Office of Small Business Development Centers –Portable Assistance Program
Funding Opportunity Number: OIT-STEP -2012-01

IMPORTANT

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH GRANTS.GOV.
APPLICATIONS WILL NOT BE ACCEPTED THROUGH THE MAIL.

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.

THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1 - 2 WEEKS, IS REQUIRED TO SUBMIT YOUR APPLICATION ELECTRONICALLY.
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 electronic 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 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.

2. List of Required Forms

To apply for this funding opportunity, you must provide the forms listed below through Grants.gov. Also, you must download the full Program Announcement for other mandatory requirements.

What you need to do	Time it takes	Tips
1. Find out your institution's DUNS number 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. 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. 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. More information about DUNS numbers is available at http://dunandbradstreet.com/us/duns_update/index.html.	You will receive a DUNS number at the conclusion of the phone call.	Record and protect your DUNS number and have it available for quick reference in the following steps.
2. Register your institution with Central Contractor Registry (CCR) 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. **Remember that registration with the Central Contractor Registry 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.ccr.gov or apply by phone (1-888-227-2423). When your organization registers with CCR, you must designate: 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	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.	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. Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of

necessary. 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. 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.		Contact.
3. Register with Grants.gov credential provider 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. 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. AOR User IDs and passwords serve as "electronic signatures" when your organization submits applications through Grants.gov. 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).	Same day. AORs will receive usernames and passwords when they submit their information.	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. AORs should record and protect their UserIDs and passwords, and have them available for quick reference.
4. Register with Grants.gov Finally, your organization's AOR(s) must register with	Same day.	If you are uncertain

Grants.gov at https://apply.grants.gov/GrantsgovRegister using their User IDs and passwords obtained in Step 3. 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. 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. 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.	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.	about your organization's AORs, contact Grants.gov with your DUNS number and they can check for you.

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

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) 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.

Program Announcement OIT-STEP-2012-01, Sections IV and V provide required formats. Forms **one through four** may be found as part of the application process on www.grants.gov for this funding opportunity. The rest of the forms will be submitted as attachments. The forms will be found on SBA's Office of International Trade page at http://www.sba.gov/about-offices-content/1/2889/resources/14315, and should be downloaded, saved as a files, and submitted as attachments following the file nomenclature noted below.

From 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. 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. **Cover Letter --** (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.11.), not to exceed two pages, including the following information:

    i. Statement that the application is in response to Program Announcement No. OIT-STEP-2012-01;

    ii. Applicant's name and address;

    iii. Applicant's website address (if applicable);

    iv. Name, telephone number, fax number, and email address for the Applicant's designated point of contact;

    v. Dollar amount of assistance being requested;

    vi. A summary comprised of one paragraph for each for the three or four most important efforts to be undertaken under the project and the outcomes that are expected for each such effort. Note that if a cooperative agreement is awarded pursuant to the proposal, this summary will be published on the SBA's State Trade and Export Promotion Program website.

The Cover Letter should be submitted electronically in Word, not PDF, format. Label the '__ Cover Letter,' with '__,' = State abbreviation.

6. **Technical Proposal --** (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.2 and Paragraphs 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, and 5.2.6.), not to exceed 20 pages, excluding attachments, addressing the Applicant's planned project and the evaluation criteria discussed at Paragraphs 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, and 5.2.6.; and providing a detailed description of the purpose, goals, objectives strategies, design, and management of the project.

   The technical proposal should be prepared and submitted in Word, double-spaced format, exclude confidential and/or proprietary information, and include the following information:

   i. Detailed description of the Applicant's past international trade assistance experience and present capacity to provide assistance to 'eligible small business concerns.'

   ii. Detailed description of how each type of international trade assistance proposed by the Applicant will be implemented and delivered to 'eligible small business concerns.'

   iii. Identification of the project director and key management personnel and staff, including résumés (or position descriptions for unfilled positions). Résumés must include experience relevant to this project and may not be more than two pages in length. Résumés must be included as attachments in accordance with Section 4.1.5 of the Program Announcement, and do not count toward the page limit on the technical proposal.

   iv. Identification of contractors and consultants and the manner in which they were or will be selected (i.e., competitively or non-competitively). NOTE: No more than 49 percent of award funds may be expended on contractor and/or consultant costs. Copies of contracts and consulting agreements (either signed or samples as applicable) must be included as attachments, which do not count toward the page limit on technical proposals.

   v. Organizational Chart; and,

   vi. Chart of Project Milestones. This chart must reflect monthly projections for all activities to be performed under the award during the 12-month Budget Period. Note: The chart of Project Milestones must begin and end with the dates indicated in block '17' of SF-424.

vii. Subgranting plan, addressing how subgrantees will be selected, the amount or range of funding each subgrantee will receive, and the purposes for which subgrants will be made.

The Technical Proposal should be submitted electronically as a Word file for text material, and Excel files for spreadsheet materials (as discussed below). The Technical Proposal (Word file) should be named '__ Technical Proposal,' with '__,' = State abbreviation.

Several sections of the Technical Proposal require submission of Excel spreadsheets. Please use the following file: __OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, and the worksheets within it, per instructions below. Save the Excel file using the name '__OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS,' inserting the abbreviation for your State, as the first two characters of the file name.

The Technical Proposal (Word file) should address the following matters as specific sections:

i. Organizational Experience and Capacity;
ii. Project Design;
iii. Project Management;
iv. Collaboration and Leveraging Resources;
v. Measurement of Outputs, Outcomes, and Data Integrity; and,
vi. Ability to Reach Specific Target Markets .

Organizational Experience and Capacity (20 Points) (Reference Program Announcement OIT-STEP-2012-01, Paragraph 5.2.1.), addressing demonstrated ability to provide assistance to 'eligible small business concerns,' that will enable them to begin exporting, or enter new markets. Such assistance includes, but is not limited to support for:

i. Participation in foreign trade missions;

ii. Participation in foreign market sales trips;

iii. Subscription to services provided by the Department of Commerce;

iv. Translation of websites into foreign languages;

v. Design of international marketing products or campaigns;

vi. Development of export trade show exhibits;

vii. Participation in international trade training workshops; and,

viii. Other deemed appropriate by SBA's Associate Administrator of the Office of International Trade that does not duplicate the services of other SBA resource partners.

Applicants must provide adequate evidence and documentation, including specific examples, of their:

i. Experience with, and capacity for, providing the types of support and services enumerated immediately above;

ii. Familiarity with and expertise in export:
   1) Market identification and development,
   2) Marketing,
   3) Financing, and,
   4) Logistics;
   5) Knowledge of, and capability for providing, international trade and export development services that are relevant and responsive to the needs of 'eligible small business concerns.'

Project Design (40 Points) (Reference Program Announcement OIT-STEP-2012-01, Paragraph 5.2.2.), addressing understanding of the purpose of the State Trade and Export Promotion Program, proposed approach for performing projects, outcomes and objectives, and methodology for evaluating and assessing the effectiveness and impact of their projects. Innovation and creativity in providing assistance to 'eligible small business concerns,' is strongly encouraged. Applicants must describe in detail the proposed technical assistance delivery methods and products and their implementation and evaluation. Specific topics that must be addressed include:

i. Methods of outreach to 'eligible small business concerns,' which the Applicant will use.

ii. Number of 'eligible small business concerns,' that will be assisted.

iii. If the Applicant pans to provide unique export-related or export finance-related training activities that are otherwise unavailable to 'eligible small business concerns,' it must provide a description of each such activity that it will conduct, the number of 'eligible small business concerns,' that will participate in each such offering, and the expected outcome for each such offering. **(Table must be provided in Excel format, which shall not count against page limit on technical proposal. Use __OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, Tab Attachment A, as discussed above.**)

i. If the Applicant plans to sponsor, or support participation of 'eligible small business concerns,' in outbound foreign trade shows, trade fairs, trade missions, etc., it must provide description (name, date (month and year), country, city, and sectoral focus) of each such activity, the number of 'eligible small business concerns,' that will participate in each such activity, and the outcome expected for each such activity. It is recommended that the Applicant consult with the U.S. Department of Commerce, Commercial Service regarding foreign activities planned for the project period contemplated in this Program Announcement. **(Table must be provided in Excel format, which shall not count against page**

limit on technical proposal. Use__OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, Tab Attachment B, as discussed above.)

ii. If the Applicant plans to sponsor, or support participation of 'eligible small business concerns,' in inbound foreign trade activities, it must provide description (name, date (month and year), country, city, and sectoral focus) of each such activity (e.g., reverse trade mission, etc.), the number of 'eligible small business concerns,' it will support for each such activity, and the outcome expected for each such activity. It is recommended that the Applicant consult with the U.S. Department of Commerce, Commercial Service regarding domestic activities planned for the project period contemplated in this Program Announcement. . **(Table must be provided in Excel format, which shall not count against page limit on technical proposal. Use __OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, Tab Attachment C, as discussed above.**)

If the activity is to be undertaken with the assistance of state or private sector resources (i.e., other than U.S, Department of Commerce, Commercial Service), so note on the file.

iii. If the Applicant plans to support translation of websites for 'eligible small business concerns,' it must provide the number of such concerns to receive these services, and the outcome expected for each such activity. **(Table must be provided in Excel format, which shall not count against page limit on technical proposal. Use __OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, Tab Attachment D, as discussed above.**)

iv. If the Applicant plans to support development of foreign marketing materials for 'eligible small business concerns,' it must provide the number of concerns to which it plans to provide such services, and the outcome expected for each such activity. **(Table must be provided in Excel format, which shall not count against page limit on technical proposal. Use__OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, Tab Attachment E, as discussed above.**)

v. If the Applicant plans to support subscription to U.S. Department of Commerce, Commercial Services products (e.g., Gold Key Services, etc.) for 'eligible small business concerns,' it must provide the number and type of service or subscription to be provided, by country, and time frame (month and year), and the expected outcome of such activities. It is recommended that the Applicant consult with the Commercial Service in developing its plans to use such services vis a vis countries and timing .If Commercial Services resources are constrained with respect to requirements, the Applicant may wish to explore other public/private sector alternatives, and reference them in its technical proposal. **(Table must be provided in Excel format, which shall not count against page limit on technical proposal. Use__OIT-STEP-2012-01 TECHNICAL**

PROPOSAL ATTACHMENTS, Tab Attachment F, as discussed above.)

vi. If the Applicant plans to support development of export trade show exhibits for 'eligible small business concerns,' it must provide the number of firms to which it expects to provide such services, and the expected outcome of such activities. **(Table must be provided in Excel format, which shall not count against page limit on technical proposal. Use__OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, Tab Attachment G, as discussed above.**)

vii. If the Applicant plans to provide other types of services and/or support to 'eligible small business concerns,' it must describe such efforts in detail, provide the number of firms to which it plans to provide such assistance and the expected outcome of each such activity.

viii. Projected milestones or timeline of accomplishments and activities.

ix. Clarity, accuracy, relevance, and ease of report ability of its evaluation methodology.

Project Management (20 Points) (Reference Program Announcement OIT-STEP-2012-01, Paragraph 5.2.3.), addressing strength of staffing and management plans for accomplishing the goals and objectives of proposed projects. Applicants must demonstrate they will devote adequate numbers of personnel having sufficient experience to the project, establish clear and direct lines of responsibility and authority for managing and overseeing the project, and show they will have sufficient facilities and other physical resources at their disposal in order to accomplish the proposed project. In particular, an Applicant must:

i. Identify all key management, staff and contractors/consultants, describe their roles in conducting and overseeing the project, stipulate the amount of time they will devote to the project, and provide copies of résumés/position descriptions and an organizational chart;

ii. Identify all facilities and other physical resources that will utilized in furtherance of the proposed project and provide copies of relevant deeds, leases, free space agreements, rental contracts, memoranda of understanding, etc.;

iii. Provide copies of all contracts and consulting agreements and identify the employees or officials of the Applicant organization who will be responsible for overseeing and administering those agreements;

iv. Describe its financial management structure and internal controls and identify all staff members who will be responsible for financial recordkeeping, reporting, the receipt and expenditure of award funds, and addressing audit findings; and,

v. Provide a copy of its conflict of interest policy addressing, at a minimum, procedures for ensuring its employees, consultants and contractors do not assist 'eligible small business concerns,' in which they, their principals, or their immediate family members have a financial interest or fiduciary duty and for ensuring its employees, consultants and contractors do not use their role in the project as a means of marketing their outside services to project clients.

Collaboration and Leveraging of Resources (10 Points) (Reference Program Announcement OIT-STEP-2012-01, Paragraph 5.2.4.), addressing breadth of plans for coordinating their proposed activities and working to expand the scope and reach of their project in collaboration with entities such as SBA's District Offices, other federal, state, local and tribal government agencies, other SBA grant Recipients/resource partners, trade associations, business/industry groups, institutions of higher education, and/or private organizations.

Note that because of the nature and substance of the State Trade and Export Program, it is strongly recommended that Applicant establish and document collaborative relationships with such organizations as the U.S. Department of Commerce, Commercial Service, Export-Import Bank, etc.

Specifically, provide the following:

i. Copies of agreements with, or letters or emails from, the above-listed types of organizations pledging to work with the Applicant in order to advance specific State Trade and Export Promotion Program objectives;

ii. Detailed descriptions of any of its own funds or in-kind resources the Applicant will devote to the project and copies of donation letters or checks from outside entities.

Measurement of Outputs, Outcomes, and Data Integrity (20 Points) (Reference Program Announcement OIT-STEP-2012-01, Paragraph 5.2.5.), providing:

i. Detailed description of the manner in which the Applicant will measure the
   a. Outputs, and,
   b. Outcomes of the activities to be conducted, particularly to show the increase in:
      i. Number of small businesses exporting, and
      ii. Increase in the value of exports by small businesses.

ii. Detailed description of the type and nature of data quality controls (e.g., how the recipient will ensure the utility, objectivity and integrity of data) pertaining to the measures described in (i), above.

Note: The applicant must establish adequate controls to reasonably ensure data accuracy and describe these data quality controls. The applicant must present clear, quantifiable and verifiable performance indicators in the proposals. Describe what you will measure, how you will measure it and what action will be taken if the desired result is not being reached. Explain who will benefit from the services provided and how will they be helped by these efforts.

Ability to Reach Special Target Markets (10 Points) (Reference Program Announcement OIT-STEP-2012-01, Paragraph 5.2.6.), proposing efforts to serve up to two of the following three categories, for up to five points for each, for each of two categories of the following three categories proposed to be served:

i. As part of an export promotion program, provision of assistance to 'eligible small business concerns,' that are one or more of the following:
   a. Owned and controlled by socially and economically disadvantaged individuals (SDB);
   b. Owned and controlled by women (WOSB);
   c. Owned and controlled by veterans and/or service-connected disabled veterans (VOSB/SDVOSB); and/or,
   d. Rural small businesses (RSB).

ii. New-to market export opportunities to the People's Republic of China for 'eligible small business concerns,' in the United States (PRC).

iii. Promote regional, industry focused, innovation clusters through development of export opportunities for 'eligible small business concerns.' (CLS)

(Table must be provided in Excel format, which shall not count against page limit on technical proposal. Use__OIT-STEP-2012-01 TECHNICAL PROPOSAL ATTACHMENTS, Tab Attachment H, as discussed above.)

7. **Budget Detail Worksheet for 12-Month Budget Period –** (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.3.) this worksheet supports and details the expenditures listed in the Budget Information – Non Construction Programs – (SF 424A). Budget line totals must match those on SF-424, Application for Federal Assistance, and SF-424A, Budget Information; budget narratives must support all dollar amounts reflected on SF-424A. Project Director must devote at least 50% of his/her time to the project.

Applicant may substitute its own forms or spreadsheets in place of the Budget Detail Worksheet, provided it includes all the same cost elements/line items covered by Attachments A-9 through A-12. **If substitute forms are used, documents must be submitted as Excel or Word Files. Label the file '__ Budget Detail Worksheet,' with '__,' = State abbreviation.**

8. **Copy of Applicant's Cost Policy Statement –** (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.3.) The statement must describe all accounting policies and detail proposed cost allocation plan. The plan must identify the procedures used to identify, measure, and allocate costs to each benefiting activity. The policy must be signed by an authorized official. **Label the PDF file '__ Cost Policy Statement,' with '__,' = State abbreviation.**

9. **Copy of Applicant's Current Government-wide Indirect Cost Rate Agreement -–** (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.3.) This must be submitted if the Applicant's budget includes indirect costs. 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. **Label the PDF file '__ Indirect Cost Rate,' with '__,' = State abbreviation.**

10. **Percentage Match Requirement** – (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.3.) Statement and documentation of how the applicant plans to fund such requirements, and provision of copies of Match Certification Letter(s). Letter(s) from sources from which the applicant intends to obtain financial matching funds. **Label the PDF file containing all documents '__ Percentage Match Requirement,' with '__,' = State abbreviation.**

11. **SBA Form 1623, Certification Regarding Debarment, Suspension, and Other Responsibility Matters** -- (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.4.) **Label the PDF file '__ SBA Form 1623,' with '__,' = State abbreviation.**

12. **SF-3881 ACH Vendor/Miscellaneous Payment Enrollment Form--** **(**Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.4.) Note: Applicant must complete the Payee Information and Financial Institution sections only. The Agency Information section will be completed by SBA. Applicant must sign the form. **Label the PDF file '__ SF-3881,' with '__,' = State abbreviation.**

13. **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. **Label the file '__ Drug Free Workplace,' with '__,' = State abbreviation.**

14. **Attachments and Exhibits** -- (Reference Program Announcement OIT-STEP-2012-01, Paragraph 4.1.5, as to all of the following.), attaching copies of the following.

    i. **Governor's Letter of Endorsement -- Label the PDF file '__ Governor's Letter of Endorsement,' with '__,' = State abbreviation**.

    ii. **Résumés and Position Descriptions --** for all key personnel providing services (Note: Resumes and position descriptions for board members, contractors, and consultants need not be submitted unless they are key personnel and are to be paid with funds under the award**.). Label the PDF file containing all resumes and position descriptions '__ Resumes and Position Descriptions,' with '__,' = State abbreviation.**

    iii. **List of Members of Board of Directors -- Label the PDF file '__ Board of Directors,' with '__,' = State abbreviation.**

    iv. **Listing of Contracts, Consulting Agreements, and Leases -- Label the PDF file containing all documents '__ Listing of Contracts, Consultants, and Leases,' with '__,' = State abbreviation.**

v. **Copy of Contractual and Consulting Agreements --** including hourly charges, session costs, materials, etc. **Label the PDF file '__ Contractual and Consulting Agreements,' with '__,' = State abbreviation**.

vi. **Tax Identification Documentation** issued by the Internal Revenue Service **-- Label the PDF file '__ TI Documentation,' with '__,' = State abbreviation.**

vii. **Pledges** of additional funding or in-kind resources. **Label the PDF file '__ Pledges,' with '__,' = State abbreviation.**

viii. **Conflict of Interest Policy -- Label the PDF file '__ Conflict of Interest,' with '__,' = State abbreviation.**

ix. **A-133 Audit Report --** Most recent A-133 Audit Report. If the Applicant is not subject to the requirements of the Single Audit Act, it must instead submit a copy of its most recent audited financial statement (Note: if the document is large, provide a website and instruction on where to locate the audit.). **Label the PDF file '__ A-133 Audit,' with '__,' = State abbreviation.**

x. **Chief Financial Officer Certification** (or equivalent thereof, holding analogous responsibilities, and having analogous expertise). Application must include a written statement from CFO, or equivalent thereof, verifying that the applicant has an established organizational infrastructure with and internal financial management system that meets appropriate cost principles. Letter must be on letterhead, signed, and dated.); **Label the PDF file '__ CFO,' with '__,' = State abbreviation.**

xi. Any other documentation the Applicant believes supports its proposal. **Label the PDF file appropriately, with the first two characters letters = State abbreviation.**

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.