U.S. SMALL BUSINESS ADMINISTRATION

ON GRANTS.GOV

INSTRUCTIONS AND GUIDELINES PACKAGE

Office of Government Contracting and Business Development
Empower to Grow (E2G) Program
(formerly known as 7(j) Management and Technical Assistance Program)

Funding Opportunity Number: GCBD-7J-2025-01

Opening Date: April 14, 2025
Closing Date: May 12, 2025

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,
please 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 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 don't 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.

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.

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
1. Find your institution's Unique Entity Identifier (Formerly DUNS) number All institutions applying for federal grants are required to provide a UEI. The federal government has adopted the use of UEI numbers to keep track of how federal grant money is dispersed. Ask your grant administrator or chief financial officer to provide your institution's UEI number. Research universities and most colleges, independent libraries, and large organizations already have UEI numbers. If your institution does not have a UEI number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge. More information about UEI numbers is available at http://fedgov.dnb.com/webform.	You will receive a **Unique Entity Identifier (Formerly DUNS)** number at the conclusion of the phone call.	Record and protect your **Unique Entity Identifier (Formerly DUNS)** number and have it available for quick reference in the following steps.
2. 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 that registration with the System of Award Management must be confirmed each year for your Grants.gov registration to remain valid.** If your organization is not registered, you can register online at www.sam.gov or apply by phone (1-888-227-2423).	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, SAM will send an e-mail confirmation, generally on the same day.	The SAM 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.

When your organization registers with SAM, you must designate: 1) 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. 2) As of February 2, 2019, all entities registering for All Awards or Federal Assistance only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations and Certification section of your entry registration). Background for the Change: To streamline the data collection and burden associated with the submission of the SF-424B, OMB, in conjunction with the Federal assistance community, developed standard government-wide Certifications and Representations to be certified by the non-Federal entity when registering in SAM. The certification process consists of reviewing the Financial Assistance general Certifications and Representations during the registration process and attesting to their accuracy. Since registration in SAM is an eligibility requirement for Federal awards and the entity registration must be updated annually, Federal agencies will use the SAM entity registration information to verify recipient compliance with these award requirements. This will reduce the unnecessary, duplicative practice of agencies requesting certifications and representations with the submission of each financial assistance application.		
WHAT YOU NEED TO DO	**TIME IT TAKES**	**TIPS**
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 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 Step 3 below.		

3. Grants.gov Application Submission and Receipt Procedures

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Please read the following instructions carefully and completely.

1. Electronic Delivery

The Small Business Administration (SBA) is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. The SBA encourages applicants to submit their applications online through Grants.gov.

2. How to Register to Apply through Grants.gov

a. *Instructions:* Read the instructions below about registering to apply for the SBA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html

> 1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to:

https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html 2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html 3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html 4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html 5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to:		

https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html 6) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.** **4. How to Submit an Application to the Small Business Administration (SBA) via Grants.gov** Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace. Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting. 2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.		

a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the SBA with tracking your issue and understanding background information on the issue.

5. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by 11:59 p.m. Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the SBA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by the SBA.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov

Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.		

Glossary

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

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

Useful Links and Resources

Unique Entity Identifier (UEI) Number information: http://fedgov.dnb.com/webform

System for Award Management (SAM): http://www.sam.gov

Register with Grants.gov: https://www.grants.gov/web/grants/applicants/organization-registration.html

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

Grants.gov e-mail: support@grants.gov

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

Grant.gov Support Line: 1-800-518-4726

2. Accessing & Submitting Required Forms on GRANTS.GOV

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 can be found on SBA's web site www.sba.gov and on www.grants.gov. They should be downloaded onto the computer, saved as a file and submitted as an attachment.

> *Grants.gov Tip: As you complete each form on grants.gov, scroll to the bottom of each page to look for Save, Next or Submit commands.*

To apply for this funding opportunity, the forms listed below must be submitted through Grants.gov:

- ☐ **SF-424, Application for Federal Assistance -** this form asks for basic information about your organization. This form can be retrieved from www.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. All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies. This form can be retrieved from www.grants.gov.
- ☐ **SF-424(b), Assurances -** 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. (As of February 2, 2019, all entities registering for All Awards or Federal Assistance only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations and Certification section of your entry registration). Background for the Change: To streamline the data collection and burden associated with the submission of the SF-424B, OMB, in conjunction with the Federal assistance community, developed standard government-wide Certifications and Representations to be certified by the non-Federal entity when registering in SAM. The certification process consists of reviewing the Financial Assistance general Certifications and Representations during the registration process and attesting to their accuracy. Since registration in SAM is an eligibility requirement for Federal awards and the entity registration must be updated annually, Federal agencies will use the SAM entity registration information to verify recipient compliance with these award requirements. This will reduce the unnecessary, duplicative practice of agencies requesting certifications and representations with the submission of each financial assistance application.
- ☐ **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.

  Please attach the proper file to the proper button as listed below. Please note that additional documents can be put in a zip file and submitted as an attachment.

☐ **ATTACHMENT 1 - List of Attachments**

Create a list outlining all attachments. This will assist SBA in verifying all attachments were received. Name this document: List of Attachments.

☐ **ATTACHMENT 2 - A-9 thru A-12 Budget Detail Worksheet, with narrative justification, for Twelve Month Budget Period.** These worksheets must breakout all costs shown on the SF-424A. You must also provide a written budget narrative. **NOTE:** The Crosswalk from SF-424A to fully loaded or fully burdened hourly rates is included in the Budget Detail Worksheet. (See attached Template - 7(j) Budget Detail Worksheet). In addition, please note that the A-9 should only reflect the project-related salary and fringe benefits of key and non-key personnel actually employed by the organization. Personnel working, under an agreement *(i.e., contracts/consultants to deliver services or goods for a specified time and dollar amount)*, should not be listed on the A-9. Instead, the project-related costs associated with these individuals (consultants/contractors) should be reflected on form A-11 under the “Other” line item reflecting Contractual.

Name this document: A9-A12 Budget.

Template provided by SBA.

☐ **ATTACHMENT 3 – Technical Assistance Milestones**

Submit executive summary to include technical assistance milestones and training goals.

Name this document: TA Milestones.

☐ **ATTACHMENT 4 - Technical Proposal**

Attach all documents comprising your Technical Proposal, as outlined below. Name this document: Technical Proposal.

Your Technical Proposal should consist of:

- ◻ Resumes and job descriptions for all key personnel; **Key personnel includes anyone in a management position (e.g., a director or supervisor) or any individual whose job is "vital" to the performance of the project. Names and position titles are required for all employees being paid from grant funds, regardless of whether those employees are considered key personnel. This information must be listed on the Key Personnel List, Form A-11. If a position is vacant, a position description must be provided.** NOTE: **Position Descriptions are not required for contractors or consultants as they are not key personnel.**
- ◻ Organizational chart;
- ◻ List of board of directors;
- ◻ Formula for determining fringe benefits rate; and

- ◻ Local travel mileage reimbursement rate (if applicable).
- ◻ List of Contractors/Consultants;
- ◻ Contractual/Consultant Agreements

Attach copies of Contractual/Consultant Agreements **($100,000 or more). Please ensure that both signatures are on the agreement.**

☐ **ATTACHMENT 5 – Tax Identification Documentation, 501(c)(3) letter.** Tax documentation reflecting tax ID number, as issued by the IRS, is required. W-9 form may be used temporarily until final notification is received from the IRS – usually within 30 days.

Name this document: 501c3.

☐ **ATTACHMENT 6 – ACH Vendor Form**

Name this document: ACH.

http://www.sba.gov/content/standard-form-3881-ach-vendormiscellaneous-payment-enrollment-form

☐ **ATTACHMENT 7 – Indirect Cost Rate Proposal from Cognizant Agency (if applicable)**

If the Applicant does not have such an agreement, it must propose an indirect cost rate in accordance with the procedures set forth in the applicable cost principles circular. **NOTE:** Regardless of the Applicant's approved rate, SBA will cap indirect costs charged to an award made under this Announcement at 25 percent.

Name this document: Indirect Cost Rate.

☐ **ATTACHMENT 8 - Copy of the Applicant's Cost Policy Statement**

The cost policy statement must describe all accounting policies and narrate in detail your proposed cost allocation plan. This plan must identify the procedures used to identify, measure, and allocate all costs to each benefiting activity. This policy should be signed by an authorized official.

Name this document: Cost Policy.

☐ **ATTACHMENT 9 - Copy of Most Recent (no older than 1 year from current date) Audit Report or link to website where the report can be located.**

Name this document: Audit.

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, you can send an e-mail to the Grants.gov helpdesk at support@grants.gov or call 1-800-518-4726.

For specific questions regarding this funding opportunity, please contact the Director, Stanley Jones, Jr. at Stanley.jonesjr@sba.gov

A-9
BUDGET DETAIL WORKSHEET
FOR TWELVE MONTH BUDGET PERIOD
(Non-Construction Programs)

ALL CATEGORIES MUST BE SUPPORTED BY A NARRATIVE DESCRIPTION OF COSTS.

DIRECT COST (If additional space is needed for any category, attach sheet.) **IMPORTANT: If multiple items purchased under a category, The separate costs for each item must be provided.**	TOTAL FEDERAL AMOUNT REQUIRED
Personal Services - Provide only the amount required for personnel services in the block on the right. List all Personal Services on page A-11 providing the full name of each employee and position titles. Provide the annual salary rate, number of months budgeted and percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities may not be more than that paid by the grantee to other employees in comparable positions or, if the grantee has no comparable positions, the rate may not be more than that paid for such services elsewhere in the community.	$
Fringe Benefits - Fringe benefits are to be listed separately and should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in Personal Services category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. (Include calculation for determining rate used.)	$
Consultants - Indicate whether applicant's formal, written Procurement Policy (and provide copy) or the Federal Acquisition Regulations are followed. For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Provide copy of consultant agreement.	$
Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interview, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $x lodging, $x subsistence). Identify the location of travel. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations. NOTE: Per diem is **not** allowed for local travel. (Local travel is defined as being any travel that is performed within a 50-mile radius of a Recipient organization's address of record.)	$
Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Expendable items should be included either in the "Supplies" category or the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Provide procurement method used. (Model and Serial numbers must be provided if or when available.)	$
Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than $5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.	$
Contractual - Indicate whether applicant's formal, written Procurement Policy (and provide copy) or the Federal Acquisition Regulations are followed. Provide company or person name, if known, and a description of the product or service to be procured by the contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts over $2,500. Provide copy of contract agreement.	$
Other - List items (e.g., rent, reproduction, telephone, janitorial or security services, etc.) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.	$
TOTAL DIRECT COST	$

A-10

BUDGET DETAIL WORKSHEET
FOR TWELVE MONTH BUDGET PERIOD
(Non-Construction Programs)

INDIRECT COST

(Costs identified as indirect can not be duplicated in Direct Cost.)

(Rate ______%)

If the applicant has an approved rate, a copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

	TOTAL FEDERAL AMOUNT REQUIRED
Overhead (Note: Provide details and computation of costs if no approved rate.)	$
General and Administrative (Note: Provide details and computation of costs if no approved rate.)	$
TOTAL INDIRECT COST	$
OTHER	
Profit/Fee (Note: Provide details and computation of costs.)	$
TOTAL ALLOWABLE BUDGET	$

Does organization have a definitized approved rate package across the board for all grants/cooperative agreements/contracts?

Check one: ☐ **Yes** ☐ **No***

If the answer is "yes", provide name of approving audit agency and date and attach a copy of the rate approval, (a fully executed, negotiated agreement). ***If answer is no, and indirect costs are included in budget, additional information may be required prior to accepting/approving indirect costs.**

Name of Audit Agency: ______________________________

Date: ______________________________

NOTE: All costs approved on this budget must meet the tests of necessity, reasonableness, allowability, and allocability in accordance with applicable cost principles applicable to this award. All costs charged to this project are subject to audit. Recipients are responsible to insure proper management and financial accountability of federal funds to preclude future costs disallowances.

All categories must be supported by narrative justification.

BUDGET DETAIL WORKSHEET
FOR TWELVE MONTH BUDGET PERIOD
(Non-Construction Programs)

PERSONNEL LIST

NAME AND POSITION TITLE	ANNUAL SALARY RATE	NO. MOS. BUDG.	% TIME	TOTAL FEDERAL AMOUNT REQUIRED
	(1)	(2)	(3)	(4)
TOTAL PERSONNEL				$
FRINGE BENEFITS (Rate %- ________)				$
TOTAL PERSONNEL & FRINGE				$

Signature:_________________________ Title:________________________ Date:________

BUDGET DETAIL WORKSHEET
FOR TWELVE MONTH BUDGET PERIOD
(Non-Construction Programs)

SUPPLEMENTARY INSTRUCTIONS

1. Personnel

Enter in Column 1 the annual (12 months) salary rate for each key position and non-key position referred to in the narrative, which will be filled for all or any part of the year by an incumbent working on the project. This rate may not be more than that paid by the grantee to other employees in comparable positions or, if the grantee has no comparable positions, the rate may not be more than that paid for such services elsewhere in the community.

Enter in column the number of months the position will be filled by an incumbent working on the project.
Enter in Column 3 the percent of time or effort the incumbent will devote to the project during the number of months shown in Column 2.
Enter in Column 4 the total amount required, as computed from the information shown in Columns 1 through 3. Use the following formats:

Annual Salary x *(Col. 1)* $\frac{\text{No. of Months } (Col.\ 2)}{12}$ x Percent of Effort *(Col. 3)* = Total Amount Required *(Col. 4)*

EXAMPLES:

PERSONNEL				
NAME	ANNUAL SALARY RATE (1)	NO. MOS. BUDG. (2)	% TIME (3)	TOTAL AMOUNT REQUIRED (4)
Full-Time Employee of Institution working 60% time on project. ---				
John Doe	$24,000	12	60%	$14,400
Calculation	$24,000 x	$\frac{12}{12}$ x	60%	= $14,400
Summer Employee (3 months) to be paid $1,000 a month. will work on project 25% of time. ---				
Richard Doe	$12,000	3	25%	$ 750
Calculation	$12,000	3	25%	= $ 750

2. Fringe Benefits

Enter in the parenthesis the fringe benefit rate applicable to employees of the institutions. In Column 4, enter the amount determined by applying the rate to the total of the salaries in Column 4 to which the rate applies.

3. Option for Salary Detail Submission

Institutions may require that the salary rates and amounts requested for individuals not be made available to SBA reviewing consultants. To do so, an additional copy of this page must also be submitted, complete in all respects, except that Columns 1 and 4 may be left blank.