

Checklist of Required Submissions for Program Announcement

Technical Proposal	Cost Proposal
<p style="text-align: center;">Address and submit each of the following as instructed and outlined in the Program Announcement. Program Information Narrative</p> <p>___ Table of Contents</p> <p>___ Mission Alignment and Experience</p> <p>___ Organization and Structure</p> <p>Include the following:</p> <ul style="list-style-type: none"> - Organization Chart (include names, positions titles, and percentage of time each will devote to the project for all proposed full- and part-time employees working on the WBC project) - Résumé (for WBC Director) - Position Description (for ALL personnel) - List of Board of Directors (include phone number and e-mail address) - WBC Hours & Planned Closures <p>___ Market Assessment for Services Provided</p> <p>___ Project Objectives & Milestones Narratives</p> <p>___ Plans for Marketing and Collaboration with the SBA & Other Community & Small Business Organizations</p> <p>___ Include commitment letters and/or cooperative agreements.</p> <p>___ Sources and Leverages of Funds</p> <p>___ Financial Management Capability & Certification of Match</p> <p>___ Include a certification that the financial system to be used for the non-Federal entity's WBC project meets 2 CFR Part 200.302 and 200.333. (Note: Letter may be from the applicant's auditor, CPA, treasurer, comptroller, CFO or similarly qualified individual.)</p> <p>___ Program Evaluation and Economic Impact</p> <p>___ Technology Capability</p> <p>Supporting Documents</p> <p>___ List of all Federal awards received w/in last 5 years - include: 1) grantor agency name; 2) CFDA number; 3) the year of the award; 4) the amount of the award; & 5) status of award (i.e., if award is ongoing or closed).</p> <p>___ Concurrence from District Director regarding local market needs</p> <p>___ Active SAM Registration – A print out showing a valid SAM registration and the date of expiration</p> <p>___ Copy of All Subcontracts and Agreements (may not exceed 49% of total budget)</p> <p>___ Conflict of Interest policy signed by all current employees, contractors, and instructors</p> <p>___ Articles of Incorporation</p> <p>___ Non-Profit Verification (501(c) Certification from IRS)</p> <p>___ SBA Form 1623 (Debarment & Suspension)</p> <p>___ SBA Form 1711 (Lobbying)</p> <p>___ SF-LLL (Lobbying)</p> <p>___ SBA Form 1224 (Cost Sharing Proposal)</p> <p>___ Approved Indirect Cost Rate or Cost Allocation (if applicable)</p> <p>___ Most recent audit (or audited financial statement)</p>	<p style="text-align: center;">Must complete the SF-424 Package for the Base Period SF 424 Packages and Budget Details</p> <p>For the Base Period – Submit the following:</p> <p>___ SF-424</p> <p>___ SF-424A</p> <p>___ SF-424B</p> <p>___ Annual Budget Summary (B10 – B16)</p> <p>___ Certification of Cash Match and Program Income</p> <p>Include a list of sources for cash match and detail the activity which will generate program income. Note: In-kind should not be included on this worksheet.</p> <p>For Estimated Funding Requirements for Option Years 1 through 5 (Option Years 1 through 2 if Renewal Phase) – Complete the following:</p> <p>___ Ensure that Section E of the Base Period SF-424A is completed as instructed in the program announcement.</p> <p style="text-align: center;">MAKE SURE OF THE FOLLOWING</p> <ol style="list-style-type: none"> 1. The SF-424 reflects the correct Federal amount and non-Federal match of which 50% is in the form of cash. Note: Cash match is all non-Federal cash and program income; 2. The SF-424A, block 6. a. – k., breaks out the Federal share (in column 1); the non-Federal cash (in column 2); in-kind (in column 3) & program income (in column 4); and 3. The budget does not include non-expendable equipment. Non-expendable equipment is <u>unallowable</u> under the grant. Only expendable equipment, (valued below \$5,000 per piece) is allowable and must be shown under the "Supplies" cost category.