

U.S. SMALL BUSINESS ADMINISTRATION ON GRANTS.GOV

INSTRUCTION PACKAGE

Office of Entrepreneurial Development
Community Navigator Pilot Program

Funding Opportunity Number: CNP-2021-01

Opening Date: May 25, 2021

Closing Date: July 23, 2021

IMPORTANT:

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via GRANTS.GOV.

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, 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 or support@grants.gov. 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
<p>1. Find 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 does not 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://fedgov.dnb.com/webform.</p>	<p>If requested over the phone, Dun and Bradstreet (D&B) will provide a DUNS number immediately.</p> <p>Web form requests take 2-5 business days.</p> <p>If you have requested a DUNS number have not received it, please send an email to govt@dnb.com for U.S. registrants.</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 System of Award Management (SAM)</p> <p>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.</p> <p>Remember that registration with the System of Award Management 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 https://sam.gov/SAM/pages/public/index.jsf.</p> <p>When your organization registers with SAM, you must designate:</p> <p>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.</p>	<p>If not already registered on SAM.gov, then registering with the System for Award Management (SAM) is a required step in order for your organization to be able to apply for federal grants.</p> <p>Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes up to two weeks to register with SAM, then 1 business day for updates made in SAM to be reflected in Grants.gov. However, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional 5 weeks to request and obtain an EIN from the IRS.</p>	<p>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.</p> <p>Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.</p>

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
<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 SAM 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 3 below.</p>		
<p>3. Register with Grants.gov</p> <p>Finally, your organization's AOR(s) must register with Grants.gov at https://apply07.grants.gov/apply/OrcRegister.</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 email 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.</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>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>AORs will receive usernames and passwords when they submit their information.</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> <p>An organization does not need more than one AOR. While the AOR is the only individual who can submit applications, others (e.g. project director, development director, etc.) can work on the proposal prior to submission.</p> <p>AORs should record and protect User IDs and passwords, and have them available for quick reference.</p>

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

DUNS Number information: <http://fedgov.dnb.com/webform>

System for Award Management (SAM): <https://sam.gov/SAM/pages/public/index.jsf>

Register with Grants.gov: <https://apply07.grants.gov/apply/OrcRegister>

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

Grants.gov email: support@grants.gov

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 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. This form can be retrieved from www.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), Assurances – Non-Construction Programs - This form can be retrieved from www.grants.gov.

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 Twenty-Four Month Budget Period

These worksheets must breakout all costs shown on the SF-424(a). You must also provide a written budget narrative. **NOTE:** The Crosswalk from SF-424(a) to fully loaded or fully burdened hourly rates is included in the Budget Detail Worksheet. (See attached Template - 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 on www.grants.gov.

ATTACHMENT 3 – Cover Letter

The first page of the application must be a cover letter that includes the following information:

- Statement that the application is in response to NOFO No. CNP-2021-01;
- Applicant's name and address;
- Applicant's website address (if applicable);
- Applicant's DUNs number;
- Name, telephone number, and email address for the Applicant's designated point of contact;
- Dollar amount of assistance being requested; and
- Proposed service area.

Name this document: Cover Letter.

ATTACHMENT 4 - Technical Proposal

Attach all documents comprising your Technical Proposal, as outlined below. Please see additional Technical Proposal requirements in the Community Navigator Pilot Program Notice of Funding Opportunity.

Your Technical Proposal should consist of:

- Organizational Chart of Key Personnel
- Project Narrative
- Budget Narrative
- Partner Organization “Spokes” Commitment Letters
- State/Local Government Support
- Past Performance
- List of Contractors/Consultants
- Contractual/Consultant Agreements

Attach copies of Contractual/Consultant Agreements (**Over \$3,001 up to \$150,000**). **Please ensure that both signatures are on the agreement.**

Name this document: Technical Proposal.

ATTACHMENT 5 – Resumes and Job Descriptions

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.

Name this document: Resumes and Job Descriptions.

ATTACHMENT 6 – Organization Chart for “Hub” and “Spokes”

Name this document: Organization Chart for “Hub” and “Spokes”.

ATTACHMENT 7 – Tax Identification Documentation, 501(c) 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: 501(c).

ATTACHMENT 8 – ACH Vendor Form

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

Name this document: ACH.

ATTACHMENT 9 – CPA/CFO Certification

Certification statement from a staff person or outside entity with financial expertise that the organization has an internal financial management system that meets the standards prescribed in 2 CFR 215.21 through 215.28.

Name this document: CPA CFO Cert.

ATTACHMENT 10 - 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 11- Copy of Most Recent Audited Financial Statement or Single Audit (if applicable) or link to website where the report can be located.

Name this document: Audit.

ATTACHMENT 12 – Other

Attach other applicable documents, such as copies of Contractual/Consultant Agreements.

Name these documents: Other.

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 emailed to your AOR.

For additional help on how to use Grants.gov, you can send an email to the Grants.gov helpdesk at support@grants.gov or call 1-800-518-4726.

Questions concerning general information contained in this Funding Opportunity Announcement should be directed to the Office of Entrepreneurial Development at navigators@sba.gov

A-9
BUDGET DETAIL WORKSHEET
FOR TWENTY-FOUR MONTH BUDGET PERIOD
(Non-Construction Programs)
ALL CATEGORIES MUST BE SUPPORTED BY A NARRATIVE
DESCRIPTION OF COSTS.

<u>DIRECT COST</u> (If additional space is needed for any category, attach sheet.)	TOTAL FEDERAL AMOUNT REQUIRED
<p>IMPORTANT: If multiple items purchased under a category, The separate costs for each item must be provided.</p> <p>Personal Services - Provide only the amount required for personnel services in the block on the right. <u>List all Personal Services on page A-11</u> 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.</p> <p>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.</p>	\$
<p>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.)</p>	\$
<p>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.</p>	\$
<p>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 Regulations. NOTE: Per diem is <u>not</u> 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.)</p>	\$
<p>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.)</p>	\$
<p>Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, handheld 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.</p>	\$
<p>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.</p>	\$
<p>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.</p>	\$
TOTAL DIRECT COST	\$

**BUDGET DETAIL WORKSHEET
FOR TWENTY-FOUR MONTH BUDGET PERIOD
(Non-Construction Programs)**

<u>INDIRECT COST</u> <i>(Costs identified as indirect cannot be duplicated in Direct Cost.)</i> (Rate _____%)	
	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	\$
<u>OTHER</u>	
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 ensure 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 TWENTY-FOUR 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 TWENTY-FOUR 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:

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

EXAMPLES:

PERSONNEL				
NAME	ANNUAL SALARY RATE	NO. MOS. BUDG.	% TIME	TOTAL AMOUNT REQUIRED
	(1)	(2)	(3)	(4)
Full-Time Employee of Institution working 60% time on project. ----- John Doe	\$24,000	12	60%	\$14,400
<u>Calculation</u>	\$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
<u>Calculation</u>	\$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.