

NOTICE TO ALL PROSPECTIVE APPLICANTS:

**See the Jobs Accelerator website for guidelines to prepare and submit
Jobs Accelerator application packages**

http://www.eda.gov/PDF/GrantsDotgov_Application_Package_Submission_Guide.pdf

Jobs and Innovation Accelerator Challenge Grants.gov Application Instructions

Step 1: Download the Application Package

All eligible applicants seeking Jobs and Innovation Accelerator Challenge (Jobs Accelerator) assistance are required to complete and submit the following forms available on www.grants.gov as part of the application package:

- Form SF-424 (*Application for Federal Assistance*)
- Form SF-424A (*Budget Information—Non-Construction Programs*)
- Form SF-424B (*Assurances—Non-Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)
- Form ED-900 (*Application for Investment Assistance*). (Please see section V.D.1 of the Jobs Accelerator Federal Funding Opportunity (FFO) announcement for more information on completing Form ED-900.)

For all types of applicants:

Some applicants may be required to complete and submit Form SF-LLL (*Disclosure of Lobbying Activities*), which also is available from www.grants.gov. Instructions provided in Form ED-900 and Form SF-LLL specify when applicants are required to submit this form.

Certain applicants, including non-profits and first time applicants for Department of Commerce funding, may be required to complete and submit Form CD-346. EDA will inform applicants if this is required.

Please read section V. of the Jobs Accelerator FFO carefully to ensure all required forms and documentation are submitted.

Important information about Grants.gov before you begin your application

Grants.gov registration

Applicants are strongly encouraged to start early and not to wait until the approaching due date before logging on and reviewing the instructions for submitting an application through www.grants.gov. Please note that to be able to submit an application through www.grants.gov, applicants must register for a www.grants.gov User ID and Password. Note that this process can take several days, so applicants should not wait until they have completed the application package to initiate this process. Applicants should register as

organizations, not as individuals and must designate one or more Authorized Organizational Representatives (AORs) as individuals with authority to submit applications. *AORs registered at www.grants.gov are the only officials with the authority to submit applications at www.grants.gov, so please ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected and cannot be considered for the competition.* Note that a given organization may designate multiple individuals as AORs for www.grants.gov purposes.

Information about the www.grants.gov registration process for organizations can be found at http://grants.gov/applicants/organization_registration.jsp. Applicants should note that organizations already registered with www.grants.gov do not need to re-register; however, all registered organizations must keep their Central Contractor Registration (CCR) registration up to date and must designate the person submitting the application on behalf of the organization as an AOR.

Field limitations and special characters

Please be advised that Grants.gov provides the following notice with respect to special characters:

What kind of information can be entered into form fields within my application?

Grants.gov application packages offer fields to enter a set amount of data. When the limit is reached for a certain field, you will no longer be able to enter data into that field. For every form, there are different limitations to the data that you are allowed to enter (this varies between agency and form). Refer to the agency instructions available for download with the application package for more detail.

Do not use special characters (example: &,-,*,%,/,#) within the application form fields including periods (.), blank spaces and accent marks; an underscore may be used. Please note that if these guidelines are not followed, your application may be rejected.

Applicants are advised that use of apostrophes (') in file names and fillable fields of required forms has caused the most issues. Accordingly, please apply early and periodically check the status of your application to make sure it has been validated, and use file naming conventions that do not negatively affect your application submission.

If a response exceeds the field limit requirements of any form, including Form ED-900, the applicant is advised to include the response as an attachment to the application. The applicant should clearly indicate in the form field that the information is included as an attachment (e.g., "see Attachment A.1." or "see Attachment A.3."), and upload the information as a portable document format (PDF) file.

Step 2: Submit the Application

The three options for submitting a completed application package are as follows:

- a) Select “Apply for Grants” from the left-hand menu on www.grants.gov.
- b) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
- c) Select the link “Download a Grant Application Package”.
- d) Enter the appropriate CFDA number or Funding Opportunity Number (the Jobs Accelerator Funding Opportunity Number is “JobsAccelerator2011”) and click on “Download Package”.
- e) Click on the “download” link under “Instructions and Applications”
- f) A new window should pop up. In the new window, click on “Download Application Instructions” to review the instructions posted on www.grants.gov and “Download Application Package” when you are ready to begin the application.
- g) Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, they all must have Adobe Acrobat 8.1.3 or higher in order to save changes to the application package.
- h) **Mandatory Documents.** Click on each of the documents in the “Mandatory Documents” box and, after selecting each one, click on the arrow to move these into the “Mandatory Documents for Submission” box. Please refer to section V.D of the Jobs Accelerator FFO for detailed information on which documents must be submitted.
- i) **Attachments.** Please upload all documentation required as an attachment as specified under section V.D of the Jobs Accelerator FFO. Applicants should combine attachments (for example, create a single Adobe portable document format (PDF) attachment) as instructed in the Jobs Accelerator FFO. Applicants should ensure that all attachments are clearly labeled.
- j) **Optional Documents.** In the “Optional Documents” box, click on Form SF-LLL if non-Federal funds have been or are planned to be used for lobbying in connection with this competitive solicitation and then move this to the “Optional Documents for Submission” box. Also, for non-profit applicants or first time applicants for DOC funding, please include Form CD-346 as an attachment. Form CD-346 may be downloaded from DOC’s website at http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002454.pdf.
- k) When all necessary forms have been moved into the mandatory or optional documents for submission box, the application package should pre-populate with all selected forms embedded.
- l) Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type “not awarded yet” in the “project number” field.
Save the application package at regular intervals to avoid losing work.
- m) Attach all necessary attachments.

- n) When all mandatory fields have been completed, scroll to the top and click on “Check Package for Errors”.
- o) Click “Save”.
- p) Click “Save and Submit”. At this point, the applicant’s AOR must be connected to the Internet and will be asked to enter your www.grants.gov User ID and Password in order to submit via www.grants.gov. As noted above, an AOR must submit the application for it to be validated by www.grants.gov and received by EDA.

Once an application has been submitted, it is the applicant’s responsibility to check on the status and ensure it was received and validated by www.grants.gov, and transmitted to EDA. An applicant should expect to receive two emails from www.grants.gov: the first will confirm receipt of the application, and the second will indicate that the application has either been successfully validated by the system before transmission to EDA or has been rejected due to errors. **Because it can take up to two business days after www.grants.gov receives an application for applicants to receive email notification of an error, applicants should time their submissions to allow for application correction and resubmission by the applicable funding cycle deadline.** Applicants will receive a third email once EDA has retrieved their applications.

Please see section V of the Jobs Accelerator FFO for complete application instructions.