

**Office of Small Business Development Centers –Portable Assistance  
Program**

**Funding Opportunity Number: OSBDC - 2012 – 05**

---

**IMPORTANT**

**ALL APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV.  
OTHER APPLICATIONS WILL NOT BE ACCEPTED.**

If your organization hasn't 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, IS  
NECESSARY TO SUBMIT YOUR APPLICATION.**

**IT IS STRONGLY SUGGESTED THAT THE REGISTRATION PROCESS BE  
STARTED IMMEDIATELY.**

If you have any problems registering with Grants.gov,  
call the Grants.gov Support Line at 1-800-518-4726.

The hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Standard 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 hasn't already done so, it must register with Grants.gov before being able to 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 don't wait until the last minute as a deadline is approaching! If you have problems registering with Grants.gov, call the help desk at 1-800-518-4726.

The checklist has been designed to guide you through the Grants.gov registration process. Complete instructions for registering with Grants.gov are located at [www.Grants.gov](http://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, submit the forms listed through Grants.gov. For other mandatory requirements download the full Program Announcement.

What you need to do	Time it takes	Tips
<p><b>1. Find out your institution's DUNS number</b></p> <p>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.</p> <p>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.</p> <p>If your institution doesn't have a DUNS number, call the special Dun &amp; Bradstreet hotline at 1-866-705-5711 to receive one free of charge.</p> <p>More information about DUNS numbers is available at <a href="http://dunandbradstreet.com/us/duns_update/index.html">http://dunandbradstreet.com/us/duns_update/index.html</a>.</p>	<p>You will receive a DUNS number at the conclusion of the phone call.</p>	<p>Record and protect your DUNS number and have it available for quick reference in the following steps.</p>
<p><b>2. Register your institution with Central Contractor Registry (CCR)</b></p> <p>CCR is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. CCR 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 CCR.</p> <p><b>Remember that registration with the Central Contractor Registry must be confirmed each year for your Grants.gov registration to remain valid.</b></p> <p>If your organization is not registered, you can register online at <a href="http://www.ccr.gov">www.ccr.gov</a> or apply by phone (1-888-227-2423).</p> <p>When your organization registers with CCR, you must designate:</p> <p>1) CCR Point of Contact (CCR POC). This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as</p>	<p>This is the most cumbersome step. We recommend that you allow up to 3 days for gathering information and preparing the application. After you submit your registration information, CCR will send an e-mail confirmation, generally on the same day.</p>	<p>The CCR 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.</p> <p>Record and protect your T-PIN and M-PIN. Keep track of the staff</p>

<p>necessary.</p> <p>2) 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 CCR POC and as Ebiz POC.</p> <p>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 Step 4 below.</p>		<p>designated as Points of Contact.</p>
<p><b>3. Register with Grants.gov credential provider</b></p> <p>Each staff member who will be submitting applications on your organization's behalf must first register with Grants.gov's credential provider. These staff members are called Authorized Organization Representatives (AORs). Before starting on this step, your CCR registration (Step 2 above) must be complete. Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov's credential provider.</p> <p>To register, each AOR must apply for a User ID and password from Operational Research Consultants (ORC) at <a href="http://apply.grants.gov/OrcRegister">apply.grants.gov/OrcRegister</a>. AORs will need to know your organization's DUNS number in order to complete the process. We recommend that each AOR print out the ORC eAuthentication Account Confirmation and keep it for his/her records.</p> <p>AOR User IDs and passwords serve as "electronic signatures" when your organization submits applications through Grants.gov.</p> <p>It is possible for the individual who serves as your organization's CCR POC and/or Ebiz POC to also serve as the AOR (or as one of the AORs).</p>	<p>Same day.</p> <p>AORs will receive usernames and passwords when they submit their information.</p>	<p>An organization does not need more than one AOR. While the AOR is the only one who can submit applications, others (e.g., project director, development director) can work on the proposal prior to submission.</p> <p>AORs should record and protect their UserIDs and passwords, and have them available for quick reference.</p>
<p><b>4. Register with Grants.gov</b></p>		

<p>Finally, your organization's AOR(s) must register with Grants.gov at <a href="https://apply.grants.gov/GrantsgovRegister">https://apply.grants.gov/GrantsgovRegister</a> using their User IDs and passwords obtained in Step 3.</p> <p>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.</p> <p>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 e-mail.</p> <p>AORs can also log in to the Applicant home page at <a href="http://www.grants.gov/ForApplicants">www.grants.gov/ForApplicants</a> using their username and password (obtained in Step 3) to check if they have been approved.</p>	<p>Same day.</p> <p>Registration will be complete when the AOR submits his or her information. Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR.</p>	<p>If you are uncertain about your organization's AORs, contact Grants.gov with your DUNS number and they can check for you.</p>
---	--	--

**Glossary**

*Authorized Organization Representative (AOR):* A person authorized by your E-Business POC to submit applications to Grants.gov.

*Central Contractor Registry (CCR):* Institutions receiving any type of award from the federal government must register with CCR.

*DUNS 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.

*E-Business Point of Contact (Ebiz POC):* Person who will designate which staff members can submit

**Useful links and resources**

DUNS Number information: [http://dunandbradstreet.com/us/duns\\_update/index.html](http://dunandbradstreet.com/us/duns_update/index.html)

Central Contractor Registry (CCR): <http://www.ccr.gov>

Register with the Credential Provider: <https://apply.grants.gov/OrcRegister>

Grants.gov website: <http://www.grants.gov>

Contact Grants.gov via e-mail: [support@grants.gov](mailto:support@grants.gov)

Grants.gov Customer Support Tutorials and Manuals: <http://www.grants.gov/help/help.jsp>

Grant.gov Support Line: 1-800-518-GRANTS (4726)

applications through Grants.gov.  
When you register with CCR, your  
institution will be asked to  
designate an Ebiz POC.

*M-PIN*: Password used by your  
Ebiz POC to designate which staff  
members can submit applications  
to Grants.gov.

# SBA on GRANTS.GOV

## Grant Forms - Instructions and Guidelines

---

This section provides the guidelines and instructions for the forms that are required by the grant program for which you are applying. These forms must be completed to submit your application. Section IV, Part A of the program announcement provides the required application format. Forms **one through four** may be found as part of the application process on [www.grants.gov](http://www.grants.gov) for this funding opportunity. The remaining forms will be submitted as attachments.

The forms are on SBA's Office of Small Business Development Center web site at <http://www.sba.gov/content/sbdc-forms-and-worksheets>, download, save as a file, and submit as an attachment.

**PLEASE NOTE:** With regard to supporting documentation already provided pursuant to another current SBDC award, such as cost policy statements, CPA cert letters, audit reports, etc., it is not necessary to submit additional copies. In lieu of copies include a sheet with the application listing all the documents provided under the current SBDC award and a statement that there have been no material changes with regard to those documents since the time they were submitted.

From [www.grants.gov](http://www.grants.gov):

1. **Application for Federal Assistance (SF-424)** -- this form asks for basic information about your organization.
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 described in the technical proposal.
3. The Federal amount should not exceed the funding level stated in the program announcement.
4. All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies.
5. **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.
6. **Disclosure of Lobbying Activities (SF-LLL)** -- this form requests disclosure of any lobbying activities pursuant to 31 U.S.C. 1352.
7. **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. Formats for each of these forms/worksheets are available at <http://www.sba.gov/content/sbdc-forms-and-worksheets>. Please attach the file to the appropriate button as listed below:
  1. **ATTACHMENT 1:** Please submit the **Technical Proposal** prepared according to the format described in Section 4.1.2 of the program announcement as

**Attachment 1.** Name this document: Technical Proposal.doc (if in Microsoft Word format) or Technical Proposal.pdf (if in pdf format).

2. **ATTACHMENT 2: Budget Detail Worksheet for 12-Month Budget Period** – this worksheet supports and details the expenditures listed in the Budget Information – Non Construction Programs – (SF 424A) Download this form from the SBA’s website at <http://www.sba.gov/content/sbdc-forms-and-worksheets> and use the SBA Attachment Form to submit your **Budget Detail Worksheet for 12-Month Budget Period as Attachment 2**. Name this document: Budget Detail Worksheet.doc (if in Word format) or Budget Detail Worksheet.pdf (if in pdf format).

3. **ATTACHMENT 3: Planned Milestone Accomplishments** – this form demonstrates the incremental execution of the project and requires the applicant to perform certain project goals and accomplishments within specified timeframes. Download this form from the SBA website at <http://www.sba.gov/content/sbdc-forms-and-worksheets> save it as a file, and use the SBA Attachment Form to submit the **Planned Milestone Accomplishments as Attachment 3**. Name this document: Planned Milestone Accomplishments.doc (if in Word format) or Planned Milestone Accomplishments.pdf (if in pdf format).

- 4.. **ATTACHMENT 4: Certification Regarding Lobbying (SBA Form 1711)** – this form certifies that funding has not and will not be used for any lobbying purposes and that the same restrictions will apply to all sub-awards.

Download this form from the SBA’s website at <http://www.sba.gov/content/sbdc-forms-and-worksheets>, save it as a file and submit the **Certification Regarding Lobbying as Attachment 4**. Name this document: Certification Regarding Lobbying (SBA Form 1711).doc (if in Microsoft Word format) or Certification Regarding Lobbying (SBA Form 1711).pdf (if in pdf format).

5. **ATTACHMENT 5: Certification Regarding Debarment, Suspension and Other Responsibility Matters (SBA Form 1632)** – this form assures that the applicant, presently and within the past three years, has not been debarred, suspended, declared ineligible, or been excluded from transactions by and Federal department of Agency, nor indicted or criminally or civilly charged.

Download this form from the SBA’s website at <http://www.sba.gov/content/sbdc-forms-and-worksheets> save it as a file, and use the SBA Attachment Form to submit the **Certification Regarding Debarment, Suspension and Other as Attachment 5**. Name this document: Certification Regarding Debarment, Suspension and Other (SBA Form 1632).doc (if in Microsoft Word format) or Certification Regarding Debarment, Suspension and Other (SBA Form 1632).pdf (if in pdf format).

6. **ATTACHMENT 6: Certification Regarding Drug-Free Workplace Requirements** – this requires the applicant to certify that the organization will provide a drug-free workplace by adhering to certain conditions.

Download this form from the SBA's website at <http://www.sba.gov/content/sbdc-forms-and-worksheets>, save it as a file, and use the SBA Attachment Form to submit the **Certification Regarding Drug-Free Workplace Requirements as Attachment 6**. Name this document: Certification Regarding Debarment, Suspension and Other (SBA Form 1632).doc (if in Microsoft Word format) or Certification Regarding Debarment, Suspension and Other (SBA Form 1632).pdf (if in pdf format)

7. **ATTACHMENT 7: CPA Certification Requirement** – this requires the applicant to certify that the organization will provide a **letter** from its accounting firm or the relevant passage from your audit report. Please submit the **Certification Regarding the CPA Certification Requirement as Attachment 7**. Name this document: CPA Certification.doc (if in Microsoft Word format) or CPA Certification.pdf (if in pdf format)
8. **ATTACHMENT 8: Financial Audit Report** – this requires the applicant to provide a **current year's copy** of its organization's annual financial audit report. Please submit the **Financial Audit Report Requirement as Attachment 8**. Name this document: Audit Report.doc (if in Microsoft Word format) or Audit Report.pdf (if in pdf format)

**After submitting the application to Grants.gov, an assigned a Grants.gov tracking number will appear on the screen and will be e-mailed to your AOR.**

For additional help on how to use Grants.gov, please see the help screens on the Grants.gov website at <http://www.grants.gov/Customersupport>. You can also send an e-mail to the Grants.gov helpdesk at [support@grants.gov](mailto:support@grants.gov) or call them at 1-800-518-4726.