

U.S. SMALL BUSINESS ADMINISTRATION ON GRANTS.GOV INSTRUCTION PACKAGE

**Office of Small Business Development Centers – Renewable Grants
Funding Opportunity Numbers: OSBDC-2013-04**

IMPORTANT

**ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH GRANTS.GOV.
NO OTHER APPLICATIONS WILL 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 MAY TAKE UP TO 1 - 2 WEEKS AND MUST BE COMPLETED FOR
YOU TO SUBMIT AN APPLICATION TO GRANTS.GOV.
IT IS STRONGLY SUGGESTED THAT YOU START THE REGISTRATION PROCESS
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 you will be able to apply for this funding opportunity.

Registration creates a profile of basic information about your organization including the staff members 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!

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 on the www.Grants.gov web site.

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 listed below through Grants.gov. You must also download the full Program Announcement for other mandatory requirements.

| What you need to do | Time it takes | Tips |
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| <p>1. Find out your institution's DUNS number</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 & Bradstreet hotline at 1-866-705-5711 to receive one free of charge.</p> <p>More information about DUNS numbers is available at http://dunandbradstreet.com/us/duns_update/index.html.</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>2. Register your institution with Central Contractor Registry (CCR)</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>Remember that registration with the Central Contractor Registry must be confirmed each year for your Grants.gov registration to remain valid.</p> <p>If your organization is not registered, you can register online at www.ccr.gov 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 necessary.</p> | <p>This is the most cumbersome step. We recommend that you allow up to 3 days to gather information and prepare 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 designated as Points of Contact.</p> |

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| <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>3. Register with Grants.gov credential provider</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 apply.grants.gov/OrcRegister. 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>4. Register with Grants.gov</p> <p>Finally, your organization's AOR(s) must register with Grants.gov at https://apply.grants.gov/GrantsgovRegister using their User IDs and passwords obtained in Step 3.</p> <p>Registration creates an account on Grants.gov that</p> | <p>Same day.</p> <p>Registration will be complete when the AOR submits his or her information. Registration</p> | <p>f you are uncertain about your organization's AORs, contact Grants.gov</p> |

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| <p>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 www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved.</p> | <p>approval depends on the time it takes your Ebiz POC to log on and approve the AOR.</p> | <p>with your DUNS number and they can check for you.</p> |
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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 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.

Useful links and resources

DUNS Number information:
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

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

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

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:

1. **Application for Federal Assistance (SF-424)** -- this form asks for basic information about your organization. Instructions how to complete this form are located in Attachment B of the program announcement. **Note:** Block 15 should reflect total funding for the upcoming program year of this proposal. Do not include program income. If submitting the first year of a multiyear proposal include 424s for subsequent budget years in SBA Attachment Form attachment 15.
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 for the upcoming program year of this proposal. Individual center budgets should be entered in SBA Attachment Form attachment 5.

The Federal amount should not exceed the funding level as advised by OSBDC.

All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies.

3. **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.
4. **Disclosure of Lobbying Activities (SF-LLL)** -- this form requests disclosure of any lobbying activities pursuant to 31 U.S.C. 1352.
5. **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

[SBDC Info](#)

Please attach the proper file to the proper button as listed below:

NOTE: To save your documents as PDFs, you will need to use PDF generator software.

List of Attachments

ATTACHMENT 1 – to this button, attach the [List of Attachments](#).

This form/[worksheet](#) is available at [SBDC Info](#). **Name this document: List of Attachments.doc (if in Microsoft Word format) or List of Attachments.pdf (if in pdf format).** This will assist SBA in verifying all attachments were received.

Narrative

ATTACHMENT 2 – to this button, attach your [Narrative](#). **Name this document: Narrative.doc (if in Microsoft Word format) or Narrative.pdf (if in pdf format).** Your Narrative must not exceed 50 pages and pages must be numbered. Also, the narrative should include a table of contents.

Planned Milestone Accomplishments

ATTACHMENT 3 – to this button, attach your [Planned Milestone Accomplishments](#). **Name this document: Planned Milestone Accomplishments.doc (if in Microsoft Word format) or Planned Milestone Accomplishments.pdf (if in pdf format).** This form/[worksheet](#) is available at [SBDC Info](#) and should be completed with separate charts for the lead SBDC, each service center, and each specialty center and include sections on “Major Program Objectives” and “Special Projects” for each service center.

Additional 424a's

ATTACHMENT 4 – to this button, attach your [Additional 424a forms](#). **Name this document: Additional 424a's.doc (if in Microsoft Word format) or Additional 424a's.pdf (if in pdf format).** This form/[worksheet](#) is available at [SBDC Info](#) and should be completed with separate forms for each service center.

SBA Budget Justification

ATTACHMENT 5 – to this button, attach your [SBA Budget Justification/Narrative/Personnel List](#). **Name of document: SBA Budget Jusification.doc (if in Microsoft Word format), SBA Budget Justification.xls (if in Microsoft Excel format), or SBA Budget Justification.pdf (if in pdf format).** This form/[worksheet](#) is available at [SBDC Info](#) and should be completed with separate charts for the lead SBDC and each service center and include supporting narrative and center personnel list.

Indirect Cost Rate Agreements

ATTACHMENT 6 – to this button, attach your [Indirect Cost Rate Agreements](#) negotiated with the cognizant agency of each center that will include indirect costs as match. **Name this document: Indirect Cost Rate Agreements.doc (if in Microsoft Word format) or Indirect Cost Rate Agreements.pdf (if in pdf format).**

Indirect Cost Rate Allocation Worksheet

ATTACHMENT 7 – to this button, attach your [Indirect Cost Allocation Worksheet](#). **Name this document: Indirect Cost Rate Allocation Worksheet.doc (if in Microsoft Word format), Indirect Cost Rate Allocation Worksheet.xls (if in**

Microsoft Excel format), or **Indirect Cost Rate Allocation Worksheet.pdf** (if in pdf format). This form/worksheet is available at [SBDC Info](#). **Name this document: Debarment-SBA Form 1623**

ATTACHMENT 8 – to this button, attach your **Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions..** **Name this document: 1623.doc** (if in Microsoft Word format) or **1623.pdf** (if in pdf format). This form/worksheet is available at [SBDC Info](#)

Drug Free Certification

ATTACHMENT 9 -- to this button, attach your **Certification Regarding Drug-Free Workplace Requirements.** **Name this document: Drug Free Cert.doc** (if in Microsoft Word format) or **Drug Free Cert.pdf** (if in pdf format). This form/worksheet is available at [SBDC Info](#)

Lobbying Certification-SBA 1711

ATTACHMENT 10 -- to this button, attach your **Certification Regarding Lobbying.** **Name this document: 1711.doc** (if in Microsoft Word format) or **1711.pdf** (if in pdf format). This form/worksheet is available at [SBDC Info](#)

Cash Match Certification

ATTACHMENT 11--- to this button, attach your **Cash Match and Program Income Certification Form.** **Name this document: Cash Match-PI.doc** (if in Microsoft Word format) or **Cash Match-PI.pdf** (if in pdf format). This form/worksheet is available at [SBDC Info](#)

Cost Sharing Proposal-SBA 1224

ATTACHMENT 12 – to this button, attach your **Cost Sharing Proposal.** **Name this document: 1224.doc** (if in Microsoft Word format) or **1224.pdf** (if in pdf format). This form/worksheet is available at [SBDC Info](#)

SBA District Office Approval Letter

ATTACHMENT 13– to this button, attach your **SBA District Office Approval Letter** for this proposal. **Name this document: Approval Letter.doc** (if in Microsoft Word format) or **Approval Letter.pdf** (if in pdf format).

ATTACHMENTS 14 and 15 – If you have an additional file you need to attach to provide other documentation, e.g. additional SF-424s, please use this remaining attachment button. Please be sure to give the attachment a meaningful filename and ensure that it is in Microsoft Word, Microsoft Excel, or pdf format.

After you submit your electronic application to Grants.gov, you will be assigned a Grants.gov tracking number on the screen. It will also 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 or call them at 1-800-518-4726.

For specific questions regarding this funding opportunity you should contact OSBDC at 202-205-6766.

Portable Document Format (.pdf)

Applicants may submit the required attachments to Grants.gov as a portable document format (.pdf). Using PDFs allows you to preserve the formatting of your document.

In order to save your documents as PDFs, you will need to use PDF generator software. There are a number of programs available for both PCs and Macs, along with websites that will do the conversion for you.

Below is a sampling of some of the PDF generators on the market, many of which are free or very low-cost. The descriptions were accurate as of July 2004. Please consult vendor websites for additional information. SBA does not endorse any particular software. The websites are listed in alphabetical order.

Adobe: <http://www.adobe.com/products/acrobatstd/main.html>

Print driver that will work with any application. For PC or Mac.

BLC Technologies: <http://www.gohtm.com/>

Web-based converter. Can be used by PC or Mac. Vendor e-mails PDF back to you.

Blue Squirrel: <http://www.bluesquirrel.com/products/Click2PDF/>

Print driver that will work with any application. For PC.

Create Adobe PDF Online: <http://createpdf.adobe.com/>

Web-based converter. Can be used by PC or Mac. Vendor e-mails PDF back to you.

CutePDF: <http://www.cutepdf.com>

Print driver that will work with any application. For PC.

Go2PDF: <http://www.go2pdf.com>

Print driver that will work with any application. For PC.

PdfF995: <http://site4.pdf995.com/>

Print driver that will work with any application. For PC.

Win2PDF: <http://www.win2pdf.com/>

Print driver that will work with any application. For PC.

Zeon Corporation: <http://www.pdfwizard.com/>

Print driver that will work with any application. For PC.