant Support Line: 1-800-518-4726